

## LEA Guidelines for Title III Classroom Visits

**Purpose:** The Peer Reviewers of the Title III ESSA plan, with the Department of Education, directed USBE to provide technical assistance to LEAs to ensure quality **content** instruction for students learning English.

**Overarching Inquiry Questions:** How is USBE ensuring the students learning English have access to grade level content?

**LEA role:** Provide the USBE Title III Specialist with the following:

1. Mutually agreed upon dates, unless there is no LEA response and then USBE will assign dates.
2. Title III will send the list of schools to be visited that could include Title I schools and TSI Schools for the EL Student Group or in 2021-2023 visits will be designed collaboratively with each LEA.
3. OPTIONAL: Time and place for a focus group with at least 25-40 parents of ELs (as well as a translator(s)) on any convenient day for parents in the afternoon: 2-5 parents should be invited from each school by the principals of each school being visited.
4. OPTIONAL: Time and place for a focus group with all principals of schools visited including the superintendent and other relevant district personnel (curriculum, assessment, federal programs) on the last day in the afternoon or when convenient.
5. LEA please communicate with each principal the following:
  - Date of the visit and expectation that the principal or others from the school's administration should be present to greet the USBE observer(s), and provide a map of the school, list of teachers with room numbers and their subjects and a school schedule; Classes with the most MLLs;
  - The Observation tool being used so the school and teachers can review it;
  - The USBE Team Guidelines including the following Observer Norms, Process and Logistics, Post Visit.
  - Student interviews will be conducted in each class observed (The 3 ACL questions: What are you learning today? Why are you learning it? How will you know that you have learned it?)

### **USBE Observer Norms:**

1. Team members will use the observation tool to write up final commendations for specific teachers and recommendations for each school, including ACL data.
2. Team members refrain from all judgments about the instruction observed and are professional with personnel from each school.

### **Process and Logistics for Team Members:**

1. Arrive at the school office at least 10 minutes before school begins.
2. Identify yourself as being from The State Board on the Title III Visiting Team.
3. Let the secretary know that you are meeting an administrator before you begin the visits to get a schedule and school map. (The district or school might have someone accompany you, but that is unnecessary.)
4. Based on your content area you will be visiting classrooms that provide grade level content instruction to English Learners. (Team members are not there to observe ESL or ELD, unless specifically requested by the LEA).
5. Team members will use the designated Observation Tool to record (not Judge) what is happening for the students.
6. Team members will not discuss any observations with teachers or school personnel.
7. Stay in the classroom from 30-45 minutes.

### **Post Visit:**

1. The official USBE report will be emailed to the Superintendent and the Title III Director and uploaded into the Utah Grants Management System under *monitoring reports* for the district.
2. The District will respond to the recommendations in the Annual Self-Assessment for grant funds.