

Adult Education Intake Form

Name: _____ / _____ / _____ / _____
Legal Last Name (Family Name) Legal First Name Middle Name All Other Names

Address: _____ / _____ / _____
Number & Street City Postal Code

Phone Number : _____ Email: _____

Date of Birth: _____ / _____ / _____ Gender: Female Male Other
Day Month Year

I declare that I live in (am ordinarily a resident of) BC, (or if under 19, my parent/ guardian is ordinarily a resident of BC _____ (initial)

Please check one: *must meet requirements described in our [Student Eligibility Document](#))

Canadian Citizen Perm. Resident Convention Refugee Refugee Status Card *Work Permit Other (Specify) _____

Before coming to VSB Adult Ed, what was the last **BC high school** you attended? (if applicable)

_____ / _____ / _____ / _____
Name of School Location Last Grade Year Personal Education Number

Before coming to VSB Adult Ed, what was the last Public or Private school including, high school or post-secondary you attended?

_____ / _____ / _____ / _____
Name of School Location Last Grade Completed Last Year Attended

Underage Graduate:
 I was **under 19 years old on July 1st of this school year**, and
 I have graduated from high school (in BC or any other place e.g. another province, state, country).
 _____ (initial)

Graduated Adult:
 I was **19 years old, or older, on July 1st of this school year**, and
 I have graduated from high school (in BC or any other place e.g. another province, state, country).
 _____ (initial)

Future Graduate:
 I have not graduated in BC or in any other place.
 I wish to complete my BC High School diploma and I agree to follow my graduation plan.
 _____ (initial)

***Please initial one box only**

Optional: Do you have Indigenous ancestry? Yes No **Optional:** First Language _____

Optional: Do you have any life-threatening health conditions you would like us to be aware of? _____

Emergency Contact _____ / _____ / _____ / _____
Legal Last Name Legal First Name Phone Relationship to you

I certify that all information I gave is true and accurate to the best of my knowledge and allow the VSB to contact me as necessary.

Student Signature: _____ **Date:** _____ / _____ / _____
Day Month Year

OFFICE USE ONLY:

Checked by: _____

FTE Yes No

GA AD 80

Undergrad Yes No

New students Only:

EN / MA Assessment Score RL _____ ML _____

Intake level:

English Foundations 1/2 3/4 5/6/7

Academic English EN 10 EN 11 EN 12

PEN: _____

Proof of status: Yes No

Status verified on _____ by _____

Document Type: _____

Code of conduct signed: Yes No

Day School Letter of Permission / WD Yes No

School Records Attached Yes No

Intake Centre: SH GP



VSB Adult Education School Code of Conduct

(Date Reviewed June 5, 2023)

Statement of Purpose

VSB Adult Education is committed to uphold a safe, inclusive, equitable, welcoming, nurturing, and healthy school environment.

- Promote clear behavioural expectations of respectful and responsible citizenship that lead to a culture of safety, caring and respect amongst everyone in the school and programs and at all school-events and activities
- The School Code of Conduct applies at school, during school-organized or sponsored activities, on school buses, and any behaviour even if outside of school or school hours, (including on-line behaviour), that negatively impacts the safe, caring, or orderly environment of the school, and/or student learning.

Conduct Expectations

Acceptable Conduct

- Respecting self, others, and the school
- Contributing to a safe, caring, positive, inclusive, and peaceful environment
- Engaging in purposeful learning activities
- Following expectations of Academic Honesty and Integrity

Unacceptable Conduct

“Students shall not discriminate against others on the basis of Indigenous identity, race, religion, colour, ancestry, place of origin, marital status, family status, age, sex or sexual orientation, gender identity/expression, or physical or mental disability, or for any other reason set out in the Human Rights Code of British Columbia, nor shall a student publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the basis of any such grounds.” **Racism and discrimination will not be tolerated in our school.**

- Behaviours that interfere with the learning of other, interfere with an orderly environment, or create an unsafe environment
- Acts of bullying, harassment, intimidation, or physical violence
- Illegal acts, such as possession, use or distribution of illegal or restricted substances
- Theft or damage to property
- Violations of Academic Honesty and Integrity

Note: Behaviours (both acceptable and unacceptable) cited in the code of conduct are examples only and not an all-inclusive list.

Rising Expectations

Students are expected to learn and mature as they grow older, and as such the expectations progress towards increasing personal responsibility and self-discipline, as well as increasing consequences for inappropriate conduct/unacceptable behavior.

Retaliation Prevention

All reasonable steps will be taken to prevent retaliation against a student who has made a complaint of a breach of a code of conduct.

Consequences

Disciplinary action, wherever possible, is restorative rather than merely punitive. The school will treat seriously any behaviour that discriminates based on Indigenous identity, race, religion, colour, ancestry, place of origin, marital status, family status, age, sex or sexual orientation, gender identity/expression, or physical or mental disability.

Repetitive or severe unacceptable behaviour may result in increased severity of subsequent disciplinary action.

Special considerations may apply to students with special/diverse needs if these students are unable to comply with a code of conduct due to having a disability/challenge of an intellectual, physical, sensory, emotional, or behavioural nature.

Notifications

The principal or designate has a responsibility to inform other parties of serious breaches of the code of conduct. These parties include:

- Where appropriate, parents and guardians
- School district officials
- Police and/or other agencies, as required by law
- School community, when deemed necessary, to reassure members that school officials are taking appropriate action

Withdrawal from program; causes for

In consultation with our Director of instruction and , in accordance with School Act, Sec. 85 (3) the following will apply:

(3) Despite any other provision of this Act, a board may refuse to offer an educational program to a student 16 years of age or older if that student

- (a) has refused to comply with the code of conduct, other rules and policies referred to in section 6, or
- (b) has failed to apply himself or herself to his or her studies.

[School Act \(gov.bc.ca\)](http://gov.bc.ca)

I agree to follow the Code of Conduct at each VSB Adult Education Centre I attend:

Student Signature _____ **Date** _____