

DATE RECEIVED: \_\_\_\_\_ BY: \_\_\_\_\_  
For School Use Only

**Victoria School of the Arts  
Registration Package GR 10 - 12**  
*Submit complete registration forms to Victoria School Office.*

**Victoria School OPEN HOUSE – Thursday, February 6, 2018 - 5:00-8:00 p.m.**

**Registration Process:**

- Completed registration packages are to be delivered to the Victoria School office.
- Intake consultation date will be scheduled with counselor/administrator for course selection.
- Auditions will be booked at this time for any Arts course requiring one.

**Registration Checklist:**

*Please check each box to ensure the appropriate information is included in the registration package:*

- Completed Victoria School Student Information Form
  - Confirmation of address for the student's parent/legal guardian (e.g. driver's license, utility bill)
  - A **copy** of birth certificate and/or travel passport/current Canadian citizenship documents
  - FOIP, Code of Conduct, Media Release, Physical and Mental Medical Management Plan
  - Include custody or access documentation **if applicable**
  - Progress Report from June 2017 and most recent Progress Report (2017/18)
  - Registration for Arts courses requiring an audition are to be booked at the office *at the time of submission of registration package*
  - Appointment date for course selection will be scheduled in the office *at the time of submission of registration package.*
  - Registrants are **encouraged to submit a student letter as part of the registration package**
  - Include information regarding LSP (Learner Support Plan); IPP (Individual Program Plan); IP (Intervention Plan); or ELL (English Language Learning) programming needs, if applicable
  - Proof of District Sponsorship Agreement for coded out of District students
- Application packages with information that is inconsistent with information provided by Alberta Education will be deemed incomplete and returned***

*For students registering who are **NEW** to **Edmonton Public Schools**; please note the following must be included:*

- Completed Edmonton Public School Registration Form
- Request and Authorization to Release Student Records Form

For further information on the District pre-enrolment process;  
please visit [www.epsb.ca](http://www.epsb.ca)

**Best email contact:**

1. \_\_\_\_\_

2. \_\_\_\_\_

STUDENT NAME \_\_\_\_\_  
(Last) \_\_\_\_\_  
(First) \_\_\_\_\_  
GRADE 2018-2019 \_\_\_\_\_





# STUDENT INFORMATION FORM

Student's LEGAL Name: \_\_\_\_\_ Preferred: \_\_\_\_\_

Student's Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov.: \_\_\_\_\_ PC \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Birthdate: D \_\_\_\_\_ M \_\_\_\_\_ Y \_\_\_\_\_ Male  Female

Student Cell Phone #: \_\_\_\_\_

**Guardian #1**  biological or adoptive mother  step-mother  other

Name: \_\_\_\_\_

Telephone Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

Email addresses will be used to create SchoolZone accounts & distribution of school E-News

**Guardian #2**  biological or adoptive father  step-father  other

Name: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

Email addresses will be used to create SchoolZone accounts & distribution of school E-News

Resides With: (Please  one only)  Both Parents or  Mother or  Father or  Legal Guardian

**Emergency Contact** Relationship to student: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**Guardianship, Custody or Access Rights:**

Does a legal document exist in regard to custody or access? Are there legal documents stating security information?

Yes  No If yes to either question, please provide **copies of** current documentation.

**Siblings currently attending Victoria School:**

None Name: \_\_\_\_\_ Grade \_\_\_\_\_ (2018-19)

Name: \_\_\_\_\_ Grade \_\_\_\_\_ (2018-19)

**Siblings applying to Victoria School:**

None Name: \_\_\_\_\_ Grade \_\_\_\_\_ (2018-19)

Name: \_\_\_\_\_ Grade \_\_\_\_\_ (2018-19)

**Students who require specialized supports and services**

Is your child currently identified as requiring specialized supports and services or identified with special education needs?       YES     NO

If YES, what is the Alberta Education coding? \_\_\_\_\_

Does your child currently have (or has had in the past) an **IPP** (Individualized Program Plan) **LSP** (Learner Support Plan)?       YES     NO

In Alberta, funding for students who require specialized supports and services, is assigned to the jurisdiction in which the parents/guardians of the student resides. Should students wish to attend Victoria School and are considered non-residents of Edmonton Public Schools, a sponsorship agreement may be required in order for the student to be considered for the Victoria School Program. This includes students who residence changes prior to the first day of school.

This is based on District policy, HEC.BP, and the *School Act* (Section 44).

If a sponsorship agreement is required, the parent/guardian must make arrangements with their resident board for sponsorship to our District.

For further information regarding sponsorship agreements, please contact the school administration.

I acknowledge the above information to be true, correct and complete and verify that all information contained in the application is correct. I consent to the release of information to allow school authorities to fulfill their obligation under the *School Act*.

➡ Sign Here: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian Signature



## CODE of CONDUCT 2018-2019

### STUDENT CODE

As a student at Victoria School of the Arts, I will:

- attend consistently, be punctual and arrive prepared to all classes
- give my best to my academic and extracurricular pursuits
- behave in a manner that contributes to an orderly atmosphere and ensures the rights of all individuals within the school; which includes yellow buses
- keep hallways clear and quiet during class time
- be responsible for my attitude and behaviour
- be considerate and respectful of others
- positively influence and encourage my peers in all their endeavors and projects
- have the courage to take the “right” stand regardless of peer pressure
- demonstrate care and concern for school property and the property of others
- respect the authority of all staff within the school
- respond appropriately to the direction of staff at school and during school activities
- ensure that correspondence from the school is communicated home
- not bring or encourage friends to visit Victoria School, nor will I visit or attend other schools during school hours
- dress appropriately for school being respectful of our grades K-12 school culture
- strive for a harmonious balance with my well-being. The components of well-being are: educational; social/emotional; mental; physical and spiritual (a sense of worth). A harmonious balance offers optimal conditions that create a readiness for learning
- refrain from cheating which includes plagiarism, copying, stealing tests or assignments and getting answers for a test or assignment in advance, as well as give answers or work to others to claim as their own. Adhere to academic honesty policy

### TECHNOLOGY AGREEMENT

- I agree to use technology and information resources in a responsible, efficient, ethical and legal manner
- I also understand that acceptable uses of technology and information resources are activities which are curriculum based and support teaching and learning
- I can only use the logo of Victoria School with permission from the Principal
- I may use personal digital devices during class time only when permitted by the teacher
- I will only access, and author, appropriate content while on school property
- while at Victoria School my use of technology may be monitored and the administration has the right to remove anything that may jeopardize the safety and wellbeing of another
- the same conduct codes and responsibilities apply to the use of any personal devices including laptops, cell phones and cameras which I bring to school the administration has the right to review and or remove anything that may jeopardize the safety and wellbeing of another.
- I will obtain permission from members of our school community before posting any audio or video of them.

***Suspension or expulsion from the school may occur for the following infractions either through intentional or negligent conduct:***

- violation of the Student Code including the Technology Agreement
- the use of profanity, racial comments, insulting statements, uttering threats and/or any physical altercation

- bullying, harassing, threatening or intimidating other students, including initiation rituals in person or online
- being in possession of a weapon, replica weapon or dangerous goods to harm, intimidate or threaten other
- smoking or the use of vaporizers on school property
- being involved in the use, sale, possession; or under the influence of drugs, alcohol, or any illegal or restricted substance, including vaporizers and cigarettes
- any offense which threatens the safety of well-being of students or staff
- stealing/shoplifting during school hours
- remaining at the scene while others participate in any of the above actions

**WALKING FIELD TRIPS**

At times throughout the school year, with the administrative approval, a class may use their assigned instructional time utilizing off campus facilities and attractions within a 3km radius.

**VICTORIA ELECTRONIC COMMUNICATION**

Victoria School provides information to parents via your SchoolZone account and electronic communication. Canada’s anti-spam legislation (CASL), which came into effect on July 1, 2014, requires us to obtain your consent to continue to receive electronic communication. Since our relationship with you is important to us, we would like to continue providing you with the information that is relevant to you and your family via the email addresses you have provided the school. By signing below you are providing consent to receive our electronic newsletter. Please contact the office if you are changing email information.

**SUPERVISION AGREEMENT**

Supervision of students is provided each morning 15 minutes before school begins and after school for 15 minutes. Students must be picked up or be on their way from school within 15 minutes of dismissal, every day. The exceptions to this include school sponsored supervised activities. Students are required to be in Victoria Square while waiting for their parents. If emergency arrangements are required, parents must contact the office.

**SUPPORTS AND/OR CONSEQUENCES**

Possible supports and/or consequences for behaviour that does not align with the school code of conduct, district policies, or the school act include but are not limited to:

- a. temporary assignment of a student to an alternate supervised area within the school,
- b. temporary assignment of a student to an alternate learning location,
- c. short term removal of privileges,
- d. interventions such as positive behaviour supports, contracts, counselling, restorative practices,
- e. replacement or retribution for loss of or damage to property,
- f. in-school or out-of-school suspensions,
- g. referral to attendance board; and or
- h. recommendation for expulsion

**Declaration by Parent, Guardian, or Independent Student**

I have read and am aware of the expectations and agree to adhere and abide the 2018-2019 Victoria School of the Arts Code of Conduct, Technology Agreement, Walking Field Trip, and Supervision Agreement.

Date: \_\_\_\_\_ Student: \_\_\_\_\_  
(Print Name) Signature

Date: \_\_\_\_\_ Parent: \_\_\_\_\_  
(Print Name) Signature



# FOIP Consent

## Consent to post or publish student information

Victoria School is requesting your permission to use your child's personal information (i.e., image, grade and/or name, etc.) in public venues or on the Internet where the general public may have access to the information in order to communicate with parents, the community and the general public.

By signing this form, you are agreeing that your child's personal information may be used in the following ways by the school and school district. Examples include, but are not limited to:

- video recordings;
- displays;
- posting pictures, videos, podcasts or Presentations online;
- brochures, program booklets, newsletters or publications; and
- accessing and posting information to public websites or social media applications (e.g., FaceBook, Picasa, Flickr, YouTube, Twitter and other emerging technologies).

Classroom lessons may also be digitally recorded to provide material for staff development or to demonstrate good professional practices. These recordings may be shared with other educational organizations.

Some websites may require students to login and provide information such as their name, school and email address when they are sharing digital images, videos and presentations across the school district or on public websites.

By signing this form and returning it to the school, you are consenting to your child's information being used for these purposes. **If no form is returned, it indicates that consent was NOT given.**

Yes, I consent to my child's information being used for the above stated purposes.

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Student's Name:

Grade:

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Parent/Guardian(s) Signature(s):

Date:

### FOR SCHOOL USE ONLY

Homeroom Teacher/Room #:

EPSB ID#

To help ensure that you know and understand how your child's information may be used, the school administration and/or your child's teacher will continue to communicate with you and provide you with additional information on events and projects that your child may be participating in.

Consent is voluntary and you may withdraw your consent and request that personal information regarding your child be removed from sites that are administered by Edmonton Public Schools by notifying the school principal in writing. Please note that once photographs, student names and other identifying information is released in any public forum, Edmonton Public Schools cannot control or prevent the further distribution or use of the material by those who access the information. For more details on how personal information is used in Edmonton Public Schools, visit [www.epsb.ca/datafiles/CollectionUseOfPersonalInfoGuide.pdf](http://www.epsb.ca/datafiles/CollectionUseOfPersonalInfoGuide.pdf).

*In accordance with the Freedom of Information and Protection of Privacy Act (FOIP), Edmonton Public Schools is authorized and required under the provisions of the School Act and its regulations to collect, use and disclose personal information that is necessary to provide educational programming and ensure a safe and secure school environment for students.*

# Media Consent Form

## This form asks if your child can be interviewed, filmed or recorded by media outlets that have been invited to the school.

The District invites media to our schools to help share stories about school events, programs, goodwill initiatives or students. When possible, the school will notify parents when media will be on site.

Media requests are carefully considered by the Communications department and the school principal before being approved. Schools need consent from parents/guardians before allowing media to interview or take photos, video or audio of students at non-public events. This consent is only required if students could be interviewed, videotaped or photographed with their faces clearly shown.



News media reporting may include interviews with students, as well as photographs, video or audio to be shared in newspapers, magazines, radio or television programs, and online posts for websites or social media. The media coverage may be digitally manipulated, published, broadcast, re-broadcast or sold to other media outlets.

## CONSENT

STUDENT'S NAME

GRADE

ROOM

SCHOOL NAME

SCHOOL YEAR

I am the parent/legal guardian of the student named above. I have read and understand the information provided on this form.

OR

I am the independent student named above. I have read and understand the information provided on this form.

- I give permission for my child to participate in media coverage as described above.
- I do not give permission for my child to participate in media coverage as described above.

- I agree to participate in media coverage as described above.
- I do not agree to participate in media coverage as described above.

PARENT/GUARDIAN SIGNATURE

INDEPENDENT STUDENT SIGNATURE (18 YEARS OR OLDER)

DATE

DATE

 **Parents/legal guardians or independent students may cancel their consent by contacting the principal.**







To complete only if new to Edmonton Public Schools

**RE: Request and authorization to release student record to  
Victoria School of the Arts**

Please release the student record of the student below to:

**Victoria School of the Arts**  
10210 – 108 Avenue  
Edmonton, AB T5H 1A8

Attention: **Victoria School of the Arts: Student Services**  
Phone: 780-392-3535 - Fax 780-392-3556  
[brenda.stayko@epsb.ca](mailto:brenda.stayko@epsb.ca)

Legal Name of Student \_\_\_\_\_ Birthdate \_\_\_\_\_

Name of previous school \_\_\_\_\_ Grade \_\_\_\_\_  
(2018-2019)

City of previous school \_\_\_\_\_ Province \_\_\_\_\_

Country \_\_\_\_\_

*If the Student record is requested from a school jurisdiction outside of Alberta  
the following section must be completed.*

Permission is hereby granted to \_\_\_\_\_  
(previous school name)

To release the student record to **Victoria School of the Arts**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent, guardian or independent student



**STUDENT** \_\_\_\_\_

Last name

\_\_\_\_\_

First name

\_\_\_\_\_

(Grade in 2018-19)

## PHYSICAL & MENTAL MEDICAL MANAGEMENT FROM PARENTS (2018-2019)

**Health condition diagnosed?**

**Describe signs or situations that indicate an emergency response is needed:**

**List steps to take in the event of an emergency related to this condition:**

**Symptoms:** List symptoms of the condition that this student is experiencing or may experience, and strategies for managing these symptoms.

**Medications:** Summarize information about medications this student is taking. List current or possible side-effects of these medications.

**Monitoring:** List signs or symptoms that may indicate the condition is not under control or that medication needs to be adjusted. Identify specific steps the student or teacher should take to monitor this condition.

**Triggers and Restrictions:** List any food, activities, situations, etc. that this student should avoid.

**Accommodations and Special Considerations:** List any adaptations or strategies that will assist this student in participating as fully as possible.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Relationship to student

\_\_\_\_\_  
Date