



H.E.R.E. BLUE RIBBON SCHOOLS OF EXCELLENCE (BRSE) 2022 ONSITE VISITATION AND VALIDATION SCHEDULE

Please use this as a guide to organize the site visit schedule coordinating with your school's daily schedule and your assessor. The onsite visit is to validate the assessment survey results and data. The survey assessment provides information from all stakeholders indicating how your school is perceived. We want you to be one of the highest performing schools in the world; our process provides a roadmap to achieve this goal. We look forward to being an integral part of this school improvement and school recognition journey with you.

DAY ONE

8:00 AM H.E.R.E. BRSE Assessor(s) Arrival - Please identify a private meeting space for the H.E.R.E. BRSE assessor(s) with coffee, water, and light snacks. The team arrival time can be adjusted according to your start time. Assessor(s) prefer to arrive a few minutes after the student day begins.

8:15 AM Parent Focus Group - organize a group of parents and community members (15-20) to meet with the H.E.R.E. BRSE Assessor(s) to discuss the school's progress, programs, and policies. In addition to their survey involvement, this focus group ensures that parents feel involved and listened to in the H.E.R.E. BRSE process. This meeting is part of the survey validation process. The Parent Focus Group is scheduled to coincide with student drop off. While a face-to-face meeting is preferred, if parents are not permitted on campus due to health concerns the Parent Focus Group can be scheduled to be conducted virtually before or during the site visit.

9:00 AM – 12:30 PM Classroom Visits - Principal to join classroom visits with the assessor(s).

12:30 PM - 1:00 PM – H.E.R.E BRSE Assessor(s) Lunch / Touch Base Opportunity with Principal -please provide lunch for the assessor(s).

1:00 PM - 1:30 PM Student Focus Group - organize a group of randomly selected students from various grade ranges to discuss the school's progress, programs, and policies. (15-20 students in 3rd grade and above). Elementary schools - please include your school counselor in this session. In addition to student survey involvement, this focus group ensures that students feel involved and listened to in the H.E.R.E. BRSE process. This meeting is part of the survey validation process.

DAY ONE (CONTINUED)

1:30 PM - 2:30 PM Classroom Visits and/or Touch Base Opportunity with Principal -
Principal to join classroom visits with the assessor(s).

Immediately After Dismissal - Teacher/Staff Focus Group – 15-20 members of the faculty and staff to meet with the H.E.R.E. BRSE Assessor(s) to discuss the school’s progress, programs, and policies. In addition to their survey involvement, this focus group ensures that teachers and staff feel involved and listened to in the H.E.R.E. BRSE process. This meeting is part of the survey validation process.

DAY TWO

8:15 AM H.E.R.E. BRSE Assessor(s) Arrive and Meet with Principal

9:00 AM Classroom Visits as Needed

10:30 AM - 11:30 AM H.E.R.E. BRSE Assessor(s) Meeting to Finalize Documentation

11:30 AM - 1:00 PM Exit Review Session with Principal and Selected Leadership - This will include our findings, Q and A, and prioritizing our work ahead. Please provide lunch for the assessor(s). ***Please note the exit review session may be adjusted based on school size and may be held from 10:30 am– noon for smaller schools.**

The assessor(s) will need access to a workroom with internet access and the items below.

1. Map of the school, including room numbers
2. Master schedule for teachers, daily schedule for Literacy Coach and Counselors
3. State assessment reports and/or state report cards for the past three years
4. Student and staff handbooks
5. Any additional information that will assist in portraying the school
6. List of persons scheduled to attend the Exit Review Session
7. Schedule and organize participants for parent, student, and teacher focus group meetings for Day 1 of the Onsite Visit
8. Discipline Referral Reports (last 3 years if available)
9. Students and Teachers Attendance Rate (last 3 years if available)
10. Curriculum adopted per grade level
11. Assessment per grade level (include DIBELS, or similar reports, for K-2)
12. Student Activities & Extra Curricular Program Information
13. Pacing Guides
14. Please provide a schedule when the following groups meet: data meetings, grade level meetings, leadership team meetings, and RTI meetings. Who is involved in these meetings? When are the meetings held?
15. Please provide lunch daily for the assessor(s)