



**ACADEMIC AND SPORTS EXCELLENCE**

**2011-2012**

**PARENT - STUDENT  
HANDBOOK**

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## MISSION STATEMENT

**“Newbridge Academy is committed to the development of the child’s mind, body and spirit through the integration of education and sport”**

Newbridge Academy is dedicated to preparing highly motivated students through a comprehensive, customized education program, which emphasizes both academics and athletics.

Under the guidance of an exemplary faculty of educators, Newbridge Academy provides students with opportunities to achieve their full potential through programs that engage, stimulate and nurture.

It is our pleasure to be a part of your experience at Newbridge Academy. We encourage you to speak with your teachers or school administration if you have any questions. We want your year at Newbridge Academy to be a highly successful one for your entire family.

## VISION

**“At Newbridge Academy we believe that tomorrow’s graduates need to be imaginative and creative thinkers, cooperative team players, competent technology users/managers, and most importantly, life-long learners.”**

To be a life long learner considerable emphasis is placed on teaching students how to learn for themselves, independently. While behavioral conformity and subject knowledge acquisition are necessary and desirable, Newbridge Academy’s focus is also on advancing the student’s social and academic development to much higher levels.

Specifically, we are focused on establishing a learning community based on behavioral democracy where students acquire cooperative life skills, leadership, and a sense of independence in their learning skills that ensure every student knows how to set their sights on personal and collective goals and succeed in achieving them.

Our vision for Newbridge Academy is to be the premier democratic learning community for Grades Primary to Twelve (P-12) and a model for positive change in educational modeling for all students. To do this our curriculum encapsulates 100% of Nova Scotia’s Department of Education learning outcomes, delivering it through an education model enriched with many key interpersonal skills that students need to meet today’s and tomorrow’s economic, social, environmental, and political challenges in their work places. But most importantly, we want Newbridge students to **want** to come to school!



## NEWBRIDGE ACADEMY DIRECTORS AND ADMINISTRATION



**Trevor MacEachern**  
Chairman of Newbridge Foundation, CEO for Newbridge Academy

Trevor is the founder of Newbridge Academy and it's unique concepts and is the President of the Newbridge Academy Senators Major Bantam franchise. Trevor has been an involved member of the local community for many years. In particular, Trevor has been an active member of the region's sporting community in support of many young athletes. A native Nova Scotian, Trevor grew up and still lives in Lower Sackville with his family.



**Jason Wolfe, B. A., B. Ed.**  
Headmaster & Teacher, Junior High

Jason is a graduate of Dalhousie University (Sociology) and has a Bachelor of Education (Honours) from the University of Maine (Fort Kent). Jason was named a member of the Dalhousie University Tigers Hockey team while going to school there and was the recipient of the Joan T. Sylvain Award as an Education student. Jason's strong athletic background, excellent communication and leadership skills enable him to relate well with both staff and students. Jason is dedicated to bringing the Newbridge Academy vision of academic and sports excellence to reality.



**Scott Dillman, B Sc. Recreation and Bachelor of Management (Business)**  
Program Coordinator/Fundraising Director

Scott is a graduate from Dalhousie University where he studied Health Sciences (Recreation), and Business (Management). Scott has extensive experience working with youth in sport and educational settings. At Newbridge Academy, Scott is responsible for program coordination & fundraising initiatives. Scott also works with the Newbridge Academy Senators Hockey Team as a trainer/conditioning coach.



**Angela Hubley**  
Office Manager

Angela has many years of small business accounting and administration experience and is an active volunteer in the community.



## NEWBRIDGE ACADEMY TEACHING STAFF AND INSTRUCTORS 2011-2012



**Charlotte Young, B.A., B. Ed.**  
**Teacher, Junior High & Math Support**

Charlotte is a graduate of Saint Mary's University with a Bachelor of Arts (French and English) and has a degree in Education (Honours) from Mount Saint Vincent University. Charlotte is an active community volunteer in numerous organizations and schools and tutors in her spare time. As a teacher Charlotte is a strong advocate of building a low stress environment in the classroom that gives students opportunities not only to succeed, but to expand their learning.



**Rebekah Budden, B.Sc., B.Ed.**  
**Teacher, Junior High**

Rebekah has a Bachelor of Science (Math and Chemistry) from Mount Saint Vincent University, where she was the recipient of the President's Scholarship, and a Bachelor of Education (Secondary) from Acadia University. Rebekah also has a passion for music and plays both piano and E flat horn. She strives to create a classroom environment full of energy and enthusiasm where questions and discovery are the focus.



**Tyler Deacon, B.A., B.Ed.**  
**Teacher, Elementary**

Tyler graduated with a Bachelor of Arts (Canadian Studies and English) from Mount Saint Vincent University and a Bachelor of Education (Elementary) from Acadia University. Tyler has extensive experience and a passion for Science. His real life approach to teaching provides his students with hands on and interactive learning experiences. Tyler builds a great respect with all of his students and motivates them to see beyond the classroom and realize their potential.



**Stefanie Nicholson, B.A., B.Ed.**  
**Teacher, Elementary and French**

Stefanie has a Bachelor of Arts (English, French, Psychology) and a Bachelor of Education from Mount Saint Vincent University. Stefanie is an avid volunteer in her community and provides ESL and French tutoring services in her spare time. In addition to English and French, she has a background in art, music and song writing. As a teacher she believes in appealing to multiple learning styles in order to maximize understanding amongst diverse groups of students.



## NEWBRIDGE ACADEMY TEACHING STAFF AND INSTRUCTORS 2011-2012



**Adele MacLean, B.A., B. Ed., M. Ed.**  
**Headstart Director; Teacher, Grades One/Two**

Adele MacLean has a Bachelor of Arts (History & Fine Arts), a Bachelor of Education (Elementary) and a Master of Education (Literacy Education) from Mount Saint Vincent University. She is an experienced art and drama teacher, and has worked in the community as a children's program director for many years. Her interest in drama, art, and literacy are evident in her thematic lessons that involve all students in the learning process. Adele is dedicated to making learning interactive, engaging, and fun for all of her students.



**Meghan Drew, B.A.A. (Child & Youth Studies), B.Ed.**  
**Headstart Teacher, Grades Junior Primary/Senior Primary**

Meghan holds a Bachelor of Applied Arts in Child and Youth Studies and a Bachelor of Education (Elementary) from Mount Saint Vincent University. She is an experienced early childhood educator facilitating programs for infants, children, and teenagers. Her interests include the Arts, Sciences, and healthy/active living. Meghan is passionate about creating a learning environment that offers opportunities for hands-on exploration and discovery.



**Brenda Johnston-Giles, B. A., B. Ed.**  
**Teacher, Music/ Art/ Resource Support**

Brenda is a graduate of NSCAD and NSTU with degrees in Fine Arts and Education. She has over 25 years of experience as a teacher with elementary school children. Brenda is also an accomplished artist and musician and holds both music and art teaching specialties. Along with having extensive experience and training with elementary remedial language arts, Brenda also acquired advanced courses in elementary physical education, teaching through learning channels, and patterns for learning. Brenda is an active volunteer in the community and teaches private art lessons in her spare time.



## NEWBRIDGE ACADEMY INSTRUCTORS and ON-ICE STAFF



**Bobby Pedersen, B. Sc. Kinesiology**  
**Athletic Director**

Bobby is a graduate of Dalhousie University with a Bachelor of Science in Kinesiology. Building on his interests in fitness and healthy living Bobby is responsible for curriculum development and delivery of the Active Living™ Program, Athletic Development Program and Custom Elite Athletic programs. Bobby is actively involved in guiding the extra-curricular sports programs at Newbridge. Bobby also works with the Newbridge Academy Senators Major Bantam hockey team as the athletic trainer, strength and condition coach and provides off-ice conditioning for a variety of athletes and programs.



**Keifer House, Bachelor of Recreation**  
**On-Ice Hockey Instructor, Hockey Director**

Keifer holds a Bachelor of Recreation degree from Dalhousie University. He has studied sport, its impact on the participants, including the positive educational, social and psychological benefits that sport creates. Coach House has played in several Atlantic and National Championships, Major Junior and collegiate hockey. Through his playing and coaching experience Coach House has witnessed the difference that individual skill development has in the progression of players – especially from an early age .



**Jaro Sevcik**  
**On-Ice Hockey Instructor**

Jaro was born in the Czech Republic, and grew up playing hockey with many of his fellow Czech NHLers. Jaro's playing career included winning a silver medal with the Czech Junior Team at the 1985 World Junior Championships. After retiring from professional hockey in 2001, Jaro spent seven seasons as Assistant Coach with the Dalhousie University Men's hockey team. He still continues to work summer and in-season camps as a head on-ice instructor as well as numerous private clinics throughout Metro. He is presently coaching with Chebucto Minor Hockey. Coach Sevcik is also a certified personal trainer.



**Brad MacCharles, B.A., B. Ed.**  
**On-Ice Goaltending Instructor**

Brad MacCharles is the Co-Owner and Director of Outlaw Goaltending. Over the past 16 years Brad has coached goaltenders at every level including, most recently, the Quebec Major Junior Hockey League's Halifax Mooseheads. He's worked with elite goalies from all levels of hockey, including Hockey Nova Scotia's High Performance Programs. He has also spent the past three years working as a Lead Instructor for Hockey Nova Scotia's (Goaltender) Development Programs. Brad's knowledge, passion and attention to detail are second to none and he puts every ounce of his energy into each training session. As a former Atlantic Universities goaltender (Mount Allison University, Dalhousie University), Brad knows exactly what it takes for goalies to play at the highest levels and he freely imparts this knowledge to his students. Brad is also a certified teacher in Nova Scotia.



# NEWBRIDGE ACADEMY 2011/2012 CALENDAR

## AUGUST

30 Orientation Night for Parents

## SEPTEMBER

5 **Labor Day**  
6 First Semester Begins  
19 **Entertainment Book Fundraiser**  
22 Curriculum Night for Parents  
23 School Picture Day  
24 **Comedy Night for Parents**  
26 **Apple Picking (Jr. P-2)**

## OCTOBER

4 Assembly  
7 **Volunteer Day**  
10 **Thanksgiving**  
20 Picture Re-takes  
27 Halloween Costume Dance  
28 **Professional Development Day**  
29 **Fall Fair & Haunted House**  
31 **Grade 7 Bake Sale**

## NOVEMBER

10 Assembly  
11 **Remembrance Day**  
14 **Assessment Day**  
15 Report Cards 1st Semester  
18 **Live Auction**  
21 Second Semester Begins  
24 **Early Dismissal Parent/Teacher**  
25 **Pier 21 (5-9) / Museum of the Atlantic (Jr.P-4)**  
30 **Grade 3/4 Bake Sale**

## DECEMBER

2 **Volunteer Day**  
6 Student Expo for Parents  
9 Last Day of Classes—Christmas Break  
9 Christmas Concert/Family Skate  
10 **Christmas Break Begins (Students)**

## JANUARY

2 Classes Resume & Assembly  
21 Family Night (P-6)  
23-27 Jr. High Exams  
26 **Discovery Center (Jr.P-6)**  
31 **Grade 8 Bake Sale**

## FEBRUARY

10 Assembly  
11 **Wine Tasting Night for Parents**  
13-17 Winter Carnival Week (Regular Classes)  
13 Winter Olympics  
15 **Ski Trip (3-9)**  
16 Valentines Dance  
29 **Grade 5/6 Bake Sale**

## MARCH

2 Assembly  
5 **Assessment Day**  
6 Report Cards 2<sup>nd</sup> Semester  
9 **Early Dismissal Parent/Teacher**  
12-16 **March Break**  
19 Third Semester Begins  
23 **Volunteer Day**  
30 **Talent Show & Grade 9 Bake Sale**

## APRIL

2-6 **Easter Study Break**  
6 **Good Friday**  
9 **Easter Monday**  
10 Classes Resume/Assembly  
11 **Volunteer Day**  
12 Earth Day Cleanup  
27 Spring Concert for Parents  
30 **Grade 1/2 Bake Sale**

## MAY

4 Last Day of Ice & Assembly  
11 **BIO/Museum of Natural History (Jr.P-9)**  
18 **Walk-a-thon**  
21 **Victoria Day**  
22 **Wildlife Park (Jr.P-6)**  
29 Student Expo  
30 **Staff Bake Sale**

## JUNE

2 **Community Fair**  
5-8 Jr. High Final Exams  
12 Last Day of Classes  
12 Olympiad/Grad Rehearsal  
13-14 **Marking Day**  
15 Closing Ceremonies – Final Reports  
18-22 **Curriculum Development (Teachers)**

**RED** = No School (Full Day Off)  
**BLUE** = Half Day (11:30 Dismissal)  
**ORANGE** = School Fundraisers  
**GREEN** = School Field Trips



# SAMPLE TERM SCHEDULE\*

		TYPICAL STUDENT SCHEDULE				
		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>7</b>	:30	Before School	Before School	Before School	Before School	Before School
	:45					
<b>8</b>	am	Home Room	Home Room	Home Room	Home Room	Home Room
	:15		Dressing Room	Dressing Room	Dressing Room	Dressing Room
	:30					
<b>9</b>	:45	ACTIVE LIVING	ICE/ GYM MS	ICE/ GYM MS	ICE/ GYM MS	ICE/ GYM MS
	am					
	:15					
<b>10</b>	:30	Recess	Recess	Recess	Recess	Recess
	:45	Class	Recess	Recess	Recess	Recess
	am		Class	Class	Class	Class
	:15					
<b>11</b>	:30	Class	Class	Class	Class	Class
	:45					
	am	Lunch	Lunch	Lunch	Lunch	
<b>12</b>	PM	Class	French	Lunch	French	Lunch
	:15		Class	Music/Art	Class	Class
	:30					
<b>1</b>	:45	Class	Class	Class	Class	Class
	PM					
	:15					
<b>2</b>	:30	Dressing Room	Afternoon Recess	Afternoon Recess	Afternoon Recess	Afternoon Recess
	:45	ICE/ GYM MS	ACTIVE LIVING	Active Living (Classroom)	ACTIVE LIVING	ACTIVE LIVING
	PM					
<b>3</b>	:15	Home Room	Home Room	Home Room	Home Room	Home Room
	:30					
	:45					
<b>4</b>	PM	After School	After School	After School	After School	After School
	:15					
	:30					
:45						

Tutoring is available most days

Tutoring by prior appointment

\*Students will receive their class schedules on the first day of classes



8:00 - 8:30 AM

3:30 - 4:30 PM

## INFORMATION YOUR FAMILY SHOULD KNOW

### ASSEMBLIES

Academy assemblies will be held on a monthly basis to update students on activities happening at school over the proceeding weeks. They may also be used for general information sessions, guest speakers or motivational activities to rally school spirit.

### ATHLETIC PROGRAMMING

The sports training programs offered at Newbridge Academy are designed to challenge students of all ages and skill levels. Students will receive advanced training in individual skills and small team concepts from a highly qualified and experienced group of professional instructors. In order to provide proper athletic development, students will be required to participate in various sports disciplines which may include Hockey/Skating, Gymnastics, Soccer, Lacrosse, Basketball and Swimming. Daily Active Living will include a variety of sports and fitness activities taught by our instructors or qualified instructors in the field.

### ATTENDANCE

Attendance is a high priority at Newbridge Academy as participation is essential to a student's experiential learning. Regular attendance and participation in all scheduled school activities will be required. If a student is to be absent, please call the school to let us know as we will call if the child has not arrived safely on the premises by 9:00am.

Students that need to be away from school for an extended period of time should consult their teacher(s) to make arrangements for school work.

If students are not physically able to participate in sports activities yet are attending school, students will still be expected to follow their class through their daily schedule and support their classmates in any way they are able. Students cannot be left unsupervised during class hours.

### CLASS SIZE

As a matter of policy, the maximum class size at Newbridge Academy is limited to 20 students. Multiple grade classes, considered advantageous to student learning, will be used when appropriate.

### CURRICULUM NIGHT FOR PARENTS

This event takes place after the first few weeks of school and is designed to allow the teachers and staff to outline their academic and athletic programming to parents for the upcoming year. We make every effort to make parents aware of programming prior to their student enrolling in the Academy, however believing in open communication, we strongly encourage parents to take this opportunity to meet with our programming experts to discuss information after the students have a chance to adjust to their classes.



## DRESS CODE (UNIFORM)

Students are required to wear Newbridge Academy athletic uniforms everyday. Uniforms will consist of a top and bottom selected from our approved catalogue. Parents and students will have the convenience of accessing a wide range of approved uniform apparel through school organized uniform fittings. Parents are expected to provide at least the minimum uniform items recommended.

Our uniform policy is designed to enhance curriculum. The uniforms are athletic wear that allow students to transition from the classroom to activity easily. It is also important for school pride, safety and identification within the building. There may be days where students will be allowed to wear clothing other than their uniform and on those days a notice will go home. Otherwise, students are expected to come to school in their uniform.

Students who do not have proper uniform will be required to purchase a “\*Uniform in a Bag” from the Administration Office. Parents will be invoiced and per our payment policy transcripts will be withheld for non-payment..

## PARENTAL GUIDANCE FOR UNIFORM ORDERING

Minimum Uniform Supply for One (1) School Year			
ITEM	MINIMUM QUANTITY	MINIMUM QUANTITY	ADDITIONAL INFORMATION
	Hockey	Custom/ Multisport	
T-Shirts / Tops	4	6	Students who arrive at school without the proper uniform will be supplied with T-shirt and/or Shorts at cost
Sweatpants / Bottoms	3	4	
Shorts	2	4	
Hoodie/ Sweatshirt	1	1	For Cold Weather
<b>Tracksuit</b>	<b>1</b>	<b>1</b>	<b>Mandatory &amp; For School Outings</b>
Hockey Jersey	1	N/A	To be allowed on the ice, a school jersey and socks will be required.
Hockey Socks	1	N/A	
Parents may substitute items in the school Uniform Catalogue to satisfy these minimum quantities. For example, a second pair of track pants can be substituted for a pair of sweatpants.			

### \*Uniform in a Bag Price List:

<b>September 6th - October 31st</b>	<b>\$50</b>
<b>November 1st - March 31st</b>	<b>\$65</b>
<b>April 1st - June 15th</b>	<b>\$50</b>



## SCHOOL FEES & FUNDRAISING COMMITMENTS

This overview of the fee structure is based on the projection of the annual budget for Newbridge Academy according to the program(s) and curriculum planned for the 2011-2012 school year. Every attempt has been made to fairly balance costs with the requirements and values of the Academic and Athletic programs offered.

### JUNIOR PRIMARY

<b>Tuition</b>	<b>\$5100 (includes snack)</b>
<ul style="list-style-type: none"> <li>• Headstart Program (8:30-3:30, Monday-Friday, September - June)</li> <li>• Morning Healthy Snack</li> </ul>	
<b>Commitment Bond Deposit</b>	<b>\$500</b>
<ul style="list-style-type: none"> <li>• Paid in full upon Enrolment</li> <li>• Non-Refundable for Junior Primary year but can be converted into part of a refundable bond if enrolment continues into Grades Senior Primary and up.</li> </ul>	
<b>Student &amp; Classroom Supplies</b>	<b>\$400</b>
<ul style="list-style-type: none"> <li>• Paid in full by August 1st</li> </ul>	
<b>After School &amp; Snack Program</b>	<b>\$10/day (Optional)</b>
<ul style="list-style-type: none"> <li>• After-School Program 3:30-5:30</li> <li>• Afternoon Healthy Snack</li> </ul>	
<b>Healthy Lunch Program</b>	<b>\$5/day (Optional)</b>
<ul style="list-style-type: none"> <li>• Pre-Ordered on a Monthly Basis</li> </ul>	

### SENIOR PRIMARY

<b>Tuition</b>	<b>\$5100 (includes snack)</b>
<ul style="list-style-type: none"> <li>• Headstart Program (8:30-3:30, Monday-Friday, September - June)</li> <li>• Morning Healthy Snack</li> </ul>	
<b>Commitment Bond Deposit</b>	<b>\$2500 (\$500 paid upon Enrolment)</b>
<ul style="list-style-type: none"> <li>• Refundable upon Graduation from Grade Six or Nine</li> <li>• Payment Plans available</li> </ul>	
<b>Student &amp; Classroom Supplies</b>	<b>\$400</b>
<ul style="list-style-type: none"> <li>• Paid in full by August 1st</li> </ul>	
<b>After School &amp; Snack Program</b>	<b>\$10/day (Optional)</b>
<ul style="list-style-type: none"> <li>• After-School Program 3:30-5:30</li> <li>• Afternoon Healthy Snack</li> </ul>	
<b>Lunch Program</b>	<b>\$5/day (Optional)</b>
<ul style="list-style-type: none"> <li>• Pre-Ordered on a Monthly Basis</li> </ul>	



## School Fees

### ELEMENTARY

<b>Tuition</b>	<b>\$4800</b>
<ul style="list-style-type: none"> <li>• Includes all education and athletic programs</li> <li>• Additional Siblings Tuition <b>\$3600</b></li> </ul>	
<b>Commitment Bond *</b>	<b>\$2500</b>
<ul style="list-style-type: none"> <li>• \$500 Paid in full upon Enrolment</li> <li>• Balance paid in full September 1st, (or 10 consecutive payments of \$200 each)</li> <li>• Refundable upon Graduation from Grade Six or Nine</li> <li>• Payment Plans available</li> </ul>	
<b>Student &amp; Classroom Supplies</b>	<b>\$400</b>
<ul style="list-style-type: none"> <li>• Paid in full by August 1st</li> </ul>	
<b>After School &amp; Snack Program</b>	<b>\$10/day (Optional)</b>
<ul style="list-style-type: none"> <li>• After-School Program 3:30-5:30</li> <li>• Afternoon Healthy Snack</li> </ul>	
<b>Healthy Lunch Program</b>	<b>\$5/day (Optional)</b>
<ul style="list-style-type: none"> <li>• Pre-Ordered on a Monthly Basis</li> </ul>	

### JUNIOR HIGH

<b>Tuition</b>	<b>\$4800</b>
<ul style="list-style-type: none"> <li>• Includes all education and athletic programs</li> <li>• Additional Siblings Tuition <b>\$3600</b></li> </ul>	
<b>Commitment Bond *</b>	<b>\$2500</b>
<ul style="list-style-type: none"> <li>• \$500 Paid in full upon Enrolment</li> <li>• Balance paid in full September 1st, (or 10 consecutive payments of \$200 each)</li> <li>• Refundable upon Graduation from Grade Six or Nine</li> <li>• Payment Plans available</li> </ul>	
<b>Student &amp; Classroom Supplies</b>	<b>\$400</b>
<ul style="list-style-type: none"> <li>• Paid in full by August 1st</li> </ul>	
<b>Angel System Login and Computer Maintenance Fees</b>	<b>\$500</b>
<b>After School &amp; Snack Program</b>	<b>\$10/day (Optional)</b>
<ul style="list-style-type: none"> <li>• After-School Program 3:30-5:30</li> <li>• Afternoon Healthy Snack</li> <li>•</li> </ul>	
<b>Healthy Lunch Program</b>	<b>\$5/day (Optional)</b>
<ul style="list-style-type: none"> <li>• Pre-Ordered on a Monthly Basis</li> </ul>	

\*Most activities at school are without additional costs but some outings may have a fee associated with them that may require parents to pay directly for these outings.



## SCHOOL FEE PAYMENT SCHEDULE

Based on \$4800 tuition/year And a 12 month payment plan Payment Schedule					
Month	Tuition	Commitment Bond	Text/School Supplies	Angel Login*	Post Dated Cheque
July 1st	400	500 Deposit			Cheque #1
August 1st	400		400	500	Cheque #2
September 1st	400	200			Cheque #3
October 1st	400	200			Cheque #4
November 1st	400	200			Cheque #5
December 1st	400	200			Cheque #6
January 1st	400	200			Cheque #7
February 1st	400	200			Cheque #8
March 1st	400	200			Cheque #9
April 1st	400	200			Cheque #10
May 1st	400	200			Cheque #11
June 1st	400	200			Cheque #12
<b>Total</b>	<b>4800</b>	<b>2500</b>	<b>400</b>	<b>500</b>	<b>12 Cheques</b>

### Notes:

#### School Supplies Fees:

- \$400 School Supplies Fee due by August 1st for all students
- \$900 (\$500 Angel Login Fee /\$400 school supplies) due by August 1 for all Junior High students

#### Commitment Bond Fees:

- Commitment Bond applies to new students only.
- The \$500 deposit is due at time of enrolment

#### Post Dated Cheques:

- Payments can be made over 12 months, 10 months, quarterly, or in a way that works best for your family.
- All Tuition fees are to be paid in full by the last day of the school term.
- If choosing as 12-month payment plan (as outlined above), payments start July 1st and end June 1st of the current school year. Therefore, depending on time of enrolment and/ or amount fundraised, it is the responsibility of the parent to ensure all payments are up to date. Overdue payments will be invoiced.



## OPTIONAL: FUNDRAISING TUITION

### APPROVED FUNDRAISING PROGRAMS FOR TUITION REDUCTION

The school has authorized the following fundraising programs to support and aid parents in reducing the cost of their child's tuition costs. Information can be obtained on the website at [www.newbridgeacademy.ca](http://www.newbridgeacademy.ca) under the *Fundraising* tab or you can make inquiries to Scott Dillman in the office.

**Fundscrip.** This program involves parents purchasing gift or "debit" cards in advance through the school for a variety of everyday products and services from a series of popular retailers of their choice. A percentage of the total amount used on the gift card will be put directly towards your child's tuition costs and applied to tuition fees working backwards from June's fees.

**Sponsor/donation Board.** Newbridge Academy maintains an annual sponsor/donation board. Parents may solicit donations from businesses of their choice for which they receive a dollar for dollar credit toward their child's tuition costs. Any amount exceeding \$350 qualifies the giver to receive recognition on the sponsor board in the form of a sign space (to the giver's specifications).

Upon enrolment, parents will receive a package of information in support of these and any other fundraising programs the school approves.

**Additional Fundraising Programs.** Parents are not authorized to fundraise on behalf of the school in any way that is not authorized in writing by the school. Parents interested in obtaining the school's approval for alternative fundraising programs are to submit their ideas to the Newbridge Academy Foundation for approval prior to implementation. This approval process is strictly for solicitations on behalf of, or for the school. It does not restrict parents from, using direct solicitation of financial support or sponsorship for their student or students from any source they wish.



## FINANCIAL REGULATIONS

### Monthly Statements

Parents will receive a monthly statement that will identify fundraising progress, payments made, and would include the return of any post dated cheques as appropriate.

### Notice to Withdraw

At Newbridge Academy, we recognize that every family has situations that can change future plans. For school planning and recruiting purposes, it is imperative that the school has as much advance notice as possible for vacant seats in upcoming school years. If a student is not returning for the subsequent school year, we would ask that you submit written notice of your intent to withdraw from the school in the upcoming year by March 31<sup>st</sup>.

### Financial Obligations

Upon acceptance of a seat at the school offered to their child, parents have an obligation to pay the fees outlined above according to the payment schedules and due dates identified. No portion of the fees, paid or due, will be refunded or cancelled in the event of the students' absence, withdrawal or dismissal from Newbridge Academy after August 1st of the calendar year school is to commence. In the unfortunate event that a student is suspended or expelled, fees will not be refunded by Newbridge Academy. This is necessary to protect the school from financial loss resulting from unexpected withdrawals.

**Newbridge Academy warrants that the Commitment Bond Terms and Conditions, the Enrollment Contract, and the 2011-2012 Commitments, Fees, and Payment Schedule are not severable. Any change to, or additional parental financial obligation, other than those specified in these documents, must be approved by mutual agreement and require amendment and signature to the documents.**



## FINANCIAL OBLIGATIONS

The business office will hold academic transcripts, diplomas and report cards if financial obligations are not met or school equipment is not returned. Once these obligations are met, all student records will be released.

## GRADE REPORTS AND TRANSCRIPTS

The academic year is divided into three (3) semesters (approximately 12 weeks in length). Grade reports and student work portfolios are completed at the conclusion of each semester. With the completion of these reports, a meeting between the student, teacher and parent will take place to discuss the students performance against their PEP (personalized education plan) and plan for the upcoming Semester. Both grade reports and work portfolios will be presented to parents. Transcripts will not be provided if there is an outstanding balance of tuition fees.

## PARENT INVOLVEMENT

### School Activities

All staff and students strongly encourage and support parent involvement in attending school outings, assisting with fund raisers, or volunteering on the parent advisory board that assists in the running of the schools activities. We would encourage all parents to get involved in your child's' education.

### Homework

Monitoring homework is an important part of parental support to students. Newbridge Academy believes in teaching skills that students will need throughout life. All students will be given a daily work plan each day. Any work that students do not complete during the day will need to be completed at home. Both teachers and parents are welcome to write any feedback on a daily basis.

## PEP – PERSONALIZED EDUCATION PLANS

Every student that attends Newbridge Academy is unique and deserves to excel in all areas of life.

As we believe in a learning centered approach to education, Newbridge Academy's enriched curriculum is based upon the learning outcomes outlined by the provincial Department of Education and includes enhancements in healthy and key social developmental life skills. What separates Newbridge Academy from other schools is not only our emphasis on healthy physical activity and sports, but also the way our academic programming is delivered.

All of our students receive personalized education plans. What does this mean? Parents, teachers and students can be involved in the individualized educational pathway for each student. Students can move through curriculum at a faster pace if they have the desire and excel in a particular area(s). At the same time students can also spend extra time on a subject that may be challenging to them or where their interests may be strong. All students can progress at different rates in their academic plan; however, by June they will have completed 100% of the required outcomes for their grade level.

Personalized Education Plans are renegotiated at the end of each term between families and teachers to ensure students are continuously moving forward, while still having fun in the variety of co-curricular activities and athletic programs the school has to offer. Personalized education for your child will make a difference in their progress and the quality of education they receive. Students will have work portfolios that will actually demonstrate their learning. At the end of each term students will not only have academic grades, but effort and behavior grades as well. They will also have a portfolio of work samples where the student is able to demonstrate everything they have learned through the school year!



**PICK UP AND DROP OFF TIMES**

Students can be dropped off at school any time after 8:00 am and can be picked up any time between 3:30 and 3:45 pm. Students picked up later are expected to enroll in the After School Program. Please contact the administration office to make these arrangements. Charges will apply to students picked up after 3:45pm. If Before School care is required please make arrangements with your child's homeroom teacher.

**SAFE ARRIVAL**

Any child late for school must check with the office in order to have their name removed from the absent list. If your child will be absent from school, please call the school before 8:30 am. This will ensure all children are accounted for each day.

**Contact Information**

(phone) 902-252-3339

(fax) 902-252-3108

(email) [info@newbridgeacademy.ca](mailto:info@newbridgeacademy.ca)

**SNOW DAYS**

Newbridge Academy follows the public school policy of the HRM School Board regarding snow days. Parents can check the HRM website ([www.hrsb.ns.ca](http://www.hrsb.ns.ca)) for school closures.

**SPECIAL SCHOOL SUPPLIES**

Regular school supplies will be provided by the Academy throughout the academic year at the standard fees identified in the Pre-Admissions Package. From time to time there may be the need for some special items to support special and "elective" learning experiences (most often at the request of the students). In these cases there may be a need for parental approval for an additional nominal cost.

**SPORTS TRAINING**

Newbridge Academy offers a very strong program of co-curricular activities that give every student an opportunity to take part in daily physical activities ranging from swimming, skating, team sports and specific sport training. This unique programming, with its emphasis on team sports and individual performance, strives to teach the values of good health, nutrition and physical conditioning as well as those of team play, self-sacrifice and sportsmanship.



## NEWBRIDGE ACADEMY CODE OF RESPECT

### INTRODUCTION

We are very proud of our school's updated Mutual Respect Code. This code is a reflection of our behaviour model that is designed to promote student achievement in a safe and democratic environment. Each student contributes to the well being and success of everyone else at Newbridge Academy. Our behaviour model assumes that every student wants to do well, wants to succeed, and most importantly, our behaviour model is based on the fact that every student has the right to be treated with respect at all times, just as teachers and instructors do.

In keeping with the guidelines provided by the Nova Scotia Department of Education we focus on ensuring students learn positive behavioural outcomes in a variety of potentially challenging situations. At Newbridge the students learn conflict resolution, problem solving, logic, creative thinking, active listening, and leadership skills that build confidence and bolster their self esteem so that our students are properly equipped no matter what the situation is that they may encounter.

### EXPECTATIONS

Our students are expected to follow our code of respect matrix that outlines minor and major infractions that will result in disciplinary action. Newbridge Academy's Code of Respect Minor/Major Matrix is designed to ensure that every student demonstrates strong leadership skills and acceptable code of conduct for as long as they represent Newbridge Academy.

#### MINOR

- Late to class or activity
- Unexcused class/activity time (Hall Pass)
- Disrespect toward peers
- Disrespect toward Newbridge staff
- Disrespect toward facility staff
- Not in full Newbridge uniform
- Unacceptable use of uniform
- Use of electronic device during school (iPods, cell phone, mp3's, cameras, etc.)
- Consumption of pop or energy drinks
- Purchasing food/drink from vendors not approved by Newbridge Academy (Tanfit Supplements, Dairy Queen, Vending Machines, etc.)
- Inappropriate Language
- Inappropriate Website
- Inappropriate use of school equipment
- Destruction of classroom materials
- Unwarranted physical contact during school activities

#### MAJOR

- Fighting or inappropriate aggressive behaviour
- Any physical contact directed toward any student or staff
- Any, and all, forms of bullying
- Unexcused class/activity without signed written proof from parent, guardian, or staff member
- Failure to complete required consequence of minor infraction
- Theft of any kind
- Plagiarism of school work

**Note:** Detailed descriptions of the minor and major infractions can be found on page 21.



## NEWBRIDGE ACADEMY CODE OF RESPECT

### ACADEMIC EXPECTATIONS

The primary mission of the school is to help students develop their full academic potential. To that end, students will learn to benefit from modelled behaviour of all Newbridge Staff exhibiting positive attitudes and productive habits. As a parent you should have the following expectation of us as trainers and educators:

- Students will be encouraged to honestly try, to put their best effort in all activities.
- Students will learn that it is OK to make mistakes, that from mistakes comes understanding and experiential learning
- Students will build confidence in themselves through their continually accelerating pattern of recognized successes and will naturally take pride in their work and accomplishments
- Students will learn to cooperate with each other, with their teachers, mentors, instructors, coaches, and parents completing all desired curriculum outcomes and expectations
- Students will learn to become organized; arriving at class on time, prepared with the proper materials and willing attitude toward learning new things
- Students will learn healthy independence and learn how to take responsibility for their own learning, how to make connections that allow them to follow their passion(s) and interests.

### POSITIVE BEHAVIOURAL EXPERIENCES

At Newbridge Academy we understand that most behaviour is influenced by all experiences that an individual encounters. Therefore, to influence a student toward acceptable behaviours, a consistently positive approach needs to be experienced by the student not only in school, but also outside the school, and especially at home.

A largely positive approach is not devoid of consequences. At Newbridge Academy where ever possible we apply natural and logical consequences to motivate students behaviour modification.

### NATURAL AND LOGICAL CONSEQUENCES

The Newbridge Academy Code of Respect Matrix is developed to provide clear behaviour expectations for the student. Every situation and student will be handled with their individual needs in mind. Listed below are possible formal consequences that the school staff reserve the right to apply:

### MINOR INFRACTION CONSEQUENCES

Newbridge Academy provides all students and parents with a Handbook. Each student is made aware of Newbridge Academy's conduct expectations during school time. We believe that every Newbridge Academy student will be able to understand and accept the expectations that are placed on them. However, a student that does not follow the Code of Respect Matrix will be required to review and complete a mandatory assessment of the Newbridge Academy Handbook. The assessment will be on material found in the student handbook and will be a pass/fail grade. The student will be required to pass the assessment before the student is considered to have completed the minor infraction consequences. The student will not be removed from scheduled academic class time to complete minor infraction consequences. The student will need to complete the handbook assessment during lunch, afterschool, or a scheduled sport activity time. A student with multiple minor infractions, in one school term, with no improvement noted, will be required to meet with the Headmaster to discuss the students conduct and devise a strategy to improve conduct.



## DEFINITIONS OF MINOR INFRACTIONS

**Late to class or activity:** A student is expected to follow the strict time schedule that he/she will be given at the start of the school year. The schedule will outline time for activity, classes, breaks, lunch, end of day, start of day, and homeroom period. The student will have an appropriate time frame to transition between daily periods. A student that is not present with all required materials for the scheduled class will be given a late slip.

**Unexcused class/activity time (Hall Pass):** A student is expected to ask permission to leave any event at anytime that is supervised by Newbridge Academy. A pass will be provided to the student that will outline the reason for being away from the event/activity. The pass will have a time the student left and a teacher signature granting permission. A student that does not have a pass with all required information is unexcused.

**Disrespect toward peers/staff/facility staff:** A student is expected to demonstrated positive respect toward peers, staff, and Sackville Sports Stadium staff. Therefore, to influence a student 's acceptable behaviours, a consistently positive approach needs to be experienced by the student not only in school, but also outside the school, and especially at home.

**Not in full Newbridge uniform/Unacceptable use of uniform:** A student is expected to be in full uniform for the entire time he/she is on Sackville Sports Stadium property. The facility has public access and often times our students will be around members of the community. It is very important that our students are easily identifiable. A student is expected to wear the Newbridge Academy uniform as it was intended.

**Use of electronic device during school:** A student is expected to place all electronic devices in their locker upon entering Newbridge Academy. The use of a electronic device is not permitted by any student within school hours of 8:00am until 3:30pm, Monday to Friday. Our school is very active and electronic devices can be broken, lost, or accidently taken by another student if the device is not locked in a personal locker. Newbridge Academy is not responsible for any broken, lost, or stolen items.

**Consumption of pop or energy drinks:** Newbridge Academy encourages a healthy and active lifestyle and students are encourage to eat and drink items that model that attitude. Students are not permitted, to bring or, purchase high sugar, carbonated drinks or any beverage that contains caffeine on school property or during school hours.

**No purchasing food/drink from vendors not approved by Newbridge Academy:** Students are not permitted to purchase food or drink from vendors not approved the school. Our school wants to encourage student to make healthy choices during the school day. Tanfit Supplements, Dairy Queen, and Vending Machines are not approved for purchase.

**Inappropriate Language:** At Newbridge Academy we understand that most behaviour is influenced by all experiences that an individual encounters. Therefore, to influence a student toward acceptable behaviours, a consistently positive approach needs to be experienced by the student. The use of poor language in not acceptable behaviour at Newbridge Academy.

**Inappropriate website use:** Students are expected stay off social network websites and inappropriate websites at all times. Newbridge does not allow access, at any time, to social network sites or websites deemed inappropriate.

**Inappropriate use of school equipment:** Students are expected to use school equipment as it was intended to be used. Areas of the school that are designated off limits should remain off limits for the safety of all students.

**Destruction of classroom materials:** Students are expected to use the classroom materials and resources as they were intended. Destruction or removal of classroom materials is not permitted.



## MAJOR INFRACTION CONSEQUENCES

Students that commit an Major infraction indicated on the Newbridge Academy's Code of Respect Matrix will be referred to the Headmaster for disciplinary consequences. Under the Major category of the Code of Respect Matrix the student will be placed on Newbridge Academy's **Discipline Steps** and the student will complete the **Behaviour Identification and Adjustment** contract. All of the Major infractions run completely against our behavioural model that is designed to promote student achievement in a safe and democratic environment. Our behavioural model assumes that every student wants to do well, wants to succeed, and most importantly, our behaviour model is based on the tenet that every student has the right to be treated with respect at all times, just as teachers and instructors do.

### Behaviour Identification & Adjustment Contract

This contract will be implemented when the classroom is no longer dynamic, enriching, challenging and a student is not behaving within acceptable limits. In addition to the contract, the student will be required to have a parent/guardian sign a form that places the student on a waiting list for future academic terms or future academic years.

After an assessment of Newbridge Academy Code of Respect Minor/Major Matrix has been given to a student or a Behaviour Identification and Adjustment contract has been signed, any of the following discipline steps may apply. Any step level may be applied depending on the situation and individual student circumstances:

### Newbridge Academy Discipline Steps

**Step 1** - Sport activities will be suspended for an amount of time to be determined by staff. An incident report is signed by parents, staff, and students and placed in students file.

**Step 2** - In school suspension, classroom and sport privileges are taken away. Student will not be permitted in class until a parent meeting with administration takes place. An incident report is signed by parents, staff, and students and placed in students file.

**Step 3** - Immediate dismissal from school for one (1) full day. A meeting with parents is to be scheduled. An incident report is signed by parents, staff, and students and placed in students file.

**Step 4** - Immediately dismissed from school for three (3) full days. A meeting with parents is to be scheduled and held before student returns to school. An incident report is signed by parents, staff, and students and placed in students file.

**Step 5** - Dismissed from school for an indeterminate period, including expulsion.

**NOTE: All prior financial obligations of the student remain regardless of the length of the suspension, all financial obligations to the school remain in force (fundraising, tuition or school fees) in the case of full academic year suspensions or expulsions.**



## NEWBRIDGE ACADEMY FOUNDATION

### FOUNDATION LETTERS PATENTS

The Newbridge Foundation for Academic and Athletic Excellence is an organization which receives and maintains a fund or funds and applies a part thereof and the income there from for charitable purposes of an educational nature, and in particular, to provide for the daily operation of Newbridge Academy and delivery of its curriculum. In the Foundation "letters patents" it also is responsible for scholarships, fellowships, bursaries, and to provide financial assistance to students of Newbridge Academy.

### FOUNDATION ORGANIZATION

The Newbridge Foundation is a non-profit organization that's aim is to be established as a registered charity to fulfill its primary purpose to operate Newbridge Academy. Therefore, its successful operation is critical to the organizational structure and continued operation of the school as an independent school.

### FOUNDATION BY-LAWS

The Newbridge Foundation operates according to the bylaws of the organization. All enrolled parents, by virtue of their enrollment, and staff, by virtue of their employment, are active members of the Newbridge Foundation, and are eligible to serve on the Board of Directors. .

### CURRENT BOARD OF DIRECTORS

The current board of directors has been established to oversee the day to day running of the school on an interim basis while building the Foundation's working committees. The current Board of Directors is as follows:

Chairman – Trevor MacEachern

Treasurer – Angela Hubley

Secretary – Isabel Symington

Members - Anthony MacNeil, Suelyn Saberi, Adele MacLean, Dave Foley, Greg MacKenzie, Cindy Roberts, Faith Flanagan, Valerie Hayes, Nicole Lamontagne

### FOUNDATION COMMITTEES

The current mandate of the Board is the construction of the working committees focused on the key success factors for the school as follows:

Executive Committee - This committee will be formed from selected board members to run everyday decision making against the approved budgets.

Finance Committee - This committee has primary fund raising responsibility

Transportation Committee - This committee will focus on providing transportation solutions for school attendance, school outings, and extracurricular activities.

Capital – Building Fund Committee - This committee will focus on the five & ten year master plan for the school.

Parent Teacher Social Committee - This committee will focus on the promotion of school culture and values.

Accreditation Committee - This committee will focus on the schools formal accreditations with public and private organizations

Communication Committee - The communication committee focus is on the transfer of information and educating public and private entities about the school's mission, responsibilities, and requirements.

