<Insert school logo here>

Secondary Disclosure Document Instructions and Model

DISCLOSURE DOCUMENT CONTENTS

Teacher Name

Course

YYYY-YY

**Full School Name**

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

# GRADE LEVEL OR COURSE DESCRIPTION

* Thinking from the prospective students’ point of view, provide a brief generalized description (1-2 paragraphs) of the class/course of study.

# COURSE GOALS AND OBJECTIVES

* Describe general outcomes the course is designed to achieve and goals established for the class.
* Include a statement such as: *Utah has developed a Core Curriculum that outlines standards of learning that are essential for all students in this course. The curriculum includes ideas, concepts, and skills to provide a foundation on which subsequent learning may be built. The curriculum this course can be accessed* [*here*](https://www.uen.org/core/)*. (Link is to the Core posted at UEN.org.)*

# COURSE MATERIALS

* List the major text(s) to be used; including the author(s), and other materials or required readings.
* 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.
* Include information about technology resources that may be used with students.

# INSTRUCTION PRACTICES

* Describe briefly the types of instructional activities you will use with students - like group learning projects, presentations, labs, 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, readings, papers, presentations, etc. that students will be asked to complete.
* Outline behavioral expectations for students in the class. This is where specifications for attendance, participation, respect for others and other citizenship rules should be spelled out.
* A statement about such things as cheating or plagiarism might be included here.

# GRADING PROCEDURES

* Define your grading system. If you weight assignments, quizzes, homework, or tests differently – explain it. (Attendance should not be used in the calculation of academic grades; however, grades may suffer as a result of missed assignments, etc.)
* 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 extra credit, if allowed, and how it will affect a student’s grade.
* Clarify how you will determine/calculate a student’s grade for the term/semester/year.
* Describe how parents will be notified about progress, and how they can access grades through the Parent Portal, etc.

# TENTATIVE COURSE SCHEDULE

* Discuss any specific scheduled dates or activities that you have set, such as dates of exams, presentations, trimester or quarter breaks, days off, etc.

# 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 Course 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.