

## WILLIAMS Legislation – Instructional Materials

# Protocol Planning Form – Covid 19

For Instructional Materials Review 2020-2021

SCHOOL NAME	DISTRICT/LOCAL DIST
SCHOOL ADDRESS	
PRINCIPAL NAME	TELEPHONE
PRINCIPAL E-MAIL ADDRESS	FAX
LEAD SECRETARY NAME	TELEPHONE
GRADE LEVELS AT SCHOOL	TOTAL SCHOOL ENROLLMENT

### 1. Preparation for Classroom Teacher Questionnaire

Please inform all staff that the purpose of the *Williams* Teacher Questionnaire (surveys) is to determine if all students have district approved instructional materials (physical or digital) issued to them for use in class and to take home. The county office team may be required to visually and verbally verify sufficiency of instructional materials by any combination of the following procedures:

- Students may be asked to place the instructional materials on top of their desks. (*elementary*)
- Students may be asked to raise their hands or verbally indicate possession and/or lack of assigned instructional material.
- Students may be asked to identify the specific instructional material assigned to them.
- Students will be asked if they can access instructional materials ( textbooks, electronic media or online courses) at home.
- The title, author, edition, publisher and copyright date of instructional materials will be matched against the District Instructional Materials list to ensure all materials are district approved.
- All courses/classes listed in RLA/ELD, mathematics, history/social science, science, health education, and foreign language (including electives in stated subject areas) may be reviewed.
- Science Laboratory equipment will be reviewed in grades nine through twelve.

Please review your District Approved Instructional Materials List to ensure:

- All courses/classes at your school site are listed.
- The required instructional material for all courses/classes at your school site are on the list.
- Supplemental materials are not listed.

### 2. School Calendar

	Start Date 1	Start Date 2	End Date 1	End Date 2
Student Start Date(s)	_____	_____	Student End Date(s)	_____

### 3. School Schedule

Describe or attach your teacher roster (elementary) or master schedule (i.e. block, hybrid, remote).



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### 4. Prior to filling out surveys

Please plan to meet with your district *Williams* coordinator to determine the appropriate instructional materials that will be provided to meet the needs of the students. The instructional materials need to be aligned to the state standards and locally board approved. Ensure that the forms provided to the teachers are aligned to local policy and ensure that students have access to the instructional materials “in class” and at home. Surveys are due by the 20<sup>th</sup> day of student start date.

### 5. During the Teacher Questionnaire review period

The *Williams* review team will inform the school principal/designee of any insufficiency found. The principal/designee will have the opportunity to remedy any insufficiency during the time of review. Any insufficient items not cleared will be recorded, and the district and school will receive a Letter of Insufficiency.

Designate the site person who is authorized to represent the school during the review period if the principal is not available to answer any noted deficiency.

**Principal Designee:** \_\_\_\_\_

#### For High Schools

Designate the site person and time that they can guide the review team to visually verify the science laboratory equipment at the various locations on campus (this can also be a description of online resources).

**Science Designee:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

### 6. Principal Verification:

I verify that all students at my school have standards aligned and district approved instructional materials for use in class, or remote learning, for use in class and at home. This includes English Learners and students with Individualized Education Program. I agree to maintain sufficiency of instructional materials throughout the school year as enrollments changes.

I confirm all students have device(s) to access instructional materials at home.

**Date:**

**Sign:**

### 7. Ways to Submit Documents

1. Follow your district procedures for submitting Williams documentation.
2. Email: [williamsim@lacoedu](mailto:williamsim@lacoedu)
3. To Upload: go to <http://williams.lacoedu> and click link *District Site/Log In*.
4. FAX: (562) 803-8325

Williams Legislation – Instructional Materials  
9300 Imperial Highway, ECW 284, Downey, CA 90242 (562)803-8382



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