

# INSTRUCTIONAL INQUIRY GUIDELINES

## *Instructional Leadership Council*

The Instructional Leadership Council will consider instructional inquiries as a regular agenda item during its meetings. Instructional inquiries are a means to address district level concerns from campuses.

### **ALL INQUIRIES MUST GO THROUGH THE CAMPUS ILT**

#### **The ILC receives Instructional Inquiries from:**

1. Any campus Instructional Leadership Team
2. Any faculty member who has submitted an inquiry (question) to a campus ILT and is not satisfied with the answer, may forward the inquiry to the ILC Executive Committee with the ILT minutes attached.

#### **To assure the integrity of the instructional inquiry process by the Instructional Leadership Council, the following parameters are to be adhered to:**

1. Inquiries are kept confidential as to individual names and campuses.
2. The campus ILT chairperson will be notified of an inquiry sent to the ILC Executive Committee.
3. The ILC Executive Committee will develop parameters, in respect to the actual proceedings during an instructional inquiry.
4. The ILC will receive training in order to perform the inquiry process successfully.
5. The campus ILT chairperson will receive the ILC Executive Committee response to the inquiry at the same time the individual submitting the inquiry receives the response.
6. The ILC will set limits as to the amount of time spent, per meeting, on instructional inquiries.

#### **Responses to an instructional inquiry, from ILC Executive Committee, are as follows:**

1. Inquiry sent back to campus ILT for resolution
2. Inquiry forwarded to ILC for discussion and/or recommendation
3. Inquiry forwarded from ILC to curriculum division or superintendent
4. Inquiry returned to sender with ILC action described
5. Inquiry sent to Employees Advisory Committee

**INSTRUCTIONAL INQUIRY**

Name (required) \_\_\_\_\_ Date submitted to ILT \_\_\_\_\_

Campus \_\_\_\_\_

THIS IS AN INSTRUCTIONAL INQUIRY CONCERNING: (Please check all that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Elementary          | <input type="checkbox"/> TEKS               | <input type="checkbox"/> Physical Education |
| <input type="checkbox"/> Secondary           | <input type="checkbox"/> Science            | <input type="checkbox"/> Fine Arts          |
| <input type="checkbox"/> GATE                | <input type="checkbox"/> Social Studies     | <input type="checkbox"/> Career Tech        |
| <input type="checkbox"/> Special Education   | <input type="checkbox"/> Advanced Placement | <input type="checkbox"/> Dyslexia           |
| <input type="checkbox"/> Alternative Program | <input type="checkbox"/> Language Arts      |   |
| <input type="checkbox"/> Bilingual           | <input type="checkbox"/> Math               |   |

Other \_\_\_\_\_

State the inquiry in the form of a question (place any explanation on the back of this form)

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**DO NOT WRITE BELOW THE THIS LINE**

**RESPONSE/RECOMMENDATION By ILC Executive Committee**

- Inquiry sent back to campus ILT for resolution
- Inquiry forwarded to ILC for discussion and/or recommendation
- Inquiry sent from ILC to curriculum division or Superintendent
- Inquiry returned to sender with ILC action described
- Inquiry sent to Employees Advisory Council

Submit all inquiries to campus ILT's.  
Campus inquiries will be answered by ILT's.  
District level inquiries will be forwarded to the ILC  
Individual Inquiries must have ILT minutes attached.