



Coquitlam School District 43

**Elite Performers
In Coquitlam
Program
(EPIC)**

**Middle School
Information, Criteria and Application**

**Program for Elite Athletes and
Performing Artists**

***Contact:*
Your Middle School Counsellor or Administrator**

Purpose

The purpose of the SD43 Elite Performers Program is to facilitate families and schools **working in partnership** to ensure that students who are elite performers in athletics, theatre, music, dance and modelling are able to build educational programs that maximize success as students transition to Secondary School, work towards meeting Graduation Program requirements, post secondary goals, and achieving their potential in their discipline.

It is important to note that the Required Areas of Study in an Educational Program (curriculum) and Graduation requirements are established by the BC Ministry of Education and post secondary requirements are established individually by each post secondary institution. These requirements cannot be altered via participation in the SD43 EPIC program.

Audience

- Students who are competing or performing at a provincial, national or international level as identified by the standards of the governing body.
- Students who are recognized as being in the top 10% in their discipline in the province, the country or the world as identified by the governing body.
- Students whose participation in a discipline is required, as a function of their level of skill and their discipline as described by their governing body, to miss scheduled schooling on a regular basis, or for long periods of time, in such a manner that their educational success is compromised.

Key Program Benefits and Limitations

1. Assignment of an “advisor-counsellor” who will:
 - a) Liaise between parents, student, school personnel and outside coaches / instructors
 - i. With particular focus on planning and managing absences
 - b) Fully inform family of all educational programming options and limitations in order to facilitate **academic success*** and development in the chosen discipline.
 - i. Home room and Team placement for scheduling with respect to Explorations
 - ii. Other schools that could better fit the student’s schedule
 - iii. Summer learning
 - iv. Coquitlam Open Learning
 - v. Scheduling and course requirements for ease of practice, competition and performance

* At no time will educators provide an educational program to a student whereby the student or their family is expected to “teach themselves.” In order for a student to earn credit for their learning they must provide evidence, often in the presence of the teacher, and participate in learning activities as outlined by the teacher.

- c) Ensure families have all relevant and necessary program and criteria information to attain and maintain EPIC status;
- d) Pro-actively communicate with enrolling teachers regarding the student’s status as an athlete or a performing artist;
 - i. Share all programming requirements – flexibility, training schedules etc

- e) Provide stress management and scheduling support at highly demanding times in the year.
2. Expansion and flexibility in educational programming
3. Customized program planning
 - a) Reviewed and updated on a semi-annual basis
4. Long range advising and educational programming in conjunction with the high school
5. Customized learning schedule to suit training and performance/competition schedules
 - a) Flexible assignment deadlines, rescheduling of class exams and other assessments, and if appropriate as determined by the educator, preparation of assignments prior to departures
6. Ongoing monitoring of academic progress
7. Scheduled Support Block **where possible and appropriate**
8. Student remains registered at their home school with their peers in most cases.*

*As secondary and middle school timetables are built to reflect the needs of the overall learning community it is not always possible to meet the highly specialized needs of an elite performer in their home school. Where this is the case, and COL cannot meet the learning needs, the counsellor/advisor will work with the family to find other options within the SD43 secondary and middle school community.

Eligibility

The SD43 Elite Performers in Coquitlam Program (EPIC) is open to artistic or athletic performers, as described in the purpose statement, who are seriously committed to their **education and training** and are competing or performing in the top categories of their discipline as identified in official documentation provided by their governing bodies.

Admission will be based upon:

1. Student's record of artistic or athletic achievement. Current rank/level and past performances or competitions will be considered.
2. Student's record of academic achievement – only to monitor for success
3. External coach's / instructor's / teacher's / agent's recommendations
4. Completed application
5. Meeting criteria for Performer Levels 1 or 2
6. Annual update of EPIC documentation including: current level of performance, revised training and competition schedules, and coach's letter of recommendation.

Academic Achievement:

Students are expected to maintain a satisfactory level of academic achievement and meet all educational requirements for their grade level. Work habit evaluations must be "Satisfactory" or better

for all courses. Absences, other than those which occur as a result of training / competitions / performances or illness, must be kept to a minimum.

Levels, Credits and Programming Options

1. Levels

a) Level 1 Performer

- The following is the criteria describing a Level 1 performer
 1. Requires the assistance of an advisor-counsellor on an ongoing basis throughout the year
 2. Absent from school on a regular basis, and/or may be absent for extended periods of time
 3. Trains in excess of 20 hours a week under the supervision of certified coach / instructor (documentation of status may be requested)

b) Level 2 Performer

- The following is the criteria describing a Level 2 performer
 1. Requires the assistance of the advisor-counsellor on an ongoing basis throughout the year
 2. May be absent from school on a regular basis, and/or may be absent for approximately 5-10 days per semester
 3. Trains in excess of 15 hours per week under the supervision of a certified coach / instructor (documentation of status may be requested)

2. Class Programming Options

Students are required to meet all Ministry of Education requirements. EPIC advisor-counsellors will work with students and their families to build a program that maximizes academic learning, success in the student's discipline and stress management. Programming may involve any combination of the options below.

- a) Traditional face to face class at the home school with individualized programming
- b) Traditional face to face class at another SD43 school offering a more appropriate program schedule
- c) Technology assisted learning in the home school or another SD43 school
- d) Blended instruction in distributed learning classes through Coquitlam Open Learning – a mix of face to face classes with technology assisted learning
- e) Coquitlam Open Learning – where a student requires a completely customized and likely on-line learning program – when attendance is heavily impacted – then the advisor-counsellor from the home school will work in consultation with COL to design the most appropriate program.

Student Name: _____

Student #: _____

COQUITLAM SCHOOL DISTRICT 43

ELITE PERFORMERS IN COQUITLAM (EPIC)

APPLICATION FORM MAY BE SUBMITTED AT ANY TIME

Before you hand in your application – **please ensure you can provide formal documents directly indicating your level of performance and that you have read all expectations.** All applications must be accompanied by the coach's / instructor's / agent's letter of recommendation.

Please ensure you have reviewed the EPIC Information and Criteria package. *Email your school counsellor or administrator if you have questions.*

Applications are being accepted on an ongoing basis.

Thank you for your interest in the Coquitlam School District Elite Performers in Coquitlam (EPIC) Program. This package includes information that you and your family will need to know. **The Information and Criteria package should be studied to ensure student criteria are met and that families understand the flexibility, options, expectations and limitations of the EPIC program.**

We are now accepting applications on an ongoing basis. If you wish to be considered for admission to the program please submit the following information:

1. A completed application form.
2. Formal documentation indicating your current level of performance – on letterhead with organization signature.
3. A letter of recommendation from your coach/ instructor/ agent, or sport’s governing body. The letter of recommendation, copy enclosed, should include a detailed outline of your involvement in your specialty area as per the EPIC purpose statement. It must contain an accurate statement regarding level/ranking and a schedule listing the hours each day of the week spent on training or instruction.
4. A resume outlining your specialty activities for the year of the application.
5. A copy of your most recent report card.

Once all the documentation has been received, applications will be reviewed by the program coordinator and notification letters sent to families. Accepted applicants will then contact their school’s advisor-counsellor to begin educational program discussions.

An applicant will not be considered registered unless all documentation has been submitted.

If you have any questions, please contact your school counsellor or administrator.

Applications are to be sent to your school counsellor or administrator.

CHECKLIST OF DOCUMENTATION (these must be included to fully complete an application)

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Letter from Coach/Instructor/Organization |
| <input type="checkbox"/> | Recent Report Card |
| <input type="checkbox"/> | Days, start and end times for training sessions |
| <input type="checkbox"/> | List of recent competition / exam standings |

SD43 Coquitlam – EPIC Application Form

Students are to complete sections A and B, as well as the appropriate specialty page.

A. Student Name: _____
Last First

Date of Application: _____ School year for EPIC program entry: _____

Home Address: _____

Postal Code: _____ Parent email address: _____

Parents'/Guardians' Names _____
Mother Father

Home Phone # _____ Parents' Work # _____

Do you live with someone other than your parents (billets)? Yes No

If yes, billets name _____

Address of billet family _____

Postal Code: _____ email address: _____

Phone # _____

New Student - Yes _____ No _____ Student # _____

Current Grade Level _____

School as of upcoming September _____

French Immersion
Montessori
International Baccalaureate Pr.
Talons
Other

After reviewing the information on Level 1 and 2 performers in the EPIC Criteria and Information package, please circle which level best describes you:

Level 1

Level 2

Please circle in which area you train:

Athletics

Dance

Music

Acting

Other (explain below)

Specify your specialty (discipline/activity): _____

B. General – To be completed by the student

1. What are your specialty goals for the year you wish to be considered for the EPIC program?

2. What are your long-term goals regarding your specialty?

3. What are your educational goals?

4. What makes you a good candidate for the EPIC Program?

5. Why do you think the EPIC Program would be an asset to you?

Additional Comments from Parent:

I have read and accept the guidelines in the **EPIC Information and Criteria package specific to middle or secondary schools**. I understand that in order to be given fair consideration for the program, specific information given (by applicant and coach/instructor) must be accurate. Should I not abide by the conditions listed, I am aware that I risk being withdrawn for the program.

Also, I understand that I am to be in regular contact with my EPIC advisor-counsellor in order to update changes/ additions to specialty schedules.

Signature of Applicant: _____ **Date:** _____

Signature of Parent/Guardian: _____

Specialty – ATHLETICS

In which sport do you compete?

Name of team / organization?

Name of Coach/ Instructor: _____

Phone # _____

Name of parent or provincial association: _____

Do you compete in a league? Yes No

If yes, where? _____

Where do you train? _____

What is the highest level at which you competed during the past year?

 Provincial National International

Name of event(s): (please add as separate page if needed)

Location: _____

Placing: _____

Do you train in the summer? Yes No

Which is your heaviest season for **training**?

Fall Winter Spring Summer

Which is your heaviest season for **competition**?

Fall Winter Spring Summer

Your **heavy training / practice, competitive** period includes the months of:

_____ to _____

Your **off-season period** includes the months of _____ to _____.

In the spaces below, please indicate the start and end times that you train/ practice on those particular days and total number of hours. **These hours are under the supervision of a coach / instructor.**

**** Applications will not be reviewed without session start and end times.**

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
# of hrs	_____	_____	_____	_____	_____	_____	_____
start time	_____	_____	_____	_____	_____	_____	_____
end time	_____	_____	_____	_____	_____	_____	_____

In the spaces below, please indicate the number of hours that you train/ practice on those particular days when you are **not necessarily under the supervision of a coach / instructor.**

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
_____	_____	_____	_____	_____	_____	_____

Specialty – DANCE

In which area of dance do you specialize?

Ballet Jazz Lyrical Musical Theatre Modern Tap

Other, please specify: _____

At what level do you dance? (To be confirmed in instructor's recommendation)

Intermediate Advanced Semi-Professional

Name of Dance School _____

Name of Instructor (contact person) _____

Do you belong to a Senior Dance Company? Yes No

If yes, name the company _____

Did you tour last year with the company? If yes, explain _____

At which level(s) did you compete during the last year? (You may circle more than one)

Local Provincial National International

Indicate the **highest** level of competition:

- Name the event/ location (please add as separate page if needed)

- Placement (results) _____

Do you train in the summer? Where? _____

Which is your heaviest season for **training**?

Fall Winter Spring Summer

Which is your heaviest season for **competition**?

Fall Winter Spring Summer

Your heavy **training / practice, performance** period includes the months of:

_____ to _____

Your **off-season** period includes the months of _____ to _____

_____.

In the spaces below, please indicate the start and end times that you train/ practice on those particular days and total number of hours. **These hours are under the supervision of a coach / instructor.**

** Applications will not be reviewed without session start and end times.

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
# of hrs	_____	_____	_____	_____	_____	_____	_____
start time	_____	_____	_____	_____	_____	_____	_____
end time	_____	_____	_____	_____	_____	_____	_____

In the spaces below, please indicate the number of hours that you train/ practice on those particular days when you are **not necessarily under the supervision of your dance studio instructor.**

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
_____	_____	_____	_____	_____	_____	_____

Specialty – MUSIC / PERFORMING ARTS (Actor, Model, Singer, Musician)

In which area do you specialize? _____

Do you play an instrument? If yes, which one? _____

Do you play more than one instrument? If yes, what other instrument (s)?

Do you study in more than one discipline? Yes No

What grade (Royal Conservatory / Western Board of Music) are you in? _____

Name of music / acting / modelling school _____

Name of Instructor/ Agent: _____

Phone # _____

Are you currently taking history? Yes No If yes, grade _____

Are you currently taking harmony? Yes No If yes, grade _____

At which level(s) did you compete during the past year? (you may circle more than one)

 Regional Provincial National International

Indicate the highest level of competition:

➤ Name of event/location (please add as separate page if needed):

➤ Placement (standing): _____

Do you train / compete / audition / film in the summer? Yes No

If yes, where? _____

Which is your heaviest season for **practice / training / auditioning / filming**?

 Fall Winter Spring Summer

Which is your heaviest season for **competition / performing**?

 Fall Winter Spring Summer

Your **heavy** training/practice, performance period includes the months of:

_____ to _____

In the spaces below, please indicate the start and end times that you train/ practice on those particular days and total number of hours. **These hours are under the supervision of a coach / instructor/teacher/agent.**

**** Applications will not be reviewed without session start and end times.**

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
# of hrs	_____	_____	_____	_____	_____	_____	_____
start time	_____	_____	_____	_____	_____	_____	_____
end time	_____	_____	_____	_____	_____	_____	_____

In the spaces below, please indicate the number of hours that you train/ practice on those particular days when you are **not necessarily under the supervision of your instructor**.

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
_____	_____	_____	_____	_____	_____	_____

LETTER OF RECOMMENDATION

This form is to be completed by a (an) Coach / Sport's Governing Body / Instructor / Teacher / Agent.

Please ensure formal documentation – signed, on organization letterhead, can be provided verifying level of performance by the parent/provincial organization.

Re: _____

The above named student is applying to the Elite Performers in Coquitlam Program offered by SD43 Coquitlam. The program has been established to accommodate student athletes, musicians, singers, dancers, actors or models who are competing / performing at a provincial, national, or international level.

Acceptance to the program requires a reference letter of recommendation. It is important to be very specific. A detailed outline of the applicant's involvement in their specialty area is required to ensure the student is given fair consideration. Please indicate the level, if applicable, along with the highest accomplishments (event), and the hours of practice / training under your supervision as precisely as possible. (Travel time is not to be included with the practise hours). Attach additional pages if required.

Signed: _____