**PLANNING FOR SITE VISITS**

**Form for Site Administrator Completion Prior to the Site Visit**

**School Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Site Administrator Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Arrival at the School**

In addition to checking in at the school office and wearing name tags, are there any other “visitor” protocols that we need to be aware of?

**2. Pre-briefing and Post-briefing Meeting with Site Administrator**

Please plan to meet with the county office team upon their arrival on campus and following the visit. In addition, you or a member of your staff are invited to accompany the team on their visit.

Pre-briefing Time and Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post-briefing Time and Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Facilities Inspection – Necessary Access to Facilities**

How will the county office team be given access to classrooms and other facilities on the campus? ?

* A master key will be available in the Principal’s office
* A custodian will be assigned to walk along with the visitors to open locked areas
* Other ( specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

**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.

**Facilities review:** The team will be looking at the exterior and interior of the classroom, lighting, air conditioning, etc. There should be little contact with the students or teacher.

**Instructional materials review:** In collaboration with the administrator and/or classroom teacher, the team will physically and/or virtually (for non-traditional learning settings) verify sufficiency of student materials for all monitored subject areas in selected classrooms as outlined in the steps below. In certain cases where students are not present, a documentation review (e.g., verification of checkout or other records of distribution) may be required.

Class/Course Review:

1. Confirm enrollment for class or course.
2. Ensure students have the appropriate textbook(s) and/or instructional material(s)/component(s) in the format specified for the grade level or course identified on the school/LEA-completed Instructional Materials Survey (including any devices/technology required to access the components).

 Important: If instructional materials are kept in another area (e.g., Science texts are in
 the red book case), please ask the teacher to inform the team when they enter the
 classroom.

1. Validate that there is a sufficient ratio of materials to students. Please note sufficiency will also need to be validated for students not present (e.g.,assigned material(s) for these students are present in the classroom or sufficiency is demonstrable through a documentation review).

**Note for secondary settings:** reviewers are unable to validate sufficiency based on a class set of materials and will be checking with students to ensure they are assigned their own textbook(s) and/or other instructional material(s).

1. Talk with students to determine sufficiency regarding home access.
2. Document any instances where students are lacking materials or required technology (devices and/or internet) for resolution.

Based on the described process, let students know that the county office team will be walking up and down the rows, counting their books and may ask students questions such as:

* + Where is your book/material?
	+ Do you have a book/material?
	+ Can you take your book/material home?
	+ If web-based, do you have the ability to access your material at home using the internet?

Please note: Reviewers will use professional judgment in scenarios where a student may have inadvertently left their materials at home. This circumstance would not automatically warrant a finding of insufficiency.

**5. Protocol for Students Missing Materials During Visit**

Please indicate the protocol that will be used in the event students are identified as missing materials during the visit:

* Students will be sent to the library.
	+ Will checkout records be available?
* A staff member will deliver the needed materials to students
* Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_