

## Three-Year Term Revisit Procedure

### Revisit Committee

#### Sample Revisit Schedule #1

**Note:** The Revisit Schedule depends largely on the scope of the identified areas of growth and the action plan left to the school by the previous visiting committee. The Visiting Committee Chairperson and the Principal need to mutually determine the optimum use of time for the two-day visit.

#### **Sunday**\*

Visiting Committee may meet for lunch and discussions

Perceptions of Midterm Report and any subsequent WASC reports, if applicable

Two-day schedule and process

3:00 pm Meeting with principal, Self-Study Coordinator to review visit process and tour facility

3:30 – 4:30 pm Meeting with Parent/Community Committee

5:00 pm Visiting Committee dinner (alone)

Begin update of Visiting Committee report

#### **Day One – Monday**

8:00 – 9:30 am Leadership Team Meeting

Significant changes since last visit(s)

Progress on identified areas for growth and the action plan

9:45 – 10:45 am Student Meeting

10:45 – Noon Classroom visitations

Noon – 1:00 pm Lunch with staff

1:00 – 3:00 pm Classroom visitations

1:00 – 2:00 pm Meeting with District Office staff (optional)

4:00 pm – Visiting Committee returns to hotel for synthesis of day's visit, Visiting Committee Report update and dinner

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\* Visits to public schools in Hawaii normally take place Monday through Thursday (2-1/2 day visit); Hawaii public school teams do not convene on Sundays.

## Day Two – Tuesday

8:00 – 11:00 am	Classroom visitations
11:00 am – Noon	Meeting with Visiting Committee (alone) <input type="checkbox"/> Discussion/clarification of findings of visit
Noon – 1:00 pm	Lunch with staff
1:00 – 3:00 pm	Meeting of Visiting Committee (alone) <input type="checkbox"/> Closure on issues raised during the visitation <input type="checkbox"/> Final draft of the report is completed <input type="checkbox"/> Confidential summary is completed
3:15 – 3:45 pm	Report to staff/stakeholders

## Three-Year Term Revisit Procedure

### Revisit Committee

#### Sample Revisit Schedule #2

**Note:** The Revisit Schedule depends largely on the scope of the identified areas of growth and the action plan left to the school by the previous visiting committee. The Visiting Committee Chairperson and the Principal need to mutually determine the optimum use of time for the two-day visit.

#### **Sunday**\*

Visiting Committee may meet for lunch and discussions

Perceptions of Midterm Report and any subsequent WASC reports, if applicable

Two-day schedule and process

3:00 pm

Meeting with principal, Self-Study Coordinator to review visit process and tour facility

3:30 – 4:30 pm

Meeting with Parent/Community Committee

5:00 pm

Visiting Committee dinner (alone)

Begin update of Visiting Committee report

#### **Day One – Monday**

8:00 – 9:30 am

Leadership Team Meeting

Significant changes since last visit(s)

Progress on identified areas for growth and the action plan

9:45 – Noon

Meeting of assigned Visiting Committee member with staff on preparation periods

9:45 – Noon

Classroom visitations

Noon – 1:00 pm

Lunch

1:00 – 2:00 pm

Meeting with District Office staff (optional)

1:00 – 3:00 pm

Meeting of assigned Visiting Committee member with staff on preparations periods

1:00 – 3:00 pm

Classroom visitations

4:00 pm –

Visiting Committee returns to hotel for synthesis of day's

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\* Visits to public schools in Hawaii normally take place Monday through Thursday (2-1/2 day visit); Hawaii public school teams do not convene on Sundays.

visit, Visiting Committee Report update and dinner

**Day Two – Tuesday**

8:00 – Noon	Classroom visitations
8:00 – Noon	Meeting with assigned Visiting Committee member with staff on preparation periods
Noon – 1:00 pm	Lunch
1:00 – 3:00 pm	Meeting of Visiting Committee (alone) <input type="checkbox"/> Closure on issues raised during the visitation <input type="checkbox"/> Final draft of the report is completed <input type="checkbox"/> Confidential summary is completed
3:00 – 3:30 pm	Visiting Committee’s exit conference with the leadership team to review the committee’s findings