



# No Office Days

CLINTON PRAIRIE JR.-SR. HIGH SCHOOL

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# Background Leading to this Inquiry

- ▶ Second year as Principal
- ▶ Comfort level with me in the classroom was lacking (students and staff)
  - ▶ Students and staff were visibly concerned when I would walk into the room
  - ▶ Student participation seemed to be lacking
- ▶ Wanted more visibility beyond formal evaluations

# Purpose of This Inquiry



- ▶ Therefore, the purpose of my action inquiry is to be more visible in classrooms on a regular basis. I want students and staff to be comfortable with my presence and accept me coming into their classrooms at any time and taking part in their activities. I want to be an active participant rather than an evaluator every time I step out of my office.

# My Wondering

- ▶ Will my increased visibility in the classrooms on a regular basis lead to staff and students becoming more comfortable when I walk into their rooms?
- ▶ Will I receive more invitations to classrooms by making it a point to be present?

# My Actions

- ▶ **Schedule** a “No Office Day”
  - ▶ Notify Staff the week prior
  - ▶ Sign on my office door
  - ▶ Mobile cart/podium
    - ▶ Radio
    - ▶ Laptop (rarely used)
    - ▶ Writing utensils/post-it notes
    - ▶ Phone (camera)
  - ▶ Started with every two weeks
    - ▶ Became less frequent
      - ▶ Once a month
  - ▶ Document all visits
    - ▶ Photos/Videos
    - ▶ Twitter Posts

# Data Collection

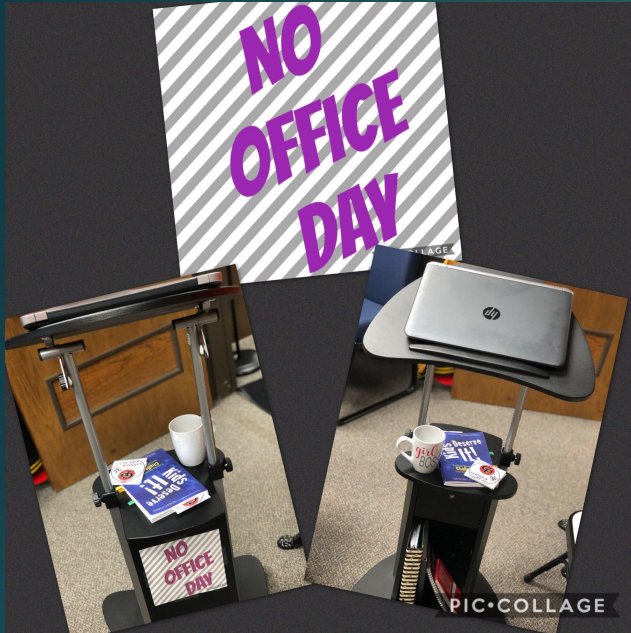


- ▶ Pictures and tweets from every classroom visited
  - ▶ Sharing what's happening in the classrooms provides positive PR
    - ▶ Staff is recognized for their lessons and activities
    - ▶ Parents see their child engaged

# My Data

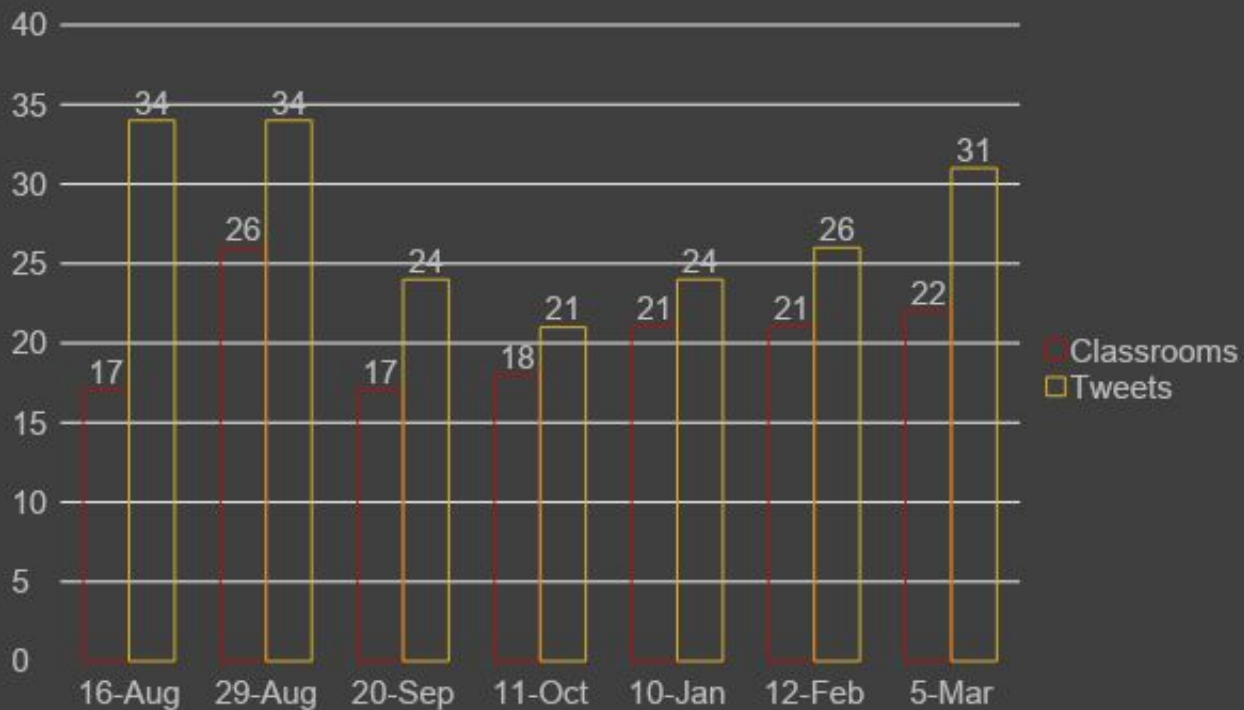


# My Data





## DATA COLLECTION



# My Discoveries

- ▶ Student inquiries
  - ▶ “Are you having a No Office Day”?
  - ▶ More willing to engage in conversation
- ▶ Staff invitations to visit (on these specific days and others as well)
  - ▶ Via email and text
  - ▶ Thank you messages
- ▶ Lack of invitations from some
  - ▶ Visit anyway
- ▶ Students welcome me at their lunch tables
  - ▶ Non-school related conversations
  - ▶ Building relationships

# Where Am I Heading Next



- ▶ Continue with regular No Office Days
- ▶ Possibly be Guest Teacher
- ▶ Follow one student's schedule all day (all six grade levels throughout the year)
- ▶ Better tracking system
  - ▶ Equal visits to all classrooms
  - ▶ Track time spent in each classroom



## **“No Office Days”**

**Principal Name:** Kirsten Clark

**School Name:** Clinton Prairie Jr.-Sr. High School

**Principal’s Email Contact:** kclark@cpsc.k12.in.us

### **Background Leading to My Inquiry (Slide 1)**

In my second year as Principal, I felt the need to be present in classrooms more often. I felt as if the comfort level with me in the classroom, both with staff and students, was lacking. I wanted to have more visibility and interaction with students and staff outside of the formal evaluation process.

### **The Purpose of My Inquiry (Slide 2)**

Therefore, the purpose of my action inquiry was to be in classrooms on a more consistent basis, but not always to perform a formal evaluation.

### **My Wondering (Slide 3)**

With this purpose, I wondered if a more intentional increased presence in the classroom would lead to students and staff being more comfortable with me. I also wondered if my opinions of teachers would change over time with more visits.

### **My Actions (Slide 4)**

Using Google Calendar, I schedule a No Office Day roughly a week ahead of time to ensure that I can be out of the office. I try to notify staff the week prior, so that they may let me know of any particular lesson or class period that they may want me to see. On the scheduled days, I place a sign on my office door, which simply states “No Office Day”.

A mobile cart/podium was purchased, so that I may carry my necessary supplies and equipment as I move throughout the building. Those items include a radio, my laptop (rarely used), writing utensils/post-it notes, cell phone (camera)

My original plan was to have a no office day every two weeks. As time went on, and we ran into fall break and the holiday season, the days became less frequent, more like once a month.

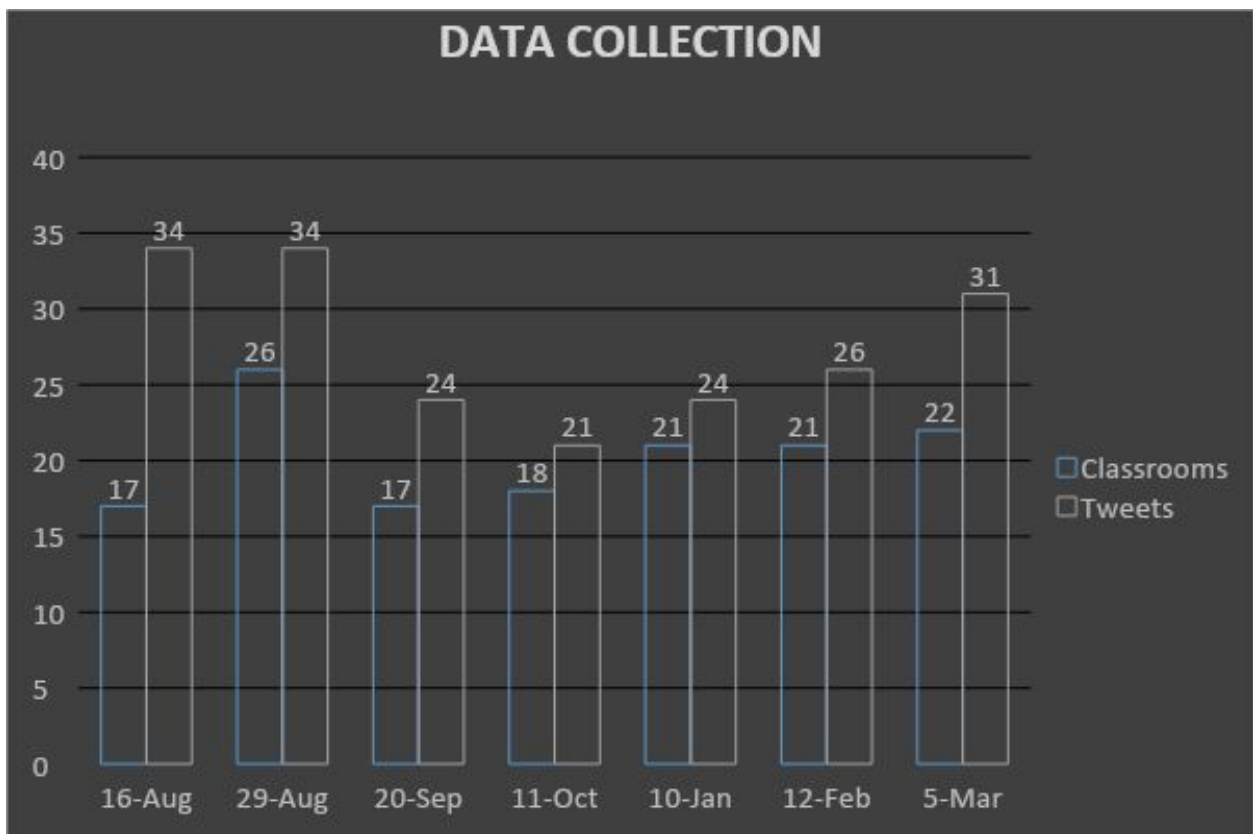
All no office days are thoroughly documented via photos, videos, and tweets. I post on Twitter from every classroom I visit, lunch time, and anything photos taken during passing period in the hallways.

### **Data Collection (Slide 5)**

I scheduled my “No Office Days” using my Google calendar. Additionally, I documented every classroom visit with photographs and sharing on Twitter. This allowed me to share with our school community the great lessons happening in our classrooms, to promote our teachers, and it provided a way for me to keep track of the classrooms I visited each time.

### **My Data (Slides 6)**

A sampling of photos from my Twitter page is provided, as well as a chart documenting the number of classrooms visited on each no office day and the number of tweets posted as a result.



### **My Discoveries (Slide 7)**

- Learning Statement One: Students became interested in my no office days and would often inquire about them. They would engage in conversation with me, both on these days and others. Students would also welcome me into their classroom activities and at their lunch tables.
- Learning Statement Two: Teachers began to invite me to their classrooms on a regular basis to observe specific activities. Thank you emails and text messages are received regularly as well.
- Learning Statement Three: Being visible, both to students and staff, provides me with a much better platform in the school. Knowing that I am interested in the daily goings on and that I may show up at any time has helped me to build relationships with our school community, in and out of the classroom.

### **Where I Am Heading Next (Slide 8)**

Oftentimes administrators are on an island, and I have even heard us referred to as “the dark side”. While evaluating staff members is a key part of our job, it is not the most important, in my opinion. I feel as if our staff knows that I care about them, their courses, and our students, because I display that caring on a regular basis. The time I spend in classrooms is beneficial for our entire school and community. I make it a point to promote our students and staff in the public arena. Our parents and other stakeholders can see the positive things happening in our building via Twitter

My plan is to continue with no office days on a regular basis. Some tweaks I have considered are to follow an individual student’s schedule for a day and to attempt to do this for all six grade levels throughout the year. Another idea is to be a guest teacher for a day.

Improvements that I intend to make as I continue are to develop a more thorough tracking system, including documentation of the amount of time spent in each classroom. Additionally, I would like to do a better job of spending a more equal amount of time in each classroom in an attempt to have a better understanding of all teachers.