**YEAR 1 CAMPUS VISIT PROTOCOL**

**(8 times per year)**

**PRINCIPAL \_\_\_\_\_\_\_\_\_\_\_\_\_ CAMPUS \_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_**

1. Campus Preview – anything to be looking for or to be aware of
2. Classroom Walkthroughs; format to use\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preselect classrooms to visit:

* Room Teacher Grade or Area
* Room Teacher Grade or Area
* Room Teacher Grade or Area

1. Personnel Issues – Include Marginal and Novice teachers each time:

Name Reason (first year, TINA, etc.)

1. Review of School Improvement Plan actions and District Priorities including ongoing measures:

* Focus 1
* Focus 2

1. Mentoring of your campus-based administrative team. List your Asst. Principal(s):

Name Information

1. Your own Professional Growth:
2. Seasonal topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Management / Leadership issues you want to discuss:

9. Any non-instructional issues or problems you want to discuss: