

Sample Schedule for the Visit

This sample schedule should be modified to meet the specific needs of the school and the committee. For large schools or schools with two campuses, additional time may be needed and for small schools less time.

DAY BEFORE VISIT

1:00 pm	Committee meets to become acquainted and discuss perceptions of self-study.
3:30 pm	Visiting Committee meets in school head's office.
	Orientation to the school plant, location of meeting rooms, and meeting with Steering Committee.
5:00 pm	Meeting of the Visiting Committee for instructions from the Chair, setting up assignments, organizing the work of the committee, and examining supplementary materials.
6:00 pm	Meeting with governing board and community representatives. ^a
7:30 pm	Dinner – Visiting Committee alone.

FIRST DAY

7:30 am	Informal continental breakfast with faculty at school ^b
8:00 am - 3:00 pm	Classroom visits and department and / or home group meetings, as needed.

Committee Meetings

8:00 am	Committee Meeting: Chapter I (<i>Philosophy and Purpose</i>)
9:30 am	Committee Meeting: Chapter II (<i>Governing Body</i>)
11:00 am	Committee Meeting: Chapters III (<i>Finances</i>) & IV (<i>Development/Fundraising</i>)
Noon	Lunch Committee Meeting: Chapter V (<i>Administration, Faculty, and Staff</i>)
1:00 pm	Committee Meeting: Chapter VI (<i>Students</i>) and, when appropriate, Chapter IX (<i>Residential. Life</i>)
2:00 pm	Committee Meeting: Chapter VII (<i>Community of the School</i>)
3:00 pm	Committee Meeting: Chapters VIII (<i>Program</i>) & X (<i>Library</i>)
6:00 pm	Dinner – Visiting Committee alone
7:00 pm	Meeting of Visiting Committee to discuss observations, further examine supplementary materials, and begin preliminary writing.

SECOND DAY

8:00 am - 3:00 pm	Classroom visits, department or home group meetings and staff interviews, as needed.
-------------------	--

Committee Meetings

8:00 am	Committee Meeting: Chapter XI (<i>School Plant</i>)
9:30 am	Committee Meeting: Chapter XII (<i>Health and Safety</i>)
1:30 pm	Visiting Committee meeting: begin to draft Visiting Committee report
3:00 pm	Ad hoc meetings with individuals or groups, as indicated
6:00 pm	Dinner – Visiting Committee alone
7:00 pm	Visiting Committee continues to prepare draft of Visiting Committee report

THIRD DAY

8:00 am	Special meetings as arranged
9:30 am	Visiting Committee meeting to recheck information with school committees or individuals, as necessary, and to complete draft of Visiting Committee report
11:00 am	Visiting Committee meeting, including lunch, with the school Steering Committee, (include Chairs of the various school committees) to present Visiting Committee report for discussion, reaction and clarification. The Visiting Committee report might be revised as a result of this meeting.
2:00 pm	Complete drafting of Visiting Committee report. Visiting Committee completes and signs " <i>Recommendation for a Term of Accreditation.</i> " (Ballot)
3:30 pm	Visiting Committee report presented to the school. All members of the school community (faculty, staff, students, governing board, etc.) should be encouraged to attend. The committee will not read nor report to the head the recommendation of term. This recommendation is made to the Board of Standards, which is responsible for assigning the term of accreditation.

Notes on the Schedule

- a) *An informal cocktail setting allows the committee members to speak with many members of the board. This is preferable to a seated dinner.*
- b) *This breakfast gives the faculty an opportunity to meet the committee in an informal, non-threatening setting before the classroom visits.*

Sample Schedule for the Visit: Small Elementary Schools (enrollment below 200 students)

FIRST DAY

2:00 pm	Committee meets at hotel to get acquainted and to organize the visit
4:00 pm	Tour of school with head; meeting with Steering Committee
5:30 pm	Informal reception with board and administration ^a
7:00 pm	Dinner – Visiting Committee alone
8:30 pm	Planning, preliminary writing

SECOND DAY

7:30 am	Informal continental breakfast with faculty at school ^b
8:30 am	Classroom visits & meetings with students
Noon	Box lunch at school with parent association officers
1:00 pm	Classroom visits and visits with staff and administrators ^c
3:30 pm	Meetings with key faculty or entire faculty
4:40 pm	Begin writing report
6:30 pm	Dinner – Visiting Committee alone
7:30 pm	Report writing, editing

THIRD DAY

8:00 am	Complete visits and interviews, write report
Noon	Lunch in committee room. Complete report
1:30 pm	Chair meets with head and Steering Committee to go over major commendations and recommendations
3:30 pm	Chair reads major recommendations and commendations or entire report to faculty, administration and members of other school constituencies The committee will not read nor report to the head the recommendation of term. This recommendation is made to the Elementary Board of Standards, which is responsible for assigning the term of accreditation.
4:00 pm	Committee departs

Notes on the Schedule

- a) *An informal cocktail setting allows the committee members to speak with many members of the board. This is preferable to a seated dinner.*
- b) *This breakfast gives the faculty an opportunity to meet the committee in an informal, non-threatening setting before the classroom visits.*
- c) *Visits with various staff and administrators can be made by individual committee members.*