

Guide for School Visits March 2006

Purpose. The purpose of these visits is to provide an understanding of how (or if) implementation of district policies is helping to improve student achievement. We will focus on three policies in particular in the district:

- **Instruction — Evidence of Institute for Learning (IFL) training**
- **Curriculum — Implementation of Assertive Discipline**
- **Literacy — Utilization of literacy coaches**

Overall guidelines. This is not an evaluation of the schools, but rather a description of what is happening at the schools with respect to the district's initiatives. Before conducting the interview, communicate that this is a data gathering exercise that is part of a larger project to describe the district's reform initiatives and strategies and how the initiatives are implemented at the school level. Assure interviewees that:

- This is not an evaluation of the school.
- This is not an evaluation of any individual teacher or group of teachers.
- No individual will be identified either directly or indirectly in any written report.

Invite any questions respondents may have regarding confidentiality, and give the individual the opportunity to be excused if s/he feels uncomfortable.

Visit schedule and logistics. The visits will consist of classroom visits as well as group interviews with selected members of the school staff. Visits will be conducted over two days. The first day will run from approximately 8:30 am to 3:00 pm, the second day from 8:30 am to 3:00 pm. The schedule is flexible and will be mutually agreed to by the principal and Alliance staff.

Day 1

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| 8:30 am | Principal interview (60 minutes) |
| 9:30–3:00 | Scheduled visits for classroom observations, team or grade level meetings, and focus group interviews |

Day 2

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| 8:30–12 pm | Scheduled visits for classroom observations, team or grade level meetings, and focus group interviews |
| 1:30 pm | Education Alliance team meeting and debrief |
| 3:00 pm | Principal debriefing (30 minutes) |