

WILLIAMS Legislation – Instructional Materials

DISTRICT/SCHOOL DOCUMENT CHECKLIST

1-2: Documents submitted to LACOE by District Key Contact.

- 1a. **DISTRICT INSTRUCTIONAL MATERIALS LIST: Elementary School and Self-Contained Classes**
An instructional materials list of the district approved textbooks and/or instructional materials for all students to use in class and to take home in the following subject areas: RLA/ELD, mathematics, history/social science, and science. (Do not include teacher editions or resource components that are not intended for all students in a class/course).
- 1b. **DISTRICT INSTRUCTIONAL MATERIALS LIST: Middle and High School**
An instructional materials list of the district approved textbooks and/or instructional materials for all students to use in class and to take home in the following subject areas: RLA/ELD, mathematics, history/social science, science, foreign language and health education (Do not include teacher editions or resource components that are not intended for all students in a class/course).
2. **DISTRICT BOARD RESOLUTION OF SUFFICIENCY: Adopted at the 8 week Public Hearing**
Copy of Board Resolution of Sufficiency of approved instructional materials pursuant to Ed Code Section 60119.

A-F: Documents submitted to LACOE by District Key Contact or School Principal.

- A. **PROTOCOL PLANNING FORM**
(form downloadable at <http://williams.lacoe.edu/documents/sites.asp>)
Provides key review process information for the principal, as well as parking info, key contact info, or other school procedure info for the review team.
- B. **MASTER SCHEDULE**
Elementary - Classes sorted by grade level with teacher name and room numbers listed.
Middle and High Schools – Provide a master schedule sorted by department. This should show room numbers, periods, and all course titles for RLA/ELD, mathematics, history/social science, science, health, and foreign language. (In addition, the science department will need to submit Document E, Science Lab Equipment Survey- see below)
- C. **BELL SCHEDULE**
Bell schedule indicating instructional periods. Please indicate/provide any alternative schedule the school may be using the day of your visit.
- D. **SCHOOL MAP**
School map with room numbers clearly identified.
- E. **SCIENCE LAB EQUIPMENT SURVEY FORM: For High School Grades 9-12 Only**
Using the [LACOE Science Lab Survey form](#), list the science equipment for student use in designated science laboratory classrooms. Please do not list consumable materials (e.g., chemicals, specimens), supplies (e.g. petri dishes), or sinks.
(Instructions, sample, and blank form downloadable at <http://williams.lacoe.edu/documents/sites.asp>)

Ways to Submit Documents

1. **To Upload:** go to <http://williams.lacoe.edu> and click link *District Site/Log In*.
2. **E-Mail:** williamsim@lacoe.edu
3. **FAX:** (562) 803-8325

Williams Legislation – Instructional Materials
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