

Sample School Visit Template

Time	Description
Start Time:	<p>Arrival Be sure to troubleshoot arrival and sign-in for your group before the visit; some schools may require you to present IDs to be scanned, etc. and you'll want to know how much time this process will take in order to plan the agenda accordingly.</p>
(30 min)	<p>Welcome, Introductions, & Overview Facilitator: School Leader or Lead School Designer(s)</p> <p>Here are some of the session facilitation questions that we provide to host school leaders to help them prepare:</p> <ul style="list-style-type: none"> • <i>What is the mission of your school? Has it/how has it evolved over time?</i> • <i>How would you explain your school's instructional focus this year?</i> • <i>Can you talk about the structures and practices in place to help develop strong relationships between students and adults, and how those relationships are used to push students towards high expectations?</i> • <i>What data/data systems do you use (either as individuals or as a team) to help understand student and/or teacher progress?</i> • <i>How do you think about constant iteration of your model and your design?</i>
(5 min)	Transition
(35 min)	<p>Classroom Observations Can be self-directed in walkthrough pairs</p>
(5 min)	Transition
(30 min)	<p>Teacher and Student Success Staff Panel A conversation with 3-5 teachers and staff across grades. If possible, you might provide a snack as an extension of your thanks to the panelists.</p> <p>Here are some of the session facilitation questions that we provide to host school leaders to help them prepare their teachers and staff:</p> <ul style="list-style-type: none"> • <i>How do students know what is expected of them to complete a given class? For promotion? For graduation?</i> • <i>How do you routinely measure and communicate student performance and progress to students, parents, and staff? In what format?</i> • <i>How do you respond if a student is struggling or needs acceleration? What are the proactive and reactive interventions that take place, both at the classroom and promotion level? How is this systematized?</i> • <i>What flexibility do students have in course pacing throughout the school year</i>

	<p><i>and over their years at your school? Are there varied courses of study pathways?</i></p> <ul style="list-style-type: none"> • <i>Do you have advisory or another primary person model? How is it structured?</i>
(5 min)	Transition
(40 min)	<p>'Day in the Life' Student Panel A conversation with up to 10 students across grades. If possible, you might provide a snack as an extension of your thanks to the panelists.</p> <p>Here are some of the session facilitation questions that we provide to host school leaders to help them prepare their students:</p> <ul style="list-style-type: none"> • <i>How did you end up coming to this school? How did you find out about it? What's the school's reputation?</i> • <i>What is an experience you've had here that you don't think you would've had at another school?</i> • <i>How has this school changed you as an individual?</i> • <i>What are some of the opportunities for students to have a say in how your school runs and in class assignments?</i> • <i>What was the most real-life learning experience you had this year?</i>
(25 min)	<p>Visit Debrief with School Leadership Facilitator: School Leader or Lead School Designer(s)</p>