***Williams* Implementation - Site Inspection Protocol**

1. Work with LEA liaison and/or principals to schedule school visits. During training or orientation sessions, provide copies and/or identify a web-based location for accessing 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 LEA of the individual(s) who will conduct the visits. Ask the LEA 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 an oral overview of the scope of the visits and the expected time county personnel will be on campus.

 *For Unannounced Visits:
Explain the requirement that 25 percent of visits must be unannounced. For these visits, a specific date and time cannot be provided. Assure them that during unannounced visits county personnel will not demand access to specific documents or school personnel.*

1. Prior to the site visit, contact the principal and set up time for a pre-visit meeting before visiting classrooms. In preparation for the meeting, ask the principal to complete the [PROTOCOL PLANNING FOR SITE VISITS FORM](https://docs.google.com/document/d/161620hJa0MGCB7nKVHBxGsReHNBhX-HK/edit) to familiarize them with the review processes, establish procedures for facilities access, and to determine their preferred method for the county team to use when validating sufficiency in the classrooms.
2. Upon arrival at the school, check in at the school office and sign in as a visitor. During your pre-briefing, provide copies of all relevant documents/instruments which will be completed during the visits. Provide an 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 site administrator upon the conclusion of the visit to review the findings from the visit.

 *For Unannounced Visits: Although you may not be able to meet with the site administrator, you will still need to 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. Refer to the completed* [*PROTOCOL PLANNING FOR SITE VISITS FORM*](https://docs.google.com/document/d/161620hJa0MGCB7nKVHBxGsReHNBhX-HK/edit) *for the site administrator’s established protocols.*

1. Wear identification name tags.
2. Be courteous guests; recognize that school business is being conducted.
3. Refrain from making oral judgments, proclamations, or editorial comments about the school site conditions. Discussion regarding inspection is reserved for debriefing sessions
4. Confer with your team independently if you require support with review-related decisions. It is recommended that you do not conduct a site visit alone.
5. Thoroughly complete all relevant evaluation instruments.
6. Meet with the site administrator (if available) upon completion of the visit to review evaluation instruments, ask questions and clarify unresolved issues.