

Sample Schedule for Visit

This sample schedule will have to be **adjusted by the school and VC Chair to fit the local situation**. In this process, it is very important to allow enough time for extensive dialogue with the Schoolwide Focus Groups and the Leadership Team; this discussion will include the examination of evidence used to determine growth needs by the school community members. The focus of the subject area and support staff meetings will be to understand their information and evidence that led support to the schoolwide findings. The Visiting Committee (VC) chairperson should be regularly communicating with the chief administrator and self-study coordinator to discuss the progress of the visit.

DAY BEFORE VISIT (Usually Sunday)

(12:00 NOON)	(Visiting Committee may meet for Sunday brunch.)
1:00 PM	Meeting of VC members to begin group discussion on perceptions of self-study
3:00 PM	Meeting with the chief administrator, Self-Study Coordinator, and Leadership Team to clarify issues in the self-study and explain the visit. The VC and school leaders participate in a reflective discussion of the self-study; school leaders conduct a brief school tour for VC
4:30 PM	Brief meeting with the governing authority, (arch)diocesan authorities, school and/or community representatives
5:00–6:00 PM	Meeting with Parent/Community Committee
7:00 PM	Meeting of VC to receive instructions from the chair, organize the work of the committee, and examine supplementary materials

FIRST DAY

7:30–8:00 AM	Meeting with Leadership Team (Total VC Team)
8:00–9:30 AM	Meeting with Organization for Student Learning Focus Group(s) (total VC)
8:00AM–12:00 NOON	Gathering of Evidence: class/program observations, interviews, examination of student work

11:00 AM–12:00 NOON	Meeting with Student Committee (VC reps.)
12:00–1:00 PM	Lunch in school cafeteria. Informally talk with students and staff
1:00–2:30 PM	Gathering of Evidence: class visits, etc.
3:00–5:00 PM	Meeting with Curriculum and Instruction Focus Group(s) (Total VC)
6:00–7:30 PM	Dinner VC alone
7:30 –	Discussion of findings and work on written summary

SECOND DAY

7:30–8:30 AM	Meeting with Leadership Team (VC. reps)
7:30–8:30 AM	Home Group Staff meetings as needed (VC reps) Note: The school and the VC Chair should agree upon what Home Group meetings are needed in addition to the Schoolwide Focus Groups.
8:30–11:00 AM	Gathering of Evidence: class/program observations, interviews examination of student work
11:00 AM–12:00 NOON	Committee work
12:00–1:00 PM	Lunch in the school cafeteria. Informal contact with student and staff
1:00–3:00 PM	Meeting with the support for Personal and Academic Growth Focus Group(s) (VC reps)
2:00–3:00 PM	District meeting at the school site [VC chair and rep(s) (if applicable)]
3:00–5:00 PM	Meeting with Subject Area/Support Staff Committees
	Meeting with Resource Management and Development Focus Group (VC reps)
6:00–	Dinner, VC alone VC works on draft of its report

THIRD DAY

7:30–8:30 AM	Meeting with Leadership Team (Total VC)
8:30–11:00 AM	Completion of draft report, contacting school staff as needed
11:00 AM–1:00 PM	Meeting with the Leadership Team and others invited by the school to discuss/clarify findings of visit and the VC Report Completion of the Recommendations for a Term of Accreditation and the Confidential Summary
1:00–3:00 PM	Closure on issues raised in the earlier session discussing the draft VC Report. The VC may revise the report as a result of this meeting. VC members complete the final draft of the VC Report Completion of the Recommendation for a Term of Accreditation and the Confidential Summary
3:00–3:30 PM	Report to staff/school community members. The chief administrator is encouraged to invite representatives from the (arch) diocese, students, classified staff, and community to attend