

## General Guidelines for TEAM Members

### 2024 Revised for Title III Classroom Visits

#### (Asset Based to Identify Promising Practices to upscale and Disseminate)

##### Recognition:

Thank you for being a member of an extraordinary team of educators that: 1) is trained in using the USBE research-based observation tool; 2) observes classrooms with multilingual learners; 3) provides teacher commendations in content subjects (Mathematics, Science, and English Language Arts); and 4) submits teacher commendations to the USBE Title III Educational Specialist for the final official Monitoring Report. The report will be sent out to the LEA and uploaded into the Utah Grants Monitoring System for future Title III Funding.

**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: That is, provide feedback, support and resources so each student receives grade level content instruction in Math, English Language Arts, Science (State Accountability). **ESSA FOCUS - Overarching Inquiry Questions:** How is academic grade level content being made comprehensible and engaging to Utah's students learning English?

**Our role:** Each member of the team is a representative of the Utah State Board of Education as a content specialist who is either employed by the Board, is a member of the District/LEA team or has been recommended as a Peer Reviewer based on their content expertise or their district position as the supervisor for Title III.

THEORY OF ACTION (Capacity building for sustainable student growth and increased academic achievement for post-secondary success):

**IF** we model asset-based learning and appreciative inquiry for Districts/LEAs, **THEN** the LEAs approach with schools will be asset-based, modeled for classroom teachers who will then model asset-based teaching for their students, so that all our students can be self-regulating, asset-based, goal-setting learners – a true community of learners in every classroom at every grade level.

##### Our Norms and Processes:

1. We observe and use the observation tool to write up our final teacher commendations ONLY. Please do not use 1st person pronouns, only descriptions of what the teacher and

students DID and use Calibri (body)script with 12 pt. text. This makes it easier for me to compile the report.

2. We refrain from ALL judgments about the instruction that we observe and are professional with personnel from each school. We DO NOT discuss our observations with teachers, instructional coaches or school administrators.
3. Based on your content area you will be visiting classrooms that provide **grade level content instruction** to English Learners. **(You are not observing ELD or ESL or Intervention – RTI).**
4. The individual members will visit at least 3-4 classes and then meet back on the agreed upon time based on the school's lunch schedule. Only morning classes will be observed. Stay in the classroom from 20-30 minutes. Meet the Title III Specialist at the designated time and place to hand-in the completed observation tool with teacher commendations. Team members can leave. The Title III Specialist and the District/LEA lead or director will meet with the administrator or administration team for final debrief (asset-based).

#### **Logistics:**

1. Arrive at the school office at least 10 minutes before 8:00.
2. Identify yourself as being on the Title III Visiting Team.
3. Let the secretary know that you are waiting for the USBE Title III Specialist to meet with an administrator. Before we begin the visits, the school will provide team members with a bell schedule, school map and master schedule with classes, teachers and room numbers.
4. The morning meeting with school's administration will be facilitated by the USBE Title III Specialist.

#### **IMPORTANT:**

- The first observation will be done as a team and then a debriefing meeting facilitated by the Title III Specialist.
- The team will use the school's master schedule to determine which classes to visit.