



Newbridge Academy

STUDENT CODE OF CONDUCT

At Newbridge Academy, all students are expected to exhibit a commitment to learning and do their part in keeping the school environment safe. Our guidelines for appropriate student behavior reflect the school's philosophy and expectations for responsible and compassionate conduct.

We believe that the children have the right to learn in a safe, caring and orderly environment. Our expectations are that students will maintain an attitude that is cooperative, courteous and respectful. Each responsible student contributes to the well-being and success of everyone at Newbridge Academy!

Newbridge Academy promotes the following beliefs:

- All students have the capacity to be valued and are worthy contributors to society.
- All students are accountable for their choices and decisions.
- In order to grow and thrive, individuals need caring relationships, and a nurturing environment.
- Supportive family relationships are the foundation of the community.
- High expectations lead to higher performance which in turn empowers individuals and strengthens society as a whole.
- Continuous learning is a lifelong process that is essential to an enriched and productive existence and living a fulfilled life.

Students are expected to abide by the following rules.

Be Respectful To Yourself – Care about your learning and yourself, including safety.

- always do your best
- make good choices
- be on time and ready to work
- do your homework and use your planner

Be Respectful To Others – Be considerate of others' personal feelings and properties.

- be polite and wait for your turn
- treat others with respect
- use good listening skills
- be honest and tell the truth

Be Respectful To Property – Care about your school and your environment.

- clean up after yourself
- take good care of materials

- ask before borrowing
- speak English or Mandarin whilst at school

Be safe – Learn and follow school rules.

- walk calmly – no running in hallways
- stay in designated areas
- report dangerous situations to staff

Our students also need to

- understand and abide by the school rules
- attend school regularly
- attend all classes and participate in them fully
- arrive prepared for class each day
- request permission for authorization to leave class when needed
- adhere to the school dress code
- use respectful and appropriate language

Inappropriate Behaviour

- rudeness, swearing
- fighting (or play fighting)
- lack of respect for others, teasing
- throwing objects (rocks, sticks, snowballs, etc.)
- defiant behaviour, insolence
- running the halls
- unauthorized leaving of school grounds
- littering

Consequences of Misbehavior:

In the event that a student is referred to the school's administration for a disciplinary issue, disciplinary action may include any single, or a combination of the following actions:

- review of expectations and a timeout
- review of expectations, written assignment and /or loss of privileges
- parents are informed
- meeting with the parents
- short-term (in school or at home) suspension up to 5 days
- long-term suspension (over 5 days) or a referral to a district program
- consultation with police and / or fire department
- expulsion

Consequences will be applied in a fair and consistent manner, respecting individual rights, responsibilities, age and maturity; and be restorative rather than punitive in nature.

We Do Not Tolerate the Presence Of:

- theft and vandalism
- intoxicating or banned substances
- weapons or replica (toy) weapons and explosives
- intruders or trespassers - All visitor to the school must first report to the office

Newbridge Academy Uniform Requirements

The school's dress code contributes in a very important way to the overall sense of unity in our school. The dress code enhances the learning atmosphere, adds a sense of pride regarding the school identity, and reduces unhealthy competition among students.

Newbridge Academy students are expected to wear their uniform in a manner that portrays a positive self-image, conveys neatness and cleanliness, and demonstrates an attitude of excellence and appreciation towards the school as a community.

The school uniform contributes to a sense of belonging to Newbridge Academy and must be worn sensibly. The uniform is not to be altered or worn in a manner that is sloppy or inappropriate. Students who consistently fall short of the uniform standard will face disciplinary action.

References:

1. SST elementary School Code of Conduct
2. The School Act 85 (1.1) 168 (2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2017
3. B.C. Human Rights Code, (SD 36 Policy No. 10900 and Regulation No. 10900.1)
4. B.C. Ministry of Education: Safe, Caring and Orderly Schools A Guide (Nov. 2008) and Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007), both found at www.Bced.gov.bc.ca/sco/

SCHOOL POLICY

NEWBRIDGE ACADEMY

SECTION	General School Administration
POLICY NAME	Proof of Immunization
POLICY NUMBER	301c
DATE CREATED	May 1, 2019
DATE REVISED	
DATE IMPLEMENTED	September 1, 2019

RATIONALE:

Immunization is an extremely effective means of preventing a variety of illnesses, and the complications they can cause. The intent of this policy is to provide direction regarding the collection and management of immunization data as a condition for admission to Newbridge Academy.

POLICY:

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. The intent of this policy is to provide direction regarding the collection and management of immunization data as a condition for admission to Newbridge Academy.

PROCEDURES:

1. Policy Statements:

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 on healthlinkBC.ca, searching for “B.C. Immunization Schedules”

2. Procedures:

- 2.1 Proof of Immunization in this policy refers to any one of the following:
- 2.1.1 Child Health Passport which contains an immunization record, provided by a doctor, nurse or local public health office.
 - 2.1.2 Childhood Immunization Record Card provided by doctor, nurse or local public health office.
 - 2.1.3 A list of immunization records indicating the dates administered, signed by a physician, a public health nurse, a nurse practitioner or a nurse.
- 2.2 Proof of Immunization is required and kept as one of Student Record Components (see Policy 301a)

NEWBRIDGE ACADEMY

SECTION	General School Administration
POLICY NAME	Personal Information Privacy Policy
POLICY NUMBER	302
DATE CREATED	May 1, 2017
DATE REVISED	
DATE IMPLEMENTED	September 1, 2017

RATIONALE:

Personal information is private and confidential. To protect an individual's privacy, the Provincial government of BC passed privacy legislation in 2003 in the form of the Personal Information Protection Act (PIPA). The Act became effective January 2004.

POLICY:

Personal information of all persons collected by Newbridge Academy will be compliant with the Personal Information and Privacy Act in terms of the collection, disclosure, storage and destruction.

PROCEDURES:

Newbridge Academy office staff will follow the instructions in the two supplemental attached documents:

- 302a Personal Information Privacy Policy for Employees and Volunteers
- 302b Personal Information Privacy Policy for Parents and Students

NEWBRIDGE ACADEMY

SECTION	General School Administration
POLICY NAME	Personal Information Privacy Policy for Students and Parents/Guardians
POLICY NUMBER	302b
DATE CREATED	May 1, 2017
DATE REVISED	
DATE IMPLEMENTED	September 1, 2017

RATIONALE:

Personal information is private and confidential. To protect an individual's privacy, the Provincial government of BC passed privacy legislation in 2003 in the form of the Personal Information Protection Act (PIPA). The Act became effective January 2004.

POLICY:

Personal information of all students or Parents/Guardians collected by Newbridge Academy will be compliant with the PIPA in terms of the collection, disclosure, storage and destruction. Under PIPA, students and Parents/Guardians are considered to be in the same category. Therefore, this document describes concepts and procedures that apply equally to both a student and a parent.

Note: Newbridge Academy does not fall under the Freedom of Information and Protection of Privacy Act (FOIPPA), which applies only to the provincial government and its bodies; neither does it fall under the Protection of Personal Information and Electronic Documents Act (PIPEDA), a federal statute.

PROCEDURES:

Newbridge Academy will follow the following policy statements and procedures when dealing with the personal information to students and Parents/Guardians:

10 Privacy Principles

As part of Newbridge Academy's commitment, the following *Ten Privacy Principles* govern the actions of the school as they relate to the use of personal information. These principles have been built upon the values set by the Canadian Standards Association's Model Code for the Protection of Personal Information and British Columbia's PIPA.

Principle 1 – Accountability

Newbridge Academy is responsible for maintaining and protecting the personal information under its control. In fulfilling this mandate, the school designates an individual who is accountable for the school's compliance with the 10 Privacy Principles. This individual is the *Privacy Officer* of the school and will be the Principal.

Principle 2 – Identifying Purposes

Newbridge Academy will identify the purposes for which personal information is collected before or at the time the information is collected.

Principle 3 – Consent

Newbridge Academy will obtain consent of the individual for the collection, use or disclosure of personal information except where the law states exemptions, grants permission, or creates a requirement for collection, use, or disclosure of personal information. The school may collect information about you without your consent to establish, manage or terminate the employer-employee relationship.

Principle 4 – Limiting Collection

Newbridge Academy will limit the personal information collected to those details necessary for the purposes identified by the school.

Principle 5 – Use, Disclosure and Retention

Newbridge Academy will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law. Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected.

Principle 6 – Accuracy

Newbridge Academy will maintain personal information as accurate, complete and up-to-date form as is necessary to fulfill the purposes for which it is to be used.

Principle 7 – Safeguarding Personal Information

Newbridge Academy will protect personal information by security safeguards that are appropriate to the sensitivity level of the information.

Principle 8 – Openness

Newbridge Academy will make information available to individuals concerning the policies and practices that apply to the management of their information.

Principle 9 – Individual Access

Newbridge Academy will inform an individual, upon the individual's request, of the existence, use and disclosure of the individual's information, and shall give the individual access to it in accordance with the law. Individuals may verify the accuracy and completeness of their information and may request that it be amended, if appropriate.

Principle 10 – Complaint Process

Individuals may direct any questions or enquiries with respect to the school's privacy policies or practices to the Privacy Officer of Newbridge Academy.

What Information is Collected?

Newbridge Academy gathers and uses personal information to provide children with the best possible educational services required by the Mission statement of the school. Most of the information the school collects comes to the school directly from families, and only with their consent. When Parents/Guardians apply to register their child the school will ask them to provide the information that enables it to complete the registration process. This also includes information on academic, health, and personal matters needed by the school to provide the best possible education and co-curricular programs.

How is Information Used?

Newbridge Academy, uses

- personal information to communicate with students and Parents/Guardians, process applications and ultimately to provide Parents/Guardians and their child with the educational services and co-curricular programs they expect.
- personal information to enable the school to operate its administrative function, including payment of school fees and maintenance of non-educational school programs including parent and volunteer participation and fundraising.
- anonymous/personal information to constantly improve our school, e.g., surveys.
- health, psychological, or legal information to provide certain specialized services in those areas or as adjunct information in delivering educational services.

If for any reason personal information is required to fulfill a different purpose, the school will notify Parents/Guardians and ask them for their consent before the school proceeds.

When May Information be Disclosed?

Newbridge Academy, keeps personal information strictly confidential and treats it with care and respect. However, some of an individual's personal information may be shared with others as noted below.

When Authorized by the student or parent

- Other educational institutions routinely contact the school for personal information about students. For example, if a child moves to another school, college or university, student records are requested by the enrolling institution. Parents/Guardians' permission to pass on these records is usually obtained when you register your child and authorize the school to disclose such information to other appropriate educational institutions for the ongoing education of the child.
- Contact information may be used to enable the school to provide the para-educational and administrative services usually operated by the school. These services include phoning committees, participation groups, parent meetings, fundraising, events, annual general meetings, etc.

In some cases, when communication is over the telephone, the consent to the use and/or disclosure of your information will be obtained verbally. In other cases, such as when communication is through e-mail, the consent will be obtained electronically.

When Required by Law

The type of information the school is legally required to disclose most often relates to family court issues, legal proceedings, court orders and government tax reporting requirements. Student information as per Form 1701 is annually filed with the Ministry of Education.

Only the information specifically requested is disclosed and the school takes precautions to satisfy itself that the authorities making the request have legitimate grounds to do so.

When Permitted by Law

The school is legally permitted to disclose some personal information in situations such as an investigation of illegal activities, reasonable methods to collect overdue accounts, a medical emergency or suspicion of illegal activities etc. Only pertinent information is disclosed.

The school does not sell, lease or trade information about you to other parties.

The School's Employees

During daily operations, access to personal information is restricted to authorized employees who have a legitimate reason for accessing it. For example, teachers will have access to personal information about the child but not the family's account with the school.

All employees of Newbridge Academy are required to abide by the privacy standards governed under PIPA. They are also required to work within the principles of ethical behavior as set out in employment contracts and must follow all applicable laws and regulations. Employees are well informed about the importance of privacy and they are required to sign either a code of conduct or a confidentiality agreement that prohibits the disclosure of any personal information to unauthorized individuals or parties. To reinforce their understanding and commitment to upholding client privacy and confidentiality, employees periodically receive up-to-date literature about our privacy policy, principles and standards.

Outside Service Suppliers

At Newbridge Academy, the school sometimes contacts outside organizations to perform specialized services such as printing, student assessments, market research or data processing. For example, the school gives its yearbook publisher the information required to produce the annual yearbook. Suppliers of specialized services are given only the information necessary to perform those services.

Restricting Sharing Information

If a family chooses to limit the sharing of the family's personal information, the family must contact the school office and submit a written letter specifying which items of personal information the family wishes to limit, and to whom the family wishes these items to be

restricted. Please remember that certain agencies, by law, have access to certain types of personal information.

How Does Newbridge Academy Safeguard Information?

Newbridge Academy maintains current security standards to ensure that all personal and financial information is protected against unauthorized access, disclosure, inappropriate alteration or misuse.

Student Files

Student files are stored in secured filing cabinets. Access is restricted to only those employees (teachers, teacher-aides, counselors, secretaries, etc.) who, by nature of their work, are required to see them.

Electronic Security

The school manages electronic files appropriately with passwords and security measures that limit access by unauthorized personnel. The school's security practices are reviewed periodically to ensure that the privacy of your information is not compromised.

Record Management

Personal information is destroyed one year after the school no longer needs the information or one year after legal minimum retention requirements have been met.

Accessing and Amending Information

Newbridge Academy, makes decisions based on the information it has. The school makes every effort to ensure information is accurate and complete.

Accessing Parent Information

Parents/Guardians may access and verify any of their personal information with appropriate notice so that the office is to have reasonable time to be able to supply them with the information they require. Most of this information is available in the registration forms and other forms that Parents/Guardians filled out.

Accessing Student Information

Parents/Guardians may access and verify school records of their children, with appropriate notice during normal school hours. In situations of family breakdown, the school will grant access to records of children as determined by judicial review.

Amending Student and Parent Information

To help the school keep personal information up-to-date, the school encourages you to request the school to amend inaccuracies and make corrections. Where appropriate, the school will communicate these changes to other parties who may have unintentionally received incorrect information from the school.

Questions, Concerns and Complaints

The school may add, modify or remove portions of this policy when it is considered appropriate to do so. Parents/Guardians may ask for the most recent update of this policy at the school office.

Questions, concerns, and complaints about privacy, confidentiality and information handling of the school may be addressed to the school's Privacy Officer by calling the school office. If necessary, you will be referred to use the school's complaint procedure and appeals policies.

NEWBRIDGE ACADEMY

SECTION	General School Administration
POLICY NAME	Major Complaints Policy
POLICY NUMBER	303
DATE CREATED	May 1, 2017
DATE REVISED	
DATE IMPLEMENTED	September 1, 2017

RATIONALE:

From time to time, issues may arise where members of the Newbridge Academy community may differ in their perspectives. When occurs, a member of the school community in conflict with another member may file a complaint with the school administration or authority. When a complaint is received, there should be a solution to resolve the complaint that follows natural law and procedural fairness.

POLICY:

Each member of the school community is expected to follow the appropriate complaint procedure described below. All parties involved must maintain confidentiality with respect to all aspects of this procedure. All complaints must be dealt with in a timely manner.

PROCEDURES:

The following steps will be followed in resolving major complaints:

1. The issue must be dealt with first by the parties directly involved. Either party may seek the advice of the Principal to act as a mediator in the mutual resolution of the complaint. In this case, the Principal will provide advice, but will make no decisions.
2. If the issue cannot be resolved between the persons involved, the matter must be brought formally to the Principal of the school for investigation and decision. The Principal will clarify the issue or disagreement and document all matters pertaining to the issue and its resolution. In his/her investigation the Principal will determine what policy/policies of the school can be applied to resolve the issue. The Principal may seek advice from external consultants or other persons. He/she will then make a judgment to resolve the issue and shall promptly notify both parties of the resolution in writing within 7 days of his/her judgment. In this written notification both parties must be informed of the Appeal Policy 304.
3. If the Principal's resolution is not acceptable, either party may appeal to the Board of Directors of the Society. Such an appeal must be submitted in writing no more than 7 days of the date of the Principal's judgement.
4. The Board of Directors shall follow the procedures outlined in Appeal Policy 304.

If the complaint is against the Principal, the complainant must follow the process outlined above, but file his/her complaint directly with the Authority Board of Directors, if no resolution

can be reached with the Principal. The Board of Directors will inform the complainant of the results of its decision within 7 days of making its final decision. In this written notification both parties must be informed of the Appeal Policy 304.

NEWBRIDGE ACADEMY

SECTION	General School Administration
POLICY NAME	Appeals Policy
POLICY NUMBER	304
DATE CREATED	May 1, 2017
DATE REVISED	
DATE IMPLEMENTED	September 1, 2017

RATIONALE:

From time to time, issues may arise where members of the Newbridge Academy school community may differ in their perspectives and come into conflict. This occurs particularly when a decision is made by an employee of the school that negatively affects another member of the school community. Examples of such decisions would be the disciplining of a student by a teacher, or the disciplining of a staff member by the Principal. Other examples would be when major complaints are filed. When this occurs, there should be a solution to resolve conflict that follows natural law and procedural fairness.

POLICY:

Decisions made during the day-to-day operation of the school by a teacher or Principal that have a *major* negative effect on another member of the school community may be appealed to a higher level of authority for final decision. *Major* complaints that are not settled between school parties may be appealed to Board of Directors of the Newbridge Society for final decision. Employment matters and labour issues between the employee and the employer are not covered by this policy.

PROCEDURES:

All disagreements should be dealt with by the persons directly involved, with the intent to settle the disagreement before taking it to a higher level. If an incident occurs where the decision of a staff member results in a serious negative effect on another member of the school community, and the complainant has made every effort to deal with the matter directly with the staff member concerned, the complainant may appeal to the school administration by submitting his/her appeal of the initial decision to the school office in written format within 7 days of the date of the initial decision.

The appeal will be given to the staff member's supervisor for investigation. In the case of a teacher, the supervisor shall be the Principal. If the appeal is against the Principal, the supervisor shall be the Board of Directors of the Society. An investigation of the appeal must be commenced within 7 days of receipt of the Appeal letter.

The decision to overturn the decision of the staff member must be based on one or more of the following questions:

1. Did the person commit the action/infraction that he/she is accused of?
2. Is the action/infraction covered by school policy?
3. Was the policy applied properly?
4. Did the person making the decision breach any broader policies or legislation?

If the appellant is not satisfied with the outcome of the supervisor, he/she may appeal to the next higher level of authority using the same timelines and procedures above.

If the appeal reaches the Board of Directors, it may strike a subcommittee with the authority to make a decision regarding the appeal. The subcommittee will make a decision on the appeal in one of two ways:

- (a) It will ask both parties to submit documentation in defence of their respective positions. The subcommittee will study the documentation submitted and will make a decision of the appeal based on the documentation received.
- (b) It will ask both parties to submit documentation in defence of their respective positions and will then call a meeting to hear presentations from the appellant and the defendant. Based on a combination of presentations and submitted documentation, the subcommittee will make its decision on the appeal.

Note: If the appeal is against the decision of the principal, it will be overturned only if school policy was not followed. This clause is included in this Appeal Policy to retain the authority of the principal in a school to make subjective decisions concerning discipline and other matters that are within his/her realm of responsibility.

The subcommittee shall then, in camera, present its decision to the Board of Directors within 7 days. The Board of Directors will ratify the decision and take the steps necessary to implement the decision. The Board of Directors may reject the subcommittee's decision only if there is a serious flaw in the procedures used by the subcommittee in hearing the appeal.

The Board of Directors shall notify the appellant and defendant of its decision within 7 days of the meeting and the decision shall be communicated in written form.

If the decision of the Board of Directors is not acceptable, the appellant may request an Independent School Ombudsperson to review the appeal. Such a request must be made within 7 days of receiving the Board of Directors decision. The names and contact information of the Independent School Ombudsperson shall be obtained from the Federation of Independent School Associations of British Columbia.

NEWBRIDGE ACADEMY

SECTION	General School Administration
POLICY NAME	Child Abuse and Neglect Policy
POLICY NUMBER	305
DATE CREATED	May 1, 2017
DATE REVISED	
DATE IMPLEMENTED	September 1, 2017

RATIONALE:

Every student at Newbridge Academy has the right to attend school in an environment that is free of abuse, neglect and violence. The school has a responsibility to protect the child in the event that abuse or neglect is suspected or is evident. Supportive social services are available to assist the school in dealing with suspected child abuse or neglect.

POLICY:

Newbridge Academy has a zero tolerance policy towards child abuse, neglect or violence. Any employee who has reason to believe that a child has been or is likely to be at risk has a legal duty to report to the Ministry of Children and Family Development (MCFD), or directly to the police if the child is in immediate danger.

PROCEDURES:

The principal is designated as the Appointed School Official (ASO) and in this capacity is responsible for dealing with matters of child abuse and neglect. In his/her absence, the Board of Directors may appoint an alternate teacher as the ASO.

At the beginning of each school year, the ASO will review with the staff the following three documents:

- (a) BC Handbook for Action on Child Abuse and Neglect (Ministry of Children and Family Development)
- (b) Responding to Child Welfare Concerns (Ministry of Children and Family Development)
- (c) Supporting Our Students: a Guide for Independent School Personnel Responding to Child Abuse (Ministry of Education, Office of the Inspector of Independent Schools)

All personal information regarding child abuse, neglect or violence will be protected under the Personal Information Protection Act (PIPA).

Under section 14 of the Child, Family and Community Service Act, any person who has reason to believe that a child has been or is likely to be physically harmed, sexually abused or exploited, or neglected by a parent, or otherwise in need of protection as set out in section 13 of the Act, is legally responsible to report promptly to an MCFD social worker. If the adult is uncertain about his/her duty to report, he/she will consult with a social worker (Helpline for

Children, toll-free at 310-1234 (area code not required) at any time 24/7) who can discuss the options and course of action.

The reporting adult will inform the principal (or another School official in the event that the principal is the alleged offender) as soon as possible.

All school personnel will cooperate if there is a resulting investigation.

Summary of roles and responsibilities:

1. Parents have the primary responsibility to protect their children. When parents are unwilling or unable to care for a child or protect the child from harm, the MCFD is authorized to intervene.
2. MCFD has the lead responsibility for responding to suspected child abuse and neglect. It also delegates authority for child protection and family support to Aboriginal Child and Family Services Agency, which provide services to their communities.
3. Police respond when a child is in immediate danger and investigate suspected cases of criminal offence.
4. Service providers must be aware of signs of possible child abuse or neglect and respond to any concern about a child's safety or well-being.
5. The school principal is the designated "Appointed School Official", who may be required to:
 - investigate on behalf of the school authority;
 - ensure a safe school environment during investigations;
 - consult with the child welfare worker and/or police;
 - ensure that no school employee interferes with any investigations;
 - communicate with parents with respect to actions taken by the school authority;
 - report to the Teacher Regulation Branch and/or the Inspector of Independent Schools when the School Authority dismisses, suspends or otherwise disciplines a certified teacher (Independent School Act section 7); Inspector's Order 1 1/92, Discipline Reporting Order);
 - refer student(s) for counseling.
6. Anyone who has reason to believe a child may be at risk and the child's parent is unwilling or unable to protect the child has a legal duty to report to a child welfare worker. The duty to report overrides any duty to protect the privacy of clients, patients, students or staff with the exception of solicitor-client privilege or confidentiality provisions of the federal Youth Criminal Justice Act.

NEWBRIDGE ACADEMY

SECTION	General School Administration
POLICY NAME	Student Conduct, Standards, Discipline Policy
POLICY NUMBER	306
DATE CREATED	May 1, 2017
DATE REVISED	
DATE IMPLEMENTED	September 1, 2017

RATIONALE:

Newbridge Academy is committed to providing a safe and respectful environment in which all students can strive for academic excellence, personal growth, and responsible citizenship. A safe and respectful environment is fostered when there is a mutual respect among staff, students and parents. Students and parents take an active role in promoting acceptance and tolerance of all persons and where appropriate conduct is taught and modelled. Newbridge Academy's code of conduct will inform the school community of expected behaviour based on the principles of respect for the rights and dignity of all persons in order to promote a safe and respectful learning environment.

POLICY:

Students of Newbridge Academy are expected to:

- respect those in positions of rightful authority,
- follow instructions given by staff members and adult volunteers,
- know and obey school rules and regulations,
- respect the rights and dignity of all persons,
- refrain from participating in or promoting any behaviour that would threaten, bully, harass or intimidate either verbally and/or physically, to cause harm to another person,
- damaging or defacing the property of others,
- report incidences of bullying or harassment that they witnessed in school or at school functions,
- refrain from abusive/suggestive language that degrades another person's dignity because of race, religion, ethnicity, culture, sexual self-identity, disability and/or socio-economic background,
- refrain from misuse of computer technology to bully others,
- refrain from the position we use of drugs/alcohol/weapons in school or at school functions,
- respect all property,
- work and socialize in a cooperative and collaborative manner with everyone in the school community

PROCEDURES:

At the beginning of the school year and as required through the year, the Principal will provide education to students, parents and staff on the school's policy for Student Conduct, Standards, Discipline Policy.

Breaches of this policy will be dealt with by teachers or the Principal as appropriate, and discipline given will be fair and objective taking into account the student's history of similar events. Only an employee holding a Certificate of Qualification (COQ) from the Teacher Regulation Branch may discipline a student.

When discipline is administered to a student, parents will be informed of and given a copy of the school's Appeal Policy 304.

NEWBRIDGE ACADEMY

SECTION	General School Administration
POLICY NAME	Anti-Bullying Policy
POLICY NUMBER	307
DATE CREATED	May 1, 2017
DATE REVISED	
DATE IMPLEMENTED	September 1, 2017

RATIONALE:

Every student at Newbridge Academy has the right to receive an education in a safe and caring environment free of bullying and harassment. This anti-bullying policy is designed to reduce bullying in the school environment and help provide a safe environment outside of the school environment.

POLICY:

All staff and students at Newbridge Academy will strive to provide a safe and caring learning environment for all students. To this end, no one in the school community shall engage in bullying others. The school community will be educated as to what constitutes bullying and what to do when bullying behaviour is observed or witnessed. School personnel will act promptly in dealing with bullying reports to protect the victim.

Newbridge Academy will continuously develop strategies to make students feel valued, respected and connected within the school community. This will include the protection of the students' physical safety, social connectedness, inclusiveness as well as protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation or gender identity and expression, while remaining consistent with the independent school's values, cultural perspectives and philosophical values.

PROCEDURES:

At the beginning of the school year and as required, the Principal will provide education to students, parents and staff on the definition of bullying using the provincial E.R.A.S.E. Bullying resources (<http://www.erasebullying.ca/resources/resources.php>)

“Bullying is a pattern of repeated actions targeted at a person in a deliberate manner, intended to reduce the perceived power that person has over the situation or to harm that person. All acts of bullying have the characteristics of being dehumanizing, intimidating, humiliating, threatening, and evokes fear of physical harm or emotional distress in the person being targeted”.

During this education, the Student/Standards/Discipline Policy (Policy 306) will be reviewed, clarifying expected behaviour and unacceptable behaviour and appropriate consequences.

Teachers will create positive classroom environments to lower psychological and physical aggression behaviours that contribute to some students resorting to bullying others.

All reported bullying will be investigated by the Principal or his/her designate in a prompt manner to stop the hurtful behaviours. Parents will be notified and will be expected to work collaboratively with the school to stop the behaviour.

Consequences of bullying infractions will be appropriate to the age and maturity of the individuals involved, the degree of harm done, past patterns of similar behaviour and the context of the incidents.

In particular, cyber-bullying is a serious bullying offence because of the potential for far-reaching negative effects, causing psychological and irretrievable harm to the victim. Instances involving posting nude photographs of students on the Internet constitutes child pornography and will be reported to the police for their action.

The school will take steps to protect students while on school property by increasing supervision in identified high-risk areas on the school campus and will strive to help parents protect their children in the home environment.

NEWBRIDGE ACADEMY

SECTION	General School Administration
POLICY NAME	Harassment Policy
POLICY NUMBER	308
DATE CREATED	May 1, 2017
DATE REVISED	
DATE IMPLEMENTED	September 1, 2017

RATIONALE:

Every employee and volunteer working at Newbridge Academy has the right to be in a workplace environment free from discrimination, harassment, abuse and violence. This harassment policy is designed to reduce harassment in the workplace and to create an environment where the dignity of every individual is upheld.

POLICY:

Newbridge Academy does not condone any form of violence, abuse, bullying or harassment towards any employee or volunteer. Harassment, as defined in this policy, is not acceptable and will not be tolerated in the workplace. Newbridge Academy is committed to providing an environment that is supportive of the dignity and respect of every person. Each individual in his/her role within the school community is responsible for conducting themselves in a manner that contributes towards an environment free from bullying and harassment.

PROCEDURES:

At the beginning of the school year the Principal shall ensure that all employees are made aware of policies, procedures and work practices to ensure the safety and collaboration in the workplace.

All employees will have a responsibility to promote and maintain a workplace environment that is free from bullying and personal or sexual harassment.

All individuals should be encouraged to report incidents of workplace bullying or harassment without fear of reprisal or retaliation. All complaints will be taken seriously and will be investigated in a discreet, confidential, impartial and timely manner.

Every effort should be made to resolve incidents involving workplace bullying or harassment between the parties concerned through intervention and facilitation by the principal or his/her designate. Failing an informal resolution, or where the complainant is not comfortable in approaching the alleged harasser directly, a formal complaint may be filed. Upon receiving such a complaint school will conduct a formal investigation led by a third party supervisor. In the case of the principal being the accused, the investigation will be conducted by the Board of Directors.

During the investigation, the lead investigator will maintain the strictest confidence of all of information. If the investigation reveals that an act of bullying or harassment has taken place, the school must ensure that appropriate preventative, corrective and/or disciplinary action is implemented to prevent further acts bullying or harassment. The school will provide supports to the victim as needed. If the investigation reveals that the allegations were false, both parties will be informed immediately.

If the investigation reveals that the allegations were false and were made with malicious intent, the school will ensure that appropriate corrective or disciplinary action is implemented to address the false and malicious allegation and supports will be made available to the person falsely accused of the acts.

In all cases, written documentation will be filed in the personnel files of the persons involved. Such records shall be retained and stored in accordance with the Personal Information Protection Act (PIPA).

This policy does not preclude the rights of any person to submit a complaint to the BC human rights commission or with the police, or to obtain legal advice and commenced a civil proceeding with respect to the claim of harassment.

Employees and volunteers have the right to appeal the decisions of the supervisor according to Appeal Policy 304 provided such incidents do not deal with employer-employee work situations or labour relations.

The Workplace BC website provides further information on bullying and harassment:
<https://www.worksafebc.com/en/health-safety/hazards-exposures/bullying-harassment>

If an investigation of harassment is required, the following template shall be used to guide the investigation:

NEWBRIDGE ACADEMY HARASSMENT INVESTIGATION TEMPLATE

Name of investigator:

Date of investigation:

A. Background Information

Who are the people involved? Are they workers as defined by Workplace BC? Who reported and when?

1. Name of person who reported workplace harassment
2. If not the same person as above, name of person who allegedly experienced workplace harassment
3. Date complaint/concern raised and how
4. Name of worker(s) (complaining or possibly exposed to workplace harassment):
Position/Department
5. Name of respondent(s) (alleged harasser); Position/ Department
If not a worker – provide details

B. Investigation Plan

Plan and conduct the investigation:

1. Obtain the worker(s) concerns of harassment in writing, if possible. Assistance should be provided in completing the form where necessary.
2. An investigator needs to interview the worker who allegedly experienced workplace harassment and the alleged harasser (if a worker of the employer). If the alleged harasser is not a worker of the employer, the investigator should make reasonable efforts interview him or her.
3. Make a list of possible relevant witnesses. The worker who allegedly experienced workplace harassment and the alleged harasser should be asked for names of any relevant witnesses.
4. Interview relevant witnesses. Ask specific questions about what they have observed, are aware of or have personally experienced. If the witnesses are not workers of the employer, the investigator should make reasonable efforts to interview those witnesses.
5. Collect and review relevant documents from the worker, alleged harasser, witnesses and the employer.
6. Take detailed notes.
7. Keep the investigation confidential. Instruct the worker who allegedly experienced workplace harassment, the alleged harasser and witnesses not to talk to others about the investigation unless it is necessary, for instance, to obtain advice or counselling.

C. Worker(s) Concerns/Workplace Harassment Allegations

When did the incident(s) occur? Confirm date of first incident and any subsequent behaviours or conduct. Note that recalling events of harassment can be stressful for the complainant.

Date of first incident:

Date of last incident:

Date of other incident(s):

D. Alleged Harasser(s) Response

The alleged harasser(s) will likely need details of the allegation of harassment to be able to respond.

E. Interview Relevant Witnesses

List witnesses. Interview relevant witnesses and make notes.

F. Collected documentation

List the documents collected for the investigation and how or from whom they were obtained.

G. Investigation Result(s)

The investigator's summary report should set out who was interviewed, what evidence was obtained and an analysis of the evidence to determine whether workplace harassment occurred.

Summary of key evidence:

Recommended next steps:

Report provided to:

NEWBRIDGE ACADEMY

SECTION	General School Administration
POLICY NAME	Supervision Policy
POLICY NUMBER	309
DATE CREATED	May 1, 2017
DATE REVISED	
DATE IMPLEMENTED	September 1, 2017

RATIONALE:

When parents place their children in the care of the school during the school day, the school assumes the role of the parent in terms of keeping children safe. Students have the right to be protected from harm while on school grounds, in the school building and on school field trips. The school therefore needs to establish a supervision policy that provides adult supervision during the school day outside of the classroom.

POLICY:

Students will be supervised at all times while in the care of the school. This means that, in addition to classroom instruction and the supervision provided by the class room teacher, the school must establish a schedule of supervision before and after school and during the periods of 'free time' when the students are not in class.

PROCEDURES:

The principal will establish a schedule of supervision of students for 30 minutes before and 30 minutes after school, and during periods of time when the students are not under the direct supervision of the classroom or subject teacher in class, e.g., during recess, lunch and spare blocks.

Parents/guardians will be advised that supervision of students begins 30 minutes prior to the beginning of school and ends 30 minutes after the end of the school day. Outside of these times, except for official school-sanctioned events, parents accept the responsibility for supervising their own children.

Supervising staff, usually teachers, will be assigned to this schedule to ensure that students are always under adult supervision. In the event that a staff member is absent for his/her supervision duty, the assignment will be given to another capable adult.

Newbridge Academy has developed a separate policy for Supervision of field trips (Field Trip Policy 310). When the student participates in an official school function outside of the regular school day, such as field trips, the school will provide extra supervision in a student-teacher ratio that aligns with the potential risks of the field trip. The student-teacher ratio shall not exceed 10:1 for any school field trip. Parents will be asked to sign an informed permission slip

allowing students to participate in field trips and such permission slips shall contain a description of the potential risk factors that the student may be exposed to. Parents will be expected to make informed decisions before signing the consent form.

All offsite field trips will follow the Field Trip Policy 310.

NEWBRIDGE ACADEMY

SECTION	General School Administration
POLICY NAME	Field Trip Supervision Policy
POLICY NUMBER	310
DATE CREATED	May 1, 2017
DATE REVISED	
DATE IMPLEMENTED	September 1, 2017

RATIONALE:

Offsite experiences outside the school facility are effective learning experiences that enrich the intellectual, social and physical development of students. Offsite experiences often require travelling short or long distances and may include overnight stays. During these periods students should be supervised and protected as if they were on the school grounds.

POLICY:

Prior to authorizing field trips, the principal will make the staff aware of all relevant policies and procedures related to offsite experiences. Supervising staff members will familiarize themselves with these policies (309 In-school Supervision Policy and 310 Field Trip Supervision Policy) and related procedures to ensure that they are adhered to during the field trip.

PROCEDURES:

All offsite activities must be authorized by the Principal. Prior to approving a field trip the Principal will require the planning teacher to submit a proposal that includes:

- field trip goals and objectives
- relationship to the curriculum and/or the school's mission, vision or philosophy
- description of how the trip is appropriate for students of the proposed age/grade
- description of the preparation steps to be taken
- supervision provided and training of supervisors
- modes of transportation
- description of the potential risks to participants
- detailed description of the trip plan and the activities students will participate in
- sample permission slip to be signed by the parent/guardian

Offsite experiences can include one day field trips, multiple day field trips and may include travel outside the Province of BC to other countries. The documentation submitted by the supervising teacher must match the type of field trip being proposed. For example, a high risk out of province field trip such as downhill skiing in Alberta should have much more detailed documentation than a visit to the nearby public library.

Prior to approving the field trip, the principal will ensure that the offsite experience is covered under the school's liability insurance policies.

NEWBRIDGE ACADEMY

SECTION	General School Administration
POLICY NAME	Emergency Policies
POLICY NUMBER	311
DATE CREATED	May 1, 2017
DATE REVISED	
DATE IMPLEMENTED	September 1, 2017

RATIONALE:

The safety and well-being of students and employees/volunteers at Newbridge Academy must be protected, as far as possible, against threats such as fire, earthquake, and intruders. Accidents and medical issues must also be addressed quickly and appropriately.

POLICY:

The Principal will establish procedures to be followed in the event of fire, earthquake and other emergency situations that may be threatening to the safety of the school occupants. These emergency procedures will be practised with the students and staff at least once per term. All staff members must be made aware of specific medical issues that students or colleagues have that may require assistance.

Newbridge Academy will develop an emergency response plan that aligns with the Ministry of Education document, Emergency Management Planning Guide for Schools, Districts and Authorities.

PROCEDURES:

The school will develop and establish an Emergency Response Team (ERT) who will have the responsibility to supervise students and staff during emergency situations. The members of the ERT will be trained in emergency response procedures.

Fire Drills:

The Principal will design an evacuation plan for the various classrooms and specialty rooms within the school specifically for fire evacuation. The evacuation route map will also contain a muster area in a safe place where students will be assembled and roll-call taken. The teacher in charge of each class will report absent students to a member of the ERT who will then act appropriately with the advice of the fire department. The fire drill will include instructions on how students and staff will behave and evacuate during and after the drill and will include the 'all clear' signal.

Earthquake Drills:

The Principal will design an evacuation plan for the various classrooms and specialty rooms within the school specifically for earthquake evacuation. The plan will contain a section on what will be done if the students and staff have to be supervised for up to 48 hours after the earthquake. The evacuation route map will also contain a muster area in a safe place where students will be assembled and roll-call taken. The teacher in charge of each class will report absent students to a member of the ERT who will then act appropriately. The earthquake drill will include instructions on how students and staff will behave and evacuate during and especially after the drill.

Lockdown Drills:

Together with the local RCMP office and the principal will develop a lock down procedure to protect staff and students in the event of an intruder attempting to, or successfully entering the school and posing a threat to the occupants. This safety plan will include signals for 'begin lockdown' and 'all clear'.

Accident & Medical Issues:

Accidents must be tended to immediately with assessment of injuries and appropriate follow-up actions. If in doubt, emergency services should be called by dialing 911. All accidents must be reported immediately to the school office and a formal accident report form must be completed and filed in the student/staff member's personnel file. If the accident involves students, their parents will be informed of the situation as soon as possible. Tending to the injured is the primary action when accidents occur.

Parents of students and staff members will be asked to disclose any serious medical conditions requiring a specific course of action that may arise during the school day. Such information will be logged on the student/staff member's file and a separate confidential list will be kept in the school office that lists the condition and the procedures to follow if the condition expresses itself during school or at a school function. Documented procedures to follow must be signed off by the parent or the staff member before they are added to the file or confidential list.

Other Emergencies:

The principal will be responsible for developing procedures to be followed during other high risk emergencies that may pose danger to the students and staff.

All emergency procedures shall be clearly posted in each room of the school near the doorways.

NEWBRIDGE ACADEMY

SECTION	General School Administration
POLICY NAME	Anaphylactic Policy
POLICY NUMBER	314
DATE CREATED	May 1, 2017
DATE REVISED	
DATE IMPLEMENTED	September 1, 2017

RATIONALE:

Anaphylaxis is a sudden and severe allergic reaction that can be fatal without immediate medical emergency action. Newbridge Academy cannot guarantee an allergen free environment; however, it can help minimize the risk of potentially fatal anaphylactic scenarios.

POLICY:

Newbridge Academy will follow the guidelines as stated in the British Columbia Anaphylactic and Child's Safety Framework (2013).

Parents of an anaphylactic child will report to Newbridge Academy that their child has been diagnosed to be at risk for anaphylaxis. The parents will share with the school the actions to be taken in the case of an emergency. The school will record this medical alert on the student's permanent record card and will inform the staff of the child's condition and instruct them on the procedures to be followed in the case of an anaphylactic attack. These procedures may/may not be in consultant with the school's public health nurse.

PROCEDURES:

1. it is the responsibility of the parent/guardian to inform the school principal when their child is diagnosed as being at risk for anaphylaxis.
2. Parents must inform the school of the emergency procedure to be followed in the event of an anaphylactic attack. This information must be updated at the beginning of each school year or when ever there is a significant change related to the child's condition.
3. Parents must provide to the school appropriate non-expired medication for their child, for example, EpiPen or other autoinjector
4. The school will develop a care plan for the child, with full consultation with parents and medical practitioners such as the public health nurse and/or the child's doctor
5. The child shall be required to wear at all times a medic alert bracelet or similar means of identifying the anaphylactic condition. The indicator should alert others to wear the epinephrine autoinjector is located, e.g., in the child's bag or on his/her person
6. The school will maintain the child's Student Emergency Procedure Plan in the student's and it shall contain the following information:
 - a. student's name
 - b. diagnoses and symptoms
 - c. emergency response plan

- d. emergency contact information
7. If the student leaves the school grounds on a field trip, the supervising teachers shall be made aware of the child's condition and must ensure that the following accompany the child on the field trip:
 - a. an additional single dose, single use autoinjector
 - b. cell phone
 - c. student emergency procedure plan
 8. Newbridge Academy cannot guarantee an allergen free environment, but should take steps to alert other families of allergens and to request them not to bring allergenic food for other allergenic items are school
 9. individuals at risk of anaphylaxis must learn to avoid their specific triggers.

NEWBRIDGE ACADEMY

SECTION	General School Administration
POLICY NAME	Special Education Policy
POLICY NUMBER	315
DATE CREATED	May 1, 2017
DATE REVISED	
DATE IMPLEMENTED	September 1, 2017

RATIONALE:

Newbridge Academy is committed to the goal of being an inclusive community all learners. In keeping with its mission statement to promote academic excellence, whole child development and multiculturalism, it serves to meet the intellectual, emotional/social and physical needs of the child. A special needs student is defined as: "A student who has a disability of an intellectual, physical, sensory, emotional or behavioural nature, has a learning disability or has special gifts or talents, as defined in the Manual of Policies, Procedures, and Guidelines, Section E".

POLICY:

Newbridge Academy will accept students that it is able to service regardless of ethnicity, culture, or intellectual ability. Registered students shall be provided with the best possible education based on their personal needs and the ability of the school to meet those needs.

PROCEDURES:

Admission to Newbridge Academy is based on the ability of the school to meet the learning needs of the child. During the application process, parents are expected to share their expectations of the school in servicing the needs of their child(ren). The school in turn will share with parents its ability to provide a good education to its students.

Parents of children with special needs will be expected to provide the school with all assessments and diagnoses from the child's previous school to medical practitioners so that the school has all the information to design a program of studies that best suits the child's learning needs. The school is not obligated to accept all applicants, especially if it is determined by professionals that the school does not have the resources to support the child's specific needs. The school will always act in the best interest of the child, even if it means referring the family to another school that is better equipped to meet the child's needs, for example, one of the Special Education Schools in BC.

Children with diagnosed serviceable special needs will be provided with an Individual Education Plan (IEP) that will be developed with the parents, school officials (principal and teachers) and medical support staff. The school based team supporting the child shall meet regularly to discuss the child's progress and to reassess the IEP as needed.

If the special needs student is funded by the Ministry of Education with a supplementary special education funding (for diagnosed Category 1, 2 or 3 students), the school shall keep a separate budget and record of the expenditures of the supplemental grant to ensure that the student receives full benefit from the grant provided.

The school shall provide learning assistance support to those students who require additional help, but are not diagnosed as special needs Category 1, 2 or 3. The learning assistance program for these students will be designed by the principal.

In servicing students with special needs, the school shall follow the policies and guidelines in the Ministry document: [Special Education Services: A Manual of Policies, Procedures and Guidelines](#).

http://www.bced.gov.bc.ca/specialed/special_ed_policy_manual.pdf

NEWBRIDGE ACADEMY

SECTION	General School Administration
POLICY NAME	Student Safety Policy
POLICY NUMBER	316
DATE CREATED	May 1, 2017
DATE REVISED	
DATE IMPLEMENTED	September 1, 2017

RATIONALE:

Parents and guardians of children attending Newbridge Academy place their trust in the school for the safety of the children during school hours and on school related field trips. By law, the school is responsible for the safety of children while in its care (in loco parentis).

POLICY:

The school is responsible for providing a learning environment in which students feel safe and are cared for. It shall provide supervision to its students before and after school and recess and lunch breaks. The school will also provide appropriate supervision to students attending school sanctioned activities on site or offsite.

PROCEDURES:

The principal shall ensure that the school's Supervision Policy (Policy 309) is followed. This includes designing a supervision schedule that includes a staff member on supervision duty before and after school, and also during recess and lunch break. This schedule shall be posted in the staff room and included in the school policy manual.

If school-sanctioned activities take place off school grounds, the principal will ensure that the school's Field Trip Supervision Policy (Policy 310) is followed. Appropriate supervision, including the student teacher ratio, will be determined by the type of activity, age of students, mode of transportation and the duration of activity. Parents who drive students to offsite activities shall be required to provide a driver profile and evidence of appropriate ICBC vehicle insurance.

In the case of an emergency, the school will follow the policy and procedures outlined in Emergency Policies, Policy 311.

NEWBRIDGE ACADEMY

SECTION	General School Administration
POLICY NAME	International Student Policy
POLICY NUMBER	317
DATE CREATED	May 1, 2017
DATE REVISED	
DATE IMPLEMENTED	September 1, 2017

RATIONALE:

Newbridge Academy is a multicultural school providing bilingual instruction in English and Mandarin. The school enrolls Canadian students as well as students from other countries. In particular, the school services immigrants from the People's Republic of China, who seek a bilingual education with strong English Language Learner supports.

POLICY:

The School will accept students from all countries regardless of their language, culture, or religious background. Families who send their students to Newbridge Academy knowingly seek a bilingual model of instruction to strengthen their child's English and Mandarin skills.

PROCEDURES:

Canadian students attending the school shall provide the school with appropriate government documentation that proves Canadian landed immigrant status/citizenship as well as proof of BC residency.

Students attending Newbridge Academy from other countries shall provide documentation indicating that the student has the appropriate Study Permit or Student Visa from the Canadian Immigration Department. Study permits are valid for one year and must be renewed annually for the foreign student to continue studies at Newbridge Academy.

Foreign students are required to have a local Guardian who has been appointed in a Canadian court of law. While the student is in attendance at Newbridge Academy this guardian shall serve as the parent/s of the student.

Newbridge Academy will comply with the policies and guidelines as stated in Ministry of Education publication [BC K-12 international student homestay guidelines \(June 2015\)](#).

Foreign students must be in possession of appropriate medical insurance while attending Newbridge Academy.