

Sample Schedule for Visit

This sample schedule will have to be adjusted by the school and Visiting Committee (VC) chairperson 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 shareholders. The focus of the subject area, grade level, middle school teams 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 Monday)

12:00 NOON	Visiting Committee may meet over lunch
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 purpose of the visit; the VC and school leaders participate in a reflective discussion of the self-study; school leaders conduct a brief school tour for the VC
4:30 PM	Brief meeting with the 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 Groups (VC reps)
8:00 AM–12:00 PM	Gathering of Evidence: class/program observations, interviews, examination of student work (VC)
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 Groups (VC reps or total VC)
4:30–6:00 PM	Discussion of findings and work on written summary (Total VC)
6:00–7:00 PM	Dinner (VC alone)
7:30 PM –	Discussion of findings and work on written summary (Total VC)

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)
8:30 AM–12:00 NOON	Gathering of Evidence: class/program observations, interviews, examination of student work
12:00–12:45 PM	Lunch in the school cafeteria. Informal contact with students and staff

➔ **Note:** The school and the VC chairperson should agree upon what Home Group or subject area/grade level meetings are needed in addition to the Schoolwide Focus Groups.

12:45–2:30 PM	(a) Meeting with Focus Groups (VC reps) Gathering of Evidence: class/program observations, interviews, examination of student work Gathering of Evidence: class/program observations, interviews, examination of student work
2:30–3:30 PM	Meeting with Complex Area Superintendent or complex area representative at the school site. (VC chairperson and rep(s) if applicable)
3:30–4:30 PM	Meeting with Focus Groups or other groups
4:30–6:00 PM	Discussion of findings and work on written summary (Total VC)
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; VC Members complete the final draft of the VC Report Completion of the confidential Ballot (Recommendation for a Term of Accreditation) and Documentation and Justification Statement (NOT TO BE SHARED WITH SCHOOL)
3:00–3:30 PM	Report to staff/stakeholders; the principal is encouraged to invite representatives of students, classified staff, and community to attend

Note: If the Visiting Committee Report has been finalized, the VC chairperson leaves a copy of the report with the school for duplication and dissemination to WASC (10 copies printed “double-sided,” i.e., on both sides), DOE Accreditation/School Improvement (one copy), Board of Education (one copy), State Superintendent (one copy), Complex Area Superintendent (one copy) and all Visiting Committee members. If it has not been finalized, the *VC chairperson leaves a draft copy* with the principal and is responsible for getting the final report to the school in a timely basis (within 10 working days).