



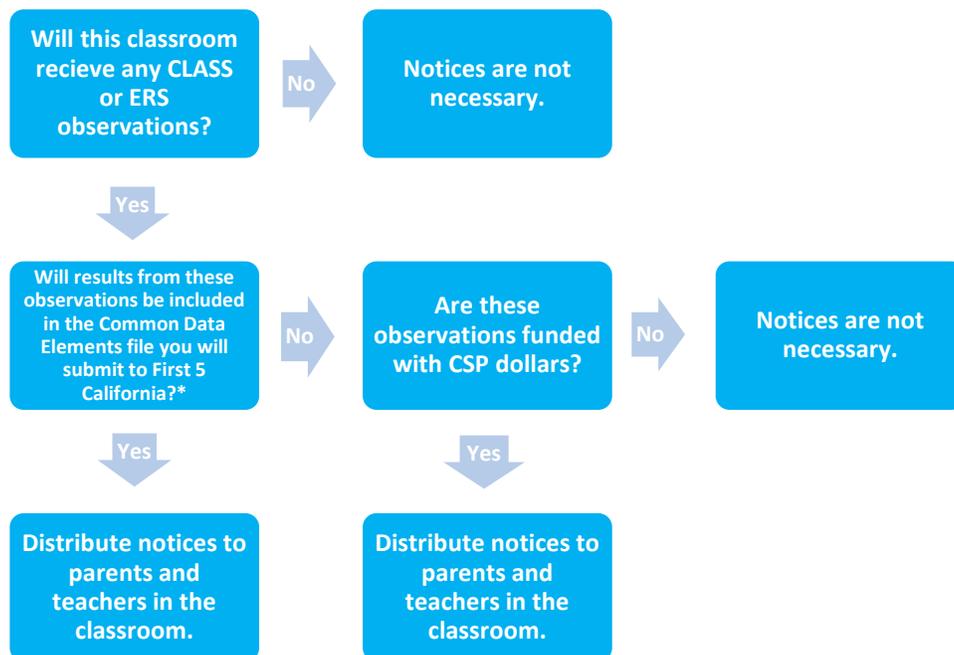
# Guidelines for Evaluation Notices CSP 1 and 3 Extension, 2015–16 School Year

## When should Evaluation Notices be used during the CSP 1 and 3 Extension?

Evaluation Notices should be used if any of the following statements apply at a Child Signature Program (CSP) Extension site:

- Classroom Assessment Scoring System<sup>®</sup> (CLASS<sup>®</sup>) or Environment Rating Scales (ERS) observations take place in a CSP-funded classroom indicated in sections III.1 of your county's *CSP 1 and 3 Extension Action Plan*
- RTT-ELC-funded CLASS or ERS observations take place in a classroom receiving benefits from the CSP Extension funding as indicated in sections III.2 of your county's *CSP 1 and 3 Extension Action Plan*
- Results from any CLASS or ERS observations will be included in the aggregated common data elements file you submit to First 5 California
- CSP Extension funds will be used to cover the cost of CLASS or ERS observations in any classroom

The decision map below will help you determine whether or not to notify teachers and parents of scheduled classroom observations during the CSP Extension.



\* Data shared with First 5 California also may have been collected under RTT-ELC.



## **How and where should Evaluation Notices be made available to teachers and parents?**

The key principle is that the notices be read by teachers and parents. After identifying appropriate classrooms with the decision map:

- *Evaluation Notice for Teachers* must be posted in the classroom or provided individually to teaching staff.
- *Evaluation Notice for Parents* should be posted in a conspicuous place in or near classrooms (e.g., door of the classroom). Teachers or Quality Essential Staff (QES) also may distribute Evaluation Notices directly to parents.

## **Whom do I contact if I have questions about the purpose of Evaluation Notices?**

If you have any questions about First 5 California's evaluation of early learning quality, please contact Robert Dean at (916) 263-1021 or e-mail him at [rdean@ccfc.ca.gov](mailto:rdean@ccfc.ca.gov). If you have any questions or concerns about the rights of research subjects, you can contact the state Committee for the Protection of Human Subjects (CPHS) at (916) 326-3660 or send an e-mail to [cphs-mail@oshpd.ca.gov](mailto:cphs-mail@oshpd.ca.gov).

## **Why were Evaluation Notices created?**

CPHS approved evaluation activities associated with the CSP 1 and 3 Extension based on the following criteria: 1) First 5 California requires that teachers are protected from non-evaluation uses of data in the *Data Ethics Policy*; 2) teachers and parents are notified of scheduled classroom observations; and 3) teachers and parents have the opportunity to ask questions about the evaluation. First 5 California created the *Evaluation Notice for Teachers* and *Evaluation Notice for Parents* to meet these criteria. The notices explain evaluation activities, what it means to participate, restate First 5 California's *Data Ethics Policy*, and provide contact information for First 5 California staff and CPHS. All teachers and parents of children in classrooms receiving CLASS® or ERS observations must be notified and have an opportunity to ask questions.