**Sunday:**

|  |  |
| --- | --- |
| 5:00 PM | Check in at the hotelHilton Garden Inn123 Main St.Any City, NY |
| 5:30 PM | Tour of Campus with School LeadershipMeet at the middle/high school entrance; maps, rosters, keys, schedules provided |
| 6:30 PM | Dinner at nearby restaurantChili’s, 2 blocks north of school on North Avenue; reservation in John Smith’s name |
| 8:00 – 10:00 pm | Meet at hotel for initial team meetingConference room each evening with power strips and wireless |

**Monday:**

|  |  |
| --- | --- |
| 7:15 AM | Leave for school |
| 7:45 AM | Devotions with staff/introduce visiting team |
| 8:00 AM | Observe opening of schoolTwo drop off points at main doors |
| 8:30 AM/9:30 AM | Parent Groups (meet separately)EE-PreschoolES-Art RoomMS-Room 100HS-Auditorium |
| 9:45 AM | Begin observations in classrooms |
| 12:00 Noon | Lunch with students separatelyES—Library, 11:30 MS—Room 100HS—Auditorium |
| 1:00 PM | Meet with Steering Committee |
| 2:00 PM | Continue with Observations |
| 3:45 PM | Meet with EE, ES, MS, and HS teachers without administrationES—Art RoomMS—Room 100HS--Auditorium |
| 4:45 PM | Continue teamwork |
| 6:30 PM | Dinner reception with school boardWhole team—Library (catered) |
| 8:00 PM | Team work on report at hotel |

**Tuesday:**

|  |  |
| --- | --- |
| 7:30 AM | Meet in Lobby, leave for school |
| 8:00 AM | Observe opening of school, conduct interviews |
| 8:30 AM | Final Observations/artifact collection and review |
| 9:00 AM | Meet with Superintendent—small group, superintendent’s office |
| 10:00 AM | Meet with Principals/Director in small groups—respective offices |
| 11:00 AM | Meet with Support Staff or complete interviews as needed |

**Tuesday (continued):**

|  |  |
| --- | --- |
| 12:00 Noon | Lunch at School (order from menu) |
| 1:00 PM | Final observations or interviews (as needed) |
| 2:00 PM | Team meeting in workroom |
| 5:45 PM | Team Dinner at BarBQ Bill’s restaurant, next to hotel, reservation for John Smith |
| After Dinner | Team work at hotel |

**Wednesday:**

|  |  |
| --- | --- |
| 7:15 AM | Check out of hotel, Leave for school |
| 8:00 AM | Team meets for report work, administrative details |
| 11:30 AM | Working lunch for team on campus (order from menu) |
| 12:00 Noon | Initial team report finalized |
| 12:30 PM | Team Chair/Ass’t Chair review draft of report with school leadership – Supt. office |
| 1:30 PM | Final revisions to team report, team balloting for accreditation term, prepare group presentation |
| 1:30 PM | Team edits report |
| 3:45 PM | Visiting committee presents report highlights to whole school – Auditorium (projector needed) |
| 4:15 PM | Team departs |