

## Sample Schedule for Visit

The following sample schedule is provided for full self-study visits to Hawaii public schools. This schedule should be adjusted by the school and visiting committee (VC) chair to fit the local situation. In the self-study 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 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 principal and self-study coordinator to discuss the progress of the visit.

### Day before Visit (Usually Monday)

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| (12:00 NOON) | Meeting of VC members to begin group discussion on perceptions of self-study — planning of questions and group processes for forthcoming Monday meetings  |
| 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 |
| 4:30–5:00 PM | School leaders conduct a brief school tour for VC   |
| 5:00–6:00 PM | Brief meeting with the governing board, district, 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) (or later in the day)                      |
| 8:00–8:30 AM      | Meeting with principal and VC chair (possibly other VC members)                         |
| 8:00–11:45 AM     | Evidence gathering: class/program observations, interviews, examination of student work |
| 11:00–11:45 PM    | Meeting with student committee (VC reps.)   |
| 11:45 AM–12:00 PM | Brief Meeting of VC   |

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| 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) for 1-½ to 2 hours (at least two VC per Focus Group meeting) [Suggestion: Possibly have the Curriculum and Instruction Focus Groups on first day and have Assessment on second day plus possibly another Focus Group] |
| 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)<br><br>Evidence gathering: 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 Ad Hoc student group (VC reps for 45 minutes)<br><br>Gathering of Evidence: class/program observations, interviews, examination of student work  |
| 1:30–2:30 PM      | District meeting at the school site (VC chair and reps.)  |
| 2:30–4:30 PM      | Meeting with Focus Group(s) for 1-1/2 to 2 hours (at least two VC per Focus Group meeting)  |

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| 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 PM–         | Dinner (VC alone) and work on draft report   |
| <b>Third Day</b> |  |
|                  | (Check out of hotel prior to departing for school)   |
| 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  |
|                  | Completion of draft documentation/justification statement  |
| 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 — ALL Leadership Team members have copy of draft 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 “Accreditation Status Recommendation” and the “Documentation and Justification Statement “   |
|                  | Finalization of expense forms, evaluations, exit PowerPoint presentation for closing session   |
| 3:00–3:30 PM     | Oral Report to staff/stakeholders using a PowerPoint presentation; 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   |