

# OROMOCTO HIGH SCHOOL

## REGISTRATION PACKAGE



When registering your student, please ensure that you have the following information:

**Last report card or transcript**

**Personalized Learning Plan / IEP (if applicable)**

**Medicare number (if available)**

**Proof of Immunization**

**Birth Certificate**

**\*\* Please note: All information must be fully completed before being processed.**

**~ Home of the Blues ~**

*Please email completed information to: [jodi.cleghorn@nbed.nb.ca](mailto:jodi.cleghorn@nbed.nb.ca)*

# Oromocto High School Registration Process

**Step 1:** Obtain registration package and OHS Course Handbook from Main Office staff (paper or digital).

**Step 2:** Complete all forms in package. Failure to fully complete forms may result in a delay in registration.

**Step 3:** Provide copies of supporting documentation (transcripts/report cards; personalized learning plan/IEP (if applicable); NB Medicare Number; proof of immunization; birth certificate; emergency medical plan (if applicable)).

**Step 4:** Return registration package and supporting documents to the OHS Main Office or by email to [jodi.cleghorn@nbed.nb.ca](mailto:jodi.cleghorn@nbed.nb.ca).

**Step 5:** Office staff will request academic records from previous school.

**Step 6:** School Counsellor, Resource Teacher, and/or Administration will contact previous school as needed. If student has a personalized learning plan and/or exceptional needs, this process may take additional time.

**Step 7:** Once academic records have been received and transition phone calls have been made, families will be contacted by the School Counsellor to arrange a registration meeting. Please review the OHS Course Handbook prior to the meeting and identify classes of interest.

**Step 8:** Families attend a registration meeting with the student's School Counsellor. Schedules will be built to best accommodate the student's graduation pathway. Please note that course selection will be subject to availability.

Students will be scheduled to start classes two days after registration (e.g., registration meeting occurs on Monday, student starts classes on Wednesday). This process allows teachers and support staff time to prepare.

**Step 9:** Student will be matched with an OHS student ambassador. They will receive an orientation tour of the school and have opportunities to ask questions about the student experience at Oromocto High School.



# Oromocto High School

25 Mackenzie Avenue

Oromocto, NB E2V 1K4

Phone: (506) 357-4015

Fax: (506) 357-4018



## Supplementary Registration Form

Academic Programming Information for students enrolling at OHS  
from School Districts other than Anglophone West School District

**Student Name:** \_\_\_\_\_

1. Has your child ever received resource/special education support?      Yes      No  
If yes, please provide details.  
\_\_\_\_\_  
\_\_\_\_\_
2. Does your child require continued resource support?      Yes      No
3. Has your child ever had a Special/Individual Educational Plan?      Yes      No  
If yes, please provide a copy.  
\_\_\_\_\_  
\_\_\_\_\_
4. Has your child ever had a psycho-educational evaluation?      Yes      No  
If yes, please provide a copy.  
\_\_\_\_\_  
\_\_\_\_\_
5. Does your child have any specific learning disabilities?      Yes      No  
If yes, please provide details.  
\_\_\_\_\_  
\_\_\_\_\_
6. Does your child have any physical disabilities/impairments?      Yes      No  
If yes, please provide details.  
\_\_\_\_\_  
\_\_\_\_\_
7. Has your child ever had a behavior plan?      Yes      No  
If yes, please provide a copy.  
\_\_\_\_\_  
\_\_\_\_\_
8. Has your child ever been enrolled in an alternate setting?      Yes      No  
If yes, please provide details.  
\_\_\_\_\_  
\_\_\_\_\_
9. Has your child ever been enrolled in a part time program?      Yes      No  
If yes, please provide details.  
\_\_\_\_\_  
\_\_\_\_\_
10. Has your child ever been denied admission to a school?      Yes      No  
If yes, please provide details.  
\_\_\_\_\_  
\_\_\_\_\_
11. Is there any other information which you believe is important to establish appropriate programming for your child?  
Yes      No  
If yes, please provide details  
\_\_\_\_\_  
\_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Oromocto High School

25 Mackenzie Avenue, Oromocto, NB, E2V 1K4

Tel. 357-4015 Fax. 357-4018

## STUDENT TRANSFER REQUEST

Student's legal name:

Date of Birth: **MM DD YYYY**

Grade: 9 10 11 12 (circle)

Program: English French Immersion (circle)

Name of Previous School:

City/Town & Province:

My student is transferring to Oromocto High School. Please release all relevant documentation concerning my son/daughter to his/her new school.  
Thank you.

Parent/Guardian Signature: \_\_\_\_\_ Date: **MM DD YYYY**

### For Office Use Only

#### **NOTES TO SENDING SCHOOL**

- BEFORE RELEASING THE ABOVE STUDENT'S CUMULATIVE RECORD, PLEASE EMAIL THE STUDENT'S MOST RECENT SCHEDULE AND TRANSCRIPT to [jodi.cleghorn@nbed.nb.ca](mailto:jodi.cleghorn@nbed.nb.ca). This will help us schedule this student prior to his/her CR arriving.
- IF YOU ARE AN ASDW SCHOOL, PLEASE TRANSFER THIS STUDENT OUT OF YOUR DATA BASE TO Oromocto High School.
- IF YOU ARE NOT AN ASDW SCHOOL, PLEASE DEACTIVATE THIS STUDENT SO HE/SHE CAN BE REGISTERED HERE AT OROMOCTO HIGH SCHOOL WITHOUT ERROR.

Thank you,

\_\_\_\_\_

Administrative Assistant OHS

\_\_\_\_\_

Date



# Oromocto High School

25 Mackenzie Avenue, Oromocto, NB, E2V 1K4 Tel. 357-4015 Fax. 357-4018

## Important information about Oromocto High School:

### No Scents is Good Sense!

Oromocto High School values the health of students and staff and is committed to providing a scent-reduced learning/working environment. Scented products such as perfumes, colognes, deodorants, hairspray, hair gels, and body oils contain chemicals which can cause serious problems for many people, especially those with asthma, allergies, and environmental illness. Please be sensitive to others health problems.

**Wear unscented personal products!!**

Paying for school items just got easier!  
Sign up to get started today.

### What is SchoolCash Online?

SchoolCash Online is an easy to use and safe way to pay for your children's school fees.

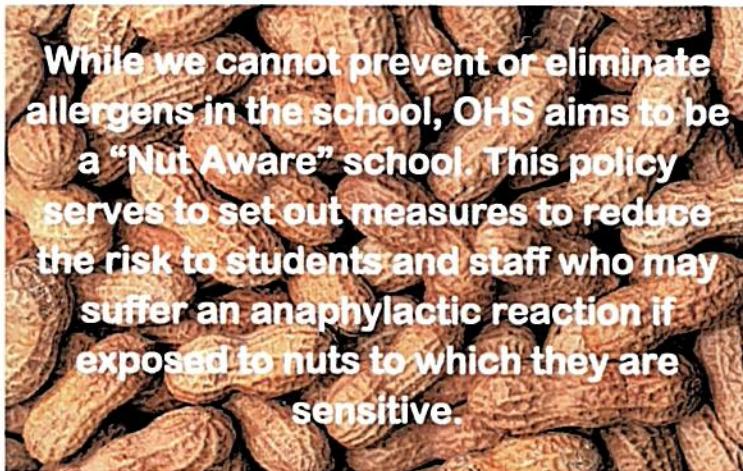
[Learn more](#)



[Register](#)

[Sign In](#)

[SchoolCashOnline.com](#)



### Behavior Expectations

#### **ALL STUDENTS ARE EXPECTED TO:**

1. Consider other's rights to learn at all times.
2. Be Successful.
3. Be on time and prepared to work in all classes.
4. Remain in class for the entire period.
5. Resolve conflicts through non-violent co-operative strategies and seek assistance if needed.
6. Return trays, utensils, etc. to the cafeteria and place all other garbage in the garbage containers.
7. Use polite language.
8. Dress appropriately for school.
9. Respect school property.
10. Follow Oromocto High School rules and routines.
11. Listen to staff and respond to requests.
12. Be on task and complete assignments/homework, prepare for test and not disturb others from learning.
13. Accept responsibility for their actions.
14. Demonstrate self-control.

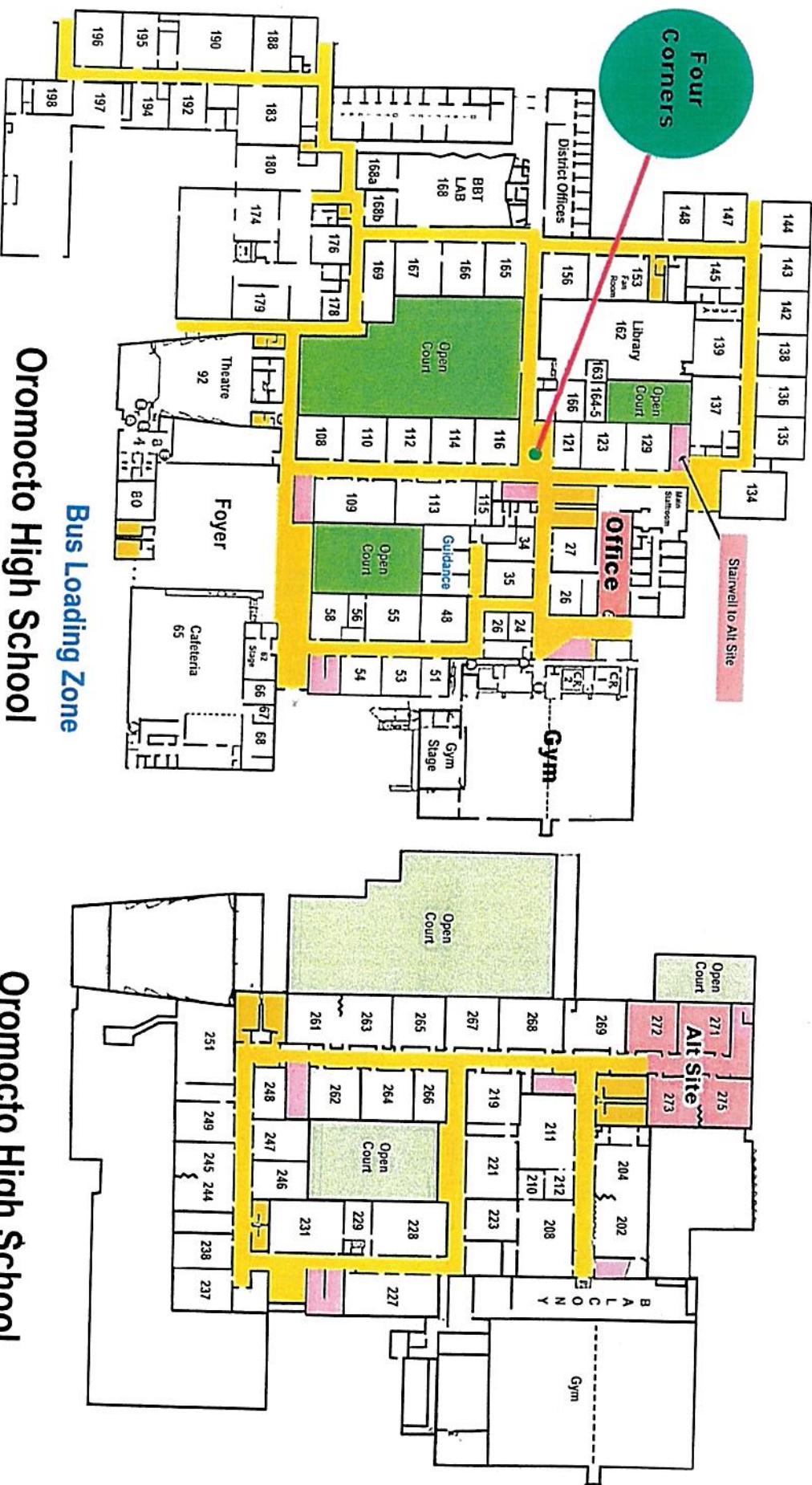
#### **ALL STUDENTS ARE NOT ALLOWED TO:**

1. Verbally, physically or sexually assault threaten, harass, abuse or intimidate any other person.
2. Use skateboards, rollerblades or play hacky sack anywhere in the building.
3. Personal electronic devices may be used at the discretion of the teacher during class time.
4. Bring to school any items that could be considered weapons.
5. Bring visitors to the school without permission from an Administrator.
6. Be in the hall without a hall pass.

### BELL SCHEDULE

8:40 – 8:45 AM	WARNING BELL / TRANSITION
8:45 – 9:45 AM	PERIOD 1
9:45 – 10:00 AM	HOMEROOM
10:00 – 10:05 AM	NUTRITION BREAK
10:05 – 10:10 AM	TRANSITION TIME
10:10 – 11:10 AM	PERIOD 2
11:10 – 11:15 AM	TRANSITION TIME
11:15 – 12:15 PM	PERIOD 3
12:15 – 1:20 PM	LUNCH
1:20 – 1:25 PM	TRANSITION TIME
1:25 – 2:25 PM	PERIOD 4
2:25 – 2:30 PM	NUTRITION BREAK
2:30 – 3:30 PM	PERIOD 5

O' Canada and Announcements will play at the beginning of Period 1



**Oromocto High School**  
**FIRST FLOOR**

**Oromocto High School**  
**SECOND FLOOR**

## Oromocto High School

- Stairwells
- Hallways
- Washrooms



**APPROPRIATE USE OF TECHNOLOGY CONSENT FORM**

<b>Category:</b>	<b>Educational Services</b>	<b>Effective:</b>	<b>August, 2024</b>
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**Parental Consent and Student Acknowledgement Form**

*This form is in support of Education and Early Childhood Development [Policy 311 Appendix A – Appropriate Use of Information and Communication Technologies \(ICT\)](#). Please review and sign accordingly.*

**Student:**

I understand that when using school computers, computer-related technology and software, I must follow the rules and responsibilities outlined in **Policy 311 Appendix A**.

I understand that if I do not follow these rules and responsibilities, I may lose my technology-related privileges and face additional discipline and other appropriate action by the school or school district.

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent or Guardian:**

As a parent or guardian, I have read and explained the rules and responsibilities outlined in **Policy 311 Appendix A** to my child and understand that they are required to comply. I authorize them to use technology-related resources at school and at home. I understand that a failure to respect the rules may result in a loss of access privileges as well as disciplinary sanctions.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Further Reference**

- Department of Education and Early Childhood Development [Policy 311 - Information and Communication Technologies \(ICT\) Use](#)



**STUDENT PHOTOGRAPHS AND STUDENT INFORMATION – PARENT/GUARDIAN  
RTIPPA CONSENT FORM**

<b>Category:</b>	<b>Educational Services</b>	<b>Effective:</b> August 30, 2025
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During the school year, your school and the district may use and share student information, such as their name, grade, school, or photo. This is done to celebrate student achievements and highlight positive school activities or events. This may include:

- Graduation and school events
- The school yearbook
- School or School District newsletters, websites or social media pages
- Posters, displays shown at school or district buildings
- Positive news stories shared publicly by the school, school district, media organizations (such as newspapers, radio, or TV), or partners, to recognize academic or school achievements.

**We need your permission to use this information.**

- For students under 16, a parent or guardian must give consent by signing the form.
- Students who are 16 or older can give their own consent by signing the form.

**Please check any boxes below if you have specific preferences.**

*If you do not have any specific preferences, you can skip the checkboxes and simply sign the consent section below.*

- I do NOT want the student's information (name/grade/photo) published in the school yearbook.
- I do NOT want the student's information shared publicly on school or School District newsletters, websites, or social media pages.
- I do NOT want the student's information used in school or district posters, displays, or materials.
- I do NOT want the student's information shared publicly by media organizations or other partners.

**Grade 12 Students Only**

Grade 12 graduation activities may include sharing student names, photos, and/or achievements in event materials, with partners, the community or media, and with elected officials for recognition.

**Please check any boxes below if you have specific preferences.**

*If you have no specific preferences, you can skip the checkboxes and simply sign the consent section below.*

- I do NOT want my name or photo included in the Grade 12 graduation composite, program, or invitation.
- I do NOT want my name, photo and/or achievements or scholarships shared with the community, partners, or media organizations for graduation recognition.
- I do NOT want my name and address shared with our elected official for graduation recognition.

**CONSENT**

Please fill out the attached form if you agree to the above. Return the form to the school by the requested date. If this consent form is not returned, the default response will be treated as "No Consent", and the student's information will **NOT** be used or shared for the activities listed, including the school yearbook.



**STUDENT PHOTOGRAPHS AND STUDENT INFORMATION – PARENT/GUARDIAN  
RTIPPA CONSENT FORM**

<b>Category:</b>	<b>Educational Services</b>	<b>Effective:</b>	<b>August 30, 2025</b>
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**Please print clearly.**

I, \_\_\_\_\_ give consent for the school and School District to use and  
(parent/guardian or student if 16 years and above)

share personal information regarding \_\_\_\_\_ for the activities listed  
(name of student)  
above.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Right to Revoke Consent** You have the right to revoke consent at any time. To do this, you must write a note or email to the school Principal.

**Notes:**

1. Students involved in performing arts, scholastic competitions or athletic activities perform or compete in public venues, including schools. It is reasonable to expect that photographs or videos could be taken by spectators and the media. Once parents/ guardians or other members of the public are invited, the event becomes a public event and anyone in attendance could take photographs or videos without first obtaining consent. Visitors are reminded to be respectful of other individuals' privacy, but the school cannot control what pictures or videos are taken or shared by the public.
2. Video surveillance equipment may be used in schools or buses to enhance the safety of students and staff, to protect property and to aid in the identification of intruders or other persons who may pose a risk to school community members.

If you have any questions regarding our privacy practices, please contact:

Coordinator, *Right to Information and Protection of Privacy Act*  
(506) 453-5454  
Anglophone West School District  
20 Knowledge Park Drive  
Fredericton, NB E3C 2P5

Further information on the *Right to Information and Protection of Privacy Act* can be found online at [www.gnb.ca/info](http://www.gnb.ca/info) or by contacting the Information Access and Privacy Unit of Service New Brunswick at [info.priv@snb.ca](mailto:info.priv@snb.ca) or by phone at (506) 444-4180.



## Student Data Collection Sheet –Additional Information Sheet

**SUPPORT FOR CANADIAN FORCES FAMILIES AND/OR  
FAMILIES WITH PARENTS/GUARDIANS WORKING OUT OF PROVINCE  
VOLUNTARY INFORMATION**

*To be shared with educators on a need-to-know basis only*

**Student Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

ASD-W recognizes the unique circumstances and lengthy separations that some families face due to employment situations (e.g. military service, working out of province). As a district, we want to ensure that our students are supported during these times. Therefore, if your family is currently experiencing a separation or will experience one during the current school year, we would welcome you to voluntarily share the following information:

Military Family (Yes/No)

Family Member Currently Away.

Expected Return: \_\_\_\_\_

Family Member Expected to Be Away.

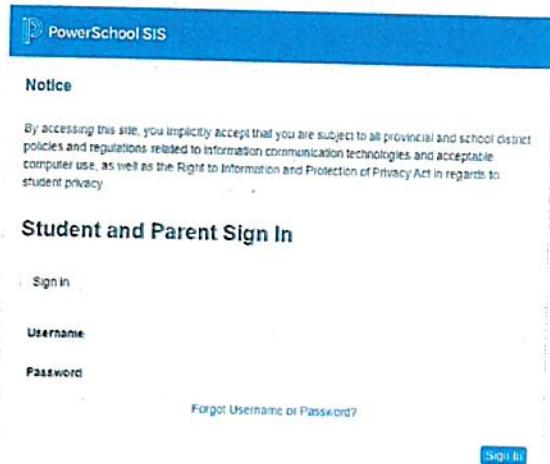
Expected Departure: \_\_\_\_\_

Please feel free to share any relevant information that you believe will help us support your child's needs based on family situation:

# PowerSchool Public Portal

## Introduction & Purpose

The PowerSchool Public Portal is an online tool that enables parents and students to become informed and involved partners in Education. The Public Portal can keep you informed about what's happening at school, track your children's progress, and provide you with online access to your children's teachers and classes.



## Single Sign-on Setup:

Please scan the following QR codes to gain access to a video tutorial and a support document, that outlines a step-by-step process on how to setup your online parent account.

### Support Document



<https://bit.ly/4g9yo7j>

## Policy 311

To gain access to your child's information online you will need to sign and return the sheet on the back of this document. Please have it returned to the school as soon as possible. Once returned, the school will provide your child with the Student Access ID and password letter. When you have this letter in hand, please consult the support document and video tutorial links above to help you setup and finalize your account.

DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

POLICY 311

Public Portal

**POSTING AND RELEASE OF STUDENT INFORMATION – Grades K to 12**

In an effort to enhance communication with parents, guardians and students, ASD-W has initiated the PowerSchool Public Portal. This will allow parents, guardians, and students to view current student attendance data, K-12. Further, at the high school level there is the potential for detailed course descriptions, assignment scores and updates from the teacher in a secure online environment.

Additionally, student information that would be accessible by parents and students would include student progress at reporting periods. You will only be able to view information for a student or students for whom you have been issued a Student Access ID & password by the School Administration.

**Please note: While stringent security protocols are enforced to mitigate the risk of unintentionally exposing student information to the internet, any information hosted on websites or e-mailed has the potential to be viewed/accessible by other Internet users. Parents & students are advised to consider this possibility and strictly adhere to the *Acceptable Computer Use Policy* guidelines.**

Please sign and return this form to the School Administration to indicate your wish to access your student's information in an online environment:

- I agree that my child's information can be used for the above-described purpose.
- I have read and understand the information above regarding the release of information about my child.
- I agree to keep my child's information secure.

---

Parent/Guardian signature

---

Date

School \_\_\_\_\_

If you have questions about this initiative, please feel free to contact the school.

For further information regarding the Department of Education and Early Childhood Development's policy on internet usage, please refer to the Information and Communication Technologies Acceptable Computer Use Policy

<https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/K12/policies-politiques/e/311AA.pdf>

