

Garden Grove Unified School District  
Office of Elementary Education  
Department of K-6 Instruction

TO: Principals

FROM: Chris Weber

DATE: December 9, 2008

**RE: LEARNING WALK GUIDELINES**

Below are guidelines and options to keep in mind when planning and executing Learning Walks:

#### Guidelines

- Involve your staff in determining specific goals and areas of focus for the Learning Walk.
- Ensure that debrief sessions are respectful, professional, and that they do not unfairly single out individuals.
- Ensure you communicate the thoughts of the Learning Walk team with the entire staff.

#### Options to Consider When Planning Learning Walks

- Consider basing specific goals and areas of focus on the School Action Plan.
- Consider using your Leadership Team to develop your site's Learning Walk tool.
- Consider sharing your Learning Walk tool with your staff in the weeks that precede the Learning Walk.
- Consider how you will set up the classroom visits to maximize the benefit for your specific site. Some ideas may be:
  - Having the entire Learning Walk team walk through all classrooms looking for evidence of work toward the school's specific goals and/or focus.
  - Having the entire Learning Walk team walk through all classrooms, dividing up responsibilities for observing evidence of work toward the school's specific goals and/or focus.
  - Dividing staff members who participate in the Learning Walk into smaller teams who visit fewer classrooms for a longer period of time and report out their findings during the debrief session.
  - Having staff members visit only their grade level classes and the classes of grade levels immediately below and above, thereby allowing more time for visits and vertical articulation.
- Consider scheduling more than one Learning Walk, so that a greater number of staff members can participate, and to note growth toward the school's goals over time.
- Consider inviting district office staff or staff from other sites.
- Consider scheduling walks for before or after school if the classroom environment will be the focus of the Learning Walk.

c: Debbie Youngblood

Garden Grove Unified School District  
Office of Elementary Education  
Department of K-6 Instruction

Sara Wescott