



NEXTGEN PERSONALIZED LEARNING SITE VISIT PROTOCOL

Draft #002 (10/4/2014)



Goals

1. Understand the vision for personalized learning and how the school's plan is intended to realize it;
2. Get a sense of the current learning experience for students by observing classroom practices from a variety of content and levels as a baseline;
3. Determine the current level of faculty and staff awareness of, support of, and engagement in the school's personalized learning efforts and learn about the plan for their continued involvement;
4. Gauge the level of long-term support and prospects for sustainability from school and district leaders for the school's personalized learning efforts and how this work is aligned with and supports broader school and district improvement goals; and,
5. Meet with a diverse stakeholders to determine the level of cohesive support and coherence within the school community and learn about the plan for their continued involvement.

Outcome

At the conclusion of the visit, the team will share feedback containing the following:

1. Description of observations from conversations, classroom visits, and analysis of documents (categorized by Global Best Practices dimension);
2. Warm feedback (or accolades) characterizing the strengths and/or assets observed;
3. A handful of specific questions based on the visit for the school to address and include in its final submission
4. ...

Timeframe

3 hours (morning or afternoon visit)

Visiting team

The team will consist of anywhere from three to five members including either Angela Hardy or Mark Kostin (Project Co-Directors) and other representatives from the Great Schools Partnership. It is important for schools to note that – with the exception of Angela or Mark – their assigned coach *will not* be a member of their visiting team. In addition, the

team *may* also include representatives from one or more of the NESSC's state education agencies as well as a representative from the Next Generation Learning Challenge (the group that is providing program oversight on behalf of our funders).

What we need to see

Classrooms and learning spaces (learning labs, tech lab, library, etc.)

Hallways

Cafeteria

Who we need to speak with

Teachers

Students

Administrators: building and district

School Board representatives (?)

Parents (?)

Proposed schedule

- Each visiting team will split into two smaller groups to ensure there is sufficient time to complete each of the activities described below.
- Because the activities are built around blocks of time, schools can re-arrange the activities to fit within the schedule of their day. For example, the afternoon visits might not have students at 2:45 and so this would be a good time for a Design Team meeting and a meeting with the superintendent. Conversely, it might be easier for the school to schedule the meeting with the Design Team first thing in the morning to enable students to settle into their day. The only blocks of time that can't change are the first and last 15 minutes of each visit.
- At least two windows of opportunity are needed to observe classes.

Time	Group A (1-2 people)	Group B (1-2 people)	Materials
15 min	Welcome, introductions, overview of the day, and campus orientation		Building Map
45 min	Observe Classes	<p>Observe informal learning spaces such as hallways, lunchroom, faculty room, technology lab, learning lab, etc. This also includes any regularly scheduled meeting that would be helpful to observe (e.g. PLG, RTI, grade level or content area meeting, etc.). (10 min)</p> <p>Meet with group of teachers representing a range of content areas, grade levels, years of experience, and involvement in the school design work. (35 min)</p>	<p>Schedule-- class title, teacher, grade, room</p> <p>Participant list for focus group</p>
45 min	<p>Observe informal learning spaces such as hallways, lunchroom, faculty room, technology lab, learning lab, etc. This also includes any regularly scheduled meeting that would be helpful to observe (e.g. PLG, RTI, grade level or content area meeting, etc.). (10 min)</p> <p>Meet with diverse group of students (35 min)</p>	Observe classes	<p>School and class schedule (course name, teacher, content area, grade, room)</p> <p>Participant list for focus group</p>
45 min	Meet with Superintendent and other central office personnel as well as a school board representative (preferably the Chair or Vice-Chair)	Meet with Design Team (including the principal)	
20 mins	Wrap up--what to expect in terms of follow up, thanks, etc		