

WILLIAMS Legislation – Instructional Materials

Protocol Planning Form

For Instructional Materials Site Review

SCHOOL NAME	DISTRICT/LOCAL DIST
SCHOOL ADDRESS	
PRINCIPAL NAME	TELEPHONE
PRINCIPAL E-MAIL ADDRESS	FAX
LEAD SECRETARY NAME	TELEPHONE
GRADE LEVELS AT SCHOOL	TOTAL SCHOOL ENROLLMENT

1. Preparation for Classroom Visits

Please inform all staff that the purpose of the *Williams* review is to determine if all students have district approved instructional materials issued to them for use in class and to take home. The county office team must visually and verbally verify sufficiency of instructional materials by any combination of the following procedures:

- Students may be asked to place the instructional materials on top of their desks. (*elementary*)
- Students may be asked to hold up their instructional materials.
- Students may be asked to raise their hands or verbally indicate possession and/or lack of assigned instructional material.
- Students may be asked to identify the specific instructional material assigned to them.
- Students will be asked if they can take the instructional materials home.
- The title, author, edition, publisher and copyright date of instructional materials will be matched against the District Instructional Materials list to ensure all materials are district approved.
- All courses/classes listed in RLA/ELD, mathematics, history/social science, science, health education, and foreign language (including electives in stated subject areas) may be reviewed.
- Science Laboratory equipment will be reviewed in grades nine through twelve.

Please review your District Approved Instructional Materials List to ensure:

- All courses/classes at your school site are listed.
- The required instructional material for all courses/classes at your school site are on the list.
- Supplemental materials are not listed.

2. School Calendar

	Traditional/Track 1	Track 2	Track 3	Track 4
Student Start Date(s)	_____	_____	_____	_____
Student End Date(s)	_____	_____	_____	_____

3. School Schedule

Describe your bell schedule (i.e. block schedule, early dismissal) and any concerns that may affect the visit:



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4. Parking / Other Campus Concerns

Please provide parking directions/information. Also cite any campus concerns which may affect parking or the *Williams* review process.

5. Pre-Review Meeting with the Principal

Please plan to meet with the *Williams* review team members upon their arrival on campus and throughout the review. In addition, you and/or members of your staff are invited to accompany the team members during the classroom visits.

Indicate below the room or location where the *Williams* review team members may meet and work throughout the review.

Room/Location: _____

Designate the site person who is authorized to represent the school during the review or if the principal is not available.

Principal Designee: _____

6. During the review

The *Williams* review team Lead will inform the school principal/designee of any insufficiency found. The principal/designee will have the opportunity to remedy any insufficiency only during the time of the site review. Any insufficient items not cleared before the team departs will be recorded, and the district and school will receive a Letter of Insufficiency.

For High Schools

Designate the site person and time that they can guide the review team to visually verify the science laboratory equipment at the various locations on campus.

Science Designee: _____

Time Available: _____

7. Post-Review Meeting with the Principal

The *Williams* review team Lead will discuss the findings prior to departure from the school.

8. Ways to Submit Documents

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

Williams Legislation – Instructional Materials
9300 Imperial Highway, ECW 284, Downey, CA 90242 (562)803-8382



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