

PROTOCOL FOR WILLIAMS SITE VISITS
Information for Principal Review Prior to the Site Visit

School Name: _____

Date of Visit: _____

Principal Name: _____

Time of Visit: _____

1. Arrival at the School

In addition to checking in at the school office and wearing nametags, we request you notify our team if there are any other “visitor” protocols that we need to know. At this time we will determine which classrooms will be visited.

2. Pre-briefing and Post-briefing Meeting with Principal

Please plan to meet with the county office team upon their arrival on campus and following the visit. Provide the team with completed forms identified on the checklist. Please have a member of the staff accompany the team if you are not able to do so yourself.

Under the *Williams* legislation, county superintendents are required to conduct a specified percentage of **UNANNOUNCED** visits. Please note that if your site is selected for an unannounced visit, the visitation team cannot request access to specific personnel. However, you or a member of your staff are invited to accompany the team on their visit if you are available.

3. Facilities Inspection – Needed Access to Classrooms and Other Facilities

The facilities review will be conducted during the visit to classrooms to review instructional materials. Please assign a custodian or someone with a master key to walk along with the visitors to open locked areas, as needed.

4. Preparation for Classroom Visits

Please **inform all teachers** about the purpose of the *Williams* visit and what they are expected to do when the county office team arrives. Expectations are described below.

ELEMENTARY, SECONDARY & HIGH SCHOOL CLASSROOMS

Facilities Review - The team will be looking at the interior of the classroom, lighting, air conditioning, etc. There should be little contact with the students or teacher by our facilities team member.

Instructional Materials Review - The team must visually verify, for each student the four (4) core textbooks for Elementary and Middle schools (RLA/ELD, Math, Science, History/Social Studies) and core textbooks for High Schools.

- **Regarding Digital Materials:**

If your district or school has adopted and are using electronic textbooks, please let us know and we will use a different protocol for assessing sufficiency.

During the time of the visit, it is least disruptive to teaching, if students are asked to place the textbooks on the top of their desks or on the floor by their desk. This allows the staff to quickly make a visual count of the materials.

Please Note:

If texts are kept in another area (i.e., science texts are in the book case) or if Grades K-1 students do not have textbooks and use big books / workbooks / blackline masters, please ask the teacher to inform the team where these materials may be located in the classroom.

Please ask teachers to inform the students that the visiting team may be visiting their classroom counting their books to assure everyone has one. The team may ask students questions such as:

- Where is your book?
- Do you have one?
- Can you take your book home?

SECONDARY CLASSROOMS

In content specific classrooms, the team will visit a class at each grade level in each subject area to confirm textbook for each student. In the case that the classroom has a class set of materials for school use, students will be asked if they have a book they can take home.