



2017-2018 Registration Packet

Print Student's First and Last Name: _____

_____ Onsite Student

_____ Distance Education Student Which location: _____

Please provide the following to register your student:

_____ A copy of Student's Original Birth Certificate

_____ Proof of Immunizations or Exemption

_____ Proof of Physical (Kindergarten Only)

_____ Proof of Vision Screening (Kindergarten Only)

_____ Completed Registration Packet

_____ Letter of Commitment

_____ Student Information

_____ Parent/Guardian Information

_____ Emergency Contact Information

_____ Student Medical & Dental Information

_____ First Aid Release Form

_____ Special Programs Information

_____ FERPA (Acknowledgement of Special Notices) (2 Pages)

_____ Field Trip Permission

_____ Records Request Form

_____ Annual Acceptance Policy



LETTER OF COMMITMENT

On-Site Student _____

Distance Education Student _____

Parent Name: _____

Phone #: _____

Email: _____

Student Name: _____

Birth Date: ____/____/____ Grade: _____

The student named above will be attending Canyon Grove Academy for the 2017-2018 school year. If unexpected events make it impossible for my student to attend for the 2017-2018 school year, I must complete a withdrawal form and submit it to the school prior to enrolling in another school.

Parent Signature: _____

Date: _____



STUDENT INFORMATION

Packet RCVD	Start Date	School Year	Student ID#	SSID#	Grade
___/___/___	___/___/___	2017-2018	_____	_____	_____

Legal Name (as identified on birth certificate)

Last Name	First	Middle	Birth Date
_____	_____	_____	___/___/___

Student Address Student Home Phone Number: _____

Street Address	Apt #	City	State	Zip Code
_____	_____	_____	_____	_____

STUDENT DEMOGRAPHIC INFORMATION

Gender: Male/Female

If the student was born outside of the U.S., what was the date the student first enrolled in a U.S. school? ___/___/___

Ethnicity and Racial Data

1. Is the Student Hispanic/Latino? ___

2. Select one or more of the following races:

___ American Indian or Alaskan Native

___ Asian

___ Black or African American

___ Native Hawaiian or Other Pacific Islander

___ White

___ Other

*If you do not select one of the above, the school is required by law to make a selection for you.

LAST SCHOOL ATTENDED

School Name	City	State
_____	_____	_____

HOME LANGUAGE SURVEY

This information is helpful in order to provide meaningful instruction for all students and to communicate most effectively with parents.

1. Which language did your son/daughter learn when he/she first began to talk? _____

2. What language does your son/daughter most frequently use at home? _____

3. What language do you most frequently use to speak to your son/daughter? _____

Providing the information does not mean your child will be taught in his or her native language. This will help us find additional ways to help your child learn and provide extra programs or services as needed.

Parent/Gaurdian Signature: _____



PARENT/GUARDIAN INFORMATION

FIRST PARENT/GUARDIAN

_____ Printed Name		_____ Relationship to Student
_____ Home Phone	_____ Mobile Phone	_____ Work Phone
_____ Email Address		_____ Preferred Communication
_____ Occupation	_____ Employer Name and Address	

SECOND PARENT/GUARDIAN

_____ Printed Name		_____ Relationship to Student
_____ Home Phone	_____ Mobile Phone	_____ Work Phone
_____ Email Address		_____ Preferred Communication
_____ Occupation	_____ Employer Name and Address	

NON-CUSTODIAL PARENT/GUARDIAN INFORMATION

(Non-Primary Residence) Check here if you would like to receive emails for school information _____

_____ Printed Name		_____ Relationship to Student
_____ Home Phone	_____ Mobile Phone	_____ Work Phone
_____ Email Address		_____ Preferred Communication
_____ Occupation	_____ Employer Name and Address	



MEDICAL & DENTAL INFORMATION

Students Name: _____

Grade: _____

PHYSICIAN INFORMATION

_____	_____	_____
Family Physician	Address	Phone Number
_____	_____	_____
Health Insurance Provider	Hospital Preference	Insurance ID#

DENTAL INFORMATION

_____	_____	_____
Family Dentist	Address	Phone Number
_____	_____	
Dental Insurance Provider	Insurance ID #	

In the event of a suspension, accident, or other emergency, when a parent/guardian is unavailable, I hereby authorize a representative of the school to make arrangements as he/she considers necessary for my child to receive medical/hospital care, including necessary transportation, in accordance with their best judgement. Under such circumstances I further authorize care and treatment to be performed by a licensed physician or surgeon at a medical facility that is available. I agree to pay all costs incurred as a result of the foregoing.

Parent/Guardian Signature: _____

Date: ____/____/____

A signed medication release must be on file in the office for any student taking medication (physician prescribed or over the counter) during school hours. This must be renewed yearly. Per Utah Education Code, students in possession of prescribed, over the counter, or illegal drugs for personal use, sale, or supplying another student are subject to suspension and/or expulsion.

The undersigned hereby agrees to bear all costs incurred as a result of the foregoing.

_____	_____	____/____/____
Parent/Guardian Signature	Parent Name Printed	Date



MEDICAL & DENTAL INFORMATION (Continued)

Students Name: _____

Grade: _____

HEALTH INFORMATION

____ Please check here if there are no known health problems.

Vision

Hearing

Allergies

____ Known eye condition

____ Known hearing problems

____ Food

(Other than corrective lenses)

____ Wears Glasses ____ Worn at all times

____ Uses hearing aid

____ Environmental

____ Wear Contacts ____ Worn at all times

____ Has tubes in ears

____ Medicine

Comments: _____

Student has the following Conditions:

Condition	Prescribed Medication	Dosage	Administered during school	
____ Asthma	_____	_____	Y	N
____ Epilepsy	_____	_____	Y	N
____ Fainting Spells	_____	_____	Y	N
____ Diabetes	_____	_____	Y	N
____ Heart Condition	_____	_____	Y	N
____ Other	_____	_____	Y	N

If medicine must be administered during school hours, please provide signed Physician's Authorization for Medicine in School Form.

Does student have a physical condition which limits participation in:	Classroom Activity	Y	N
	Physical Education	Y	N

Explanation: _____

Parent Guardian Signature: _____

Date: ____ / ____ / ____



FIRST AID RELEASE FORM

Students Name: _____

Grade: _____

I hereby authorize Canyon Grove Academy's staff to use the following forms of first Aid for my child:

YES

NO

Tylenol (Acetaminophen)

Motrin (Ibuprofen)

Cough Drops

Band Aids/Bandages

Hot or Cold Packs

Other

Canyon Grove Academy may not necessarily carry each of these items at all times, so items may vary depending on what items are in the office.

Parent/Guardian's Signature: _____

Parent/Guardian's Name Printed: _____

Date: ____/____/____



ACKNOWLEDGEMENT OF SPECIAL NOTICES

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Canyon Grove Academy, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Canyon Grove Academy may disclose appropriately designated "directory information" without written consent, unless you have advised Canyon Grove Academy to the contrary in accordance with Canyon Grove Academy procedures. The primary purpose of directory information is to allow Canyon Grove academy to include this type of information from your child's education records in certain school publications or electronic media including newsletters, websites, blogs, etc. Examples include:

- A playbill, showing your student's role in a drama production, Honor roll or other recognition lists such as Spelling Bee, Geography Bee, Science Fair, Principal's 100 Club, Student of the Month, Newspaper, Graduation Programs, Sports Activities, Yearbook and any other school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, telephone listing - unless parents have advised LEA that they do not want their student's information disclosed without prior written consent.

If you do not want Canyon Grove Academy to disclose directory information from your child's education records without prior written consent, you must notify Canyon Grove Academy in writing by August 1st, 2017. Canyon Grove Academy has designated the following information as directory information:

- Student's Name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Student's Name: _____

Grade: _____

I give CGA Permission _____

Date: ____/____/____

Parent/Guardian Signature

I DO NOT give CGA Permission: _____

Date: ____/____/____

Parent/Guardian Signature



ACKNOWLEDGEMENT OF SPECIAL NOTICES (Continued)

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

In compliance with Section 504 of the Rehabilitation Act (“504”) and the Americans with Disabilities Act (ADA), Canyon Grove Academy will provide reasonable accommodations to qualified individuals with disabilities. Students, parents or employees needing accommodations should contact their school ADA/504 Coordinator. In compliance with the Equal Educational Opportunity Act of 1974 and Title VI of the Civil Rights Act of 1964, it is Canyon Grove Academy’s policy to provide alternative language services to limited English proficient (LEP) students so that students with language barriers have a meaningful opportunity to participate in Canyon Grove Academy’s Educational programs. Canyon Grove Academy provides English as a Second Language (ESL) instruction and other effective services to students who are identified as LEP by means of a thorough evaluation process. Parents or guardians who want to request alternative language services for their child should contact Canyon Grove Academy

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

It is the policy of Canyon Grove academy to provide equal educational and employment opportunities for all individuals. Therefore, Canyon Grove Academy prohibits all discrimination on the basis of race, color, religion, sex, age, national origin, disability, or veteran’s status. This policy extends to all aspects of Canyon Grove Academy’s educational programs, as well as to the use of all Canyon Grove Academy facilities, and participation in all school-sponsored activities.

CIVIL RIGHTS GRIEVANCE PROCEDURE

Compliance of discrimination should be filed with the individual’s principal or supervisor and/or with the school Compliance Officer/EEO Coordinator according to the provisions of the School Civil Rights Grievance Procedure, copies of which are available at Canyon Grove Academy. If the complaint is against the principal or supervisor, the complaint may be filed directly to the Compliance Officer/EEO Coordinator or to the Canyon Board Academy Board of Trustees.

Complaints of discrimination should be reported as soon as possible, but no later than 90 days after the incident(s) in order to be effectively investigated and resolved.

Students Name: _____ Grade: _____

Parent/Guardian Signature: _____ Date: ____/____/____



2017-2018 FIELD TRIP PERMISSION FORM

During the course of the school year, your child will have the opportunity to participate in several field trips. Field trips provide a means of extending the learning environment beyond the classroom walls.

In order to facilitate the process of granting permission for your child to participate in these experiences, please sign this form at the bottom of this page and turn it in with your registration packet or update packet.

I, _____, grant permission for my child, _____, to participate in field trips this year. I understand that I will be given prior notice of any field trip.

I also understand that my child will need to wear Canyon Grove Academy dress uniform to ALL field trips unless notified otherwise.

Parent/Guardian Signature: _____ Date: ____/____/____

Home Phone Number: _____ Cell Phone Number: _____



Request for transfer of Student Records and Notification of Enrollment

Name of previous School: _____

Address of Previous School: _____

City, State, Zip Code: _____

Phone number: _____

Fax number: _____

The following student(s) will be enrolling at Canyon Grove Academy, a Utah Public Charter School, for the 2017-2018 school year. You have been identified as the last school of attendance.

Name:	Grade:	Date of birth:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

In accordance with UCA 53A-11-504 and 34 CFR 99-31 governing the permissible disclosure of education records without the written consent of the parent if the disclosure is too officials of another school in which the student(s) seeks or intends to enroll, we request a complete copy of each student's records, including the students cumulative file, discipline records, testing information or date, grades, health records, IEP and 504 to be sent within 30 days of this notice.

Thank you,

Briana Cannon
Canyon Grove Academy
Office Manager/Registrar

Please send records to:
Canyon Grove Academy/Registrar
588 West 3300 North
Pleasant Grove, Ut 84062

Date: ____ / ____ / ____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: ____ / ____ / ____



ANNUAL ACCEPTANCE POLICY

1. I have read Canyon Grove Academy's mission, belief statements, purpose, and goals. I agree to support CGA as it pursues fulfillment of its mission.
2. As a charter school, CGA receives less funding than regular public schools. In order to continue to offer students the opportunity to excel academically, CGA depends upon volunteerism to provide some services and supplies for which regular public schools receive state funding. In addition, by offering the opportunity for volunteer service, CGA builds a sense of community and investment in the program. I understand and agree that our family is expected to provide at least 1 hour per week or 40 hours of volunteer service each year we have enrolled at CGA (20 hours per single parent family).

Sibling preference for CGA students is discretionary with the board. Sibling preference will not be granted unless the parents of the prospective sibling student has completed all recommended hours of volunteer service as outlined in the Acceptance of Policy form, which hours are to be completed by the last day of the school year preceding the intended enrollment of the sibling.

3. I understand that attendance at CGA is voluntary, and that if I do not agree with the educational philosophy of CGA, I am free to place my children in regular public schools, or in another charter school with a philosophy more to my liking, or even to join with like-minded parents to organize a charter school which will conform to my philosophy. Therefore, I will promote the vision of CGA by using positive communication, courtesy and respect when interacting with staff, students, parents, and anyone else in the school community. I will follow CGA's communication model, specifically, I will take any concerns, and not to others who cannot address the concern. I will work in a cooperative manner to promote the school mission.
4. I understand that my child will be required to follow the school dress uniform, and I will ensure that my child is in compliance with the school dress uniform policy. I will maintain my student's school uniform in acceptable condition. The uniform will be kept clean, and all holes or tears will be repaired.
5. I understand that a major focus of CGA's mission is to help my child gain knowledge and a love of learning; I will support this effort by providing a place and a regular time each school day in which my child can engage in learning activities, including homework, in our home. I will work with my child to ensure assignments are completed in a timely manner.

Students Name: _____

Grade: _____

Parent/Guardian Signature: _____

Date: ____/____/____



The following pages are for you to keep

DRESS CODE POLICY

Canyon Grove Academy has a common dress code. The intent of the common dress code is to minimize distractions in the learning environment, promote a sense of community among students, and increase campus safety and security. Clothing items conforming to the following standards may be worn, regardless of brand. School uniform items are available at local stores.

Interpretation of the common dress code is the responsibility of the Canyon Grove Academy Administration. Clothing items that are not specifically addressed in this policy, draw undue attention to the student, or disrupt the learning process will not be allowed.

This policy addresses both school uniforms as well as the uniforms to be worn for Physical Education classes.

School Uniforms

Collared shirt or blouse

- Shirts must be solid white, solid navy blue, or solid forest green.
- Shirts may be capped sleeve, short sleeve, three-quarter sleeve, or long sleeve length.
- Turtlenecks and mock turtlenecks are allowed.

General Guidelines for Uniform Tops

- Shirts must be buttoned up to within the top one or two buttons.
- All clothing must be clean, appropriately sized, and worn correctly.
- Pants/shorts/skirts must be worn at the waist. Shoes must be tied or fastened, clothing must be worn right-side-out, appropriate underwear must be worn. Clothing should not be excessively tight or excessively loose. Clothing shall not be excessively worn or have holes. No “low-riding” of pants or shorts will be allowed.

Pants, Capris, Shorts, Skort, Skirt, or Jumper

- Bottoms must be solid khaki, solid navy blue, or approved school plaid.
- Items must be made from woven cotton, linen, corduroy, or cotton/polyester blend fabrics. Denim fabrics are not allowed

General Guidelines for Uniform Bottoms

- Pants, capris, shorts, skorts, and skirts should be worn at the waist or hips. No “low riding” is allowed, even if the undergarments do not show.
- The hemlines in jumpers and skirts shall be no shorter than 2 inches above the kneecap; shorts and skorts will not be shorter than 4 inches above the kneecap.
- Shorts that are worn under skirts must not be visible and must be a dark color.
- Ankle or capri length leggings in navy blue, forest green, or white may be worn under skirts and jumpers.

Accessories

- Only dark belts with a conservative buckle may be worn. If a belt is worn it should pass through all belt loops.
- Students may wear their choice of optional tie in solid navy blue, solid forest green, or the approved school plaid.
- Only solid white or primarily dark shoes (black, dark brown, navy blue, or gray) with closed toes and closed heels are allowed. Shoes should not have contrasting logos or bright, neon or distracting trim. Shoes must be properly fastened or tied. No wheeled shoes will be allowed. No shoes with lights will be allowed. Dark laces must be worn with dark shoes. White laces must be worn with white shoes.
- Students may wear solid white or dark colored (e.g. navy, black, brown, gray, forest) socks.
- Girls are able to wear solid color tights or leggings under their skirts or dresses of navy, white, or khaki color.
- For warmth, in the classroom, students may wear a solid navy, forest green, or white cardigan, blazer, sweater vest, hoodless sweatshirt, or zip-up fleece jacket (with or without hood). Hoods may not be worn inside the building. The uniform shirt must be visible. Pullover hoodie style sweatshirts are not allowed.
- Only conservative hairstyles in natural hair colors are acceptable. Hair accessories with metallic, white, navy blue, forest green, brown, black, or approved school plaid hair accessories are appropriate.
- Minimal, natural looking make-up may be worn.

Jewelry

- Minimally distracting jewelry is allowed. Jewelry is limited to a small crucifix or religious medal, a single ring, a medical bracelet, a conservative watch, or small post-type earrings, or a single bracelet in a non-distracting color.
- Girls are limited to one earring per ear. Boys may not wear earrings. No body or facial piercing jewelry allowed. No gauges allowed.

Hats and Underwear

- Head coverings will be allowed indoors only for religious beliefs or medical conditions. Hats that offer protection from the sun may be worn during outdoor activities. Such hats must be solid navy, solid forest green, or solid khaki with no graphics or logos other than the school emblem.
- Outerwear (coats, hats, scarves, gloves, etc.) must be removed while students are inside the building.

General Guidelines

- No graphics, cartoon characters, words, large logos, gang insignia, or visibly distracting buttons and trims are allowed on any clothing items, accessories, or shoes.
- Clothing must be suitable for the weather, appropriately sized, clean, mended, pressed, and worn neatly - right side out. Undergarments should not be visible.
- Interpretation of the common dress policy is the responsibility of the CGA Administration. Clothing items that are not specifically addressed in this policy is the responsibility of the CGA Administration. Clothing items that are not specifically addressed in this policy, draw undue attention to the student, or disrupt the learning process will not be allowed.
- School spirit days may include relaxed dress requirements. Such days are approved by the CGA Board of Trustees or Administration in advance. They will be announced and posted on the school calendar and website.

Approved School Plaid is available from multiple manufacturers:

Blakes:#80 Buckhead: #63, #35 Classy Uniforms Frank Bee: 1B-PC

Custom School Uniforms/Thorson Embroidery: plaid #61 Inka's: #59

Land's End: white plaid Dennis: campbell 201-215, carden 201-220, christopher 201-225

Physical Education Uniforms (7th and 8th grade only)

Canyon Grove Academy has a dress code for middle school physical education classes. Students in seventh and eighth grade are required to change for PE classes and will be provided a PE locker in which to store their clothing. The intent of this policy is to minimize distractions in the learning environment, increase student safety, and provide for appropriate ease of movement during physical education classes. Clothing items conforming to the following standards may be worn, regardless of brand.

PE Uniform Shirts

- Cotton T-shirt with optional school logo (athletic heather gray or white). Shirts may be capped sleeve, short sleeve, three-quarter sleeve, or long sleeve length.
- Heather gray ringer T-shirts with navy or forest green bands are allowed.
- Shirts must be of a length that does not expose the midriff.

PE Uniform Pants, Capris, or Shorts (solid navy)

- Students may wear track pants, fleece sweatpants, warm-up pants, yoga pants, cheer shorts, or athletic shorts. Denim is not allowed.
- Pants, capris and shorts should be worn at the waist or hips. No “low-riding” is allowed, even if the undergarments do not show.

PE Uniform Accessories

- Students must wear basic athletic shoes with light colored soles. Shoes must be properly fastened or tied. No wheeled shoes will be allowed.
- Students must wear plain athletic socks. Socks may be ankle, crew, or knee-high length.
- A plain, athletic heather gray, fleece sweatshirt without a hood may be worn over the heather gray T-shirt.
- For safety during P.E classes, all jewelry must be removed with the exception of medical bracelets and necklaces (which must be tucked inside the student’s clothing) or small post-type earrings.

PE Uniform General Guidelines

- Appropriate supportive undergarments such as athletic supporters or sports bras should be worn. Undergarments should not be visible.
- Middle School Physical education teachers may ask a student not to wear clothing that is too revealing, that restricts movement, or that is otherwise inappropriate for a P.E. class.



FEE POLICY AND FEE WAIVER POLICY

It is Canyon Grove Academy's policy that no elementary school child (K-6) may be charged for anything that takes place or is used during the regular school day. That includes textbooks, classroom equipment and supplies, field trips, and assemblies. Fees can be charged for programs which take place before or after school or during school vacations (and for things used in those programs).

Canyon Grove Academy does have fees for 7th and 8th grades. It is clearly stated on the Fee schedule that Fee Waivers are available for qualified families. A 7th or 8th grade fee schedule will be available and posted on the school website no later than July 1st, 2017.

Canyon Grove Academy will announce field trips in advance and will accept donations towards that field trip. Verbiage in the prior notice will be: "We are forbidden by state law from charging a fee to cover the cost of this activity, which is costing the school a total of "\$ amount". We can, however, seek donations. If you can donate to cover the cost of this activity, please do so by "specified date."

The 2017-2018 Fee Waiver Application, Fee Chart, Fee Policy, and Declaration of Household Income (with instructions) will be available at the front office or on the school website no later than July 1, 2017.



UTAH DEPARTMENT OF HEALTH IMMUNIZATION REQUIREMENTS

School-aged Children:

The following vaccines are required for students entering Kindergarten-6th Grade:

5 DTP/DTaP/DT - 4 doses if 4th dose was given on/after the 4th birthday

4 Polio - 3 doses if 3rd dose was given on/after the 4th birthday

2 Measles, Mumps, Rubella (MMR)

3 Hepatitis B

2 Hepatitis A

2 Varicella (Chickenpox) - history of disease is acceptable, parent must sign verification statement on school immunization record

Jr. High-aged Students:

The following vaccines are required for students entering 7th-8th grade:

5 DTP/DTaP/DT - 4 doses if 4th dose was given on/after the 4th birthday

4 Polio - 3 doses if 3rd dose was given on/after the 4th birthday

2 Measles, Mumps, Rubella (MMR)

3 Hepatitis B

2 Hepatitis A

2 Varicella (Chickenpox) - history of disease is acceptable, parent must sign verification statement on school immunization record

+

1 Tdap

1 Meningococcal

Please provide a copy of immunization records along with the enrollment packet. Students will not be allowed attendance until documentation has been received and all vaccines are up-to-date. Exemptions are allowed. See below.



IMMUNIZATION EXEMPTIONS

Claiming an Exemption

A parent may claim an exemption to immunization for medical, religious, or personal reasons, as allowed by Section 53A-11-302 of the Utah Statutory Code. Each exemption claimed must be accompanied by the appropriate Utah Department of Health Exemption Form.

Medical Exemption

If a parent/guardian claims a medical exemption for a student, a Medical Exemption Form must be completed and signed by the student's licensed physician (Utah Statutory Code - Section 53A-11-302). The Medical Exemption Form may be obtained from the student's physician. The appropriate copy must be filed with the school or early childhood program.

Religious Exemption

If a parent/guardian claims a religious exemption for a student, a Religious Exemption Form must be completed and signed by the parent/guardian. The Religious Exemption Form may be obtained from a local Health Department. A local Health Department Representative must witness and sign the Religious Exemption Form. The appropriate copy must be filed with the school or early childhood program.

Personal Exemption

If a parent/guardian claims a personal exemption for a student, a Personal Exemption Form must be completed and signed by the parent/guardian. The Personal Exemption Form may be obtained from a local Health Department. A local Health Department Representative must witness and sign the Personal Exemption Form. The appropriate copy must be filed with the school or early childhood program.

Please provide a copy of exemption records along with the enrollment packet. Students will not be allowed attendance until documentation has been received.