Williams Instructional Materials
Sharing Tips: School Site

Prior to the Williams Review:
- All information below should be e-mailed or faxed to Sherry Arnold, SCOE Williams Coordinator, no later than 2 weeks prior to the school visit. Unannounced school information should be completed as soon as possible.
  - General School Information – include any special notes to the SCOE Williams Coordinator
  - Bell Schedule
  - School Map – it can either be e-mailed or faxed or handed out to team members at the time of the school visit.
  - Elementary Only – Classroom Information. This can be a teacher list but does not need to include a teachers name if it is unknown. The most important information is how many classrooms at each grade level and if there are any special education classrooms.
  - Middle/High only – Master Schedule. It is imperative that we have the master schedule 2 weeks prior to the visitation, as this is what is used to determine the visitation of 20% of the entire core courses.
- Do not dispose of any used core texts and instructional materials until new replacement texts and instructional materials are delivered to your school site.
- Computerize and monitor your textbook and instructional materials inventory system, especially middle and high schools.

During the First Week of School:
- Review the Williams Legislation with staff.
- Review with faculty the Instructional Materials List, particularly the texts and materials intended for each student to have in class and to take home.
- Work with your site media/textbook personnel to assure distribution of all instructional materials to students within the first week from the student start date.
- Review with teachers, students, and parents appropriate policies for replacing lost or damaged instructional materials.
- Inform teachers of announced visits as soon as possible after you receive notice of the review date.
- Conduct an internal mock Williams review at the end of the first week of school. Invite your Williams district coordinator to join you in this process.

During the Williams Review:
- Principals and/or designee should be available to interface with the SCOE Review Team Lead during the school site review. This allows the administrator to address any insufficiencies that can be corrected during the site review. Any insufficient items not cleared before the team departs will be recorded and the district will have 5 business days to correct the insufficiency.
- The district Williams coordinator or designee will have been notified to be on site to assist in correcting insufficiencies should any occur.

Following the Williams Review:
- If there are no insufficiencies, congratulate your staff for their collaborative efforts in meeting the needs of students.
- If there are any insufficiencies, work closely with your district Williams coordinator and staff members to immediately remediate the situation, and then provide comprehensive data to the SCOE and/or review Lead that verifies remediation.

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With the exception of an unannounced visit, the school facility review will occur within the first four weeks of school. The SCOE Facility Reviewer will contact the District Facilities Coordinator to coordinate the arrival time for each school. Unannounced facility visits will occur on the same day as the textbook review but not necessarily the same time.