

## Quality Review Sample School Visit Schedules 2016-2017

When creating a school visit schedule, consider each of the following required events and suggested duration for each:

### 1. Sample visit schedule for a school with fewer than 1,500 students

#### Day 1

Duration	Event
60 – 90 minutes	Leadership Meeting 1
45 – 60 minutes	Classroom Visits and Debriefs (3)
30 – 45 minutes	Small Group Student Meeting (6 students)
40 – 45 minutes	Teacher Team Observation
30 – 40 minutes	Mid-day Reflection (lunch)
30 – 45 minutes	Classroom Visits and Debriefs (2)
30 – 45 minutes	Teacher Question-and-Answer Meeting 1
45 – 60 minutes	Leadership Meeting 2
60 – 90 minutes	Reviewer Reflection
30 – 45 minutes	End-of-Day Debrief

#### Day 2

Duration	Event
45 – 60 minutes	Leadership Meeting 3
30 – 45 minutes	Teacher Question-and-Answer Meeting 2
30 – 40 minutes	Large Group Student Meeting (10 students)
45 – 60 minutes	Classroom Visits and Debriefs (2)
30 – 40 minutes	Mid-day Reflection (lunch)
30 – 40 minutes	Principal's Choice
30 – 45 minutes	Classroom Visits and Debriefs (2)
30 – 40 minutes	Parent Meeting (8-10 parents)
10 – 15 minutes	End-of-Day Debrief
60 – 90 minutes	Reviewer Reflection
45 – 60 minutes	Feedback Conference

The actual sequence of events will be determined by the reviewer and the principal during the pre-review phone conference. The time allocations noted above are recommendations and can be negotiated based on the school's schedule.

*Updated as of 09/27/16*

## 2. Sample visit schedule for a school with 1,500 students or more

Quality Reviews for schools with 1,500 students or more will have an associate reviewer on Day 1.

### Day 1

Time	Event	
	Lead Reviewer	Associate Reviewer
60 – 90 minutes	Leadership Meeting 1	
20 minutes	Classroom Visit and Debrief (1) (w/ principal, AP and both reviewers)	
30 – 45 minutes	Classroom visits (2) w/ principal	Classroom visits (3) with principal or AP Evidence review
30 – 45 minutes	Small Group Student Meeting (6 students)	
40 – 45 minutes	Teacher Team Observation	Evidence review
30 – 40 minutes	Mid-day Reflection (lunch) Associate reviewer departs	
30 – 45 minutes	Classroom visits (2) with principal	
30 – 45 minutes	Teacher Question-and-Answer Meeting 1	
45 – 60 minutes	Leadership Meeting 2	
60 – 90 minutes	Reviewer Reflection	
30 – 45 minutes	End-of-Day Debrief	

### Day 2

Duration	Event
45 – 60 minutes	Leadership Meeting 3
30 – 45 minutes	Teacher Question-and-Answer Meeting 2
30 – 40 minutes	Large Group Student Meeting (10 students)
30 – 45 minutes	Classroom Visits and Debriefs (2)
30 – 40 minutes	Mid-day Reflection (lunch)
30 – 40 minutes	Principal's Choice
30 – 45 minutes	Classroom Visits and Debriefs (2)
30 – 40 minutes	Parent Meeting (8-10 parents)
10 – 15 minutes	End-of-Day Debrief
60 – 90 minutes	Reviewer Reflection
45 – 60 minutes	Feedback Conference

The actual sequence of events will be determined by the reviewer and the principal during the pre-review phone conference. The time allocations noted above are recommendations and can be negotiated based on the school's schedule.

### 3. Sample visit schedule for multi-site schools

#### Day 1

Duration	Event
60 – 90 minutes	Leadership Meeting 1
45 – 60 minutes	Classroom Visits and Debriefs (3)
30 – 45 minutes	Small Group Student Meeting (6 students)
40 – 45 minutes	Teacher Team Observation
30 – 40 minutes	Mid-day Reflection (lunch)
30 – 45 minutes	Classroom Visits and Debriefs (2)
30 – 45 minutes	Teacher Question-and-Answer Meeting 1
45 – 60 minutes	Leadership Meeting 2
60 – 90 minutes	Reviewer Reflection
30 – 45 minutes	End-of Day-Debrief
30 minutes	Transition travel time

#### Day 2

Duration	Event
45 – 60 minutes	Leadership Meeting 3
30 – 45 minutes	Teacher Question-and-Answer Meeting 2
30 – 40 minutes	Large Group Student Meeting (10 students)
30 – 45 minutes	Classroom Visits and Debriefs (2)
30 – 40 minutes	Mid-day Reflection (lunch)
30 – 40 minutes	Principal's Choice
30 – 45 minutes	Classroom Visits and Debriefs (2)
30 – 40 minutes	Parent Meeting (8-10 parents)
10 – 15 minutes	End-of-Day Debrief
60 – 90 minutes	Reviewer Reflection
45 – 60 minutes	Feedback Conference
30 minutes	Transition travel time

Multi-site schools will have an additional 30 minutes of travel time per day. The actual sequence of events will be determined by the reviewer and the principal during the pre-review phone conference. The time allocations noted above are recommendations and can be negotiated based on the school's schedule.

## School Visit Event Overview

Event	Duration	Description	Participants	Principal participates in meeting	Participants selected by
Leadership Meeting 1	60 – 90 minutes	Interview format with a discussion about school practices in place and the impact of those practices on teaching and learning	Reviewer, principal, and may include members of the leadership cabinet	Yes	Principal
Leadership Meeting 2	45 – 60 minutes				
Leadership Meeting 3	45 – 60 minutes				
Classroom Visits & Debriefs (9 or 14*)	15 – 20 minutes	Reviewers gather evidence on instruction and engagement, student work, and assessment of learning. Visits are followed by an exchange between reviewer and principal about what was observed. For schools with fewer than 1,500 students: • Day 1 reviewer selects 3, principal selects 2 • Day 2 reviewer selects 2, principal selects 2 For schools with 1,500 students or more: • Day 1 reviewers selects 8, principal selects 2 • Day 2 reviewer selects 2, principal selects 2	Reviewer and principal	Yes	Reviewer and principal
Teacher Team Observation	40 – 45 minutes	Reviewer observes teachers engaged in a process that addresses the connection between student work and/or data and resulting teacher actions	Reviewer and teachers	No	Principal
Teacher Question-and-Answer Meeting 1	30 – 45 minutes	Reviewer discusses with teachers school practices in place and the impact of those practices on teaching and learning	Reviewer and teachers	No	Principal
Teacher Question-and-Answer Meeting 2	30 – 45 minutes				
Small Group Student Meeting	30 – 45 minutes	Reviewer discusses with students specific pieces of their work, their experiences as learners, and overall school culture	Reviewer and students	No	Reviewer and principal
Large Group Student Meeting	30 – 40 minutes				
Parent Meeting	30 – 40 minutes	Reviewer discusses with parents their impressions of instruction, school culture, academic expectations and communication between school and home	Reviewer and parents	No	Principal
Principal's Choice	30 – 40 minutes	Principal can present school practices that highlight area(s) not otherwise included in the scheduled events; time may be split between one or two events	Reviewer, principal, and may include members of the leadership cabinet	Yes	Principal
Mid-day Reflection (2x)	30 – 40 minutes	Evidence review	Reviewer	No	Reviewer
Reviewer Reflection (2x)	60 – 90 minutes	Evidence review and rating of the 10 Quality Indicators	Reviewer	No	Reviewer
End-of-Day Debrief Day 1	30 – 45 minutes	Reviewer discusses with principal evidence presented over the course of the day.	Reviewer, principal, and may include members of the leadership cabinet	Yes	Principal
End-of-Day Debrief Day 2	10 – 15 minutes				
Feedback Conference	45 – 60 minutes	Reviewer shares preliminary ratings on the 10 indicators and provides verbal feedback that substantiates those ratings	Reviewer, principal, and may include members of the leadership cabinet or other key stakeholders	Yes	Principal

\*Large schools with enrollment of 1,500 or more students require 14 classroom visits; all other schools require 9

\*\*The UFT chapter leader should be invited to one of the teacher question-and-answer meetings, unless the UFT chapter leader is a member of the teacher team that is being observed. As an alternative, the reviewer, in consultation with the principal, may schedule a meeting with the UFT chapter leader for approximately 15 minutes.

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