

Williams Implementation - Site Inspection Protocol

ANNOUNCED VISIT PROTOCOL

1. Work with district liaison to schedule school visits. During scheduling session provide copies and/or identify web access for all relevant documents guiding the visits; e.g. implementation timelines, facilities and instructional materials evaluation instruments, School Accountability Report Card (SARC) templates, classroom notice samples. Inform the district of the individual(s) who will conduct the visits. Ask the district to provide master schedule (calendar) for all schools subject to review to help identify dates on which visits would be most productive; e.g. most classes are in instructional sessions for the full day, classroom science lab experiences are being provided, etc., and to help identify dates on which visits would **not** be productive; e.g. testing, school assemblies, field trips, etc. Provide oral overview of the scope of the visits and the expected time county personnel will be on campus.
2. Prior to the school visit, contact the principal and set up time for briefing session before visiting classrooms. For Instructional Materials, the Principal also needs to determine what the process will be so that the visitation team will be able to visually verify the 4 core textbooks and/or instructional materials in the K-8 classrooms. (For example, are the teachers and students ready for visitors? Can we ask the students to see the materials not being used? Will materials be under students' desks?)
3. Provide copies of all relevant documents/instruments which will be completed during the visits. Provide oral overview of the scope of the visits and the expected time county personnel will be on campus. Request an opportunity to meet with the principal upon the conclusion of the visit to review the findings from the visit.
4. Wear identification name tag.
5. Be courteous guests; recognize that school business is being conducted.
6. Refrain from making oral judgments, proclamations, or editorial comments about the school site conditions. Discussion regarding inspection is reserved for debriefing sessions.
7. If you are conducting the visits as a team, remain part of the larger group. Do not split off into smaller groups or individually.
8. Thoroughly complete all relevant evaluation instruments.
9. Meet with principal upon completion of the visit to review evaluation instruments, ask questions and clarify unresolved issues.

UNANNOUNCED VISIT PROTOCOL

1. Inform all district liaisons that 25% of the visits the county superintendent is required to conduct must be unannounced, therefore, they will not be scheduled in advance. Let them know that all evaluation instruments used for announced visits will also be used during the unannounced visits. Assure them that during unannounced visits county personnel will not ask for specific documents nor request a meeting with specific personnel.
2. Upon arrival at the school, check in at the school office and sign in as a visitor. Inform the school office staff of the purpose for your visit and let them know approximately how long county office personnel will be visiting classrooms on the school site.
3. Wear identification name tag
4. Be courteous guests; recognize that school business is being conducted
5. Refrain from making oral judgments, proclamations, or editorial comments about the school site conditions. Discussion regarding inspection is reserved for debriefing sessions.
6. If you are conducting the visits as a team, remain part of the larger group. When possible do not split off into smaller groups or individually.
7. Thoroughly complete all relevant evaluation instruments.