

NEW BRIGDEN SCHOOL



STAFF, PARENT & STUDENT HANDBOOK

2025-2026

P.O. Box 24
New Brigden, Alberta
T0J 2G0

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New Brigden, Alberta

Ph: 403-664-2490

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OVERVIEW

New Brigden School is a Kindergarten to Grade 6 school situated in the community of New Brigden, Alberta. At NBS we apply our vision "Everyone Learning Together", and shared values: to Ignite Minds, Kindle Hearts and Forge Futures. Our goal is to enable our students to be leaders in learning and life.

WELCOME TO OUR SCHOOL

We believe every child's growth is dependent upon the collective efforts of parents, community, staff, and students to create a positive and supportive environment for learning. Please take the time to read the information found in this handbook and discuss it with your child. It is designed to assist staff, students and parents to better understand the daily operation of the school, its programs, routines, and policies. We extend an invitation to all parents to visit or contact the school at any time - your involvement is valued!

MISSION, VISION & VALUE STATEMENTS

MISSION STATEMENT

Creating opportunities to achieve potential while strengthening connection to community.

VISION STATEMENT

Our schools aspire to develop confident, engaged, and caring citizens.

NEW BRIGDEN SCHOOL VALUES

NBS strives to inspire and engage students while balancing academic learning with strong character development. We demonstrate and encourage respect for ourselves, others and our environment.

COMMUNICATIONS:

DAILY AGENDAS/PLANNERS - All students will receive and are expected to use a school agenda. The purpose of the agenda is to teach organizational skills and to provide communication between home and school. Please check and sign agendas daily.

STUDENT TELEPHONE – The school telephone is available in the main office/library. This phone must be used with discretion and only with the permission of a staff member. Students are not to use the phones in the classroom unless directed to by a staff member.

PROCEDURE FOR CONTACTING STUDENTS If you must get a message to your child, please phone the school and ask the staff member who answers, to take the message and refer it to your child's teacher. We will only interrupt classes to call students to the phone in cases of emergency.

PROCEDURE FOR CONTACTING STAFF DURING THE SCHOOL DAY

We encourage parents to communicate regularly with staff. If you find it necessary to phone the school to speak with a teacher, we request that you do so during the day when the teacher is not in the classroom teaching. Please be willing to leave a message for the teacher to return the call at the earliest convenience.

NEWSLETTERS AND SOCIAL MEDIA

Monthly newsletters will be sent home with students in the last week of the month. The newsletter will contain the following month's calendar and important reminders. Please keep the calendar for the month.

New Brigden School has a Facebook account to share happenings at the school. These accounts are monitored by Prairie Rose, and any negative postings or comments will be removed. Please keep comments positive.

NEW BRIGDEN SCHOOL STAFF

PONCELET, JACALYN (PRINCIPAL)

Cell: 306-864-7821

jacalynponcelet@prrd8.ca

TYE, LORRIE (SEC/EA)

Cell: 403-664-9489

lorrietye@prrd8.ca

SAWATZKY, SANDRA (TEACHER)

Cell: 780-753-7207

sandrasawatzky@prrd8.ca

LAUREN FUCHS (EA / CARETAKER)

Cell: 403-664-9590

laurenfuchs@prrd8.ca

Lucille Hertz (CARETAKER)

Cell: 403-664-0172

BUS DRIVERS

Lorrie Tye – 403-664-9489 ([Route # 514](#))

BUSSING PROCEDURES

Please call or text the bus driver (before 8:30 p.m. or before 6:45 a.m.) about cancelling a morning pickup. It is unsafe for them to answer their phones or check messages while on their bus route. Please use the agenda if a student is not going to be on the bus or for planned absences.

Should changes in plans be made during school hours, parents are requested to notify the bus driver and phone the school secretary.

RIDING A BUS OTHER THAN REGULAR BUS

If your child is required to ride on an alternate bus please contact the secretary or principal. A bus pass will be given to the receiving driver, who will record the additional passenger.

UNDER NO CIRCUMSTANCES ARE STUDENTS PERMITTED TO RIDE IN UNAUTHORIZED VEHICLES.

VOLUNTEER DRIVER EXPECTATIONS

Student participants will be transported to and from all competitions, and to all field trips with school-approved transportation. Written permission must be provided from parents and a record of this permission will be kept at the school at all times.

Volunteer drivers will be required to provide documentation of insurance, driver's abstract, and complete Volunteer Driver Form from Prairie Rose. These documents will be handed into the school secretary before permission to drive will be granted.

Volunteer drivers must abide by all laws when transporting students. If there are changes to the volunteer's driver's license, or to the insurance, it is the volunteer driver's responsibility to inform the school.

Parking / Bus Zones / Picking Up Students

When you pick up or drop off your children before regular bus times you must NOT pass the buses as they are loading or unloading.

If you park in the staff parking you may safely leave going North.

If you park West of the playground, you must leave to the South or wait until the buses leave or their lights stop flashing. Please do not park behind the buses during bus loading and unloading, as it is dangerous to reverse and is illegal to pass the bus.

COURSES OF STUDY

Alberta Education, through New Learn Alberta, prescribes the subjects taught in the New Brigden School. The NBS teachers use the Alberta Education curriculum to develop and deliver the academic programming for NBS students. To meet the curricular objectives and outcomes material are presented to the students in a wide variety of ways, employing multiple learning strategies and techniques, to engage students in the learning journey.

ECS / Primary/ Elementary Courses of Study

Language Arts, Mathematics, Science, Social Studies, Arts Education, Wellness/ Physical Education, Fine Arts, Media Technology

Students are assigned and are taught skills on Chromebooks.

STUDENT EVALUATION AND REPORTING PROCEDURES

The evaluation of students is a continuous and ongoing process. The outcomes of the evaluations are reported to parents periodically through parent/teacher/student conferences, report cards, and letters.

- Formal parent/teacher/student conferences will be held twice (2) a year, but other meetings may be arranged at any time, at the request of either the parents or the teacher.
- Report cards will be issued in November, March, and June.

CODE OF CONDUCT

Our Student Code of Conduct will operate within the PRSD Student Code of Conduct principles, to establish and maintain a welcoming, caring, respectful, and safe learning environment for all students, staff and guests of the Prairie Rose School Division.

New Brigden School requires the cooperation of students, staff, parents, and community to ensure positive student behaviour and conduct. We believe students must learn responsibility for their behaviour.

In the event that student behaviour requires the intervention of a staff member, individual circumstances and student needs will be considered, and students will accept responsibility for and the consequences of their choices and actions. Parents will be contacted if the teacher or principal deems it necessary.

*If you want a paper copy of any PRSD policy please request one from the school - all division policies may be found on the division website at: <https://www.myprps.com> Student Code of Conduct Policy A 305

STUDENT BEHAVIOUR POLICY

New Brigden School is very proud of the general behaviour of our students and all staff feel that it is important to acknowledge those students who exemplify positive actions, display good leadership, and model positive character traits.

Positive behaviour may be recognized and rewarded in the following ways:

1. Classroom reward systems.
2. Positive notes in agendas and/or phone calls to parents.
3. Student praise.

If a student decides to break a rule: Logical consequences and punishments will be given to students. Loss of privileges, and detentions may be given to students for discipline problems or to finish work. Lunch detention takes place in the classroom.

STUDENT DECORUM

1. Town students and/or students arriving at the school by means other than by bus should not arrive any earlier than 8:35am.
2. All students that are expected to remain on school grounds.
3. Treat Foods: sunflower seeds, energy drinks, pop, and slurpees are not permitted in the school or on the playground with the exception of designated special events.
4. Students are required to walk quietly through the halls, being respectful of other classes.
5. Vandalism / Damage: Students who damage school property, including textbooks, or the property of others will be responsible to pay for repair or replacement.
6. Respect One Another: Use appropriate and respectful language at all times and play SAFELY! We are a "hands off" school with no rough play. Fighting, bullying, and wrestling will not be tolerated.
7. If you must enter the school for any reason during recess or noon, please contact the supervisor.

ATTENDANCE POLICY

1. Regular attendance is critical to successful completion of the school year. A student who attends classes regularly to complete assignments, to learn basic concepts, to apply theory and to gain practical experience will achieve success.
 2. Regular attendance is the responsibility of the parent and student.
 3. Parents are asked to contact the school prior to the absence at (403) 664-2490 if your child will be absent from school for any reason. A note certifying the specific reason for the absence may be presented to the school when the student returns.
 4. In the event of illness and in special or emergent circumstances, the principal will deal with student non-attendance on an individual basis.
 5. The School Act, Section 7(b) states that a student shall attend school regularly and punctually.
 6. Should an absence occur, students are responsible for completion of the missed work.
- Please refer to Policy A 304 for PRSD Attendance Policy

STUDENT DRESS CODE

E. CLOTHING - Students are reminded that the school is their place of "business" or "work" and as such, student dress must be appropriate for school work and learning activities. The appropriateness of students' clothing will be judged by the staff and administration. Students wearing inappropriate clothing will be expected to change or turn the offensive clothing inside out and/or wear a shirt as provided by NBS School staff for the remainder of the day.

Clothing must be respectful of self and others in the school environment:

- Hats and bandanas are not to be worn inside the school.
 - Shoes must be worn at all times for both safety and health reasons.
 - All students are expected to be clean and tidy in appearance.
 - Beach attire will not be permitted.
 - No clothing with offensive language, alcohol or drug references are permitted.
 - The mid-section of both boys and girls must be covered.
 - Spaghetti straps are not suitable for school wear.
 - Shorts and skirts must be an appropriate length - no shorter than mid-thigh.
 - Undergarments must not be visible (i.e: pants should be worn above the hips).
- Indoor / Outdoor Shoes - Students are expected to have shoes for indoor and outdoor use. We ask that all students have a pair of running shoes suitable for indoor and gym use only. Please ensure that indoor shoes do not have black soles as the black marks these leave on the floor are extremely difficult to remove. All students are expected to remove and leave outdoor footwear in the boot-room.

MASTER SCHEDULE AND SUPERVISION / DAILY BELL SCHEDULE

New Brigden School
Timetable
2025-2026

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Bus Unloading	JP / SS	JP / SS	JP / SS	JP / SS	JP / SS
8:45 – 9:00 9:00 - 9:30	Bell Work/ Math 4-6 JP / LT Math K2-3 SS/LF	Bell Work/ Math 4-6 JP / LT Math 2-3 SS	Bell Work/ Math 4-6 JP / LT Math K2-3 SS/LF	Bell Work/ Math 4-6 JP / LT Math 2-3 SS/LF	Bell Work/ Math 4-6 JP / LT Math K2-3 SS/LF
9:30 - 10:10	Math 4-6 JP/LT Math K 2-3 SS/ LF Snack SS	Math 4-6 JP/LT Math 2-3 SS Snack SS	Math 4-6 JP/LT Math K 2-3 SS/ LF Snack SS	Math 4-6 JP/LT Math 2-3 SS/ LF Snack SS	Wellness JP/LT SS/ LF Snack SS
10:10 -10:25	Recess LT	Recess LT	Recess SS	Recess LT	Recess LT
10:25 - 11:05	Social K-3 SS Social 4 vc LT LA 5-6 JP Social 6 LF	Math 2-3 SS Social 4 vc LT Math 5-6 JP	Science K-2 SS Social 4 vc LT LA 5-6 JP Social 6 LF	Science K-2 SS Social 4 vc LT LA 5-6 JP Social 6 LF	Science K-2 SS Social 4 vc LT LA 5-6 JP Social 6 LF
11:05 - 11:45	Science K-2 SS Science 3-4 JP Social 5 vc LT Social 6 vc LF	Science 1-2 SS Media Tech 4 JP Social 5 vc LT Social 6 vc JP	Science K-2 SS Science 3-4 JP Social 5 vc LT Social 6 vc LF	Science 1-2 SS Science 3-4 JP Social 5 vc LT Social 6 vc LF	Science K-2 SS Science 3-4 JP Social 5 vc LT Social 6 vc LF
11:45- 12:05	Inside Lunch JP	Inside Lunch JP	Inside Lunch LT	Inside Lunch SS	Inside Lunch LF
12:05 –12:25	Outside Lunch LF	Outside Lunch SS	Outside Lunch JP	Outside Lunch LF	Outside Lunch JP
12:25 - 1:05	LA K-3 SS/LF LA 4 LT Science 5-6 JP	LA 2-3 SS Math 4 LT Media Tech 5-6 JP	LA K-3 SS/LF LA 4 LT Science 5-6 JP	LA 2-3 SS/LF LA 4 LT Science 5-6 JP	LA K-3 SS/LF LA 4 LT Science 5-6 JP
1:05 – 1:40	Fine Arts K-3 SS/LF LA 4-6 JP/LT	LA/LibrarySS LA 4-6 JP/LT	Fine Arts K-3 SS/LF Fine Arts JP/LT	LA1-3 SS/LF LA 4-6 JP/LT	Fine Arts K-3 SS/LF Fine Arts JP/LT
1:40-2:10	Wellness/PE K-3 SS/LF LA 4-6 JP/LT	Wellness/PE K-3 SS LA 4-6 JP/LT	Wellness/PE K-3 SS/LF Fine Arts 4-6 JP/ LT	Wellness/PE K-3 SS/LF LA 4-6 Library JP/LT	Wellness/PE K-3 SS/LF Fine Arts 4-6 JP/ LT
2:10 – 2:25	Recess SS	Recess JP	Recess LF	Recess JP	Recess SS
2:25 – 3:10	LA K - 3 SS Wellness / PE.d 4-6 JP / LF	LA 2-3 SS Wellness / PE.d 4-6 JP / LT	LA K - 3 SS Wellness / PE.d 4-6 JP / LF	Math 1 - 3 SS Wellness / PE.d 4-6 JP / LF	Homework/ Media K - 3 SS Wellness / PE.d 4-6 JP / LF
Bus Loading	JP / SS	JP / SS	JP / SS	JP / SS	JP / SS

SCHOOL RULES

NBS Rules: (Agreed on by students and staff on Sept. 11, 2025)

We operate at New Brigden school following three guiding questions:

1. *Is it **safe**?*
2. *Is it **respectful** (*kind*)?*
3. *Is it **responsible**?*

One Rule Classroom:

***If What You Are Doing Or Saying
INTERFERES
With Learning,
HURTS Someone's Heart,
Or PREVENTS You
From Being Your Best Self,
YOU SHOULD NOT BE
DOING IT!***

Additional Rules:

A. Rules for Cellular Phones and Electronic Devices.

The security and storage of electronic devices is the sole responsibility of the owner/user. NBS assumes no responsibility for the safety, security, loss, repair or replacement of devices that students may choose to bring to school.

1. During class time personal devices are powered down and in your bag, in your locker, or the space provided by your teacher and not on your person.
2. Headphones and ear buds are not in use during instructional time.
3. No personal devices can be used in washrooms or change rooms.
4. Teachers will indicate if there are specific learning situations which support personal devices and/or ear buds or headphones.

B. Recess

All students are expected to go outside during recess unless the weather is inclement. Students, who for medical reasons cannot go outside, must provide a note from their parents in the agenda. The staff member on duty at recess may choose to call an indoor recess in the gym.

VISITORS TO THE SCHOOL

All visitors to the school need to sign in on arrival, and sign out when exiting the building. It is important that staff know who is in the building at all times in case of an emergency. This includes parents, visitors, PRSD employees, and guests. School doors remain locked so please ring the doorbell to be allowed access to the school.

HOOR ZERO

During any emergency, our first priority is the safety of our students and staff. In order to provide an effective response to any school crisis, the Division uses an Emergency Response Plan developed by Hour Zero. The Plan works in conjunction with other local emergency plans, and could require the involvement of numerous agencies. The plans created for individual schools, along with the Division Plan, are reviewed annually and after an emergency occurs. There is an on-site emergency response team at each school, along with a Division-based Emergency Response Team that provides support and aid to schools at the time of an emergency. All staff are regularly trained on emergency protocols and drills are practiced at the school. Although standardized protocols and procedures provide the basis for our response, the way in which we respond to an emergency is greatly influenced by the specifics of an incident. When a school is confronted with an emergency, staff will assess the situation and then decide on a course of action. We conduct drills throughout the year to rehearse emergency procedures. These exercises prepare students and staff to act quickly and help to minimize a child's fear during a real emergency.

Lock-Down

Lock-Downs are usually used in response to acts or threats of violence to students and/or staff directly impacting the school. During a Lock-Down all doors within the school are locked. No one is permitted in or out of any area once it has been locked. Students and staff must respond very quickly to a Lock-Down command to get to a safe location before doors are locked. No one, other than law enforcement, is permitted access to the building until the Lock-Down is over.

Hold and Secure

Hold and Secure is used in response to security threats or criminal activity outside the school. During a Hold and Secure, all entrance doors to the school are locked, with no one permitted in or out of the building. No one, other than law enforcement, is permitted access to the building until the Hold and Secure has been cleared.

Drop-Cover Hold

Duck-CoverHold is a method of protecting vital body parts during some natural disasters.

Shelter-inPlace

Shelter-in-Place is used during an environmental emergency, such as severe storms or chemical spills. During a Shelter-in-Place, students and staff retreat to safe zones to seek shelter. This includes having students or staff who are outdoors come back into the school. Each school's emergency response plan

identifies the safest location for its occupants and how to seal a room from hazardous conditions. Students will not be released or dismissed until the situation has been resolved.

Evacuation

An evacuation requires all students and staff to leave the school and go to an alternate location. This may mean only going outside and away from the building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation center. Parents will be informed of the alternate location as quickly as safely possible.

In the case of evacuation from New Brigden School our alternate location is New Brigden Community Center. If New Brigden Community Center is not a safe location students and staff will be transported by bus to Sedalia Hall. If both of these locations are unsafe we will proceed to a Prairie Rose school in Oyen.

Dismissal

Under some circumstances it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised.

1. Parent-Child Reunion Area will be established. Parents will be notified at the time of the emergency of the Reunion Area's location. The location may not be at the school — the location will depend on the specifics of the emergency.
2. You will be required to fill out a Student Release Request Form. This ensures all students are accounted for at all times and students are only released to authorized individuals.
3. Students will only be released to an individual designated as legal guardian or emergency contact on the student's Emergency Card, which is completed at time of school registration. Please be sure to keep this information current with your school, as the school will only release a child to someone listed as an Emergency Contact — there will be no exceptions.
4. Valid identification is required to pick up your child. This is required to protect your child from any unauthorized individuals attempting to pick up students. Even if school personnel know you, you must still present I.D. as the school may be receiving assistance from other schools or outside agencies.
5. You will be required to sign for the release of your child. This is extremely important, as it ensures your child, along with other students, is accounted for at all times. Please do not just take your child from the school or evacuation center without signing for his/her release.
6. Once you have been reunited with your child, please leave the area immediately. This is for your own safety and that of your child. If you are unable to pick up your child, he/she will be kept at the

Parent-Child Reunion Center until alternate arrangements can be made. Your child will be supervised at all times.

Communication to School / Staff

When an emergency occurs, although your natural instincts in an emergency may be to go to the school to safeguard your child, please understand that doing so could impede the response to the situation. Going to the school may interfere with emergency crews' and school personnel's efforts to deal with the emergency. Extra vehicles and people at the site make the task more difficult. Please follow the instructions provided to you through the communications channels outlined below. Please do not come to the school to pick up your child unless requested to do so. If you arrive at the school in the midst of an emergency, please respect the protocol in progress. While we understand personal circumstances or initial reactions might move you to do something contrary to the school's established procedures, we cannot compromise the safety of students or staff to accommodate individual requests that could put anyone at risk.

Please DO NOT CALL THE SCHOOL and DO NOT CALL STAFF CELL PHONES. Parents are asked not to call the school or their child's cell phone during an emergency. Phone systems need to remain available for handling the actual emergency. Overloading the system may mean the school cannot communicate with first responders.

- Calling the teacher's cell phone during an emergency may be putting them and students at higher risk by disclosing their location or drawing attention to them during a lock-down.
- Experts advise that under some circumstances cell phones and other electronic devices may actually act as an ignition source for fires or explosions.

STUDENT ILLNESS AND ACCIDENTS

Should injuries or illnesses occur at school, parents will be contacted and will be responsible for transportation home or for further treatment. If immediate treatment seems necessary, and if parents or other emergency contact cannot be reached, the school will attempt to obtain for the student such treatment as seems reasonable and necessary.

MEDICATION

If there is a need for medication (including Tylenol and/or Advil) to be given to your child during school hours, please arrange to complete a Provision of Medication form at the office. All medications will be locked safely in our office and should not be kept in your child's desk, jacket, or lunch kit.

1. An Administration of Medication Form must be completed by the parent/guardian and physician before any school division employee administers medication.

2. The medicine bottle must carry the official label from the pharmacist stating the child's name, physician's name, the name of the drug, the dosage to be administered, and the time of day it is to be given.

3. It is the responsibility of the parent/guardian to see that the medication is delivered safely to the school office.

4. A staff member designate will give all medication.

PERSONAL AND PRIVATE PROPERTY

Locks and Lockers - Students are not permitted to lock their lockers. Lockers should be kept clean. School lockers are the property of the school - School staff have the right to open students' lockers at any time.

Lost and Found - All personal belongings should have the student's name clearly marked on them. Students are responsible for their own items. Please check the lost and found for lost articles.

INCLEMENT WEATHER /COLD WEATHER

Inclement Weather: PRSD policy states that buses will not operate when the temperatures are -36C or below (ambient temperature) or a windchill of -46 C . The school is to remain open. If the school needs to be closed for any reason the school closure will be reported to PRSD office, who will inform parents using School Messenger. As well, the closure will be posted on the school website. Bus drivers will inform bus students about the closure of the school. The superintendent and principal will make the decision to close the school, however, individual bus drivers may choose not to operate the bus if he/she deems it unsafe.

COLD WEATHER

For the safety and comfort of the students, proper clothing and footwear must be worn during cold or wet weather. Students go outside for recess and noon hour breaks if weather conditions permit; therefore, they should come to school dressed accordingly. Bus students must dress appropriately during the winter months. For safety, students need to be wearing the appropriate clothing not carrying clothing in the backpack.

BILLETING

NBS will maintain a 48 hour supply of food and water at the school at all times . Should inclement weather not allow the buses to run, and if parents can not get to the school to collect their children, billets will be arranged as required.

LIBRARY / RESOURCE CENTRE

The function of the Resource Centre is to supplement and enrich the curriculum for all students. Students are encouraged to use the library. The loan period is dependent on age and reading ability. Parents will be charged the basic cost of any lost or damaged resources.

NBS STUDENT SERVICES TEAM

Classroom teachers and educational assistants work with the student, and family, to develop a program that will allow the student to experience success. There may be occasions where children will be removed from the classroom for one-to-one or small group tutoring. When an I.P.P is implemented for a student at New Brigden School it will be designed to address individual student

needs. A student with a diagnosed learning disability has the opportunity to be aided with a modified/adapted program. A student may also be referred to the Learning Support Team (LST) for additional help. The learning support team is a multi-disciplinary group of professionals from educational and health backgrounds that can provide extra insight into what is needed to make a student successful. Support for high aptitude learners may also be offered.

PRAIRIE ROSE STUDENT SERVICES

A team of specialists, including Psychologists, and Speech Language Pathologists, is available through Prairie Rose Shared Services for student referrals. These personnel will assist school staff and families with educational assessments, counselling, and programming as the need arises. The FSLW assigned to New Brigden School will be available to work with students a half day on alternating weeks.

EXTRA CURRICULAR ACTIVITIES

The extra-curricular activities governed by this code of conduct are for students who represent NBS in competitions or performances in grades 4-6. Some of these activities could be considered co-curricular as well as extracurricular.

The activities will include, but are not limited to:

Fall Sports: Cross Country, Volleyball

Winter Sports: Basketball, Curling

Spring Sports: Badminton, Track

Curriculum Related: Skiing, Swimming

SCHOOL ORGANIZATIONS

School Council

The New Brigden School Council operates on the representative model. The council has seven (7) members consisting of five (5) elected school parents, a teacher representative and the school principal. Term of office is for two years. The School Council holds a minimum of three (3) meetings annually, which includes two (2) general meetings open to the entire school community. These are held in September and June of each school year. The role of the School Council is outlined in the New Brigden School Council Constitution which is available from the school.

Home and School

New Brigden has a very active Home and School Organization that actively runs fundraising for a variety of school projects. The Home and School provides the financial support and organization of numerous activities for the school each year which include, but are not limited to, Christmas activities, school uniforms, special teaching materials, and celebrations. Meetings are held a minimum of four (4) times throughout the school year usually beginning in September. The Home and School consists of a President, Vice-President, Secretary and Treasurer, all of which are two (2) year terms.

Student's Union

The purpose of New Brigden's Student's Union is to promote citizenship and school/community spirit through many learning experiences. Students are regularly asked to participate in the decisions at New Brigden. We are not currently asking students to vote for elected officials.

COST OF PERSONAL PHOTOCOPYING

This is the base fee rate for personal photocopying:

Black print 15 cents - 10 cents if printing paper provided by the user.

Color printing 20 cents - 15 cents if printing paper provided by the user.

USE OF SCHOOL FACILITIES AND EQUIPMENT

- The use of school facilities and equipment by non-profit community organizations is supported and is subject to the approval of the principal.
- The use of school facilities by individuals or groups for private functions (i.e. receptions, family gatherings) may be supported in exceptional circumstances only and where there are no other local community or commercial facilities available. The use of school facilities by individuals or private groups is subject to the approval of the Superintendent.
- The use of video conferencing equipment by a community person or group must have a Prairie Rose employee on site. A fee of \$1 per minute (minimum of \$30) plus the cost of the technician or employee, if applicable.
- The cost of janitorial services or equipment repair necessitated by the use of the facility or equipment shall be borne by the user group.
- Facility user groups must provide proof of a minimum \$2,000,000 of blanket liability insurance coverage. Groups that do not have access to liability insurance from other sources may apply for coverage under the Division's User Group Blanket Policy prior to using the facility. Refer to Policy M303 or contact PRSD Assistant Secretary Treasurer.
- Adult supervision at all times.
- The principal has the right to visit and inspect any program within the school.
- The user shall: a) supervise the entrance door and allow only those people related to the activity to enter. b) ensure proper footwear, which will not harm or mark the floors. c) allow participants to enter or use only those areas or items specified by the principal. d) be denied further use of the facility or equipment if prompt restitution for damages is not made.