



Williams Binder Tab Guide 2017

School Name _____ District _____

District Liaison Name _____

Site Liaison Name _____ Phone _____

Certification of information by: _____
Name (Please Print)

Signature _____ Date _____

NOTE: PLEASE UPDATE DOCUMENTS WITH MOST CURRENT INFORMATION

General Documentation:

- _____ **A1. Uniform Complaint Posting:** Annually required signed statement by the Principal of the School confirming posting of current uniform compliant procedures in all classrooms **AND** dated *copy of Williams UCP posting (English / Spanish)*
- _____ **A2. School Calendar** for the Academic Year
- _____ **A3. SARC:** Copy of 2015-2016 SARC, (published 2016-2017), which includes *Williams* findings from Fall 2015
- _____ **A4. Current School Map:** Include room numbers. Elementary schools should add teacher names and grade levels
- _____ **A5. K-8: Daily time/bell schedules** for regular and minimum days
 - _____ Include time schedule for Teaming and/or leveling, exchanging students (i.e. ELD, Math, Reading)
- _____ **A6. 6-12: Master Schedule (with course titles) plus daily time/bell schedules**
 - _____ Include room numbers, SDC/RSP classes, ELD classes, course titles, teacher names, and **enrollment** in each period of *Williams* specified courses per section (**Please provide a key for your acronyms!**)
 - _____ High Schools include block schedule description and implementation
 - _____ List the number of sections for each of the four core areas and foreign language, health, and science laboratory courses (see Forms C.2.4)
 - _____ Enrollment Form (C.2.4)
- _____ **A7. Completed Visitation Protocol Planning Sheet**



Facilities Documentation:

B.1. Facility Inspection Tool (FIT)

Instructional Materials Documentation:

- _____ C.1.1. **Board Resolution on Sufficiency:** Copy of Board Resolution that clearly identified sufficiency of standards-aligned/state adopted/Board approved instructional materials in four core areas, including grades 9-12 science laboratory equipment, foreign language and health as appropriate (See attached pages: Suggested Resolution on Sufficiency of Instructional Materials)
- _____ C.1.2. **K-8 Approval of Materials:** Copy of Board Minutes that identifies approval of standards-aligned state-adopted instructional materials in all four-core areas. Specifically include statements for newly adopted materials in the curriculum area under consideration by the State Board of Education; i.e., 2005-06 is History-Social Science; 2006-07 is Science. (Note the request for a list of components is C.2.1)
- _____ C.1.3. **9-12 Approval of Materials:** Copy of Board Minutes that identifies approval of standards-aligned instructional materials in core areas, foreign language, and health that are consistent with content and cycles of curriculum frameworks adopted by the state board. (Note the request for a list of components C.2.1)
- _____ C.2.1. **Instructional Materials Inventory** / Specific Components this inventory must include: List specific components of approved instructional materials that were purchased for **all students** by grade levels (See Forms C.2.1 and *Instruction Material Summary Sheet* (a count of the number of text books and components purchased for each student)
- _____ English/Language Arts
 - _____ History/Social Science
 - _____ Science
 - _____ Math
 - _____ Foreign Language (Middle & High School)
 - _____ Health (Middle & High School)
 - _____ Science Lab Equipment Worksheet C-3 (High School)
- _____ C.2.2. **Verification of Current Inventory:** Signed document by site principal and by district superintendent that confirms the accuracy of the audit listed on the C.2.1 form.
- _____ C.2.4. **Enrollment Figures:** Most current data by schools and grade level, plus a count of sections by curriculum areas at middle school and high school (see sample form)