

WILLIAMS VISITATION HELPFUL HINTS

1. **Teachers** should be credentialed and teaching in the subject area for which they are credentialed.
2. **Facilities:** All bathrooms should be clean and the water faucets, toilets, and urinals should be working. There should be soap, paper towels, and toilet paper. If there is anything that needs to be fixed in the bathrooms and has not been fixed have a work order available or complete a work order.
 - a. All student water fountains should be working.
 - b. There should not be any material or supplies on cabinets or stored in restrooms.
 - c. There should not be any chemicals under sinks. These chemicals need to be 4 feet above the ground or in locked teacher cabinets.
 - d. If you have any work orders that have not been completed, please have these available for the reviewers.
 - e. If you have any classroom electrical needs or if ceiling tiles are falling or missing, please put in work orders for these repairs.
 - f. **Remember, if you need something fixed, complete a work order. Do not wait to tell the County everything that needs to be fixed at your school.**
3. **Textbooks/Instructional Materials: All students are to have core textbooks. If any orders are on back order or are being ordered, please have the PO's available for the reviewers.**
 - a. **Secondary schools** often have the teachers stand at the door and send students back to their lockers if they do not have their textbooks.
 - b. **Secondary**-Master schedules must match the Instructional Materials Surveys
 - c. **Science Labs** at the high schools need to have sufficient materials to do a lab with the class: Enough beakers, microscopes, burners
 - i. Gas jets and sinks need to be functional and clean
 - ii. Fire blankets and the fire extinguishers need up-to-date and accessible
 - iii. For chemistry labs, there should be eyewash/shower stations...also goggles and goggle sanitation.
4. **Uniform Complaint Notices** are to be posted in English (and Spanish, if applicable) in every classroom and every common area.
5. **Uniform Complaint Procedure:** You are not required to post a Uniform Complaint Procedure in every classroom. It should be posted in the *office*. A new brochure form is available at cde.gov.