

# APPENDIX T

## SAMPLE SITE VISIT SCHEDULE

Note: It was discussed at the January 2013 Advisory Committee meeting that the class visits should be conducted on a different day than the official site visit. To allow the team more flexibility, a timeframe of 3-5 days could be designated for evaluation team members to visit the school and conduct classroom visits independently. This allows the evaluator to gain a better understanding of the classes, as well as provides them more flexibility. The schedule below does not take this into consideration.

Team Member/ Time						
08:00 – 08:30	Team Meeting					
08:30 – 09:30	Meet with School Board and Principal/Director					
09:30 – 10:30	School Tour					
10:30 – 11:30	Class Visits	Class Visits	Class Visits	Class Visits	Class Visits	Class Visits
11:30 – 12:00	Meet with Students					
12:00 – 01:00	Lunch with Representative Staff Group					
01:00 – 01:30	Team Meeting					
01:30 – 02:30	Meet with Parents					
02:30 – 03:30	Team Work Session					
03:30 – 04:00	Sharing of General Observations					