

# Best Practice Framework New York

**Theme:** Staff Selection, Leadership, & Capacity Building  
**Level:** School

## National Center for Educational Accountability

national sponsor of Just for the Kids  
<http://www.just4kids.org>

**Practice:** Select, develop, and allocate staff based on student learning

### Classroom Visitation Log

Teacher: \_\_\_\_\_ Period: \_\_\_\_\_ Date: \_\_\_\_\_  
Subject: \_\_\_\_\_ Grade: \_\_\_\_\_ Room #: \_\_\_\_\_

Lesson/Topic: \_\_\_\_\_  
Standard Addressed: \_\_\_\_\_

Noteworthy Annotations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student(s) name: \_\_\_\_\_ Student observations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Student Conversation:

- A. What are you working on? \_\_\_\_\_
- B. What are you supposed to do? \_\_\_\_\_
- C. How do you know when your work is "good enough"? \_\_\_\_\_  
\_\_\_\_\_
- D. What happens when your work is not "good enough"? \_\_\_\_\_  
\_\_\_\_\_
- E. Show me where you need help \_\_\_\_\_
- F. How do you get more help? \_\_\_\_\_

#### Additional Questions:

- A. What unit/topic are you studying? \_\_\_\_\_
- B. What else have you done to learn about this? \_\_\_\_\_  
\_\_\_\_\_
- C. How long have you been studying/learning about this? \_\_\_\_\_
- D. How does this fit/connect with what you have been studying? \_\_\_\_\_

The principal completes student visitation logs during classroom observations and used them to provide deeper implementation of the workshop model by teachers.

E. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

F. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What I learned from speaking with the students: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What I found frustrating in speaking with students: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Questions I asked the teacher \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Feedback for the teacher based on today's visit: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

✓ CHECK	FOLLOW UP ON CLASSROOM VISITATION
	1. E-mailed feedback response to teacher
	2. Spoke to the teacher in person after class
	3. Scheduled a "feedback" meeting with teacher for _____ (date)
	4. Referred the feedback to the teacher's mentor
	5. Scheduled a formal evaluation for _____ (date)
	6. Assigned a remediation plan
	7. Other: _____