



VISITATION PROTOCOL PLANNING SHEET
Form for Principal Review and Completion Prior to the Site Visit

School Name _____

Principal Name _____ Vice Principal _____

1. **Arrival at the School:** Site review team members will check in at the school office and will wear name tags. Are there other “visitor” protocols that the teams need to know?
2. **Pre-briefing/Post-briefing with the principal:** Please plan to meet with the county office team upon their arrival on campus and following the visit. In addition, you or a member of your staff are invited to accompany the team on their visit.

Pre-briefing time: _____ Location: _____

Post-briefing location: _____

Elementary School: Pre-briefing begins at 8:30 a.m.

Middle School and High School: Pre-briefing begins after students have arrived at school and in class (approx. 8:30 a.m.). Visitations begin at the start of second period.

Current enrollment updates at the time of the visit are appreciated, if available

NOTE: Please have a copy of the *Williams* Documentation binder available at the site.

3. **Facilities Inspection: Needed Access to Classroom and Other Facilities**
How will county office team be given access to all facilities on campus?

- A master key will be available in the Principal’s Office
- A custodian will be assigned to walk along with the visitors to open locked areas
- Other (specify) _____

4. **Unannounced Visits:** Under the Williams legislation, county superintendents are required to conduct a specific percentage of **UNANNOUNCED** visits. If your site is selected for an unannounced visit, the visitation team **cannot** request access to specific personnel. However, you or a staff member are invited to accompany the team on their visit if available.

If your site is selected for an unannounced visit, how will the county office team be given access to facilities on campus? _____

PROTOCOL PLANNING FOR SITE VISITS

Continued

5. **Preparation for Classroom Visits:** Please inform **all teachers** about the purpose of the *Williams* visit and what they are expected to do when the county office team arrives. Expectations are described below.

Elementary Classrooms:

Facilities review-The team will look at the interior of the classroom, lighting, air conditioning, etc. There should be limited contact with students or teacher.

Instructional Materials review - The team must visually verify four (4) sets of the core area materials. Please indicate what protocol you would like us to use in the classroom so that we can visually verify the materials in the four (4) core areas:

- ___ Students will be asked to place the textbooks on top of their desks.
- ___ Students are to hold up their textbooks when the visitor (or teacher) asks.
- ___ Students will be asked to place their textbooks they are not presently using on the floor by their desks (or under desks/chairs).
- ___ Other (specify) _____

Note: If instructional materials are kept in another area (i.e., on bookshelves), please ask teachers to inform the team members when they enter the classroom.

Please ask teachers to inform students that the visiting team will be walking up and down rows counting textbooks and *may* ask questions such as:

- Where is your book?
- Do you have one?
- Can you take your book home?

Secondary Classrooms:

Please ask teachers to ask students to place their instructional materials on top of their desks when the county office team enters the classroom.

Please ask teachers to inform the students about the visitation process and the purpose of our classroom visit (facility check and textbook/instructional materials check). Let students know that the county office team will be walking up and down the rows, counting their books and may ask students questions such as:

- Where is your book?
- Do you have one?
- Can you take your book home?