



External Review Draft Schedule West Potomac High

2/15/2016 **External Review Team Arrives**
 5:00 pm - 9:30 pm Team dinner, School Overview and Work Session #1 at Holiday Inn Express

2/16/2016: Day 1, Blue Day – periods 2, WT, 3, 4, and 6

Time	Event	Who
7:45 – 9:45 a.m.	Stakeholder Interviews: Parents/Community via phone	External Review Team
9:45 – 10:10	Arrive at school and get organized	Principal / Leadership or School Improvement Team
10:10 – 11:00 a.m. 3 observations	Effective Learning Environment Observations (20 minutes per classroom – use the eleot™ (Effective Learning Environment Observation Tool. You may also speak briefly with students, teachers and other staff members.)	External Review Team 10:10- 10:30 10:30-10:50 10:50-11:10 Plan to walk out of one class and into the class next door
11:20- 11:50 a.m.	1 ELEOT™	External Review Team
11:58 a.m. - 1: 15 p.m. 3 observations 12:00-12:20, 12:25-12:45, 12:50-1:10	Effective Learning Environment Observations (20 minutes per classroom – use the eleot™ (Effective Learning Environment Observation Tool. You may also speak briefly with students, teachers and other staff members.)	External Review Team (from 11:58- 1: 15 you will have to work around lunch shifts)
1:15-1:45 p.m.	Lunch Team Debriefing and artifact review	External Review Team
1:54 – 2:30 p.m.	Stakeholder Interviews (students) Library	LE and 2 team members
1:54 – 2:55 p.m.	Effective Learning Environment Observations (1:55-2:15,2:15-2:35,2:35-2:55)	4 team members
2:30 – 3:15 p.m.	Stakeholder Interviews(Teachers and Support Staff) Library	LE and 2 team members
3:00 – 4:00 p.m. (after the end of the instructional day)	Stakeholder Interviews: Parents/Community Library	External Review Team
4:00 – 4:30 p.m.	Return to Hotel	External Review Team
4:30 p.m. – 9:00 p.m.	Team Work Session #2 / Dinner	External Review Team



External Review Draft Schedule West Potomac High

2/17/2016: Day 2, Silver Day periods 1, WT, 3, 5, and 7

Time	Event	Who
7:30 a.m.	Check out of hotel and departure for school	External Review Team
7:45 a.m.	Arrival at school	External Review Team
8:15 a.m.– 9:40 a.m.	Additional eleot™ observations; Follow-up interviews to verify Standards, Stakeholder Feedback, and Student Performance; artifact review	External Review Team Principal / Leadership Team or School Improvement Team
9:40 a.m.– 12:00 p.m.	Team Work Session #3	External Review Team
12:00 – 12:30 p.m.	Lunch (working)	External Review Team
12:30 -1:25 p.m.	Final Team Work Session Finalize ratings, discussions, deliberations, completion of Exit Report	External Review Team
1:25 – 2:00 p.m.	Final meeting with principal	External Review Team Lead Evaluator Principal
2:00 – 2:55 p.m.	Final Team Meeting (changes as necessary)	External Review Team
3:20 – 3:50 p.m. (after the end of the instructional day)	Exit Report given by External Review Lead Evaluator Kogelman Theater	External Review Team School Stakeholders
3:50 p.m.	Conclusion of External Review	

*** All times are suggested, actual times will depend upon the school's instructional day. Final schedule will be determined by Lead Evaluator and Principal*