

## Sample Schedule for Visit

The following sample schedule is provided for full self-study visits. This sample schedule should be adjusted by the school and the 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 needs by the stakeholders. 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 in regular communication 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 — planning of questions and group processes for forthcoming Sunday meetings
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
4:30–5:00 PM	School leaders conduct a brief school tour for VC
5:00–6:00 PM	Brief meeting with the governing authority, school and/or community representatives
6:00–7:00 PM	Meeting with parent/community committee
7:30 PM	Dinner and meeting of VC to debrief, receive instructions from the chair, organize the work of the committee, and examine supplementary materials

### First Day

7:15–8:00 AM	Meeting with Leadership Team (Total VC Team)
8:00–8:30 AM	Meeting with principal and VC chair (possibly other VC members)
8:00–11:45 AM	Gathering of Evidence: class/program observations, interviews, examination of student work
11:00–11:45 AM	Meeting with student committee (VC reps.)
11:45 AM–12:00 PM	Brief meeting of VC

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 Groups for 1-½ to 2 hours (at least two VC per Focus Group meeting) [Suggestion: possibly meet with Curriculum, Instruction, and Assessment Focus Group and another area]
4:30–7:00 PM	VC debrief/discussion and writing individually or in pairs
7:00–8:00 PM	Dinner/Discussion of Findings (VC alone — may order food and keep working at school)
8:00 PM–	Discussion of findings continued and individual/paired work on written summaries

**Second Day**

7:15–8:00 AM	Meeting with Leadership Team (VC reps)
8:00–8:30 AM	Meeting with principal and VC chair (possibly other VC)
8:00–11:45 AM	Meetings with subject area staff, counselors, support staff, classified staff, and administration (Suggestions: 45 minute meetings with VC reps; subject areas may be clustered)  Gathering of Evidence: class/program observations, interviews examination of student work
11:45 AM–12:00 PM	Brief Meeting of VC
12:00–1:00 PM	Lunch in the school cafeteria Informal contact with student and staff
1:00–2:30 PM	Meeting with the Ad Hoc student group (VC reps for 45 minutes)  Gathering of Evidence: class/program observations, interviews, examination of student work
2:30–4:30 PM	Meeting with Focus Groups for 1-½ to 2 hours (at least two VC reps per focus group meeting)
4:30–7:00 PM	VC debrief/discussion and writing individually or in pairs; identification of schoolwide strengths and critical areas for follow-up
7:00–	Dinner (VC alone) and work on draft report

<b>Third Day</b>	(Check out of hotel)
7:15–8:00 AM	Meeting with Leadership Team (Total VC)
8:00–8:30 AM	Meeting with principal and VC chair
8:00–11:00 AM	Completion of draft report, contacting school staff as needed
11:00 AM–1:00 PM	Meeting with the Leadership Team and other invited by the school to <b>discuss/clarify findings</b> of visit and the VC Report — <b>All Leadership Team members have copy of draft VC</b>
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 “Documentation/Justification Statement”  Finalization of expense forms, evaluations, PowerPoint exit presentation for closing session
3:00–3:30 PM	<b>Oral Report</b> to staff/stakeholders using PowerPoint presentation; the chief administrator is encouraged to invite representatives of students, classified staff, and community to attend
3:30–4:00 PM	<b>Final draft of report left with principal;</b> departure of VC