

# Epic

## *Parent Handbook*

### **MISSION STATEMENT**

Canyon Grove is an *inspired community* of learners, parents, and educators who find *fulfillment and joy* in pursuing *excellence in learning, self-accountability*, and in meeting *unique individual* needs in order to prepare students for the *life-long pursuit of knowledge* to attain their *full potential*.

Dear Parents and Students,

Welcome to Canyon Grove Academy! We are a very unique publicly funded school. We love our families and the opportunity we have to work together in a partnership that serves the needs of our students. Your family is enrolled in our Epic program.

Your family will have an Educational Specialist. She will work closely with you to provide the support and resources needed to ensure that your children receive a meaningful educational experience while enrolled at CGA.

We hope you find the Parent Handbook a useful navigational tool. It has been designed to ensure that you have a good understanding of what CGA entails. It is important you read the handbook in its entirety, as it contains essential information you need to know. Please be aware that these handbooks do not include all of our policies and procedures. The [Policy](#) manual can be found on the website. If you have additional questions please talk to your Educational Specialist.

We are excited that you have chosen us as the best educational option for your children. We believe, as stated in our mission statement, we can be an inspired community of learners, parents, and educators who find fulfillment and joy in pursuing excellence in learning, self-accountability, and in meeting unique individual needs in order to prepare students for the life-long pursuit of knowledge to attain their full potential.

Sincerely,  
Kim Goates  
Canyon Grove Academy

[USBE Parent portal](#)

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# *Canyon Grove Academy*

## Philosophy

Canyon Grove Academy strives to uphold parent's rights and choice in education. Through a variety of choices in curriculum, and programs, parents can monitor materials that affect their children's attitudes, values, and beliefs.

The educators and participants of CGA believe that the best learning occurs when:

- Real life "context-based" learning is emphasized
- There is enrichment through a variety of experiences, and individualized curriculum
- We meet the needs of the whole child

- The parent is involved

## What We Offer

The goal of Canyon Grove Academy is to work with parents and provide the resources needed to ensure that their child receives an effective, efficient and fun educational experience. We provide six types of resources.

1. **Guidance** from professional, certified teachers, called Educational Specialists.
2. In person **instruction** through Epic, Discovery and Innovations programs .
3. **Online Tutoring** for **additional** educational support.
4. A wide variety of **curriculum, learning materials and technology**.
5. A **competency** based education model with tracking software so you can see what your student knows.
6. A **network** of other families pursuing similar goals as yours.

## Enrollment

Any child physically residing in the State of Utah who is of school age may request enrollment.

## Our Commitment to You

- Our mission is to support the student and parent. Each family has an Educational Specialist who is the primary support and source of information about the school.
- The Educational Specialist will answer any questions that may come up during office hours (8am-5pm). If he/she is unable to answer the question, he/she will research the answer and get back to the parent in a timely manner.
- As per our Learner Validated Policy (found on the website) we are able to use many sources to provide evidence of student learning or attendance for your student. The easiest way is to have your student login via Boost (our learning software) for all your online learning tools. We mark attendance on the days the student is with us. You can also talk to your ES about additional ways you can communicate with them and show attendance.
- We provide all Utah mandated tests. Testing is a great way to see what things your child already knows along with the things they are ready to learn. These assessments show their academic progress and check off power standards (essential skills) in our tracking software. All assessment data is available to the parent through Boost. Talk to your ES if you have concerns about testing.
- The Educational Specialist, Boost, the school website and weekly Family Newsletters will keep families informed of news and upcoming events.
- We are competency based. That means you get to check off learning when it happens. We also check off learning through power standards and time spent with your student during Epic.
- We provide quality in person instruction at Epic, Discovery and Innovations.

# *Responsibilities of Parents and Students*

**Read the Handbook:** Parents are required to read the Parent Handbook.

**Daily Instruction:** The parent or legal guardian will work in partnership with the certified Educational Specialist throughout the year. Parents are required to communicate with their Educational Specialist and provide evidence of learning.

**Educational Specialist:** Educational Specialists and parents are partners in the education of each child. It is critical to communicate with your Educational Specialist regularly during the school year. Build a relationship with your ES so you can work together to support the needs of your child. Please be respectful of staff work hours, which are Monday - Friday from 8 am -5 pm. If you have questions or concerns for your Educational Specialist, please email them and they will get back to you within 24 hours.

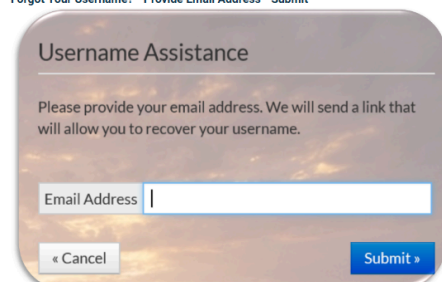
## Yearly Aspire Registration

As you know, Canyon Grove Academy fills up quickly when enrollment comes around each year. Registration for the following year will begin in January. The exact dates can be found on the website.

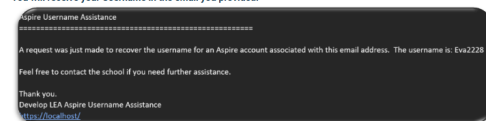
ALL students must be enrolled again every year through Aspire. Even though they are a current student, parents must go on the website and complete the registration paperwork in order to secure your child's spot for next year. Students will be enrolled with the same current schedule (Epic location). If you would like the day/location your student attends to change, please contact the registrar at [registrar@canyongrove.com](mailto:registrar@canyongrove.com). Keep track of your username and password as they are personal to each student and family.

### Can't log in to register on aspire? Forgot your Username/Password?

Forgot Your Username? - Provide Email Address - Submit

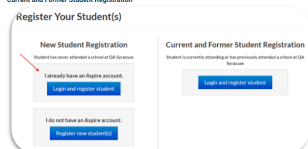


You will receive your Username in the email you provided.

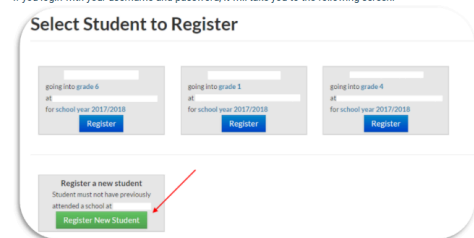


If you use the link from the Login sign in page, it will take you to the following screen first. Then it will take you back to the previous page to login with your username and password.

Current and Former Student Registration



If you login with your username and password, it will take you to the following screen.



### Registering Current or Former Students? FAQ Registering Current or Former Student

## Communication

CGA will be sending out weekly emails with important information. We also provide information on our [website](#) and through Boost. Our goal is to be great communicators. Please watch for our

communication, then read and respond as required. We try to reach a happy place of not too many emails, but just enough for you to feel informed.

## Student Education Plans

Individual Student Education Plans are developed in partnership with the certified Education Specialist. The education plan includes courses and curriculum choices for the student. The Plan will include the four core subjects: Math, Language Arts, Science and Social Studies. All Science and Social Studies standards will be completed during Epic.

### ***Creating the Education Plan:***

- Your Educational Specialist will assist you in selecting the curriculum your child will be using during the upcoming year.
- Please review the website to see the curriculum we have available for both Math and Language Arts.
- You are also welcome to choose supplemental resources from the resource library and via our online subscriptions.
- We also have Chromebooks available for your students to check out and use at home during the school year.

**Testing:** Students will participate in all assessments required by the State as well as school-wide benchmark assessments. Parents will be notified of testing required for your child. Parents are responsible for ensuring their students attend the required testing.

Tests include:

School Wide Assessments (NWEA) – K-8 Fall, Winter, Spring

RISE - 3-8

Acadience K-3

## Attendance


Attendance records are maintained and reviewed by your Educational Specialist. Attendance is taken every time your student logs into Boost or attends in person (Epic, Innovations and Discovery). When students log in through Boost for online tutoring, curriculum or online subscriptions their attendance is automatically recorded. Your Education Specialist will track your student's attendance and reach out weekly.

**Absences:** If a student has ten consecutive unexcused absences, that student will receive a Truancy notice and must be dropped from our rolls.

**Excused Absences:** Please notify your Educational Specialist if you will be absent for Epic or if you plan on taking a family vacation. You can excuse absences via Boost or by notifying your Educational Specialist

## Submissions

We are a competency based school. The students show that they are competent through testing as well as through curriculum submissions. We use what we call power standards as a way to show competency. In order to pass off the grade level Power Standards, parents submit the assignments using the "upload submission" button in the student account.



Dashboard
Classrooms
Calendar
Courses
Resources
Account
Sign Out
v 1.0.11

Courses for **Demo Student Two**

Language Arts

**Math**

Physical Education

Science

Social Studies

Fine Arts

Beast Academy 2A

Week 1 +

Assignment 1.1 -

**Important Notice:** Lesson Instructions are available exclusively through the Student Account. Please log in with the student's credentials to access the materials.

Load Documents

Upload Submission

Assignment 1.2 +

Week 2 +

Week 3 +

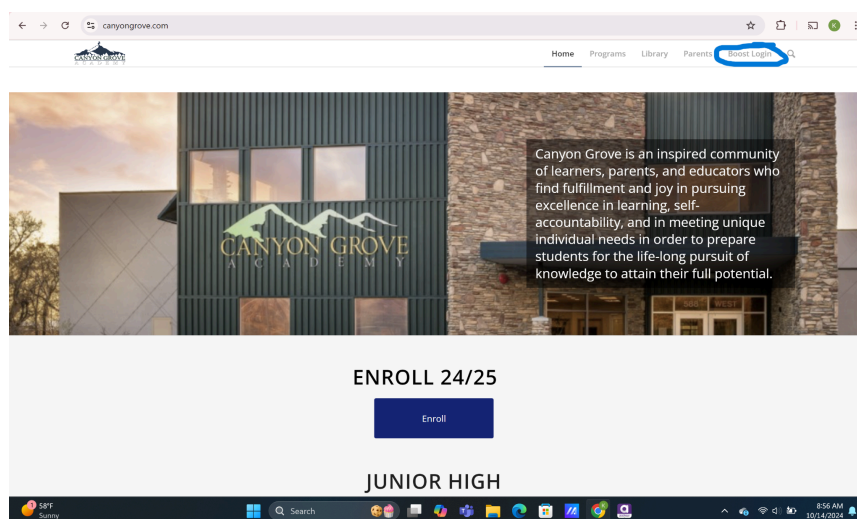
Week 4 +

Most of the curricula will tell the parents when to add a submission and what that submission will be.

## Boost- Student Information System

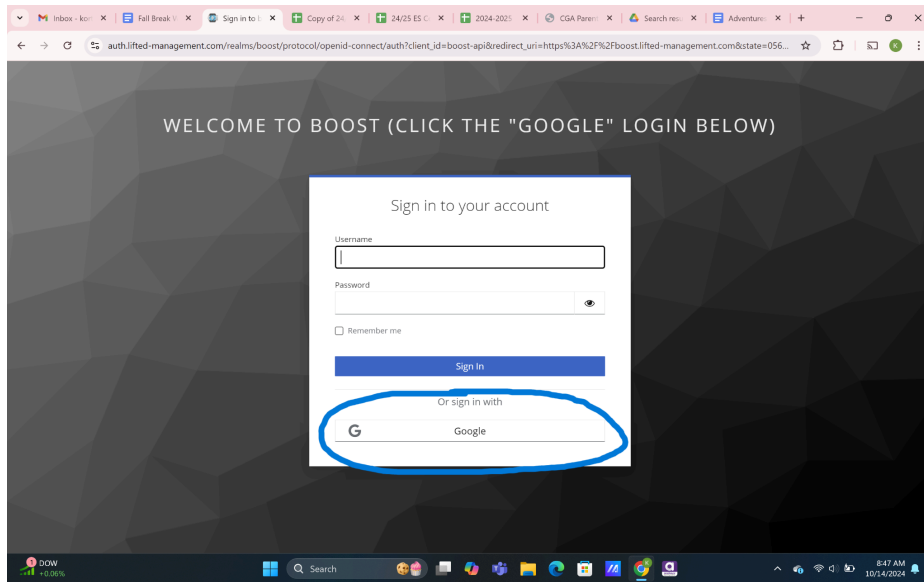
Boost is our student information system. This is where you will find links to online subscriptions, CGA Family Math and CGA Family Literacy and Skills lesson plans, Lexia, Wonders, Zearn, as well as all the pacing guides for take home math. It is also where you will see student attendance and power standard evidence. Attendance is taken automatically every time your student logs into Boost.

Boost can be accessed from the right hand corner of our website [www.canyongrove.com](http://www.canyongrove.com)

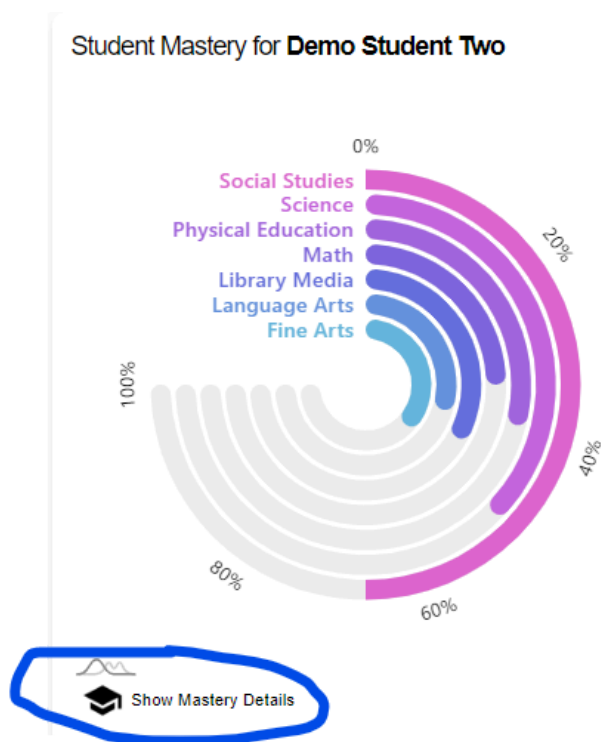


You must have a gmail account to access Boost from a parent dashboard. The student will access Boost using the canyon grove email account. No password is necessary when using a google email. **As long as you or the student are logged in to a “google account,”** you simply hit the

“google” button to log in to Boost. Please talk to your Educational Specialist if you have any questions.



Power standards are listed for each of your students in each of their subjects so you can clearly see what they have completed in each subject area.



Then click on “Mastery Details” for a list of the Power Standards for each content area.

Your student’s test results can also be found in Boost.



# Curriculum

Epic Day covers all that is required for Stem, Social Studies, Science, Art and Literature for the week. Fourth Grade students will need to request supplies for Utah State Social Studies from the Resource Library. Additionally, there are many items in our resource library that you can choose from to supplement any of these topics.

Parents choose from our selection of Math and Language Arts for home use. After years of experience with our families and their unique needs we have designed our own Math and Language Arts curriculum. Our emphasis is on providing a curriculum that is effective, efficient and fun. We love both our CGA Family Math and CGA Family Literacy and Skills and hope you will too. If these resources aren't exactly what you are looking for we have other options available.

We provide a Canyon Grove gmail account for your student; every student will need this account. An email with login information for your student's Canyon Grove gmail account will be sent to the account you chose when you registered your student. Please open a new browser and then login to their student Gmail. Remember to keep your password somewhere safe.

Your student will access all their online subscriptions, google classrooms, and google meets through Boost so that attendance is automatically taken.

## Math

Family Math lessons are for the entire family. They are designed to strengthen family ties while learning together. These activities help your child to see math as more than just a worksheet by using a growth mindset and incorporates the importance of play and exploration. Engaging questions and open-ended tasks will get your child excited about mathematics. Family Math activities will promote deeper understanding, number sense, problem-solving, logic, and reasoning. Based upon Jo Boaler's work in Mathematical Mindsets, our Family Math activities help you realize you (and your whole family) CAN understand and enjoy mathematics.

Open, creative, and visual math tasks have been shown to improve student test scores, but more importantly, they can change a student's relationship with mathematics so they start believing in their own potential. The tasks in CGA Family Math reflect the lessons from Mindset Mathematics.

Brain Science shows us the following:

- Mistakes, struggles, and challenges are the most important times for brain growth.
- Speed is unimportant in math.
- Mathematics is a visual and beautiful subject, and our brains want to think visually about math.
- There is no such thing as a math person - anyone can learn math to high levels.

Family Math, combined with an additional paper/pencil or online curriculum and fluency practice, creates a comprehensive math plan. This develops individual progression in skills at your student's ability level while encouraging depth of knowledge with a user-friendly math experience your family can enjoy together.

Families can access each week's pacing guide, evidence submissions, fluency practice information, and the Mathematical Mindset activities in the CGA Family Math in Boost.

To complete your students math needs Family Math is combined with a math curriculum of your choice. Zearn, listed below, is our top recommendation. Other choices are listed on the website.

If you hover over the library tab, it will show a drop down menu of our main curriculum options available. This is sorted by grade level for Language Arts and Math

### Take Home Kits

- › Art
- › Foreign Language
- › Science

### Online Resources

### Language Arts

- › Kindergarten Language Arts
- › First Grade Language Arts
- › Second Grade Language Arts

### Math

- › Kindergarten Math
- › First Grade Math
- › Second Grade Math



Regardless of which Math Curriculum Program works for you and your students, every student should be getting at least 4 math lessons a week plus their Epic Day.

**Zearn** is our top recommended Math program:

- The online portion of Zearn has 4 parts to it: Math Chat (AKA Math Lesson), Number Gym, Sprint or Timed Activity and then ends with the Tower of Power (Independent practice).
- All of these walk them through a full and complete lesson. Students can't move on to the next lesson until they complete all parts of the previous lesson.
- Zearn can be done as your main curriculum and would include a workbook to make notes in, fill out exit tickets and also provide you with the paper/pencil practice for math.
- Zearn can also be done as a supplement, you wouldn't need the workbook if you are only using Zearn as a supplement.
- Lessons can also be bookmarked by their teacher if there is a particular topic they would need extra assistance on. The teacher can also move your student to the exact level they need to be on for their individual learning.
- Because we do promote Zearn usage to all students, we provide monthly prizes at the first Epic Day of each month to all students who meet at least 16 lessons the previous month.

## Language Arts

We developed Family Literacy and Skills because we struggled to find a curriculum that met all the needs in one complete package. We researched, and utilized different programs to create one complete curriculum. Matching skill instruction with high quality literature lessons will provide a balanced and beautiful literacy education for our students. Our [Family Literacy and Skills Curriculum Program](#) provides activities families can do together in addition to specific grade-level appropriate material that cover all the academic needs. This program is the easiest to follow because of the weekly scope and sequences and the 2 day incorporation of the on-site days. Additionally, the power standards checkpoints are provided throughout the year to help gauge your students skill levels for the end of the year.

**For Language Arts**, the key is to cover the following 6 strands (as shown by the FL&S kindergarten curriculum map):

Phonics/ Phonemic Awareness (Speaking)	Reading and Fluency	Literature/ Listening	Spelling/ Vocabulary (Viewing)	Writing	Grammar Usage and Mechanics (Viewing)
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Whether you choose one curriculum or a combination of curriculum, you will want to cover all 6 strands in order to meet the requirements for your child's Language Arts learning.

The [curriculum map](#) provides examples of what our school has hand selected to use in the Family Literacy and Skills program by grade level. This program is the best choice to start learning your hybrid learning routine. At this time, your student should have received, will need to request, or have requested to receive the following physical workbooks to have in the home:

**Kindergarten:** A Primer for the Explode the Code Series A-C; Explode the Code Book 1

**1st Grade:** Explode the Code Book 2 and Book 3

**2nd Grade:** Explode the Code Book 4, Book 5, and Book 6; QuickReads Level A:1

**3rd Grade:** Explode the Code Book 7 and Book 8; Quick Read Level C1 and C3; Handwriting Skills Simplified Grade 3

**4th Grade:** Winning With Writing Level 4 First Semester; Reading Detective Beginning; Handwriting Skills Simplified Grade 4

**5th Grade:** Winning with Writing Level 5 First Semester; Reading Detective A1

**6th Grade:** Winning with Writing Level 6 First Semester; Evan-Moor Daily Reading Comprehension Student Practice Books

This year, we are welcoming the online WONDERS 2023 program into our Family Literacy and Skills. You will be able to access the WONDERS 2023 link in your boost and this will count for your daily attendance. The Wonders 2023 program is available for grades K-5. [Click this link](#) for a Family Lit and Skills/Wonders for Beginnings or for Video Instructions, [Click this Link](#)

Each lesson includes videos, assignments, online platforms and activities along with some independent practice which support blended learning and a partnership between learning sometimes in person and sometimes at home. A full English Language Arts curriculum is incorporated into the weekly lessons and all the materials that are required are provided and can be ordered through Boost or you ES. You will need to access Lexia and Vocabulary A to Z (4th-6th Grade ONLY) via your Student's dashboard. Vocabulary A to Z will be available for Grades 4-6 only and the new week's lessons, starting on Mondays. In addition, the prior weeks will always be available to view after the lessons ending timeframe.

**With Family Literacy and Skills** you can see a [Sample Week Lesson Plan](#) on the website. The first portion of the Family Lit and Skills is designed to be completed together, as a family, throughout the week. If needed, the Welcome Letter (provided in Week 1) gives a bit more detail and should be the first read for anyone starting the Family Literacy and Skills Curriculum.

#### **Week 1**

**Each week**, the lessons provide a family literacy project and daily read aloud to be completed together, as a family, which features a children's picture book with a lesson on the elements of literature, such as plot and character. **The key word here is FAMILY! Do this all together.** Families will also have grade leveled resources and programs that coincide with the topics we are studying in Epic Days during the school year.

**How to get the Family Literacy Project and Daily Read Aloud Material?** These picture and chapter books will need to be accessed via youtube, checked out by your family at the local library or small amounts are available at the CGA library check-out. We will be providing 4 new chapter book lessons in Week 9 with the book titles available the week before. Sometimes our CGA will block links for our students and youtube. If books are unavailable for the user, parents may need to seek alternative routes to listening/reading to the book. Read this [Welcome Letter](#)

#### **Daily Read Aloud**

**Daily Read Aloud** (Choose One)

[Wrinkle in Time](#); [Charlie and the Chocolate Factory](#); [Daddy Long Legs](#); [Heidi](#)

#### **Family Literacy Project**

**Lesson Plan** [Amelia Bedelia's First Day of School](#)  
[Online Read Aloud](#)

To begin your week, you will be directed to Day 1, Day 2 and Day 3 of the Curriculum. Please keep in mind that this program is designed to work directly with our 2 Day on site/ 3 Day at home hybrid programs.

Here is an example of how the week can work including your Epic Days:

- Monday - Day 1 of curriculum and the start of the Family Literacy Projects
- Tuesday - Innovations / Discovery (Plus Extra Math Work)

- Wednesday - Epic Day
- Thursday - Day 2 of curriculum and continuing of the Family Projects
- Friday - Day 3 of curriculum and finishing of the Family Projects

Family Literacy and Skills Lesson Plans are already loaded in their Boost account under the Language Arts tab. If the Family Literacy and Skills Program doesn't sound like something you wish to do, scroll through some of the other options we have available to offer and fill in the strands.

More information about Family Literacy and Skills is available in this [welcome letter](#).

**Lexia** is recommended for all students regardless of your choice to use the Family Literacy Program or not.

- On average 1 unit takes about 5 minutes to complete.
- When your student first logs into Lexia they will be provided with a **placement test** - this will place your student on a level unique to their knowledge.
- Lexia will move your student up automatically as they pass through levels.
- Your students minute/unit goal is based on how much work they need to complete in order to finish grade level material by the end of your current grade.
- If your student is below grade level, their weekly goal might be higher but no more than 80 minutes.
- If your student has passed grade level material, they might have a low goal minutes.
- Goals are refreshed at the beginning of each month and are based on the previous month's usage and how much material is needed to finish on grade level materials by the end of the school year.
- Because we **do** promote Lexia usage to all students, we provide weekly prizes each Epic Day to all students who met the previous week's **UNIT** goal (not minute goal, but unit goal)

*Note to parents - Lexia will count the minutes of usage regardless of whether or not the student is actually working through the unit. It starts counting the moment you log in, if you want to ensure your student is learning, make sure they are meeting their weekly Unit goal.*

## Dive Deeper

You will see "Dive Deeper" listed under your students curriculum list in Boost in the Social Studies tab. Dive Deeper is designed to be extra fun learning activities that correspond with what was taught in Epic that week for Leadership, History and Science. These activities are provided for the families that would like extra, but they aren't required. Many additional curriculum supplies can be checked out in the Resource library based on the weekly lessons.

## Curriculum Requests

In order to request any online subscriptions or check any items out from the library, you must fill out the [Third Party Apps and Websites Agreement 24/25](#) as sent via the initial onboarding #1 email.

- Top Recommended Programs for all students:
  - Language Arts: Family Literacy and Skills
  - Language Arts: Lexia (regardless of your curriculum of choice)
  - Math: Family Math + Zearn Online + Zearn Workbook
- Canyon Grove provides many secular options to choose from for curriculum.
  - *Parents can choose to use their own non-secular options, but Canyon Grove cannot provide those options. We do have several families who choose to use The Good and the Beautiful. We do have some of the non-secular manipulatives or reader books available as we have so many families using this curriculum. But we can not provide the Teacher Manual / Lesson Plans. Parents can check out the Alexandria App under the resources tab in Boost to see which items we have available for the GATB)*

- Resource Library items can be requested and will be placed in the appropriate bins for each epic day. We will pass these out when they are available at the end of the day to your student to bring home, with the exception of:
  - Big Technology Items (i.e. Telescope, microscopes, chromebooks, etc.) - These items have to be picked up directly from the resource library as they don't want it to exchange too many hands. (same for returns - these items need to be returned directly to the resource library and not at your regular epic day).
  - Chromebooks can be checked out to each student - these do not need to be on the request list, parents can just show up to the resource library to pick one of these up.

## Virtual tutoring

Virtual tutoring: We are excited to offer *online tutoring* for our Epic students. These small-group sessions provide extra support in both reading and math, with a focus on building strong foundational skills at each grade level. Tutoring groups will be kept intentionally small allowing for a more personalized and collaborative experience. Each group will meet once a week on Zoom, where students will receive direct instruction, practice grade-level skills, and engage with their peers in a fun, interactive environment. Our goal is to help students grow in confidence and skills while making learning enjoyable!

## Resources & Technology

Additional resources and technology are available for checkout through our resource library. You can either come in to shop the library in person or browse our catalog online. We have hands-on kits, games, and tools to make your teaching easier, explore a topic more deeply, or connect more completely to any subject (Math, Language Arts, History, Foreign Language, Science, Art, and Music).

**To check out materials remotely:** You will need to access our library catalog and place a hold request on an item. Once you have requested that item, our librarian will pull the item, check it out to your student, and have it delivered to your epic day location. (Chromebooks must be picked up and returned in person). To use the online catalog please read the tutorial found on the [Library page of the Canyon Grove Academy Website](#).

**To check out materials in person:** Our library hours for the 2024-2025 school year are **Monday - Friday from 9:00 am to 12:00 pm and 3:00 pm to 3:30 pm**. We will be closed between the hours of 1:00 to 3:00 every day to hold classes and provide the librarians time to prepare materials for you. Please check in at the front office before coming upstairs. You are welcome to browse the resource buckets on your own or ask our staff for assistance in locating just the right materials for your student. Unlike curriculum which has a year long check out, most resources may be checked out for one month. You may check out up to five resources per student (this limit includes regular library books as well). Once you have your selection of materials ready to check out, simply make your way to the circulation desk where our librarian will check everything out to you.

**We strongly encourage you to review all of the Library Rules and Procedures** which are also listed on the [Library page of the Canyon Grove Academy Website](#). Scroll past the tutorial to locate this information. Of special note are details on what needs to be returned (consumables vs. non-consumables), what fines will be assessed, and what our chromebook policy is. You will be held accountable for the materials that you check out as outlined in this policy.

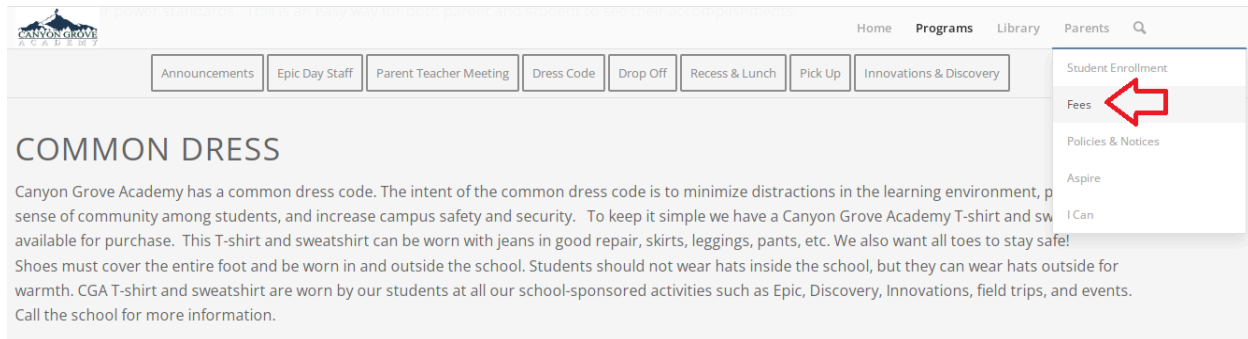
## In Person Programs

Epic, Innovations, and Discovery are our in-person-programs. For all programs we have a **common dress** policy. That means that all our students wear a CGA T-shirt along with a CGA sweater (when it is cooler) to ALL activities. This T-shirt and sweatshirt can be worn with jeans in good repair, skirts, leggings, pants, etc.



We also want all toes to stay safe! Shoes must cover the entire foot and be worn in and outside the school. Students should not wear hats inside the school, but they can wear hats outside for warmth. CGA T-shirt and sweatshirt are worn by our students at all our school-sponsored activities such as Epic, Discovery, Innovations, field trips, and events. You can wear any outer layer for outside activities. CGA Common Dress items can be purchased at the main office or you can order via the website: Select the Parents tab → Fees and you will be directed to a separate webpage for purchasing.

On campus locations, you can pick up your shirt order in the main office. Off campus locations can send the purchase confirmation to [office@canyongrove.com](mailto:office@canyongrove.com) and they can make sure to get your shirts to you.



## Epic

Epic consists of multi-aged classes where students are grouped youngest to oldest with similar-aged peers. The classes are called Aspen, Birch, Cedar and Oak. Topics covered are Leadership, Math, Language Arts, Science and History-based themed lessons which include Stem, Social Studies, Art, Literature studies. We focus on project-based, interactive and engaging lessons that promote critical thinking and discussion

Bring a backpack, sack lunch and a water bottle to Epic. Canyon Grove will provide all additional supplies.

### Location

When you enroll in our Epic program you will choose a “location”. This is your choice and allows you to pick the day you will attend Epic.

### Drop off and pick up

#### Drop-Off: 8:50 am – 9:00 am

- Please encourage your students to be ready to unload, have their materials ready to go, as you enter the lineup of cars.
- Have any last minute instructions or conversations with them BEFORE you get to the curb.
- Once at the curb, please kindly encourage your students to exit your vehicle in a timely manner.

Please ONLY be late if there is a true emergency.

#### Pick-Up: 3:15 pm – 3:25 pm

- Please have your student's first and last name displayed on your dashboard for afternoon pickup.

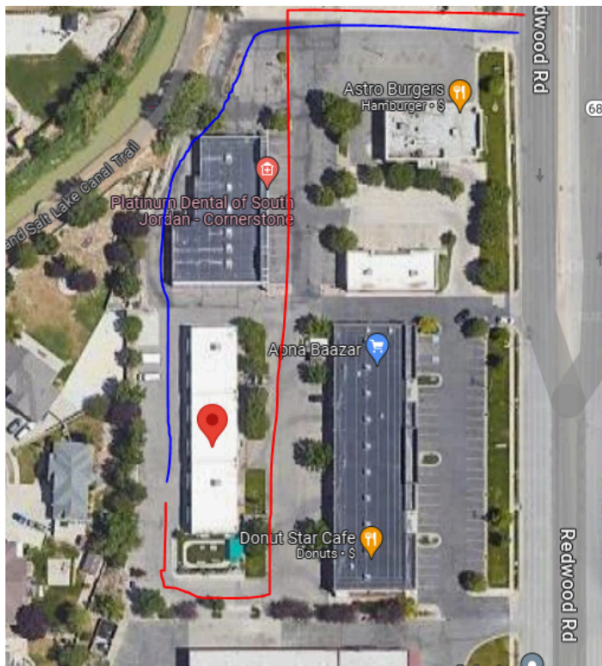
- Please close your door and move away from the curb in an efficient manner so that we can keep the line moving.
- Please visit with your students about their day once you have driven away from the curb.
- We thank you for your assistance in keeping traffic flowing smoothly.

Pick-up Authorization: If someone other than the parent/guardian is picking up, please notify the ES before 2:30 pm.

### SCHOOL CANCELLATION

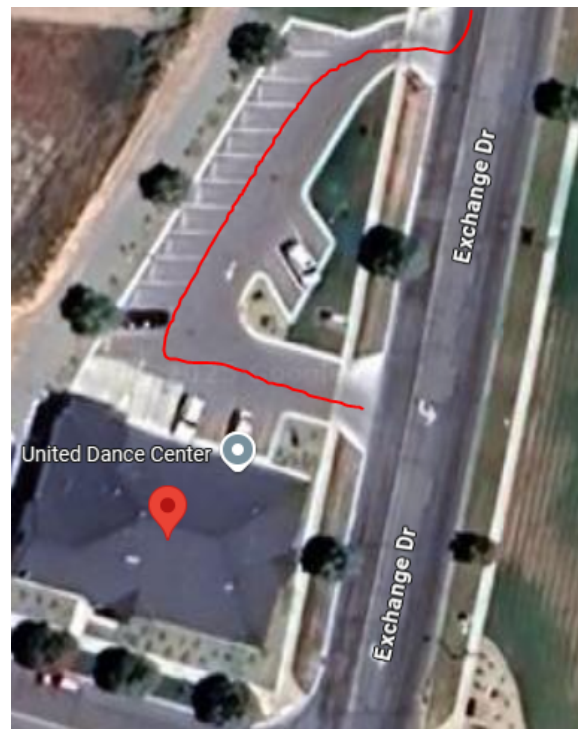
- Classes will only be canceled if there is severe weather or another emergency that prohibits teachers and students from safely traveling or meeting together in a healthy environment.
- Parents will be notified via TEXT.

### South Jordan Map



Please follow the red line for entering the carpool and the blue line for exiting the carpool.

### Saratoga Springs Map



### Pleasant Grove Map



## Innovations/Discovery

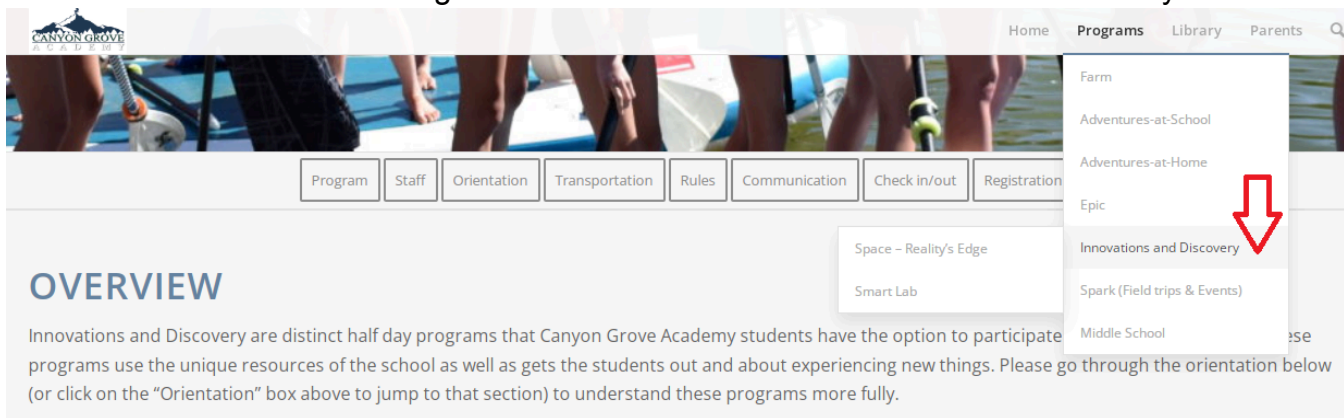
Information regarding your location's Innovations/Discovery schedule can be found on the website. These programs are optional and must be signed up for at specific times throughout the school year. During a full school year, each student will get the opportunity to sign up for two 8-week sessions of Innovations and four 4-week sessions of Discovery.

Innovations utilizes the resources we have available on campus (Space Center, farm, SmartLab etc.) Discovery activities are all about trying new things and are both on and off campus. In the past, activities have included things like Paddle Boarding, Ice Skating, Impact Ninja Gym, and Drumming.

Parents need to review the "Parent Orientation" posted on the Innovations and Discovery webpage. You will be held responsible for knowing all the rules and expectations posted there, including deadlines for session registration. The orientation will also explain how to register. Once you go through the parent orientation all questions, comments or concerns about Innovations and Discovery should be directed to Jana Stout [jana.stout@canyongrove.com](mailto:jana.stout@canyongrove.com)

Please do not send your students with a backpack for these programs. They rotate through classrooms as well as outdoors and the backpacks become problematic to deal with.

**How to Access:** From the Programs tab → Click on the Innovations and Discovery



## Identifying Students with Special Needs

### **What is Special Education (SPED)?**

Special education means specially designed instruction, at no cost to the parents, to meet the unique needs of a child with a disability.

### **What is an IEP?**

An Individualized Education Plan (or Program) is also known as an IEP. This is a plan or program developed to ensure that a child with an identified disability who is attending an elementary or secondary educational institution receives specialized instruction and related services.

### **Do I need to be using a certain curriculum to receive SPED services?**



Yes! Since special education is federally funded, your student has to be using a state approved curriculum in order to qualify for services. If you have questions as to what the state approved curriculum is, please contact [sheri.berard@canyongrove.com](mailto:sheri.berard@canyongrove.com)

### ***How does a student qualify for an IEP?***

The first thing that we look for is that the student is not performing academically at grade level. If they are not, then the special education director will reach out to you. If it is something that you notice, then please let our Special Education director know. From there you will work together to see what the cause of the delay could be. This could include psychological testing from the school psychologist where they will assess academic and cognitive abilities. Your student will also be given tier 2 and 3 interventions to see if that helps close the academic gap first. If the interventions have not worked, then a team (including you, the parent) will meet to determine if your student is eligible for an IEP.

### ***Where are services given?***

All of our special education services are provided at the main campus in Pleasant Grove.

### ***My child had an IEP at their old school, what should I do?***

If you have a copy that you can send, that will help services not be interrupted while we wait for your students' previous IEP to be transferred to us. If not, that is ok; we will request their file when you enroll with us. Your student's current IEP and services will be honored while the school determines if it needs to be amended, redone, or accepted as it is.

## ***Withdrawal Procedures***

***Withdrawal*** – Notify the registrar and your Educational Specialist of plans to withdraw as soon as possible. It is imperative this be done before enrolling in any other school.

### ***Returning School Materials***

- If a student withdraws from CGA, return of school property must be completed within 15 days.
- The Office will email the family a list of items that must be returned. Families will be invoiced for repair or replacement of lost or damaged school property.
- If the equipment and materials are not returned or invoices are not paid after three attempts to contact, including one certified letter, the matter will be turned over to a collection agency. Once an account has been turned over to collections, the family is responsible to pay the collection agency. Materials can no longer be returned to CGA.

## ***Frequently Asked Questions***

**Emergency** - If there is ever an emergency or a snow day we will send a text notification to the cell phone number you have listed in Boost/Aspire.

**Birthdays** - We love to celebrate birthdays for your child. No food treats for birthdays. If you want to celebrate a child's birthday, you may bring in items like pencils, party hats, non-edible goodie bags etc.

**Invitations**- If you would like to have your child pass out birthday invitations at school, the procedure is to make sure the entire class is invited. If you are inviting just a few kiddos (this is more typical), please plan for a parent to be at the carpool at the end of day to hand invites personally to the student's parents directly.

**Classroom visits:** We are a learning community that works together to bring education alive for your child. Students attend only one day a week. With that in mind, parents are encouraged NOT to attend a child's class

as it can be disruptive for other students in the classroom. Parents are, however, invited to help with two annual class parties each school year.

**Pickup** - Please follow the carpool procedure sent out annually at the start of each school year.

**Water Bottles**- We encourage your child to bring a water bottle to their school day. No sugary drinks in the classroom please, water only.

**Sharing food** - Due to allergies, students are asked to not share any food from their lunches with each other.

**Library** -Students are allowed to check out books from the library during regular library hours.