

	<b>Huron School District #2-2</b>	Code:
	Policies and Regulations	IM-1 Evaluation of Instructional Programs

## Evaluation of Instructional Programs

### Instructional Materials/Surveys

- A. Parents or guardians may inspect all district instructional materials, including the following: (1) teacher manuals, (2) films, (3) tapes, or (4) supplementary materials which will be used in connection with any (a) survey, (b) analysis, or (c) evaluation of the educational program.
1. Requests for inspection shall be made in writing.
  2. Requests shall be channeled from the building administrator to the designated instructor(s).
  3. The instructor(s) shall inform the administrator in writing of the time when the material shall be available for review, and the administrator shall notify the parent/guardian of such information.
  4. The administrator shall maintain a record of each request including procedures utilized to process the requests.
  5. Forms specified in this policy will be used to process each request.
- B. No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning:
1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student or the student's family;
  3. Sexual behavior and attitudes;
  4. Illegal, anti-social, self-incriminating, and demeaning behavior;
  5. Critical appraisals of other individuals with whom the student has a close family relationship;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. Income (other than that required by law).
- Prior to student participation in any survey, analysis, or evaluation that reveals information identified in 1-7 above, students and parents will be given notice of their right not to participate in the survey, analysis, or evaluation. A written non-participation form will also be provided. Failure to return the non-participation form will be deemed consent to participate.
- C. The district shall annually provide notice to students and parents/guardians of their rights as set forth in this policy by publishing notice of the policy in the newspaper and in the student handbooks. The policy shall also be printed in the teacher handbook.



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**REQUEST FOR INSPECTION OF INSTRUCTIONAL MATERIALS**

I request the opportunity to inspect the following educational materials used with my student:

- teacher manuals
- films
- tapes
- supplementary materials
- other (specify) \_\_\_\_\_

The times and days during the school week when it is most convenient for me to come to the school in order to inspect the materials are:

Mon     Tues     Wed     Thurs     Fri

Time(s) \_\_\_\_\_  
 Date of Request: \_\_\_\_\_  
 Signature of person making request: \_\_\_\_\_  
 Date request was received: \_\_\_\_\_

By: \_\_\_\_\_

Date request was forwarded to appropriate instructor(s): \_\_\_\_\_  
 Instructor(s) receiving the request: \_\_\_\_\_  
 Date and time instructor will have material available for inspection:  
 \_\_\_\_\_

Scheduled inspection date and time: \_\_\_\_\_

Date when parent was informed by office of scheduled inspection date and time:  
\_\_\_\_\_

Inspection:     Yes     No

Teacher's Signature: \_\_\_\_\_

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**PARENTAL PERMISSION FORM FOR SURVEY, ANALYSIS, OR EVALUATION**

It is the policy of the district that no student shall be required to submit to a survey, analysis or evaluation that reveals information concerning: (1) political affiliations; (2) mental and psychological problems potentially embarrassing to the student or the student's family; (3) sexual behavior and attitudes; (4) illegal, anti-social, self-incriminating and demeaning behavior; (5) critical appraisals of other individuals with whom the student has a close family relationship; (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or (7) income (other than that required by law).

Prior to student participation in any survey, analysis, or evaluation that reveals information identified in 1-7 above, students and parents will be given notice of their right not to participate in the survey, analysis, or evaluation. A written non-participation form will also be provided. Failure to return the non-participation form will be deemed consent to participate.

A request is being made by \_\_\_\_\_ (instructor)  
to survey students for the \_\_\_\_\_ (class/program).

The topic of the survey is \_\_\_\_\_  
The purpose of the project is \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I/We do not authorize my/our child to participate in the survey.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parental/Guardian Signature