

# **SAMPLE DRAFT Civil Rights On-Site Review Agenda**

XXXXXXX High School

Month # and #, 201\_

**At A Preset Time** Jenefer Youngfield, Utah State Board of Education. **Purpose:** To complete an on-site facilities review of high school as part of Civil Rights On-Site Review

**Tuesday, XXXX #, 201 DAY ONE** "Walk About" of facilities Murray Meszaros

**Wednesday, XXXX #, 201 DAY TWO**

<b>8:00 - 8:20 a.m.</b>	<b>Meeting with Administration</b>	<b>HS Conference Room</b>
	<ul style="list-style-type: none"><li>• Superintendent (or Associate) and District CTE Director</li><li>• High School Principal and CTE Coordinator</li><li>• Civil Rights (CR) Team – Murray Meszaros (and others as needed)</li></ul>	
<b>8:20 – 2:25 p.m.</b>	<b>Interviews with "Most Responsible" Faculty &amp; Staff</b>	<b>HS Conference Room</b>
8:20 a.m.	Meet with Principal, District CTE Director and HS CTE Coordinator	70 minutes
9:30 a.m.	WBL Coordinator	15 minutes
9:45 a.m.	Title IX Coordinator District – High School -	30 minutes
10:15 a.m.	Title VI Coordinator District – High School –	
	Title III EL Services District -	30 minutes
10:45 a.m.	504 Coordinator District – High School	40 minutes
11:25 a.m.	Title II ADA District – High School --	15 minutes
11:40 a.m.	Special Education District– High School –	20 minutes
12:00-12:45 p.m.	Lunch and "Accordion Time" ( <i>expand or contract to get back on schedule</i> )	
<b>12:45-2:05 p.m.</b>	<b>Counselors</b>	<b>HS Conference Room</b>
12:45 p.m.	in groups of two or three	40 minutes
1:25 p.m.	in groups of two or three	40 minutes
<b>2:05-2:25 p.m.</b>	<b>School Nurse</b>	20 minutes
<b>2:25-2:35 p.m.</b>	<b>Break</b>	10 minutes
<b>2:40-3:00 p.m.</b>	<b>CR Team – Walk halls and talk with students</b>	20 minutes
<b>3:30-4:30 p.m.</b>	<b>Interviews as requested by Murray</b>	60 minutes
	<ul style="list-style-type: none"><li>• Head Custodian</li></ul>	

**Thursday, XXXXX #, 201 DAY THREE**

<b>7:45 – 8:45 a.m.</b>	<b>Meeting with individual student groups – 7 to 10 students in each group</b>	<b>HS Conference Room</b>
7:45 a.m.	Non-Traditional student group (male)	15 minutes
8:00 a.m.	ELL student group	15 minutes
8:15 a.m.	SPED student group	15 minutes
8:30 a.m.	Non-Traditional student group (female)	15 minutes
<b>8:45 – 9:00 a.m.</b>	<b>Break or “catch-up”</b>	15 minutes
<b>9:00 – 10:20 a.m.</b>	<b>Teacher Interviews (example and predetermined and requested by Murray)</b>	<b>HS Conference Room</b>
9:00 a.m.	Plant & Soil	20 minutes
9:20 a.m.	Exploring Computer Sci or Computer Technology Computer Repair/Maintenance, or Programming/Gaming	20 minutes
9:40 a.m.	Welding	20 minutes
10:00 a.m.	Autos	
10:20 a.m.	Family and Consumer Sciences	20 minutes
<b>10:40 – 12:15 p.m.</b>	<b>Additional, Follow-up Interviews or Classroom Visits</b>	
<b>12:15 – 12:45 p.m.</b>	<b>Lunch</b>	<b>HS Conference Room</b>
<b>1:00 – 3:00</b>	<b>Additional, Follow-up Interviews</b>	<b>HS Conference Room</b>

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**Friday, XXXXX #, 201 DAY FOUR**

**HS Conference Room**

- During the day Interviews and phone calls as necessary

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**Up to four weeks after onsite review (possible)**

**USBE Office, SLC**

- Data requests and phone interviews