



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC Second Reading of Policy EF (LOCAL): Instructional Resources

SUBMITTED BY: Gloria S. Rendon **OF:** Asst. to the Superintendent

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: November 18, 2009

RECOMMENDATION:

It is recommended that the United ISD Board of Trustees approve Second Reading of Policy EF (LOCAL) – Instructional Resources

RATIONALE:

BUDGETARY INFORMATION

BOARD POLICY REFERENCE AND COMPLIANCE:

INSTRUCTIONAL RESOURCES

EF
(LOCAL)

SURVEY / RESEARCH
REQUESTS

Requests to conduct surveys/research in the District shall be judged by a representative committee of the Executive Director of Curriculum, Director of Guidance and Counseling, ~~Director of Communications~~, Director of School Health Programs, and the Executive Director of Student Services. Final approval shall be given by the Superintendent.

PROCEDURE

1. Requestors shall complete the Survey/Research Study Request Form and attach the required support documentation (e.g., copies of survey forms, observation checklists, etc.). Incomplete requests shall be automatically rejected.
2. The requestor shall also sign one copy of the Survey/Research Agreement to acknowledge receipt of and intent to comply with the guidelines listed in the Agreement.
3. The requestor shall submit an original and two copies of all documents to his or her immediate supervisor who shall submit the request to the ~~Office of Communications~~. **Student Services**. If the requestor is not an employee of the District personnel, the forms shall be submitted directly to the ~~Office of Communications~~. **Office of Student Services**.
4. The survey/research committee shall convene in September, December, March, and other times as needed during the school year for the purpose of reviewing requests. All requests must be received by the first day of those months to be considered.
5. The ~~Director of Communications~~ **Office of Student Services** shall forward to the Superintendent all requests which have been reviewed and recommended for approval by the committee.
6. The ~~Director of Communications~~ **Office of Student Services** shall inform all applicants of the approval or disapproval of their requests.
7. Approval merely allows the requestor to proceed with the research as described; it is not an endorsement by the District and does not compel any personnel or students of the District to participate in the survey/research studies.
8. The ~~Director of Communications~~ **Office of Student Services** shall maintain a permanent file of approved research requests.

CONFIDENTIALITY

The surveys/research shall be subject to District Board policies, and the employee shall abide by legal restrictions regarding confi-

INSTRUCTIONAL RESOURCES

**EF
(LOCAL)**

dentiality outlined under the Family Education Rights and Privacy Act FL(LEGAL) and EF(LEGAL).

STUDENT SURVEYS

The provisions above do not apply to survey/research requests by students for District class assignments. Each campus shall establish a committee consisting of campus personnel to review and approve the survey/research project to be conducted by the students. Neither the teacher making the assignment nor a student's parent shall serve on the committee. The committee shall make a recommendation to the principal or magnet director, who shall approve or disapprove the request.

Revised: 1st Reading 10/09