

## Sample Schedule for Visit

This sample schedule will have to be adjusted by the school and Visiting Committee (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 areas by the shareholders. 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 VC chairperson should be regularly communicating with the principal 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 principal, 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 board, district, 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 focus group(s) or support group(s) (VC reps.)
8:00 AM–12:00 PM	Gathering of evidence: class/program observations, interviews, examination of student work
11:00 AM–12:00 PM	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.
2:30–4:30 PM	Meeting with focus group(s) (total VC)
4:30–6:00 PM	VC discussion and writing
6:00–7:00 PM	Dinner (VC alone)
7:30 PM–	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	Subject area/support staff meetings (VC reps; subject areas may be clustered)
8:30–9:30 AM	Gathering of evidence: class/program observations, interviews, examination of student work
9:30–11:00 AM	Meeting with focus group(s) (VC reps.)
11:00 AM–12:00 PM	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 focus group(s) (VC reps.)
	Gathering of evidence: class/program observations, interviews, examination of student work
2:00–3:00 PM	District meeting at the <b>school</b> site (VC chair and reps.)
3:00–5:00 PM	Meeting with focus groups or other groups
5:00–6:00 PM	VC discussion and writing
6:00 PM–	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
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; the final draft of the report is completed during this session.  Completion of the “Recommendation for a Term of Accreditation” and the “Confidential Summary”
3:00–3:30 PM	Report to staff/shareholders; the principal is encouraged to invite representatives of students, classified staff, and community to attend.
3:30–4:00 PM	Final draft of report left with principal; departure of VC