

Classroom Visit Protocol

(based on guidelines from *Learning Along the Way* by Diane Sweeney)

- 1. Leave no trace.**
Take care not to affect the community in any way. Although we have the desire to be helpful, we must refrain, even from just a remark to a student.
- 2. Silence is golden.**
Wait until the debriefing to start a discussion about what you see.
- 3. Honor the model lesson teacher.**
All teachers have good and bad days. Keep your focus on the students, and remember the reason we are together is to learn.
- 4. Take notes.**
As a participant, your job is to find evidence to support the conclusions you will later share with your colleagues.
- 5. Get involved in the discussion.**
All questions are considered, no matter how big or small.
- 6. It's not your turn to teach.**
Stay close to the person teaching the lesson; see the work through her/his eyes; resist the urge to intervene or interact with the students.

Note-taking Suggestion:

time	observations	response

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