

Directions for Completing the Culture Audit

1. Conduct a Culture Audit in your classroom or school.
 - A “culture audit” is a tool for assessing school culture by examining policies, programs, practices, artifacts, history, traditions, events, quantitative data, etc. Like a financial audit, it can be used to reveal strengths and weaknesses in the way schools address the needs of diverse groups. Based on this data, school improvement action plans can be developed that can more effectively support the success of all students by enhancing organizational cultural proficiency.
 - The culture audit that you will conduct contains 2 phases:
 - i. A demographic study.
 - ii. Participant observations (“walk-throughs”). You will be a participant observer in assessing the culturally proficient your classroom or school currently is. You will be given a cultural proficiency observation checklist to guide you in your walk-through observations and anecdotal note-taking. “Walk-throughs” must be made on two or more separate occasions and in different places (teachers’ lounge, hallways, cafeteria, playground, classrooms, etc.).
2. Complete a **Cultural Proficiency Action Plan** based on your audit findings.
 - Once data has been collected and analyzed from your culture audit, you will use this information to identify strengths and weaknesses in your classroom or school policies, programs, and practices, and create an Action Plan to improve cultural proficiency in your classroom or school. The format of the final action plan should essentially contain:
 - i. Introduction - include definition of cultural proficiency and describe school
 - ii. Culture Audit Findings
 - iii. Essential Need Areas
 - iv. Barriers to Cultural Proficiency
 - v. Proposed Action Plan to Address Needs and Barriers (charts or bullets with objectives, actions, persons responsible, resources needed, timelines for implementation, and evaluation plan to determine the impact of your plan for creating culturally proficient classrooms and/or school)