

# Policy and Legal Services Newsletter



December 2020

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## Policy and AP Changes

IN PROMOTING INCLUSION AND AWARENESS AROUND MULTICULTURAL EDUCATION and taking a culturally responsive approach to teaching, the district requires the review of underrepresented voices and inclusion of diverse perspectives in all new instructional materials. [I-7: Administrative Procedures, Curriculum and Instructional Materials](#), requires that district recommended instructional materials reflect contributions from authors, artists, or appropriate experts in the field that represent diverse viewpoints, ethnic and cultural backgrounds, and experiences. For more information about our instructional materials, please refer to the I-7: Administrative Procedures or contact Dr. Tiffany Hall, executive director of teaching and learning.

**Do your families know where to pick up their students in the case of an emergency?** State law now requires that we include information about family reunification plans as part of our broader emergency preparedness plans. Additionally, at the beginning of each school year, each school must provide parents with a summary of parental expectations and notification procedures related to its reunification plan. This summary must also be on your school's website! For more information about family reunification plans, please contact Paul Schulte, executive director of auxiliary services, or review the [G-2: Administrative Procedures, Emergency Preparedness](#). For more information about required website content, please refer to Section III of I-23: Administrative Procedures, Websites and Social Media or contact Yándary Chatwin, executive director of communications and community relations.

**DO YOU EVER FEEL LIKE YOU ARE BEING WATCHED?** Rest assured; you are not crazy. The district utilizes video surveillance on our property, and in our buildings and buses in order to protect district stakeholders and property. As you may know, we also get requests from a variety of sources asking for copies of our videos. While our policies and procedures regarding our video surveillance system used to be in multiple locations, the board requested the creation of a single policy that addresses the various aspects of video surveillance in the district. If you have any questions about requesting a copy of a video, understanding who can access our videos, etc., hopefully the new [G-25: Administrative Procedures, Video Surveillance](#), can answer them. Alan Kearsley, Dr. Sandra Buendia, and Kristina Kindl are all available to answer questions as well.

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**Translation Needs???** Sí! Oui! 'Io! Shì! The board of education recently approved a new board policy and corresponding administrative procedures aimed at addressing the district's growing interpretation and translation needs. Our families speak upwards of 100 languages and it is important that they are provided information about our services and their student's education in a language they can understand. Please take some time to familiarize yourself and your staff with our new [G-26: Administrative Procedures, Interpretation and Translation Services](#), and feel free to reach out to Dr. Sandra Buendia, executive director of educational equity and student support, if you have any questions.

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Hoping for the day when your students can return to walking and biking to school? Please remember to update your **school's safe routes plan** (formerly named child access routes), with the safest walking and biking routes to/from your school. Parents and students should all receive a copy of your school's safe routes plan at the beginning of each year. For assistance in creating a plan, the Safe Routes Plan Planning Guide is a useful tool and is available at: [https://saferoutes.utah.gov/wpcontent/uploads/2019/04/9544\\_3\\_Safe\\_Routes\\_PlanningGuide\\_V1.pdf1.2](https://saferoutes.utah.gov/wpcontent/uploads/2019/04/9544_3_Safe_Routes_PlanningGuide_V1.pdf1.2). For more information about safe routes plans, please refer to the [G-7: Administrative Procedures, School Traffic Safety](#), or contact Kelly Orton, interim director of transportation.

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Have you seen what kids are wearing these days? Just kidding, we love that our students get to express themselves through their clothing choices. In order to address nationwide concerns about discriminatory dress codes, we have updated our policy language. If you haven't had a chance to review our new student dress code policy (formerly known as dress and grooming), please take a moment to review it individually and with your staff and school community council. Also, the administrative procedures have been updated to specifically address that **STUDENT DRESS CODES MAY NOT PROHIBIT SPECIFIC HAIRSTYLES OR HAIR TEXTURES** that are commonly associated with a person's race or nationality (this can be a form of race discrimination based on natural hairstyle). Protected hairstyles include but are not limited to braids, locks, and twists. For more information on our student dress code guidance, please refer to [S-5: Administrative Procedures, Student Dress Code](#) or contact Mindi Holmdahl, director of student services.



## Compliance Corner

As we move forward in our online learning environment, I'd like to remind you that Board Policies [G-19: Discrimination, Harassment, Sexual Harassment, and Retaliation Prohibited](#) and [G-20: Bullying, Cyber-bullying, Hazing, and Abusive Conduct Prohibited](#) are still in effect, and to provide you with a few tips for making sure we are addressing any issues that arise.

- Teachers should report to their building administrator(s) any incidents of **cyber-bullying** that occur during class time and/or in breakout groups.
  - Watch chats for rumors, negative comments, threats, inappropriate photos/videos, spoofing (fake) accounts, and doxing.
  - Make sure you are following the district's guidelines for using Zoom and/or other platforms to prevent issues like Zoom bombing.
- Any incidents involving **discrimination, harassment, or sexual harassment** that occur during a district program or activity, or that impact the educational environment, should be reported to your building administrator(s) immediately.
- Make sure that you are following any **safety plans/directives** for the students in your classes or schools. If updates are necessary, make sure your building administrator is aware of the necessity.
- Provide all **educational accommodations** for students whose educational plans include accommodations pertaining to deadlines and/or adjustments to the amount of work the student is responsible for.
  - Where possible, videos should have accurate captioning or embedded sign language interpreting, and reading materials should be accessible to all students.
- Ensure that the **education materials** you are using in your online environment are approved, and that they do not contain objectionable images or material.
- If you have concerns that a parent's and/or student's behavior has crossed the line and may be considered **abusive conduct**, contact your principal, network director, and/or Tina Hatch to discuss the measures we can take to curtail the behavior.

If you have concerns about discrimination, harassment, bullying, cyber-bullying, and/or abusive conduct please reach out to me at [tina.hatch@slcschools.org](mailto:tina.hatch@slcschools.org).

Enjoy winter break and we'll see you in January!

Thanks,

*Tina Hatch*

Compliance Officer/Title IX Coordinator



## Text Messages, **Keep** or **Toss?**

Some of you may be surprised to know that texts and instant messages/chats created in the course of doing government work are considered government correspondence records and should follow the appropriate [correspondence retention schedule](#). So, keep in mind that texts and instant messages/chats must follow Utah's records laws even if the records are on a personal device.

As always, please contact me if you ever have questions regarding records retention or GRAMA.

Jillian Norton  
GRAMA Officer and Legal Support  
[jillian.norton@slcschools.org](mailto:jillian.norton@slcschools.org) or 801.578.8348

## School Fees for the 2021-2022 School Year

Just a friendly reminder to be looking at the fee schedules. Any changes you would like to see on next year's fee schedule need to be sent to Jillian Norton at [jillian.norton@slcschools.org](mailto:jillian.norton@slcschools.org) by February 1, 2021.

[Pre-K, Elementary, and Middle School Fee Schedule](#)

[High School Fee Schedule](#)

[UHSAA Fee Schedule](#)