

Voluntary Prekindergarten (VPK) Program Assessment Requirements Handbook

Identified Tool for Assessments: Teachstone CLASS®

Purpose: To provide clear and intentional assessment guidelines and provide quality assurance for CLASS® observations.

Provider Registration Process

Requirements:

- A provider must notify the Early Learning Coalition (coalition) of their desire to provide VPK services in the upcoming year and meet the requirements to be a VPK provider.
- The provider shall register their current classrooms, including the VPK director and instructional personnel, i.e., teachers with the exception of substitutes and those who fill in for teacher breaks, assigned to each classroom in the Provider Portal.
- Nightly data transfer will occur from the Provider Portal to Web-based Early Learning System (WELS) updating all VPK program information.

Observer Requirements

Reliability and Certification

To validate observer quality and reliability, all observers shall have a current certification achieved by completing and passing all trainings and assessments required by Teachstone to conduct a CLASS® observation with validity and fidelity. Only coalition staff, FDOE-approved vendors or coalition designees may conduct CLASS observations.

Staffing Considerations:

- Observers shall have the ability to speak, understand, and write in the language of the classrooms they are observing.
- Observers shall not conduct an observation of classrooms in which the observer:
 - Is employed by the school or center in which the observer works.
 - Is an immediate family member of the teacher being observed.
 - Is an immediate family member of an individual who supervises or provides training or technical assistance to the teacher being observed.
 - Has direct financial interest in the site where the classroom observation is taking place.
 - Has children currently enrolled or enrolled in other classrooms at the site.
 - Certified observers may not observe in the school or center in which they work.

Expectations for Observations

Observation Norms:

- A CLASS® observation is an observation of a classroom using the appropriate PreK CLASS® tool.
- A cycle involves observing and recording behavioral notes followed by scoring each dimension.
- An observer with reliability certification on the tool appropriate for the room conducts four cycles of observation.
- Teachstone CLASS guidelines require observers to watch, without interruption, activities in the classroom and/or outside:
 - Four 20-minute cycles for PreK observations.
- All observations must be conducted in accordance with the requirements of Teachstone, LLC guidance.
- The observation must be completed during the VPK instructional hours and the lead VPK instructor must be present.
- At least 1 enrolled VPK student must be present. Best practice is for at least 2 enrolled students present.
- Multi-class groups shall have 1 classroom observation completed, and the resulting classroom observation score shall be duplicated for each classroom in the Composite Program Assessment Score calculation. A Multi-class group is defined as a private provider or public school may instruct two or more VPK classes as one. A VPK class within a multi-class group may not exceed the maximum class size described in subsection (3).

The ELC identified observer shall:

- Conduct classroom observations no earlier than 15 instructional days after the VPK school-year program start date and no earlier than 5 instructional days after the summer program start date.
- Notify providers via email of upcoming program assessment at least 2 weeks prior to the scheduled program assessment date.
- Complete during observation the CLASS observation score sheet.
- Complete the observation using the CLASS manual and this observation protocol.
- Bring additional materials necessary such as clipboard, pen/pencil, timer/watch, identification badge, CLASS certification card, driver's license.

Recording Observations in the FDOE-Approved Vendor System:

- Observers shall enter and save all dimension scores and notes into FDOE-approved vendor system within 3 business days of conducting the classroom observation.
- The ELC must approve the rating and generate a composite in the FDOE-approved vendor system within 3 business days of entering the final observation required to generate a composite score.
- The observation data entered in the FDOE-approved vendor system must match the classroom listed in the Provider Portal **exactly**.

- The number of children will be averaged across 4 cycles, and the number of teachers rounded up and listed.
- **Notes are required for all CLASS dimensions.** The notes must fully support the score given, with use of examples and quotations from the observation (in the original language used in the classroom when possible). Sentence fragments and easily understood abbreviations are permitted.
- Observations conducted in VPK classrooms during participation in the School Readiness Program Assessment in accordance with Rule 6M-4.740, F.A.C, that meet requirements as defined in Section 1002.68 (2), F.S., may be used for meeting the contract minimum threshold requirements, provided the observation was conducted in compliance with Rule 6M-8.621, F.A.C.

Data Correction

Processes:

- Observers may not edit electronically reported observation data once it has been entered in the FDOE-approved vendor system, unless a request for editing is received and approved by the Division.
- The Division may request additional documentation to support the validity of the changes.

Rationale:

- Requests for data correction will only be approved for the following reasons:
 - Class observation results have been reported incorrectly.
 - Class observation results were not reported.

Second Assessments

Processes:

- A second assessment must be requested from the coalitions in writing within 30 days of receipt of the Composite Program Assessment Score.
- Providers must coordinate second assessment requests through their affiliated coalition and provide payment prior to the assessment being conducted.
- Second assessments must be completed before the scheduled program end date.
- A single classroom will be observed, and its score will replace the previous score to calculate a new Composite Program Assessment Score if the VPK instructor previously observed is still actively teaching in the classroom being observed.
- If the previously observed instructor is not active in the classroom and the newly assigned instructor is hired after the previous program assessment was completed, the single classroom will be observed, and its score will replace the previous score to calculate a new Composite Program Assessment Score.