<Insert school logo here>

Elementary Disclosure Document Instructions and Model

DISCLOSURE DOCUMENT

Teacher Name

Grade

YYYY-YY

**Full School Name**

Room # | Phone & Teacher’s Extension | Email Address | Office Hours during remote or hybrid

# 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 that 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* [*here*](https://www.uen.org/core/)*. (Link is to the Core posted at UEN.org.)*
* Provide parents with a copy of the grade level curriculum brochure produced by the Teaching and Learning Department that describes the goals and general outcomes established in the Utah State Core Curriculum. These are posted online [here](https://www.slcschools.org/departments/teaching-and-learning/k-6-curriculum-summaries/) and copies have been provided to schools.

# INSTRUCTIONAL MATERIALS

* List pertinent core materials or texts students will use during the year.
* Specifically note any materials to be used that may be viewed as sensitive. Board [Policy I-7: Curriculum and Instructional Materials](https://www.slcschools.org/board-of-education/policies/i-7/i-7-ap/english/) 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.*
* Outline any additional grading requirements or procedures you have for students, including your homework policy.
* Students are allowed by district [Policy S-4 Student Attendance and Exemptions from School](https://www.slcschools.org/board-of-education/policies/s-4/s-4-ap/english/) 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.
* When the Disclosure is posted in Canvas, you can add a quiz called “Disclosure Review” and include a statement like “I have read the Disclosures for this class and shared it with my parents.” This can be an “answer yes” question.

# ADDITIONAL INFORMATION FOR REMOTE AND HYBRID LEARNING

# Please edit for your grade level as appropriate.

***Academic Honesty:*** All SLCSD students are expected to be honest in their academic endeavors. Plagiarizing the words or ideas of another person corrupts the essential process by which knowledge is developed. While in remote, assignments and assessments will be given that represent the work of the learner. Students should complete all assignments and take all assessments as directed by the teacher without additional help or input.

***Acceptable Use of District Electronic Devices***: A student’s use of the district’s electronic resources shall be for educational purposes only, which includes accessing and sharing information with teachers and other students, storing files, conducting research, and collaborating on projects with others.

Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

* Be polite.
* Do not be abusive in your messages to others.
* Use appropriate language.
* If told by a person to stop sending messages, the sender must stop.

For more information on acceptable use, see [I-18: Administrative Procedures Acceptable Student Use of Internet, Computers, and Network Resources](https://www.slcschools.org/board-of-education/policies/i-18/i-18-ap/english/).)

***Behavior in online classes:*** An online classroom is an extension of the physical classroom. Students have the same responsibility for appropriate behavior when in an online classroom or online breakout room. Communication between students and with the teacher during online synchronous and asynchronous learning must be appropriate.

Cyber-bullying is when a student uses the internet, a cell phone, or another device to send or post text, video, or image with the intent or knowledge, or with reckless disregard that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication. The District prohibits any cyber-bullying.

Students and employees who observe bullying, cyber-bullying, hazing, abusive conduct, or retaliation must report such behavior to the site administrator or Tina Hatch, Compliance and Investigations, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388 (see [G-20: Administrative Procedures Bullying, Cyber-bullying, Hazing, and Abusive Conduct Prohibited](https://www.slcschools.org/board-of-education/policies/g-20/g-20-ap/english/)).

Students and employees who have reported incidents of inappropriate conduct or bullying online are protected from ridicule, bullying, cyber-bullying, hazing, abusive conduct, or retaliation that may come as a result of their report. A report that is made in good faith shall not affect the reporter’s grades, learning or work environment, future employment, or work assignment.

***Recording students***: During remote instruction, classes will be recorded and posted in Canvas for later viewing or review. Canvas is password protected for students, and no personal information about grades or performance of an individual student will be shared in a recorded portion of the class.

If a student has opted out of the annual FERPA notice, the student should be instructed not to turn on their camera during the recorded sections of the meeting. While having a camera on enhances instruction, students will not be penalized if they choose to turn it off during group instruction.

***Attendance during remote learning:*** When a student is in a remote/virtual learning environment, the district will track the student’s attendance at live or synchronous sessions and through the completion of independent or asynchronous work.

* Students will be required to complete an assignment that demonstrates their understanding of the days’ learning.
* Teachers will record attendance weekly but will be able to update the attendance logs for any student completing the required assignment(s) within ten school days. Once ten school days has passed, the student will be marked absent for any day during which they did not demonstrate attendance.
* Parents can review their student’s attendance record in the PowerSchool Parent Portal and can also observe their student’s daily activity in Canvas.

***Supplies for projects:*** If a student needs access to materials for an assigned project, include how they may contact the school and arrange a time to pick them up.