



# Prepare to host the AdvancED External Review Team

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# External Review Team Visit

- Two Team Members visit schools
- Spend 3 ½ hours at each school
- Perform two activities:
  1. Conduct a 20-minute interview with the school's AdvancED Accreditation Team
  2. Perform 5 classroom observations using ELEOT

# School to do list to host External Review Team

1. Create the Accreditation Report in ASSIST
2. Host a 20-minute interview with External Review Team
3. Copy of Master Schedule available onsite (folder)
4. Copy of school floor plan available onsite (folder)
5. Copy of Continuous School Improvement Plan & samples of *Student On-Track Reports* (folder)
6. School Brochure (folder)
7. Recruit Pastor for the stakeholder interview on Monday, April 13
8. Recruit 3 parents for the stakeholder interview on Monday, April 13
9. Use the Effective Learning Environment Observation Tool (ELEOT)
10. Sundry item, optional

# Create the Accreditation Report in ASSIST

1. Executive Summary 2013-14
2. Self Assessment 2013-14
3. Stakeholder Feedback Diagnostic 2013-14
4. Student Performance Diagnostic 2014-15
5. AdvancED Assurances 2014-15

*In ASSIST*

6. Artifact Management Tool:
  - Standards Indicators Evidence,
  - Continuous School Improvement Planand Samples of Student On-Track Reports  
Indicator 1.3

*In Google Drive*

# Host a 20-minute interview with External Review Team

- First activity onsite with school's AdvancED Accreditation Team
- External Review Team Members will ask questions about how the school is aligned with OCS initiatives:
  - school improvement process: CSIP & Student On-Track Report,
  - the system's strategic plan as it relates to academics,
  - new ELA and math curriculum benchmarks,
  - religion curriculum,
  - data analysis, etc.
- Provide honest answers to questions
- External Review Team will compare answers to standard questions asked at each school's interview



# Copy of Master Schedule available onsite

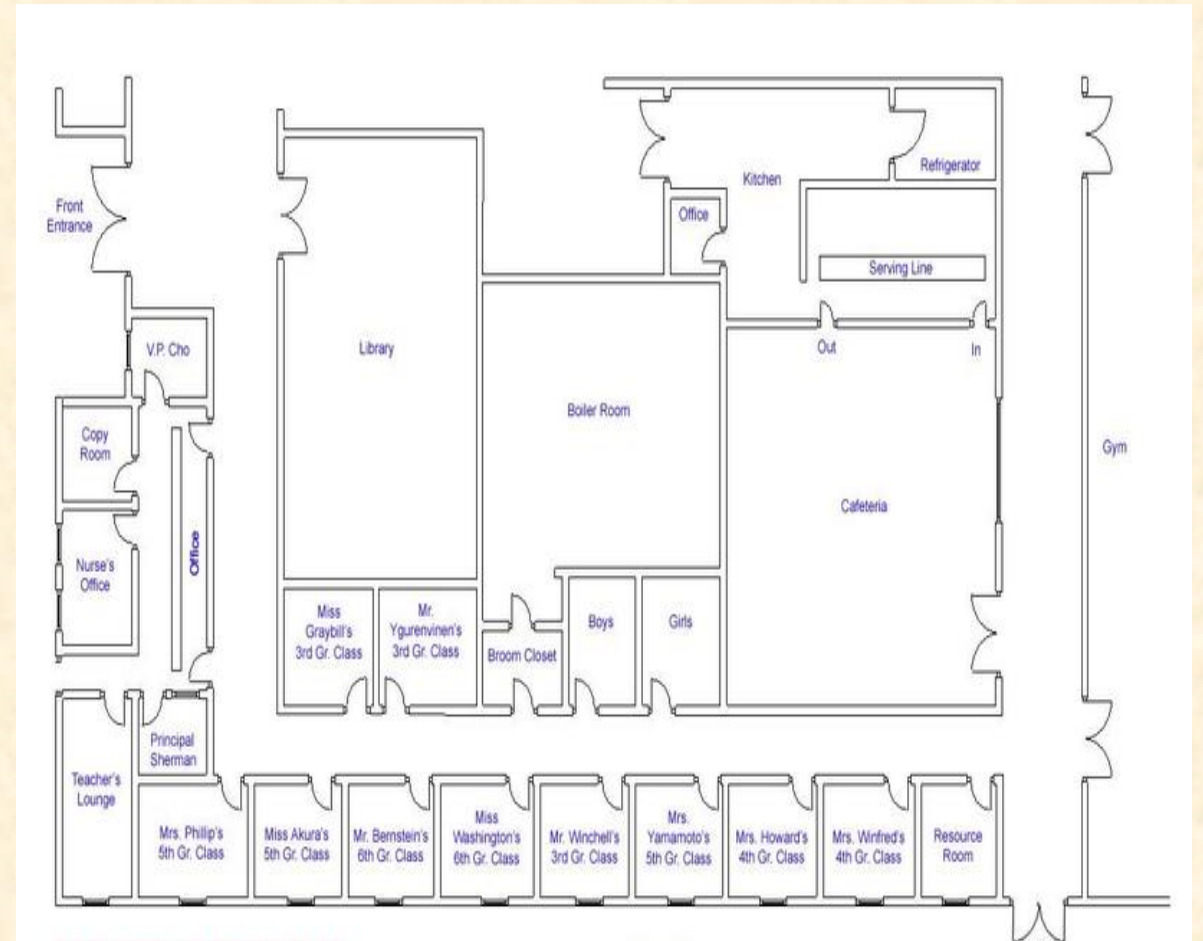
- Provide a copy for each Team Member
- Master Schedule: All grades, all subjects, teacher names, room numbers
- On the day of visit, identify any teacher absences
- Team Members will not visit classrooms with substitute teachers or Pre-K classrooms

**Master Schedule**

Grade	9:00 - 9:40	9:45 - 10:25	10:30 - 11:10	11:15 - 12:00	12:15 - 12:55	1:00 - 1:40	1:45 - 2:25	2:30 - 3:10	3:15 - 3:45
Kinder	Reader's Workshop	Reader's Workshop	Writer's Workshop	Lunch 11:00 - 11:45	Math	40 min Intervention Block	Specials	Science/Social Studies/ ELD	Centers
1st	Reader's Workshop	Reader's Workshop	Writer's Workshop	Lunch 11:15 - 12:00	Math	Math	40 min Intervention Block	Specials	Science/Social Studies/ ELD
2nd	Reader's Workshop	Reader's Workshop	Writer's Workshop	Lunch 11:30 - 12:15	Math	Specials	Math	40 min Intervention Block	Science/Social Studies/ ELD
3rd	Specials	40 min Intervention Block	Writer's Workshop	Lunch 11:45 - 12:30	Reader's Workshop	Reader's Workshop	Math	Math	Science/Social Studies/ ELD
4th	40 min Intervention Block	Math	Specials	Math	Lunch 12:00 - 12:45	Reader's Workshop	Reader's Workshop	Writer's Workshop	Science/Social Studies/ ELD
5th	Math	Specials	Math	40 min Intervention Block	Lunch 12:15 - 1:00	Reader's Workshop	Reader's Workshop	Writer's Workshop	Science/Social Studies/ ELD
Intervention Teachers/ Special Ed	4th Intervention	3rd Intervention	Kinder Intervention	5th Intervention	Lunch 12:15 - 1:00	Kinder Intervention	1st Intervention	2nd Intervention	Plan
Specials	3rd Specials	5th Specials	4th Specials	Duty/Lunch	Duty/Lunch	2nd Specials	Kinder Specials	1st Specials	Plan

# School Floor Plan

- Floor plan identifies classroom number and grade/subject
- Provide one copy for each Team Member



# Recruit Pastor for the Pastor Stakeholder Interview

- One-hour Stakeholder Interview for Pastors on Monday, April 13
- Time: 2:45 – 3:45 or 4:00 – 5:00
- Pastors will be asked questions about how OCS supports their school: resources and support systems, purpose and direction, governance and leadership, and commitment to continuous improvement
- Parking will be provided
- Submit Pastor's contact information on [Google Form by Monday, March 2](#)



# Recruit 3 parents for the Parent Stakeholder Interview

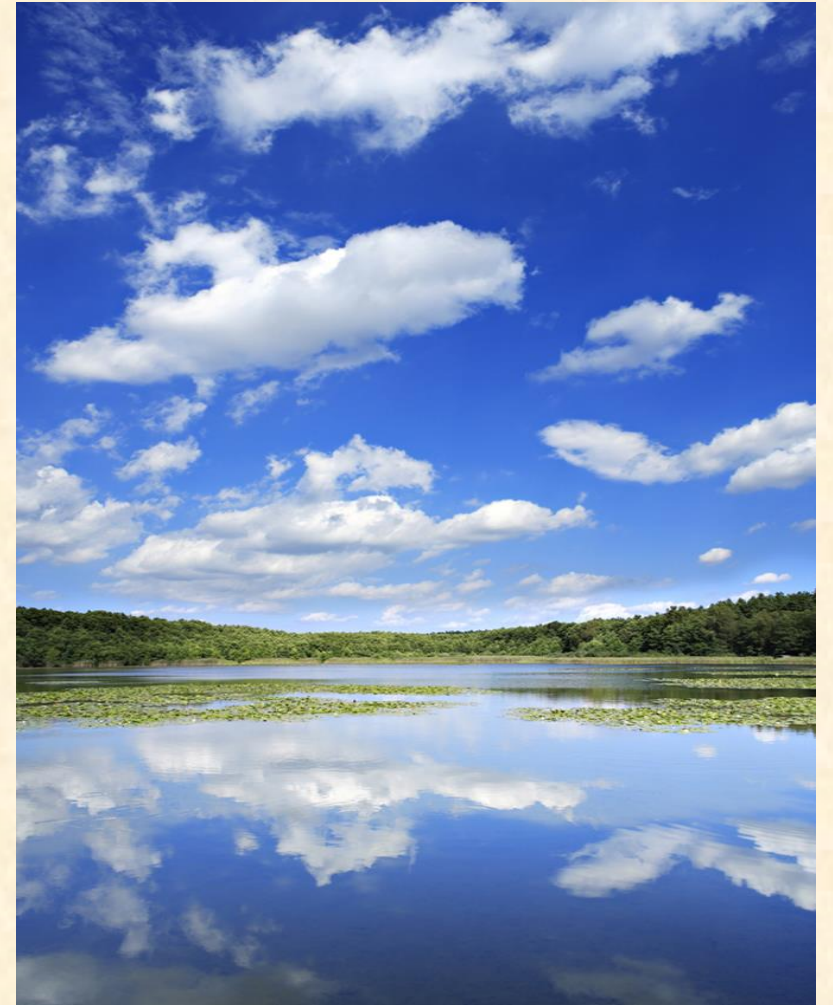
- One-hour Stakeholder Interview is on Monday, April 13
- Time: 2:45 – 3:45 or 4:00 – 5:00
- Parents will be asked questions about their awareness of how OCS supports their school: resources and support systems, purpose and direction, leadership, commitment to continuous improvement
- Parking will be provided
- Submit parents' contact information on [Google Form by Monday, March 2](#)

# Use the Effective Learning Environment Observation Tool (ELEOT) in classrooms

- Review and share the ELEOT with teachers
- Schedule time to for teachers to observe each other's learning environments using ELEOT
- Schedule time for the principal to observe classroom learning environments using ELEOT
- Note: ELEOT is not a teacher observation or evaluation tool. It is a tool on student behaviors during a lesson
- ELEOT webinar on Monday, March 9 at 3:30 pm

# What's Next?

1. Answer [Google Form by Monday, March 2:](#)
  - a. Contact information of 3 parents
  - b. Contact information of Pastor
2. Use the ELEOT with teachers
3. Continue excellence



Contact Dr. Peña if you  
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