Adult and
Continuing Education

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Office of the President
Philip del Campo, Ph.D.

October 19, 1978

MEMO TO: Members, Integrated Task Force

FROM: Subcommittee - Duties of Monitors

SUBJECT: DRAFT OF GUIDE FOR MONITORS

Attached for your review is a draft of the MONITORS GUIDE which has been developed by the subcommittee assigned to this area.

This will be presented for discussion at the meeting of the Task Force scheduled on Tuesday, October 24, 3:30 PM in the Training Classroom at the Police Department.

Your comments and suggestions will be appreciated.

Philip del Campo, Chairman
Subcommittee - Duties of Monitors

Beverly Yip, Member
Judy McDonald, Member
Hugh Friedman, Member
George McKinney, Member

PdC:lb

DRAFT (10-18-78)

# MONITORS GUIDE

Prepared by San Diego School Integration Task Force

## 1.0 GENERAL GUIDELINES FOR MONITORS

Monitors are responsible for fact-finding, information-gathering, observation, information-evaluation, and reporting to the Task Force.

1.1 In order to accomplish their tasks, monitors will have contacts with principals, teachers, other staff, students and parents. In all such contacts monitors should remain independent and neutral. Every effort should be made to approach these contacts in a positive manner in order to promote free flow of valid information. Monitors must never assume an ~~advisory~~ ADVOCACY role. Neither should they attempt to negotiate, resolve, or reconcile differences of positions regarding matters affecting the assigned school.

delete ~~1.2 Monitors are observers and should perform their duties without disrupting school operations.~~

1.~~3~~ 2 Monitors should receive and relay to the Task Force suggestions, petitions or complaints from interested groups or individuals. If information is offered on a confidential basis, this request must be honored. Names of students should ~~not~~ NEVER be reported. Many matters may be brought to the attention of the monitor which do not have a bearing on the court order. Monitors should not allow themselves to be involved in individual petty gripes or problems.

1.~~4~~ 3 Monitors are expected to explain their role and function to persons and groups concerned with the affairs of the schools, but they should never presume to interpret publicly school compliance or non-compliance with the court order. Monitors should not publicly express personal positions on matters affecting the school, nor should they publicly evaluate or interpret actions or positions of the Integration Task Force, the school administration, or the court. Requests for speakers should be referred to the chairman or vice-chairman of the Integration Task Force.

1.~~5~~ 4 Good judgment and sensitivity to any situation are probably the best possible guides. If a situation arises and the monitor has questions about getting involved, the monitor should call their assigned Task Force Member.

## 2.0 PROCEDURES FOR MONITORS

Monitors are not on the premises to run schools or interfere with school operation. At all times monitors will respect the authority of the principal as the chief administrator of the school. Under no circumstances should this authority be questioned, challenged or undermined. In order for the monitor to function effectively, the following principles should be observed:

2.1 Monitors will keep the principal informed ~~at all times~~ of his or her activities~~, and maintain open, honest communication.~~

2.2 Monitors appointed to the same school may operate as a team. Effort should be made to conduct the initial interview with the principal as a team to avoid undue intrusion on the principal's time. Monitors are encouraged to conduct individual observation and review. However, reports and evaluations may be a team effort when monitor consensus prevails. Otherwise, monitors should feel free to submit reports and evaluations expressing an individual point of view. In any event, care should be exercised not to impose unduly on the time and attention of the principal.

2.3 Monitors shall have access to school building and grounds.

2.4 Monitors will have authority to monitor classes in session after establishing a procedure with the principal regarding classroom visitation.

2.5 Monitors may interview teachers or staff during school hours, but should not interfere with assigned school activities.

2.6 Monitors should feel free to interview students. Student names should ~~not~~ NEVER be reported.
NEVER

2.7 Monitors are encouraged to interview or discuss school matters with parents or other concerned persons.

2.8 Monitors should have the authority to monitor the assigned school's transportation program, including the right to board and ride school buses when appropriate.

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