



Full Self-Study Visit Schedule

Name of School:	South East High School
Dates of Visit:	March 9-11, 2015
Visiting Committee (VC) Chair:	Steven James, Ed.D

March 8:

2:30pm – 4:00pm	Library - Welcome Reception - 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
4:00pm – 4:30pm	Campus wide - Student leaders (ASB) & SS Council Representatives conduct a brief school tour for VC.
4:30pm – 5:30pm	Library - Brief meeting with the governing board, district, school and/or community representatives.
5:30pm – 6:30pm	Library - Meeting with parent/community committee

March 9:

6:45 am–7:30am	A105 - Meeting with Leadership Team (total VC team)
8:00am–8:30am	A105 - Meeting with principal and VC chair (possibly other VC members)
9:00am–12:00pm	Evidence gathering: class/program observations, interviews, examination of student work
9:30am–10:15am	A105 - VC meets with school counselors
10:42-11:41am	P103 - VC meeting with student committee
11:41am-12:16pm	Lunch: informally talk with students and staff (Campus
1:15pm-3:30pm	Gathering of evidence: class visits, etc.
3:30-5:00pm	Meeting with Focus Group(s): Organization (A) Room (C207) Curriculum (B) Room (C101) Instruction (C) Room (A302)

March 10: (Banked Day)

6:45 am–7:30am

A105 - Meeting with Leadership Team (VC reps.)

7:00am–8:00am

A105 - Meeting with principal and VC chair (possibly other VC)

8:00am–8:45am

A105 - Meetings with support staff and classified staff.

8:00am–10:03am

Gathering of evidence: class/program observations, interviews, examination of student work

10:41am–11:16pm

Lunch in the school cafeteria; informal contact with students and staff

11:20am–12:05pm

Library - Meeting with the **Ad Hoc (random) student group** (VC reps. for 45 minutes)

12:05pm–1:43pm

Gathering of evidence: class/program observations, interviews, examination of student work

2:00pm–3:00pm

A105 - District personnel meeting at the school site

2:00pm–3:30pm

Professional Development observations (various departments and PLCs)

English: Library

Fine Arts: P104

Mathematics: B206

Out-of-Classroom: A105

Physical Education: D101

Science: D104

Social Studies: C109

Special Ed (ALT): B102

Technology: C108

3:30pm–5:00pm

Meeting with Focus Groups:

Assessment (D) Room **(B101)**

Student Support & Culture (E) Room **(A105)**

March 11

6:45 am–7:30am

A105 - Meeting with Leadership Team (total VC)

7:30am–8:00am

A105 - Meeting with principal and VC chair

11:00am–1:00pm

A105 - 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

3:30pm–4:00pm

Auditorium - Chair gives an **Oral Report** to staff and all shareholders using a PowerPoint presentation; the principal is encouraged to invite representatives of students, classified staff, and community to attend.

4:00pm

Final draft of report left with principal; departure of VC