

## Elementary Disclosure Document

Grade Level -- Year

Teacher

Room number

Phone – Extension

Email address

### Grade Level/Class Description

- Thinking from the prospective students' point of view, provide a brief generalized description (1-2 paragraphs) describing the basic goals for students in your grade/class during the school year.

### Grade Level Goals and Objectives

- Include a statement such as: *Utah has developed a Core Curriculum which outlines standards of learning that are essential for all students at each elementary grade level. The curriculum includes ideas, concepts, and skills to provide a foundation on which subsequent learning may be built. The curriculum for each grade level can be accessed on the Utah State Office of Education's website at: <http://www.schools.utah.gov/curr/core>.*
- Provide parents with a copy of the grade level curriculum brochure produced by the district's Curriculum Department that describes the goals and general outcomes established in the Utah State Core Curriculum.

### Instructional Materials

- List pertinent core materials or texts students will use during the year. Note the title, publisher, year published, etc.
- Specifically note any materials to be used that may be viewed as sensitive. Board policy I-7 requires parents be given advanced notice of such materials and the opportunity to review materials or to request other materials be substituted for their student.

### Instructional Practices

- Describe briefly the types of instructional activities you will use with students – like group learning projects, presentations, etc. Let parents know if students will be grouped for learning with other classes, grade levels, etc.

### Course Requirements (Assignments, Attendance, Tardies, Discipline, etc.)

- Emphasize that students are expected to attend school regularly, be on time, and come prepared to learn.
- Describe the types of assignments that students will be asked to complete, including outside reading, homework, etc.
- Outline behavioral expectations for students in the class. (If a specific behavior program is used, describe it).

### Grading Procedures

- Include a statement such as: *Clear standards and expectations are established for all students at each grade level. To be on grade level, students are expected to be able to demonstrate knowledge for the information that has been taught with minimal assistance from the teacher.* (A blank copy of the report card might be provided to parents.)
- Outline any additional grading requirements or procedures you have for students, including your homework policy.
- Students are allowed by district Policy S-4 to make-up work for excused absences (illness, extracurricular activities, religious observance, family activities,). Clarify how late work or missed assignments will be handled and graded.
- Describe how parents may expect to be notified about student progress.

### Tentative Class and Activity Schedule

- Describe your tentative daily schedule and discuss any specific activities pertinent to your class or grade level. If you give regular tests on Fridays, for example, note that.

### Disclosure Signatures

- A tear-off section or signature page should be attached so students and parents may sign they have received a copy of the disclosure document.