

Protocol Planning for Williams Settlement Site Visits

Directions: Please complete this form and return it to Danielle Low at CCCOE.

School Name: _____

Principal Name: _____

Contact Phone Number: _____

1. **Will a facilities person be accompanying the principal and visitation team on the visit?**

- Yes No

2. **How will the county office visitation team be given access to all facilities on the campus? (Please choose only one.)**

- Principal will utilize master key.
 A custodian will be assigned to walk along with the team to open locked areas.
 Other (specify) _____

3. **If your school has an unannounced visit, and you are not available, who would be the designated person to accompany the visitation team on their visit and meet with the team at the end of the visit?** _____

4. **Please indicate below 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 materials on top of their desks.
 Students are to hold up their textbooks when the visitor (or teacher) asks.

5. **Do you use online resources as a part of your core instructional program?**

- Yes No

If yes, do the online resources replace print material?

- Yes No

If yes, how are students provided access to the online resources?

Return to: Danielle Low - Williams Settlement Admin.
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