

NEWBRIDGE ACADEMY

Parent Handbook 2019-20

General information:

- **School Philosophy:**

Newbridge Academy promotes academic excellence, whole child development and multiculturalism by offering courses/programs that accommodate a variety of learning styles. Chinese and English language acquisition, physical education opportunities, multicultural awareness and diplomatic skills are developed and nurtured. We believe the key to global citizenship is found in a broad-based education, effective communication, healthy living and multicultural awareness. Students leaving Newbridge Academy will be ready to take their place as responsible, influential and caring global citizens.

- **Vision and Mission:**

Vision: Our students will graduate with a global mind, problem solving skills and the motivation to build a better world.

Mission: Newbridge Academy is a learning community where students nurture their intellectual zeal, discover their passions, unlock their potential, grow their talent, and develop a moral compass. Learning here and now shall prepare our students to meet the challenges of tomorrow to lead a life of personal fulfillment and contribution to the world.

- **School Program:**

Newbridge Academy strives to provide a well-structured environment that offers high academic and extracurricular standards. The curriculum follows the British Columbia Ministry of Education standards to teach students the importance of inquiry learning, project-based learning and collaboration. Individuals will be given opportunities to display leadership skills, engage in public speaking, physical activities and extracurricular programs. Newbridge Academy will provide professional counselling to assist students in striving for and reaching their learning goals and to provide emotional supports. Counsellors will guide students to find their potential to ensure a smooth transition into secondary and post-secondary institutions.

- School Calendar

NEWBRIDGE ACADEMY

2019-2020 School Calendar*

September 2019							October 2019							November 2019						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4	5					1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

December 2019							January 2020							February 2020						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29

March 2020							April 2020							May 2020						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30

June 2020							July 2020							August 2020						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29

September 2nd, 2019	Labour Day (No school)
September 3rd, 2019	First day of classes
September 11th, 2020	Parent's Night - meet the teacher
September 26th-27th	Pro-D Day (No school)
October 11th, 2019	Thanksgiving Celebration (1/2 day)
October 14th, 2019	Thanksgiving (Stat holiday)
October 25th, 2019	Pro-D Day (No school)
November 6, 2019	Parent-Teacher Conference (1/2 day)
November 8, 2019	Remembrance Day Assembly (1/2 day)
November 11th, 2019	Remembrance Day (Stat Holiday)
December 20th, 2019	Last day of classes (Half Day)
January 6th, 2020	Pro-D Day (No school)
January 24th, 2020	Lunar New Year Eve (1/2 day)

February 14th, 2020	Pro-D Day (No school)
February 17th, 2020	BC Family Day (No school)
February 21, 2020	Parent-Teacher Conference (1/2 day)
March 16th, 2020	Spring Break Begins
March 30th, 2020	First day of classes after break
April 10th, 2020	Good Friday (Stat Holiday)
April 13th, 2020	Easter Monday (Stat Holiday)
May 15th, 2020	Pro-d Day (No School)
May 18th, 2020	Victoria Day (Stat Holiday)
May 22nd, 2020	Sports Day
June 5th, 2020	Student Led Conference (1/2 day)
June 10th, 2020	Family Day
June 23rd, 2020	Last day of classes (Half Day)

Holiday / School Closed

Half Day

Special Event

*Dates subject to change

Teacher Pro-D Day (no school for students)

Spring Break/ Winter Holidays/Summer Break

Reporting Periods:

Term 1	Sept 3 - Dec 6
Term 2	Dec 9 - Mar 13
Term 3	Mar 30 - June 23

- Classroom Schedules

K/Gr1 Class Schedule 2019/20 Pasini

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30	Morning Meeting / Career Education				
9:00	Math	Math	Math	Math	Math
10:00	Recess				
10:20	English LA - K Mandarin - 1	English LA - K Mandarin - 1	English LA - K Mandarin - 1	English LA - K Mandarin - 1	English LA
10:50					Public Speaking
11:20	English LA - 1 Mandarin - K	English LA - 1 Mandarin - K	English LA - 1 Mandarin - K	English LA - 1 Mandarin - K	flex - 1 Mandarin - K
12:20	Lunch				
1:00	Arts	Flex	Arts	Arts	flex - K Mandarin - 1
1:50	PE	PE	PE	PE	PE
2:40	Science	Social Studies	Science	Social Studies	Science
3:30	Homeroom - Dismissal				



Gr 2/3

Class Schedule 2019/20 Davenport

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30	Morning Meeting / Career Education				
9:00	Mandarin	Mandarin	Mandarin	Mandarin	Mandarin
10:00	Recess				
10:20	Math	Math	Math	Math	Math
11:20	English LA	English LA	English LA	English LA	Public Speaking
12:20	Lunch				
1:00	PE	PE	PE	PE	PE
1:50	Science	Flex	Science	Flex	Science
2:40	Arts	Social Studies	Arts	Social Studies	Arts
3:30	Homeroom - Dismissal				



Gr 4

Class Schedule 2019/20 Ringness

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30	Morning Meeting / Career Education				
9:00	Mandarin	Mandarin	Mandarin	Mandarin	Mandarin
10:00	Recess				
10:20	English LA	English LA	English LA	English LA	Public Speaking
10:50					English LA
11:20	Math	Math	Math	Math	Math
12:20	Lunch				
1:00	PE	PE	PE	PE	PE
1:50	Science	Flex	Science	Flex	Science
2:40	Arts	Social Studies	Arts	Social Studies	Arts
3:30	Homeroom - Dismissal				

- **Attendance:**

Students are expected to be in attendance at school during the regular school calendar year. In order to receive the British Columbia Government grant, a student must be in attendance for a minimum of 600 hours of instruction, or approximately 135 days in the school year (before May 15th). Under normal circumstances a student will receive a full government grant, but if parents remove the student from the school for extended vacations or other non-qualifying activities, the full grant may not be received by the school. *Parents should note that they will be responsible for paying the school the difference of the government grant if their child is in attendance for less than the required minimum hours/days of instruction.* Medical and dental reasons are excused absences and the government grant is not affected.

- **Absence and Tardiness:**

If a student will be late for school it is the responsibility of the parents to contact the school advising the school office of the reason for tardiness. Parents of students who are consistently late for school will be asked to meet with the principal to explain ongoing lateness. It is expected that students attend all days to benefit from the school program.

If a student will miss school for any reason, **parents must write a note** or email to the school explaining the reason for absence. *Extended vacations or removal of the student from school for other non-qualifying absences may result in the loss of a partial government grant, for which parents will be responsible to pay the school for that portion of the grant that is lost due to the absence.*

- **Long-term absences:**

Students who will be absent from school for a long period of time must have a letter in the student's file explaining the reason for the absence. The reasons for long term absences must withstand the external auditor's scrutiny for eligibility of the government grant. *If a student's long-term absence results in the loss (partial or full) of the government grant, the parents will be responsible to repay the school the amount of the lost grant, unless the long-term absence is because of a medical or dental reason, e.g., surgery.*

General school policies

- **Sickness:**

Students who are sick and are unable to attend school must return to school with a parental note or email explaining the sickness. On the first day of sickness, the parents are responsible for contacting the school office before 8:00 am informing them that the student will not be in attendance. Absence from school for three days or longer normally will require a doctor's letter.

- **Weather closures:**

If the school is forced to close due to inclement weather conditions, the school office will notify CKNW 980AM radio station who will announce and/or post the school closure on its website. If the school is forced to close during the school day, parents will be notified, with as much notice as possible, to pick up their children. Children will be kept safe at school until picked up by parents or designated guardians.

- **Drop off directions and traffic safety:**

The school is located in a high traffic area and parents are required to follow the traffic flow when dropping off or picking up their children. Parents entering the parking lot must follow the school's traffic directions and regulations and park appropriately. It is the parents' responsibility to ensure that students reach the school entrance safely.

- **Lunches and snacks:**

The school provides a snack and hot lunches at an extra cost. If students opt out of the lunch program they are expected to bring with them appropriate snacks for recess and food for lunch. If a student forgets his/her food, parents may drop off lunch at the school office. Please label all lunch bags with the student's name and grade.

- **After-School Care Program:**

CVC Newbridge Academy Society operates an after-school care program in which parents may enrol their child. Please see the school office for costs, activities provided and pick-up rules.

- **Reports and Parent-Teacher meetings:**

Formal report cards are issued at the end of each term. Parent-teacher conferences are held for progress reports. Parents are expected to attend parent-teacher conferences as they are important meetings concerning the child's educational program. Parents who are unable to attend the parent-teacher conference must notify the school of their absence well in advance of the meeting and alternative arrangements will be made.

- **Homework:**

Homework is an important part of the school's program. Students are expected to complete all homework assignments in the given time periods. Students who are unable to complete the homework assignment must return to school with a letter from the parents explaining the reasons for the incompleteness.

- **Field trips and transportation:**

Field trips are integral to the school's program and all students will be expected to attend curricular field trips. Parents will be notified well in advance of the field trip and will receive a Field Trip Permission Form to be signed before the student is allowed to participate. (See Field Trip Supervision Policy 310). Transportation of students on field trips will follow The Student Safety Policy 316.

- **Complaints:**

From time to time disputes may arise between two parties with opposing views. Most disagreements can be resolved by the two parties discussing the issue between themselves. However, major disputes will be resolved following the Major Complaints Policy 303. Complainants may follow the school's Appeals Policy 304 if the situation is not resolved to their satisfaction through the Major Complaints Policy 303.

- **Discipline and student conduct:**

Newbridge Academy is committed to providing a safe and respectful environment for all students. The Code of Conduct that students are expected to follow is described in Student Conduct, Standards, Discipline Policy 306. In summary, students are expected to take an active and positive role in promoting the acceptance and tolerance of all persons and their behaviour is expected to be based on the principles of respect and dignity. The school reserves the right to discipline students whose behaviour is in breach of the school's code of conduct.

- **Technology use:**

Technologies are an integral part of education in the 21st century. At Newbridge Academy technologies will be used to enhance student learning and to promote excellent communication skills. Students are expected to refrain from using technology for non-educational use or to bully or harass other students or to access information on the Internet that is inappropriate for children. The malpractice of technology will result in disciplinary action, potentially leading to suspension or expulsion.

- **Uniform and dress code:**

Students are expected to wear the school uniform on every regular school day unless exempted by the administration. Students who are unable to wear the full uniform on a regular school day must provide a letter of excuse from the parents.

- **Payment of fees:**

Tuition Fee:	\$12,500/year local student \$17,000/year international student
Supply Fee:	\$950 per school year
School Uniform:	\$250 Set
Hot Lunch Program and snack daily:	\$1,800 per school year
PE value added program	\$200 per term

- **Examination of student records:**

Parents and guardians have the right to access and examine student records upon request. Please provide at least one days' notice to the school office. Items of the official

Student Record 1704, as described in the Ministry of Education's Student Record Order, may not be removed from the student's file.

- **Privacy Policy and Confidentiality:**

All personal information shall be protected under the Personal Information Protection Act (PIPA) legislation. This means that personal information will only be collected with permission, used for the purposes for which it was collected, disclosed to the persons who have authority to receive it, stored in a secure place and destroyed when no longer needed. Personal information will be used in accordance with the school's PIPA Policy 302.

- **Accidents:**

In the event of an accident, parents/guardians will be notified as soon as possible by the school. In all accidents an accident report shall be filled out and the treatment of the incident will follow the school's Emergency Policies 311.

- **Student Immunization:**

Newbridge Academy supports the goals of immunization, which are to minimize the risk that an outbreak of a vaccine-preventable disease will occur and to ensure that students are protected in the event that an outbreak of a vaccine-preventable disease does occur. Newbridge Academy only accepts the students who are immunized against:

- diphtheria
- tetanus
- polio
- measles
- mumps
- rubella
- meningitis (meningococcal disease)
- whooping cough (pertussis)
- chickenpox (varicella) – required for children born in 2010 or later

Full lists of immunizations are available at healthlinkBC.ca. Proof of Immunization is required and kept as one of Student Records.



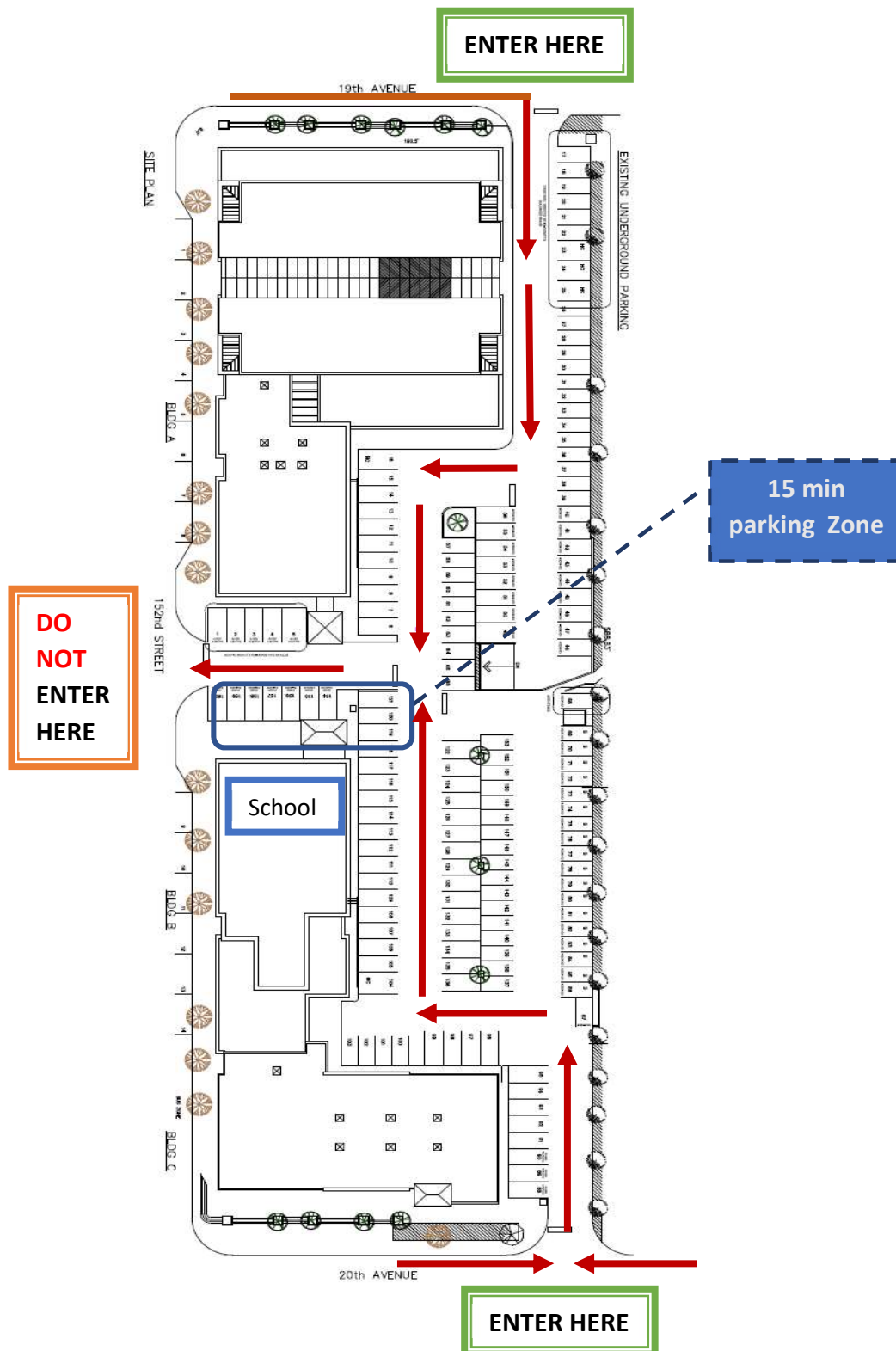
School Policies relevant to Parents/Guardians:

- 301c Proof of Immunization
- 302 PIPA Policies
- 303 Major Complaints Policy
- 304 Appeals Policy
- 305 Child Abuse Policy
- 306 Student Conduct, Standards, Discipline Policy
- 307 Anti-Bullying policy
- 308 Harassment Policy
- 309 Supervision Policy
- 310 Field Trip Supervision Policy
- 311 Emergency Policies
- 314 Anaphylactic Policy
- 315 Special Education Policy
- 316 Student Safety Policy
- 317 International Student Policy

APPENDIX:

Morning Drop-Off Traffic Procedure

Please park your vehicle and walk your child to the bottom of the stairs by the elevator. There are short term parking spots in front of the school available for your use. Please see the enclosed map. These procedures may be updated in the future.



Newbridge Academy Teacher & Staff Name list

Position	Name
Principal	Mr. Powell
Kindergarten/Grade 1	Ms. Pasini
Grade 2/3	Mr. Davenport
Grade 4	Mrs. Ringness
Mandarin Teacher	Ms. Li
Mandarin teacher	Ms. Liu
Teaching Consultant	Ms. Swain
President of Board Members/Volunteer	Ms. Liu
Director of Board Members/Volunteer	Ms. Jin
Administration Assistant	Tingting