

Documents Available to VC in Work Area

The object is to make important documents readily available and to increase the Visiting Committee's knowledge of your school without overburdening the Self-Study.

Bring your school to life in the VC's work area.

- Copies of the previous 2-3 years' action plans and annual reports
- Brochures, etc. advertising school/programs/smaller learning communities
- Teacher Handbook/ policies
- Student/Parent materials (handbooks, agreements, training materials, etc.)
- Basic texts in English, Mathematics, Science, and Social Studies for grades 9 and 10
- Curriculum documents for core courses in English, Mathematics, Science, and Social Studies at all grade levels. Include other departments, as they are available.
- Samples of student work. These should show a variety of grade levels and student sub-groups as well as program paths. Larger (culminating) projects give the most information (rather than daily work). Show three-dimensional objects, artwork, models. Include samples of those pieces of work analyzed during the self-study.
- List of all staff members with department and location (enough for each VC member)
- Campus map (enough for each VC member – just in case)
- Master Schedule (make it as large as is reasonably and economically possible)
- Employee contracts
- Safety Plan
- Student Yearbooks (2-3)
- Student Newspapers (samples)
- Any materials that document the process of self-study (If you don't have them, don't create them!). This might include samples of agendas for meetings, a timeline, evolution of the cover of the report, an early draft of something, lists of Focus Group members if not in the report
- Additional data
 - More detailed than in self-study
 - Received too late to incorporate in self-study
 - Forgot to include in self-study
- Parent/family training materials
- Board/Director policy manual
- If not in the self-study, duties and responsibilities chart/list for administrative and/or management staff
- Parent/family newsletters
- Minutes from various parent meetings
- Staff meeting agendas
- Agendas for professional development

A work in progress!
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