

APPENDIX VIII – 1

TUSD EXTRACURRICULAR DATA MONITORING:

PRINCIPAL REVIEW PROCESS

PURPOSE: Principals should monitor extracurricular activities to ensure “schools are providing opportunities for interracial contact and positive settings of shared interest” for all students.

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 extracurricular participation at their school.

Step 2: Identify Concerns

The Principal’s Role:

- Work with the EMT and school staff to Identify concerns based on data identified in Step 1.
- Work with the EMT and school staff to identify potential strategies for addressing concerns.
- Work with the EMT and school staff to determine which strategies should be implemented and when.

Step 3: Create and Implement the Action Plan

The Principal’s Role:

- Work with EMT to create plan to implement strategies with the best potential to positively influence participation rates.
- Discuss each staff member’s responsibility in encouraging students to participate in after school programs.
- Allot time in school schedule for data review and additional strategy planning.

Step 4: Monitor Progress

The Principal’s Role:

- Establish regular times to review implementation of action plans and data indicating participation rates.
- Establish regular times to meet with EMT and school staff to demonstrate importance of implementing action plan and working to increase participation
- Recognize the efforts of the staff when a job is well done.

Step 5: Principal Accountability

- Asst. Sups communicates regular reminders
- EC Department meet regularly with all principals
- Review regularly with principals through ILA
- EC Department informs Asst. Sups with schools not in compliance
- Asst. Sups communicate with schools as needed