

Plummer Worley School District #44
Pilot Programs, Projects, Surveys, Research, Grant Activities, Fund Raisers
External Request Guidelines & Form

General Guidelines:

1. All requests must be submitted to the district office for approval by a committee before beginning any activity.
2. The program, research, survey, or activity must have the potential for making a definite contribution to one or more of the District Initiatives:
 - Increasing Student Achievement
 - Positive School Climate
 - Collective Responsibility
3. The program, research, survey, or activity must be of value to the district.
4. If research, the study must be pedagogically sound and well -designed.
5. The program, research, survey or activity must be feasible to carry out in terms of the amount of time involved, the numbers of staff and students participating, and there must be no added expense to the district without permission from the superintendent. It must not impose undue burdens upon students, staff, or other resources.
6. There must be reasonable certainty that no child attending PWSD #44 will suffer educationally or otherwise as a result of the project.
7. There must be reasonable certainty the research, program, survey or activity will be completed.
8. The privacy of students and staff must be protected according to state and federal law. The Family Educational Rights Privacy Act (FERPA) is based on the idea that information about an individual student is private and confidential and generally may only be accessed through parent permission.
9. If approved, FERPA guidelines must be discussed with the applicant prior to the commencement of the activity.
10. In the case of transition of staff, there must be a meeting with replacement staff to determine the viability of continuing the activity in the district.

The guidelines are not intended to discourage the development of creative projects, but are only meant to ensure the greatest benefit from the time and resources expended. A small district, the Plummer Worley School District cannot do it all and will only choose activities that support the District Initiatives, have the greatest chance for success, and do not duplicate an activity already taking place.

**Plummer Worley School District External Request Form
Pilot Programs, Programs, Surveys, Research, Grant Activities, Fund Raisers**

*All applications are to be submitted at least 3-weeks in advance of proposed start date

NAME & ORGANIZATION

Date: _____

Title of Project: _____

Organization and Representative: _____

Rep. Contact Information: _____

Phone

Address

E-mail

Preferred District Sponsor: _____

The district will select the appropriate sponsor based upon acceptance of project, project need, availability, etc.

Applicant Signature of Commitment, Title

Alternate Contact, Title

District Sponsor Signature of Commitment, Title

Supervisor Signature

WRITTEN DESCRIPTION OF PROPOSED ACTIVITY

Please attach a double-spaced 1-2 page typed summary of the proposed activity. No application will be considered without the following information:

- Description and purpose
- How project supports one or more of the district initiatives
- Procedures to be used
- Distribution target and desired method and plan for reporting results to district
- Timeline, duration, plan for renewal and sustainability
- Current and future protection of data
- Plan for securing privacy and confidentiality of student data
- Mutually shared responsibilities with the district

AGREEMENT

I support the proposed project, with the understanding that:

- I am committed to the completion of the project.
- The activity, research, or program may be terminated at any time.
- Findings will be distributed to the district.
- The committee, Superintendent and possibly the Board of Trustees have approved the written summary and plan of action.
- Renewal of the project is neither automatic nor guaranteed.
- In case of staff transition or changes in either organization, the project will be re-examined for viability and sustainability.
- Privacy and confidentiality of staff and students will be protected.
- Data will not be released at any time without strict adherence to FERPA guidelines and the approval of a district committee.
- No test, questionnaire, survey, or record containing questions about a pupil's or parent's personal beliefs, practices in sex, family life, morality and religion will be administered without Superintendent approval. Board approval will be at the discretion of the Superintendent.

(Applicant) Responsibilities:

District Responsibilities:

District Sponsor Signature, Title, Date

External Organization Representative Signature, Title, Date

Superintendent Signature, Date