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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| High School Instructional Materials Survey and Course Section Information  To Be Completed by the School/LEA C.2.1 AND C.2.4 | | | | | | | | | | |
| **Course/Course #** | | **Listing of Instructional Materials/Publisher/Edition purchased for all students enrolled** | | | **Total Materials Purchased** | | **Total Students Enrolled** | | **# of Sections** | **++Periods, room numbers, with # of students enrolled – and special designations\*** |
| **English / Language Arts** | |  | | |  | |  | |  |  |
|  | |  | | |  | |  | |  |  |
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| **Mathematics** | |  | | |  | |  | |  |  |
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| **History / Social Science and Science** | |  | | |  | |  | |  |  |
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| **Foreign Language** | |  | | |  | |  | |  |  |
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| **Health** | |  | | |  | |  | |  |  |
|  | |  | | |  | |  | |  |  |
| **++ May utilize the Master schedule**  **to give this information** | | | | | | | | | | |
| EXAMPLE for English Language Arts Instructional Materials Survey  \* **BI = Bilingual; RS= Resource: SD= Special Day; OSE=Other Special Education; Advanced Placement=AP**  High School Instructional Materials Survey and Course Section Information | | | | | | | | | | |
| **Course** | **Listing of Instructional Materials /**  **Publisher /**  **Edition purchased for all students enrolled** | | **Total**  **Materials**  **Purchased** | **Total**  **Students**  **Enrolled** | | **# of Sections** | | **++Periods, room numbers, with # of**  **students enrolled – and special designations\*** | | |
| **English / LA** |  | |  |  | |  | |  | | |
| English I  Reading\* | McDougal Littell, Language of Literature, Grade 9, 2002  SRA REACH, 2002  Corrective Reading – Level C  Comprehension ( Student Book)  Comprehension Workbook  Decoding – Student Book  Decoding Workbook  Spelling Workbook | | 225  30  30  30  30  30 | 200  20 | | 6  1 | | Period 1 RmD-8 – 30 students  Period 2 Rm D6 – 24 Students  Period 3 Rm D-6 15 Students \* (RS)  Period 4 Rm D-7 30 students  Periods 1/2 Rm D-4 20 students \* | | |
| English II | McDougal Littell, Language of Literature, Grade 10, 2002 | | 225 | 200 | | 7 | | List as above | | |
| English III | McDougal Littell, Language of Literature, Grade 11, 2002  And Novels…..  Catcher in the Rye, Salinger  Crucible, Miller  The Great Gatsby, Fitzgerald | | 225  90 – 3 class sets of each  novel | 200 | | 7 | |  | | |
| **English IV** |  | |  |  | |  | |  | | |
| **Other English Language Arts Courses** | AP English  HighPoint | |  |  | |  | |  | | |

**++ May utilize the Master schedule to give this information**

\* **BI = Bilingual; RS= Resource: SD= Special Day; OSE=Other Special Education; Advanced Placement=AP;**

Secondary Visitation Worksheet

**(For county offices to document classroom visitations.)**

The secondary visitations are centered around courses rather than classrooms. COE teams will visit 20% of all the possible sections of courses in each required Williams subject area. With this method not all of the courses offered in a required Williams subject area would necessarily be visited, but all required subject areas will be visited.

**Example of Constructing a Secondary Visitation Schedule**: Using English Language Arts as an example - a school has 10 sections of English 1,2,3 and 4 respectively (40), 4 sections of intensive reading (in lieu of core), 1 section Special Day English and 12 sections of other English sections for which English credit is given. The COE team would need to visit 20% of all these English courses (57 sections of English x 20% = 11 classrooms). With this method not all English courses offered would necessarily be visited. Use this same method to determine the number of mathematics, science and history/social science classrooms that also need to be visited.

**From the information given in the Instructional Materials Survey, the Course Section Information and the Master Schedule (periods/room numbers/enrollment), COE teams can build the visitation list with randomly selected courses.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **List randomly selected courses**  **to be visited, including special designations** | **Instructional Materials**  **For all students** | **Room #** | **Periods with Number of Students in each period** | **Sufficient Materials**  **To Use and To Take Home**  **( write in student/book numbers)**  **YES NO YES NO** | **Comments** |
| **English 1** | McDougal Littell, Language of Literature, Grade 9, 2002 | **D-8** | **Period 1 (30)** |  |  |
| **Reading**  **( in lieu of core)** | **SRA REACH** | **D-4** | **Periods 1/2 (20)** |  |  |
| **English 11** | McDougal Littell, Language of Literature, Grade 10, 2002 | **F-2** | **Period 2 (32)** |  |  |
| **English III** | McDougal Littell, Language of Literature, Grade 10, 2002  And novels: Catcher in the Rye, Salinger- Crucible, Miller- The Great Gatsby, Fitzgerald | **F-3** | **Period 3** |  |  |
| **Pre Algebra** | **Prentice Hall Pre-algebra** | **B-1** | **Period 1 (25)** |  |  |
| **Algebra** | **Prentice Hall Algebra** | **B-2** | **Period 2 (30)** |  |  |
| **Biology**  **( Lab Science)** | **Prentice Hall Biology, 2000**  **Lab workbook** | **B-1** | **Period 3 (28)** |  |  |
| **Chemistry** |  |  |  |  |  |
| **Earth Science** |  |  |  |  |  |

**Templates for county offices to build random list for classroom visitation.**

**Target is to visit 20% of the course sections in each core subject area.**

**For English Language Arts including courses in lieu of core**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **List Randomly selected ELA courses**  **to be visited.** | **Instructional Materials** | **Room#** | **Periods with Number of Students in each period** | **Sufficient Materials**  **To Use and**  **To Take Home**  **YES NO YES NO** | **Comments** |
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**For Mathematics**

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| --- | --- | --- | --- | --- | --- |
| **List Randomly selected Math courses**  **to be visited.** | **Instructional Materials** | **Room#** | **Periods with Number of Students in each period** | **Sufficient Materials**  **To Use and**  **To Take Home**  **YES NO YES NO** | **Comments** |
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**For History/Social Science**

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| --- | --- | --- | --- | --- | --- |
| **List Randomly selected Math courses**  **to be visited.** | **Instructional Materials** | **Room#** | **Periods with Number of Students in each period** | **Sufficient Materials**  **To Use and**  **To Take Home**  **YES NO YES NO** | **Comments** |
|  |  |  |  |  |  |
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**For Science (including science laboratory classrooms)**

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| --- | --- | --- | --- | --- | --- |
| **List Randomly selected Science courses**  **to be visited.** | **Instructional Materials** | **Room#** | **Periods with Number of Students in each period** | **Sufficient Materials**  **To Use and**  **To Take Home**  **YES NO YES NO** | **Comments** |
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**For Foreign Language and Health courses**

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| --- | --- | --- | --- | --- | --- |
| **List Randomly selected Foreign Language and Health courses**  **to be visited.** | **Instructional Materials** | **Room#** | **Periods with Number of Students in each period** | **Sufficient Materials**  **To Use and**  **To Take Home**  **YES NO YES NO** | **Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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High School Enrollment Form C.2.4

(to be completed by the school/district)

# School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and Title of Person Completing Form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
|  | **Current**  **Enrollment** |
| **Total School** |  |
| **Ninth** |  |
| **Tenth** |  |
| **Eleventh** |  |
| **Twelfth** |  |

**INSTRUCTIONAL MATERIALS SURVEY C.3**

**HIGH SCHOOL LEVEL**

**9-12 SCIENCE LAB EQUIPMENT WORKSHEET**

## DISTRICT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCHOOL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete for each 9-12 science course which is locally designated as a laboratory science course.

|  |  |  |  |
| --- | --- | --- | --- |
| **List Courses Locally Designated as Science Laboratory Courses (include # of sections and room numbers where equipment is available for student use.)** | Science 9-12 Laboratory Equipment | | |
| **List equipment available for all enrolled students in each course and the amount of equipment available for student use.** | List periods offered in each classroom | Typical class size |
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Example

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| --- | --- | --- | --- |
| **List Courses Locally Designated as Science Laboratory Courses (include # of sections and room numbers where equipment is used)** | Science 9-12 Laboratory Equipment | | |
| **List equipment available for all enrolled students in each course and the amount of equipment available for student use.** | List periods offered in each classroom | Typical class size |
| Biology – 8 sections in rooms B3 and B4 | Microscopes (12)  Thermometers (12)  Scales (12)  Sink and running water? ( 8 stations) | B3 – Periods 1,2,3,4  B4 – Periods 1, 4,5,6 | 28 |
| Chemistry IA - 4 sections in rooms B4 and B7 | Graduated Cylinders (14)  -  - | B4 – Periods 5,6 and B7 – Periods 1,2 | 26 |
| Comments: Students work in lab groupings of 3-4 | | | |