

APPENDIX VIII-1

TUSD EXTRACURRICULAR DATA MONITORING PRINCIPALS' PROCESS

Step 1: Analyze the Data

The Principals Role:

- Model the importance of extracurricular data analysis and involve all staff in this process.
- Inform staff of purpose of review of data: ensure interracial contact in positive settings of shared interest.
- Create and lead an extracurricular monitoring team (EMT).
- Guide EMT in data analysis at a regularly scheduled team time.
- Present findings of EMT at staff meetings so that all staff members have a complete picture of the students' extracurricular participation at their school.
- Involve all staff in reviewing key results of student participation in extracurricular activities.
- Involve all staff in creating a plan to address any identified inequities as needed.

Step 2: Clarify the Problem

The Principal's Role:

- Clarify with EMT participation data results.
- Work with the entire staff to address results using guiding questions such as:
 - What is the problem?
 - What evidence do you have that this is the problem?
 - Over which of these problems do we have control?
 - Which of the remaining problems have the greatest impact on our participation in extracurricular activities?

Step 3: Create the Action Plan

The Principal's Role:

- Work with EMT to identify different ways of involving students in extracurricular activities.
- Identify objective with EMT based on completed data analysis and problem clarification.
- Determine with EMT what evidence will be needed to gauge if school has met its objective.
- Monitor progress toward objective based on collected evidence.
- Discuss each staff member's responsibility in encouraging students to participate in your after school programs.
- Assign staff to reach out to the parents to discuss their child's participation or lack of participation.

Step 4: Implement the Action Plan

The Principal's Role:

- Allot time in school schedule for data review and plan implementation.
- Implement strategies to increase participation in extracurricular activities.

Step 5: Monitor Progress

The Principal's Role:

The major role of the principal in the process is to monitor the progress of the school's extracurricular activities participation as inattention to monitoring indicates that the plan or process is less important.

- Review the data and discuss with EMT and staff the results (progress or lack thereof).
- Convey serious attention to this and expectation for full compliance in the collection of data.
- Recognize the efforts of the staff when a job is well done.