

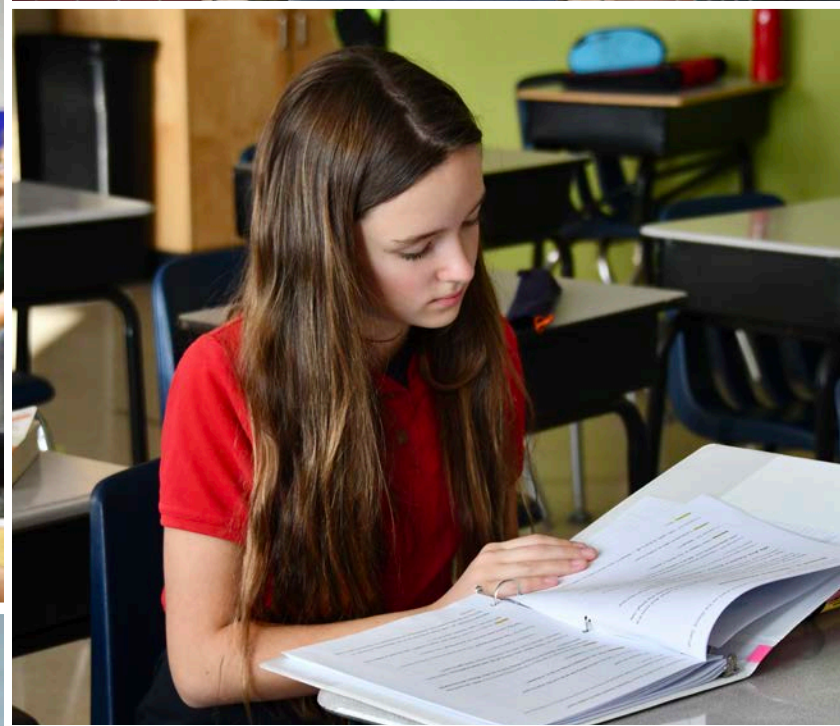


WEBBER ACADEMY

PARENT-STUDENT HANDBOOK



2023–2024



PARENT-STUDENT HANDBOOK

2023 – 2024

WEBBER ACADEMY

1515 - 93 Street SW
 Calgary, Alberta T3H 4A8

Telephone: 403-277-4700
Fax: 403-277-2770
Website: webberacademy.ca

Email for Webber Academy staff (with some exceptions):

Type first initial of first name, plus full last name @webberacademy.ca (e.g. jdoe@webberacademy.ca)

Check the Webber Academy website (webberacademy.ca) for full listings.

Webber Academy is a non-denominational, co-educational, university preparatory school offering quality instruction to students from Junior Kindergarten to Grade 12. Non-denominational means the school is not affiliated with any single religion. In fact, Webber Academy students represent a multitude of cultures and religions from around the globe. As we are a secular educational community, space will not be provided on campus for prayer or other religious ceremonies.

School Times

Junior & Senior Kindergarten	8:30 a.m. – 3:30 p.m.
Grades 1 – 6	8:20 a.m. – 3:30 p.m.
Grades 7 – 12	8:15 a.m. – 3:30 p.m.

Who to Contact

General Inquiries	Front Office (ext. 221)
Admissions	Kelsey Stevenson (ext. 225)
Academic Programmes	Dr. Neil Webber (ext. 222)
Busing	Shannon Gerla (ext. 221)
Communications/Marketing/Fundraising	Lorne Webber (ext. 302)
Elementary (JK – Gr. 6)	Paul Sutherland (ext. 224)
Finance	Rhonda Burke (ext. 289)
Office Manager	Corri Esposito (ext. 334)
Health/Safety/Risk Management	Barbara Webber (ext. 223)
School Operation	Dr. Neil Webber/Barbara Webber (ext. 222/ext. 223)
Senior School (Gr. 7 – 12)	Christina Clouston (ext. 301)



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I. INTRODUCTION

Welcome to our 27th year at Webber Academy. We are very pleased to continue working with our returning families, and look forward to establishing warm, supportive relationships with families that are new to our school community. Webber Academy prides itself on providing an environment where each student will make great strides in their intellectual, social, moral, and physical development. As in all communities, certain guidelines are necessary to ensure our school functions effectively.

As communication between teachers, parents, and students is vital, this handbook has been carefully prepared and is designed to help our families understand the policies, procedures, and expectations of Webber Academy. You are encouraged to retain this electronic document for reference throughout this school year. It is your responsibility to ensure that you are familiar with all of the information contained in this handbook, and agree to abide by the expectations, rules, and regulations.

After reading this handbook, please sign the Parent-Student Handbook Agreement and return to your child's homeroom teacher or our school office. Our faculty and staff look forward to working closely with you and your family, and to creating another successful school year at Webber Academy.

School Mission Statement

“Preparing students to thrive in university and beyond...”

This mission will be accomplished by creating an environment of high expectations of achievement, behaviour, and service. Our society needs citizens with strong moral and ethical values, who believe in the responsibilities of citizenship and service to others.



At Webber Academy, we will actively encourage the growth and development of these traditional values in our students. Participation in, and enjoyment of, school life will prepare our students for responsible involvement in their communities and our society as a whole.

School Values

At Webber Academy, we believe in:

- Personal attention for each child.
- Creating an atmosphere where young people of many faiths and cultures feel equal and welcome.
- Providing a high calibre school whose graduates will have a positive influence in the world.

At Webber Academy, we will expect students to:

- Care for themselves.
- Respect themselves and their peers, leaders, and all adults.
- Honour their parents.
- Be truthful and honest.
- Work hard and use their talents and abilities.
- Speak well of others.
- Be loyal and trustworthy.
- Be courteous.
- Be cooperative and work as a team member.
- Honour our country's heritage and place in the world.
- Be committed to principles.
- Reach their full potential.

These values are essential to becoming a whole person, developing integrity, and building lasting relationships with others.





II. ACADEMIC AND ADMINISTRATIVE ORGANIZATION

FOUNDERS AND DIRECTORS

Dr. Neil Webber, B.Sc., B.Ed., M.A., Ph.D.
President and Head of School

Mr. Lorne Webber
Chairman and Director
Head of Advancement & Communications

Ms. Irene Besse
Director
Founder, Irene Besse Keyboards

Dr. Douglas J. Demetrick, M.D., Ph.D., F.R.C.P.(C)
Director
Professor Emeritus, Cummings School of Medicine,
University of Calgary

Mrs. Joan E. Dunne, FCPA, FCA, ICD.D, B.Comm.
Director

Mr. Gordon J. Forbes, P.Eng.
Director
President, Forbes and Partner Ltd.

Mrs. Valerie Prather, K.C.
Director
Partner, Bennett Jones

Mr. James Stobie, B.Sc., M.Sc.
Director
Synthesis Design Inc.

Mr. Roy Wilson
Founder and Honourary Director
Retired

Mr. Bob Chaisson, P.Eng.
Founder

Dr. Joe Freedman, M.D., F.R.C.P.(C)
Founder
Retired Radiologist

Mr. Salim Hasham, M.B.A., M.Sys.Eng.
Founder

Ms. Virginia Hughes, B.Ed.
Founder

Dr. Mahfooz Kanwar, B.A., M.A., M.A., Ph.D.
Founder and Honourary Director
Retired

Dr. Marvin Levant, M.D., F.R.C.P.(C)
Founder
Retired Radiologist

Ms. Betty Mann
Founder
Retired

Mr. Jim Silye, B.A.
Founder

Mr. Myron Tétreault, B.Admin., LLB.
Founder
Chairman, Calafate Holdings Ltd.

Mr. Guy Turcotte, B.Sc., M.B.A.
Founder

ACADEMIC ADMINISTRATORS

Dr. Neil Webber, B.Sc., B.Ed., M.A., Ph.D.
President and Head of School

Barbara Webber
Vice President, Administration

Paul Sutherland, B. Soc. Sc. (Hon.), PGCE
Head of Elementary School

Christina Clouston, B.Sc. (Hon.), PGCE, NPQH
Head of Senior School

Kelsey Stevenson, B.A., B.Ed.
Director of Admissions

Dianne Lever, B.A., B.Ed.
Director of Library Services

Julia Webber, BFA, B.Ed., M. Ed.
Director of Student Affairs

Joël Chalifoux, B.Ed.
Director of Athletics and Physical Education

Leanne Shirtliffe, B.A. (Hon.), B.Ed.
Academic and Career Counsellor

Jennifer Parker, B.Ed., B.Sc. (Hon.)
Academic and Career Counsellor

Ingrid Harrison, B.Ed. (Distinction)
Academic and Career Counsellor

Katherine Dolan, B.A., B.Ed., M.A.
Academic Counsellor





III. ACADEMIC INFORMATION

SCHOOL TERMS AND REPORTING PERIODS

Elementary Division (JK–Grade 6)

Elementary Curriculum Night: Sept. 26, 2023

Term 1: August 28, 2023 – November 24, 2023

1ST Term Report Cards issued: Nov. 24, 2023

Parent/Teacher Interviews: Nov. 15–17, 2023

Term 2: November 27, 2023 – March 8, 2024

2ND Term Report Cards issued: Mar. 8, 2024

Parent/Teacher Interviews: Mar. 13–15, 2024

Term 3: March 11, 2024 – June 27, 2024

Final Report Cards issued: June 27, 2024

In the first two terms, students in the Elementary Division (JK - Grade 6) will have a Reading Week. During this week, students do not receive any homework assignments but are expected to use the time usually devoted to homework for reading.

Junior and Senior High School (Grade 7–Grade 12)

Senior School Curriculum Night: Sept. 19, 2023

Term 1: August 28, 2023 – November 25, 2023

1ST Term Report Cards issued: Dec. 1, 2023

Parent/Teacher Interviews: Oct. 18–20, 2023

Term 2: November 27, 2023 – March 8, 2024

Midterm exam week: Jan. 12–22, 2024

2ND Term Report Cards issued: Mar. 8, 2024

Parent/Teacher Interviews: Mar. 13–15, 2024

Term 3: March 11, 2024 – June 27, 2024

Final Report Cards issued: June 27, 2024

Semester 1: Aug. 28, 2023 – Jan. 26, 2024

Semester 2: Jan. 29, 2024 – June 27, 2024



CURRICULUM

The programme at Webber Academy has been developed over many years and reflects the school's mission statement, which is to prepare our students for post-secondary and career opportunities. To that end, the curriculum has been designed to stimulate, motivate, and challenge students whose personal goals and whose love of learning allow them to thrive in an enriched environment.

K – 3 (with integrated Computer Studies)

All students in Kindergarten, Grades 1, 2, and 3 take the following subjects:

- English
- Mathematics
- Science
- Community Studies
- Technology
- Spanish
- Physical Education
- Music
- Art

Grades 4 – 6 (with integrated Computer Studies)

All students in Grades 4, 5, and 6 take the following subjects:

- English
- Mathematics
- Science
- Geography/History
- Spanish
- Mandarin
- Physical Education/Health
- Music
- Art
- Technology

Grades 7 – 9 (with integrated Computer Studies)

All students in Grades 7, 8, and 9 take the following subjects:

- English
- Mathematics
- Science
- Geography/History
- Physical Education/Health

In addition, Grades 7, 8, and 9 students will be offered the following options:

- Mandarin
- Spanish
- French
- Music (Band)
- Computer Applications (Grades 8 & 9)
- Drama (mandatory in Grade 7)
- Art (mandatory in Grade 7)
- Computer Programming (in Grade 9)

Please note: All Junior High School students are required to take a second language.





Grades 10 – 12

Grades 10, 11, and 12 Senior High School courses are credit-weighted and follow Alberta Education guidelines. Students make choices based on Alberta Education High School Diploma requirements as well requirements for university, in consultation with an Academic and Career Counsellor and/or the Head of Senior School. A Grade 10 academic requirement of Webber Academy is the completion of a second-language course.

When a student receives a high school diploma from Webber Academy, we confirm that they have successfully completed the high school programme with us and reached our high standards. For that reason, students cannot take courses of alternate delivery at or from other institutions unless there are special circumstances, which must be approved by the President and Head of Senior School.

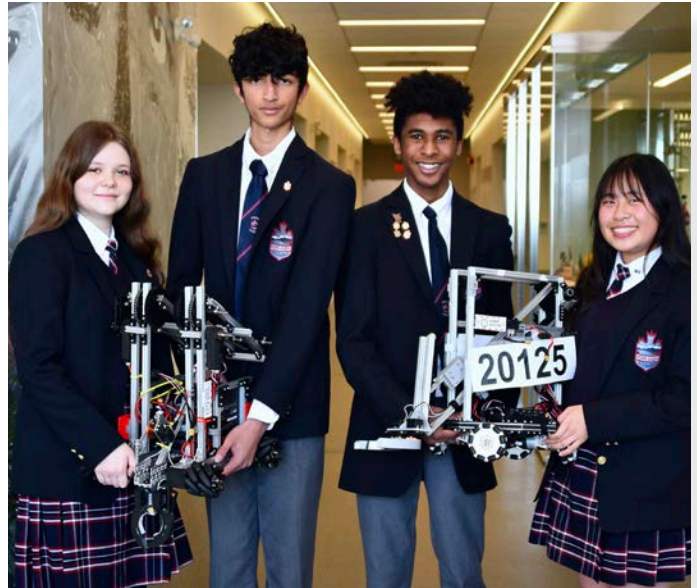
Students in Grades 10, 11, and 12 take the following subjects:

- English 10-1, 20-1, 30-1
- Mathematics 10C, 20-1, 30-1
- Science 10
- Geography/History 10-1, 20-1, 30-1
- Physical Education/Health 10
- Career and Life Management 20

In addition, Grades 10, 11, and 12 students will be offered the following subjects:

- Biology 20, 30
- Chemistry 20, 30
- Physics 20, 30
- Mathematics 31 (Calculus)
- Mandarin 10, 20, 30
- Spanish 10, 20, 30
- French 10, 20, 30
- Drama 10, 20, 30
- Art 10, 20, 30
- Music 10, 20, 30
- Physical Education/Health 20, 30

- Computer Applications 15, 25, 35
- Computer Programming 15, 25, 35
- Robotics: Introductory, Intermediate, Advanced
- Business and Entrepreneurship Studies 10
- Advanced Acting 15, 25, 35
- Technical Theatre 15, 25, 35
- Creative Writing 15, 25, 35



ADVANCED PLACEMENT PROGRAMME

Students who take Advanced Placement (AP) courses derive many benefits. Webber Academy's goal is to prepare students for university and beyond. It is important to equip students with the skills necessary for acquiring entrance to their university of choice and being well prepared to cope with studies at the post-secondary level. The primary advantage of AP study for students is to experience university-level material. Completing AP courses will put learners a step ahead and give a clear understanding of what is needed to succeed on a college/university exam. AP courses are taken in Grades 10 – 12.

Examinations are written in early May of the school year. Please note that AP exams cannot replace Alberta diploma exams. It is also important to understand that AP courses do not necessarily exempt students from first year university courses. This advanced placement is at the discretion of the college or university to which a student is requesting admittance. It is advisable to check a college or university's AP policy.

Advanced Placement Courses

At present, Webber Academy offers the following Advanced Placement courses:

- Biology
- Calculus AB
- Calculus BC
- Chemistry
- Chinese Language and Culture
- Comparative Government and Politics
- Computer Science A
- Computer Science Principles
- English Literature and Composition
- English Language and Composition
- European History
- French Language and Culture
- Macroeconomics
- Microeconomics
- Physics 1

- Physics 2
- Spanish Language and Culture
- Statistics
- World History: Modern

Senior High School

All high school courses require a mark of 50% or greater to receive credit. A mark of 60% or greater is required for placement in the next level of a given course at Webber Academy. Diploma courses culminate with an Alberta Education diploma examination. A student's achievement on diploma exams determines 30% of their overall course mark. The remaining 70% is based on coursework and school exams. Students enrolled in Advanced Placement courses are expected to achieve a course mark of 85% or greater. Students earning a mark below 85% may be considered for an alternate course.

ALBERTA EDUCATION GRADUATION REQUIREMENTS

In order to graduate in Alberta, students must fulfill the requirements, listed below, as specified by Alberta Education.

A student must earn a minimum of 100 credits including the following:

- Physical Education 10
- Career and Life Management (CALM) 20
- Math 20
- Science 20
- English Language Arts 30
- Geography/History (Social Studies) 30

10 credits, in any combination from:

- Fine Arts
- Second Languages
- Physical Education 20 and/or 30
- Career and Technology Studies (C.T.S.)



WEBBER ACADEMY GRADUATION REQUIREMENTS

In order to receive a graduation certificate from Webber Academy, students must attain a passing mark of 60% or greater for all courses and must fulfill the following requirements:

- One 5-credit second language class in Grade 10, unless special permission is granted for students joining the school in later years.
- Mathematics 30-1.

SUPPORT SERVICES

Both in and out of the classroom, Webber Academy endeavours to support all students. Teachers give extra help individually or in small groups whenever possible, including before and after school, and in the classroom during regular school hours. In addition, when a student is experiencing difficulty attaining the level of skill required at any particular grade, tutoring may be recommended.

Communication between parents and teachers is very important when a student is struggling with the curriculum or when a student's work ethic and motivation are problematic. In some cases, it may be in the student's best interest to be counselled by parents and teaching staff into alternate schooling.

Counselling, testing, tutoring, and psychological services can be accessed through school administration.

CLASS PLACEMENTS

Webber Academy is very proud of its staff and feels that it employs superior teachers who deliver a consistent and challenging programme. Please note that administration will work collaboratively with homeroom teachers to make placement choices for the following school year. A child's placement will

be based upon many factors; therefore, requests for specific teachers will not be accommodated. All of our teachers strive throughout the school year to accommodate individual needs of students.

HOMEWORK POLICY

Students should expect homework on a regular basis. Teachers will make every effort to maintain the following guidelines for **average** homework times per day:

Kindergarten	10 minutes
Grade 1	20 minutes (core subjects only)
Grade 2	20 minutes (core subjects only)
Grade 3	30 minutes
Grade 4	40 minutes
Grade 5	50 minutes
Grade 6	60 minutes
Grade 7–9	80 minutes
Grade 10–12	100 minutes

Incomplete assignments will be recorded and form part of a student's term assessment. Teachers may allow opportunities at lunch-hour or after school for students to finish incomplete homework assignments so that each child continues to progress. Should a student consistently choose not to complete homework assignments, they may jeopardize ongoing attendance at Webber Academy.

TESTS AND EXAMS

Students in Grades 6 and 9 will write the Provincial Achievement Tests (PATs), while students in Grade 12 write diploma exams.

Midterm exams and final exams are scheduled for students in Junior and Senior High School. Exam schedules are distributed to students and parents, and attendance is an expectation. Any students missing a scheduled exam must give advanced notice to the appropriate divisional head. Students should strive



to write in-class assessments at the date and time designated by their classroom teachers.

AGENDA PLANNERS

All Grades 1 to 12 students have an agenda planner. This planner is designed to keep track of daily homework and forthcoming tests, school events, and notices. It is also a communication tool for teachers and parents. All students are encouraged to develop the habit of using the agenda effectively.

STUDENT ASSESSMENT AND EVALUATION

At Webber Academy, parents can expect reasonable and timely feedback from teachers about their child's progress. Two parent-teacher conference meetings are scheduled per year, and teachers will contact parents if concerns arise. Parent-teacher conferences may take place in person or virtually. Report cards are shared with students and parents in JK to Grade 12 three times each school year.

Grades 4 to 12

All subjects will be given a percentage grade. A mark of 60% is required to pass any subject. A student will be considered for placement in the next grade if they have marks of 60% or greater in all core subjects and an overall average of 60% or greater in all subjects. Beginning in Grade 4, students are assessed in physical education class. The grade given to a student in physical education is also factored into the child's overall average. Attitude and participation play a key role in the assessment process.

STUDENT RECOGNITION

Academic success and personal growth are at the core of Webber Academy's philosophy. Therefore, the celebration of that success is very important. The school recognizes the achievement and effort of students throughout the year, in our classes, and at school assemblies. Teachers for Grades 4 to 9 will select a Student of the Month from each class. The Student of the Month is chosen based on any combination of good citizenship, academic achievement, improvement, and camaraderie. Recognition for students in JK to Grade 3 will be made within the classroom for effort and improvement on an ongoing basis.





HONOUR ROLL

Grades 5 – 9

At the end of each reporting period, students may be eligible to receive Honour Roll Certificates. Webber Scholars are recognized at the end of the school year.

Grades 10 – 12

Senior High students may be eligible to receive Honour Roll and Webber Scholar recognition at the end of the school year. For Grades 10 to 12, Honour Roll status is based on final grades. Senior High Honour Roll candidates must take at least five academic courses at Webber Academy and include English, Geography/History, and Mathematics.

Honour Roll Criteria

Gold Honour Roll

- Average of 85% or higher, with a double weighting for Math and English
- Core subjects must be 80% or higher
- No mark less than 75%

Silver Honour Roll

- Average of 80% or higher, with a double weighting for Math and English
- No mark less than 75%

Webber Scholar Criteria

Grades 5 – 9

- Gold Honour Roll criteria must be met in the first two terms
- No final mark in the third term may be lower than 80%
- Overall average of at least 90%, with a double weighting for Math and English

Grades 10 – 12

- No final mark may be lower than 80%
- Overall average of at least 90%, with a double weighting for Math and English

Please note that the percentage mark and decimal do not “round up” to the next whole number.

A student with behavioural issues may not be eligible for consideration for Honour Roll, regardless of their academic standing.

YEAR-END AWARDS

At the end of each year, we recognize academic excellence, citizenship, positive contributions to our school community, and achievement in sports. A variety of awards are presented at the year-end ceremonies:

Academic Excellence Awards (Grades 4 – 12)

Based on overall average, one student in each grade is awarded this trophy.

Athlete of the Year (Junior and Senior High)

Awarded to the most outstanding male and female athletes from Grades 7 to 12.

Blue Spark Combined Science Award (Grade 12)

Awarded to the Grade 12 student who has the highest overall average in Biology 30, Chemistry 30, and Physics 30.

Citizenship Awards (Grades 6 & 9)

Awarded to a boy and a girl in each of these grades for contributions to a positive community through leadership, integrity, optimism, and compassion. Sponsored by the Parent Council.

Coach of the Year and Team of the Year Awards

Winners are determined by nominations received from student athletes. Sponsored by the Pasieka Family.

Elizabeth A. and Martin Cohos Scholarship for Design and Society (Grade 12)

A \$500 scholarship given to a student who demonstrates a passion to shape the physical world in order to advance society and help others. Sponsored by alumnus Josh Michnowski.



Extracurricular Medals (Junior and Senior High)

Awarded for a high level of involvement in extracurricular activities. Several medals are awarded in various categories. Sponsored by the Parent Council.

Jeffrey Michnowski Financial Markets Scholarship (Grade 12)

A \$500 scholarship awarded to a high-achieving student who demonstrates passion for the financial markets in order to advance society and help others. Sponsored by alumnus Josh Michnowski.

Gold and Silver Honour Roll Pins (Grades 5 – 9)

For students who have maintained Honour Roll standing for all three terms. In order to receive a gold pin, students must have received the Gold Honour Roll certificate for at least two terms.

Gold and Silver Honour Roll Pins (Grades 10 – 12)

Awarded at the end of the year based on the cumulative year-end results.

Heart and Soul Award (Grade 12)

Presented to a student who demonstrates the passion and spirit of Webber Academy, helping to make the campus a welcoming environment for all.

Jim Silye Award (Grades 7 – 11)

An award of \$1,000 toward next year’s fees to the winner of the Webber Academy Scholarship Competition. The winning student must have the highest academic average of the Senior School scholarship applicants at the end of second term and play a significant role in extracurricular activities.

Lloyd Swift Award and Scholarship (Grade 10)

An award of \$3,000 towards next year’s fees, presented to a student who demonstrates leadership and academic excellence.

Maxine Richardson Citizenship Award and Scholarship (Grade 11)

An award of \$3,000 toward next year’s fees presented to a Grade 11 student for significant contribution to a positive community through demonstration of leadership, integrity, optimism, and compassion.

Milt Pahl Business Scholarship (Grade 12)

An \$8,000 scholarship to a student in the top half of their graduating class who demonstrates leadership as well as shows an interest in and an aptitude for business. Sponsored by Milt and Rosemary Pahl.

Premier’s Citizenship Award (Grade 12)

Awarded to a student who has displayed outstanding characteristics in citizenship, leadership, and community service.

President’s Award (Grade 12)

Awarded to the top student involved in a variety of school activities. This includes high achievement in classes, leadership, volunteering, and community spirit.

Roy Wilson Award and Scholarship (Grade 6)

An award of \$3,000 towards next year’s fees presented to a deserving student with high academic standing.



Student Council Pins (Grades 7 – 9)

Presented to 15 members of the junior high student council who go above and beyond expected student council duties to contribute to our school community.

Subject Excellence Awards (Grades 7 – 12)

Awarded to a top achiever in each subject at each grade level.

Webber Scholar Pins (Grades 5 – 12)

Awarded at the end of the year. Students who meet Webber Scholar criteria and who have been in attendance for the complete school year.

Wildcats Multi-Sport Athletic Pins (Grades 7 – 12)

Awarded to students who were on at least three school teams during the school year.

Winged Dagger Award and Roy Farran Scholarship (Grade 9)

An award of \$3,000 toward next year's fees presented to a Grade 9 student who demonstrates leadership and academic excellence.

SENIOR SCHOOL SCHOLARSHIPS

Webber Academy is pleased to offer a substantial number of scholarships. All successful award recipients, determined by the Selection Committee, must possess a desire for excellence, a sense of compassion, and a passion for learning and for life.

The scholarships are open to students in Grades 6 to 11 who will be entering Grades 7 to 12 at Webber Academy in the next school year. The scholarships will be offered on an annual basis subject to reapplication. Webber Academy reserves the right to discontinue the award if the recipient's effort or behaviour is unsatisfactory.



Scholarship Guidelines

- Scholarships are valued up to \$5,000 each and are renewable annually, provided students reapply and all criteria are met.
- Scholarship candidates are to submit their completed application by the deadline.
- All information should be presented as outlined in the application package. Additional material will not be considered. Applications can be handwritten or typed, but cannot exceed the word allowance.
- To be eligible, the required tuition deposits of \$3,000 and \$6,000 related to the upcoming school year must have been paid.

All information provided by the applicants will remain confidential and will be reviewed only by the Selection Committee. Questions regarding the scholarship application process should be made to Dr. Neil Webber by phone at 403-277-4700 or email nwebber@webberacademy.ca

IV. POLICIES AND PROCEDURES

EXPECTATIONS OF STUDENTS

- With respect to health and safety, students are expected to follow guidelines and instructions provided by teachers and administrators.
- Students must behave responsibly in and out of school and consider themselves as representatives of the school and its traditions and values at all times.
- School property is to be respected. Littering is considered disrespectful behaviour.
- Students will display good manners at all times and be courteous to one another, all staff members, and visitors to the school.
- Students are expected to be punctual and present for all classes.
- The completion of all assigned schoolwork is the responsibility of the student. This means being organized, making good use of class time, completing all assigned homework, asking for help when necessary, and completing any missed assignments due to being absent.
- While on school property, students must remain in designated areas, as determined by members of staff.
- Adherence to the uniform code is required during the school day and when representing the school. Students are expected to wear the school uniform properly at all times. The only exception is on Dress Down Days when students are still expected to demonstrate good judgment regarding personal attire.
- Students are to comply with the directions of administrators, teachers, teacher assistants, and other authorized school personnel.
- Students are expected to move in a safe manner in the school. We expect students to walk, not run, when moving within the buildings.
- Gum chewing is not permitted on school property or while off campus when involved in school-sponsored extracurricular activities.

These general guidelines and expectations for Webber Academy students apply equally to all. Guidelines are not designed so that every situation will be covered, nor are they intended to be a complete guide to conduct. All guidelines reflect the responsibility that a student assumes when they agree to become part of the school. The guidelines apply to all students during the time that they are registered at our school, including occasions when they are away on school-related activities.

Failure to comply with any of these expectations may result in suspension or expulsion.

STUDENT ATTENDANCE AND PRESENCE ON CAMPUS

Webber Academy is always concerned about the safety and well-being of its students, staff, and visitors. The school has implemented specific procedures to address student attendance and presence on campus.

- Students in Grades 7 to 10 shall be on campus from 8:15 a.m. until 3:30 p.m. each day, including lunch.
- Grade 11 students must remain on campus during their spare periods, but can depart campus for lunch only if sign out/in protocol is adhered to.
- Grade 12 students are permitted to leave campus during their lunch and spare periods, and are expected to use this privilege responsibly.





Students are permitted to depart campus during the school day with parental permission and staff notification. We expect parents/guardians to notify the school when absences occur. Authorized persons picking up students may be asked to provide proof of identification.

Regular attendance and punctuality are important components of the learning process and the evaluation of student achievement. All teachers keep attendance. Attendance and late records will be noted on report cards. Parents are expected to consult with administration regarding any need for regular early departure from class. Consistent tardiness and/or absenteeism may lead to discussions about the need for a more suitable education setting for the student.

Punctuality

Students are expected to be on time for each of their classes as follows:

- Junior Kindergarten and Senior Kindergarten students are to be in their homerooms by 8:30 a.m.
- Students in Grades 1 to 6 must be in their homeroom by 8:20 a.m.
- Students in Grades 7 to 9 are required to be in their homeroom by 8:15 a.m.
- Students in Grades 10 to 12 must be in their first-period classrooms by 8:15 a.m.

Absences

If a student will be late or absent from school, parents/guardians are expected to notify the office by email: attend@webberacademy.ca

- Attendance for Kindercentre and elementary students will be recorded at the beginning of the school day during homeroom, as well as immediately following lunch recess.
- Attendance for students in Grades 7 to 9 will be recorded at the beginning of the school day during homeroom, as well as at the beginning of each class.
- Attendance for students in Grades 10 to 12 will

be recorded at the beginning of each class.

- The school will make every effort to notify parents/guardians if their child is not in attendance, unless the school has been notified of the absence.

EXTENDED ABSENCES

In cases of extended absences, parents are required to email their child's Division Head, their child's teachers, and attend@webberacademy.ca.

Arrangements will be made for students who will be temporarily absent to be provided with an opportunity to continue their studies from home. Teachers will communicate missed assignments, instructions, and resource materials.

SAFE DRIVING

- Drivers must yield to all traffic when entering and exiting school property.
- The speed limit on campus is 15 km/h at all times. Please adhere to this expectation for the safety of our students.
- The school expects all staff, students, parents, and visitors to drive safely. Failure to practise safe and courteous driving may result in the loss of access to campus and parking privileges.

BUS CONDUCT

Students are representatives of the school, and poor behaviour will not be tolerated while riding the bus. They are expected to follow all rules set out by the bus driver and Southland Transportation in consultation with school administration. Students are expected to listen to directions from the drivers, demonstrate good manners, and sit in their seats facing forward at all times. Inappropriate language, bullying, or refusal to follow rules may result in suspended use of this service.

ACADEMIC DISHONESTY POLICY

Webber Academy is dedicated to supporting students to perform academically to the best of their abilities. Optimum learning takes place only when students approach their work with intention and integrity. If students choose to act dishonestly, consequences will follow.

In order to minimize situations where cheating or plagiarizing may take place, students will acquire skills with respect to documentation of sources (bibliography, endnotes, and quotations) and studying. Appropriate consequences (academic penalties, suspensions, etc.) will apply to acts of plagiarism, cheating, collusion, or other acts through which a student unfairly misrepresents their effort or achievement. This includes the unapproved use of generative artificial intelligence (ex. ChatGPT).

Plagiarism occurs when a student knowingly represents any idea or work of another person in any academic assignment, test, or examination as their own.

Cheating occurs when a student obtains or attempts to obtain an unfair advantage over other students in the context of preparation or performance on any academic assignment, test, or examination.

Collusion occurs when a student knowingly allows their own work to be submitted by another student.





WEBBER ACADEMY CODE OF CONDUCT

At Webber Academy, we believe in helping students acquire self-discipline by giving them firm, clear guidelines, and expecting students to become increasingly responsible for themselves. Our Code of Conduct reflects that belief.

- We will work towards establishing a moral conscience, setting high personal standards for ethical behaviour, and for leading a principled life.
- We will show pride in ourselves and work towards excellence in all that we do: academics, extracurricular activities, athletics, and behaviour.
- We will recognize and celebrate the strengths we all hold and assist each other in improving those areas that are challenging to us.
- We will respect the rights of our peers and celebrate the uniqueness of each individual. We will show concern for their well-being at all times.
- We will respect and honour our parents and teachers for their knowledge, guidance, and support.
- We will respect private and public property.
- We will show pride in our school by wearing our uniform proudly, by adhering to the school's Code of Conduct, and by enhancing the learning environment for everyone so that our classrooms are safe and enjoyable places to work.
- We will learn to take our place as active and responsible members of our communities.

A GUIDE FOR GOOD BEHAVIOUR

At Webber Academy, maintaining the dignity of each person, in all situations, is crucial in managing behaviour. We appreciate and respect that each student is an individual and comes to us with a varied background of experience and abilities.

At Webber Academy, we believe in the responsibility model of discipline. By implementing logical and consistent consequences, and by providing individuals with opportunities to become responsible and caring members of the community, students will learn about their behaviour, their choices, and their impact on others while still maintaining their dignity.



UNACCEPTABLE BEHAVIOURS

Webber Academy is committed to upholding and teaching moral and social values. Setting rules, policies, and disciplinary procedures is necessary to ensure fairness to individuals and the well-being of our community. Unacceptable behaviours are included below:

Physical Aggression: pushing, grabbing, kicking, hitting, pinching, spitting, tripping, etc.

Social Alienation: gossiping, embarrassing others, ethnic/racial slurs, excluding from group, etc.

Intimidation: threatening others verbally, physically, etc.

Sexual Harassment: remarks, gestures, or actions of a sexual nature.

Bullying: repeatedly teasing, belittling, and/or aggressive negative behaviour of a verbal, written, electronic, or other form towards another, directly or indirectly.

Procedure

- All infractions will be recorded. For minor infractions, it is the responsibility of the adult in charge (teacher, administrator, etc.) to intervene and possibly assign consequences.
- For major infractions and repetitive minor infractions, an administrator will be involved in the process. Parent(s) will be notified.
- Each incident will be treated on its own merit.

Infraction: any inappropriate behaviour that does not follow the guidelines of the classroom or school community.

Consequence: a fair and logical action that addresses the inappropriate behaviour.



Examples of Infractions

- Gum chewing
- Ignoring the bell
- Entering the “out of bounds zone” during recess/noon hour without permission
- Neglecting to tidy up after themselves
- Neglecting to show appropriate hallway/assembly behaviour
- Failing to use good manners
- Disrespectful behaviour
- Not following classroom/school rules
- Littering on school property
- Uniform/clothing infractions
- Failure to sign in or out
- Inappropriate use of cellular phones or personal electronic devices

Consequences

- Verbal reminder (conversation)
- Have student complete a “Problem-Solution Report” (Elementary)
- Separation from the class
- Community service specific to the infraction
- Confiscation of property, returned to parent
- Any consequences deemed appropriate by Divisional Heads



Caring Behaviours

- Note of apology and/or verbal apology
- Written reflection about incident
- Community service

Examples of Serious Infractions

- Careless driving and/or speeding
- Fighting
- Anything that compromises safety of others and self
- Vandalism
- Theft/extortion
- Swearing
- Bus transportation report
- Threats
- Repetitive minor infractions, including repeated uniform infractions
- Smoking/vaping/use of e-cigarettes
- Illegal substances or alcohol or cannabis
- Attempt to bypass the school's computer security
- Plagiarism
- Bullying

Consequences

Consequences for serious infractions will depend on the gravity and the nature of the offence. The school administration and staff will investigate each incident and determine appropriate consequences, which may include:

- Meeting with an administrator
- Service project
- Loss of privileges
- Documentation in cumulative file
- Removal from honour roll
- Pay for cost of necessary repair
- In-school suspension
- Out-of-school suspension
- Expulsion
- Police involvement
- Any other consequences deemed appropriate

CHOOSING TO BE SUSPENDED

By deliberately choosing to act in ways not acceptable to the Code of Conduct of Webber Academy, students choose to suspend themselves from our school, which may result in them being sent home (suspended from classes) for one to three days. If a student decides to act inappropriately, formal suspension notices are made at the discretion of administration. Following an investigation of the incident, school administration will provide parents with:

- The reasons for the suspension
- The length of the suspension
- Date and time of intake meeting following the suspension

A discussion between the student, a parent/guardian, and school administration must take place prior to the student returning to classes. A record of the incident will be placed in the student's file for the duration of their tenure at Webber Academy. The incident record may be included in the student's cumulative record, which is sent on to the receiving school, should the student leave Webber Academy.

If a student receives a second three-day suspension from the school in one year, parents will be notified of a meeting. Following that meeting, a decision will be made as to whether further disciplinary action will be taken. The decision of the President of the school is final.

Behaviours/conduct that may result in suspension:

- Smoking/vaping/use of e-cigarettes/cannabis on school property
- Theft of private or public property
- Harassment of peers or intimidation of others
- Physical aggression towards peers or staff members

- Vandalism or willful destruction of property*
- Chronic absenteeism
- Defiance or non-participation in the activities of school
- Use of obscene language
- Inappropriate use of technology
- Bullying
- Cheating/plagiarism
- Deceit
- Inappropriate use of cellular phones or personal electronic devices
- Repetitive noncompliance with uniform requirements
- Leaving school grounds without permission
- Speeding on campus

*Cost of damage or replacement may be required

CHOOSING TO BE EXPELLED

While Webber Academy believes that it is more desirable to change the behaviour of a child, it may be necessary to deal more severely with problems that arise. By deliberately choosing to act in ways not acceptable to the Code of Conduct of Webber Academy, students choose to expel themselves from our school.

Administration will investigate serious accusations thoroughly and objectively. In some circumstances, the student may have the opportunity in the presence of a parent to withdraw from Webber Academy, or the administrative team may decide there are sufficient grounds to proceed with expulsion. Below are guidelines for expulsion.

Behaviours/conduct that may result in expulsion:

- The use, possession, sale, or distribution of illegal substances or alcohol and cannabis. By enrolling at Webber Academy, parents and students enter into a covenant with the school

that students will have no dealings with illicit substances on school property. Should that covenant be broken, removal from the school may be immediate and without warning.

- Any involvement in criminal behaviour.
- Sexual harassment, sexual abuse, verbal abuse, emotional or physical abuse leveled at peers, staff members, or others.
- Bullying or harassment (both verbal and physical) towards peers or staff members.
- Cheating/plagiarism.
- Theft of private or public property.
- Vandalism of private, public or school property.*
- Use or possession of weapons.
- The involvement in flagrantly immoral or socially distasteful acts.
- Leaving school grounds without permission.
- Careless/dangerous driving.

*Cost of damage or replacement may be required.





ONLINE BEHAVIOUR

Webber Academy students are to refrain from participating in unacceptable online behaviour at all times. There should be no expectation of privacy with respect to internet communications. As social media conduct and general online behaviour become more problematic, this is formal notice that crude, insulting, or bullying messages will not be tolerated. Defamation of the school, staff members, or any person will also result in serious consequences.

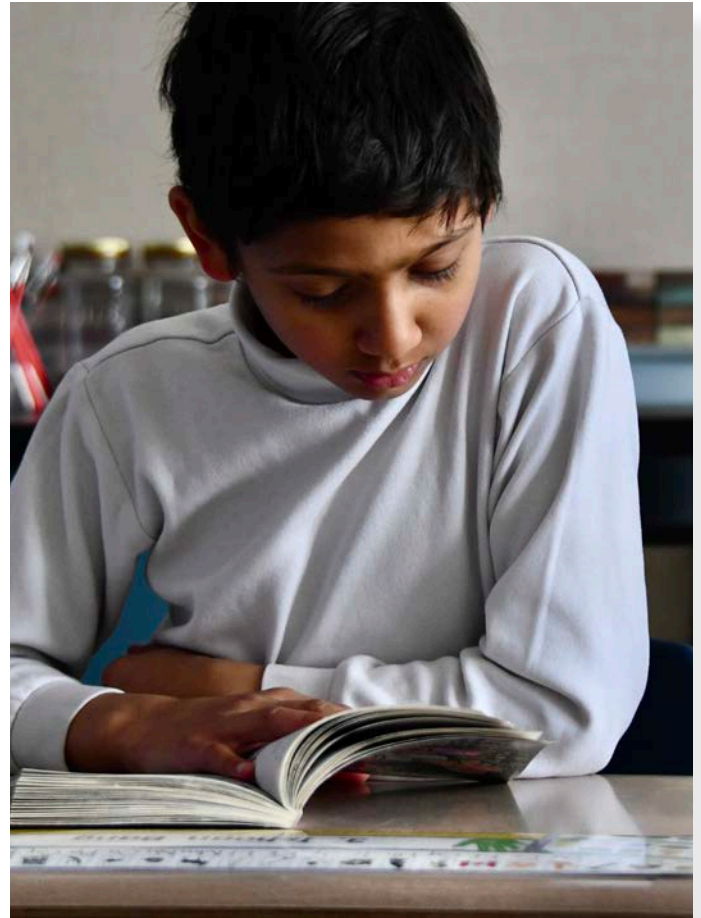
Allegations of Criminal Acts

In the case of an alleged criminal act, the school administration will obtain pertinent details sufficient to report the matter to the police. Where there are reasonable grounds that a student may be in possession of an illegal substance or a weapon, the school may execute a search of a student's belongings or locker. Follow-up action will depend on the nature of the incident.

MEDICAL CONCERNS AND EMERGENCY SITUATIONS

As in previous years, the school administration will adhere to all health restrictions as outlined by provincial authorities in the event of a pandemic. The decision to send any student or students home or to temporarily close the school will be made in consultation.

At the onset of each school year, any health problems or medication requirements must be recorded on the medical form by a parent. Parents are also required to inform the classroom teachers of all health concerns. Parents are expected to keep Webber Academy administration updated regarding any serious medical condition or other circumstances which may significantly impact their child.



Minor Medical Concerns

The school is modestly equipped with an infirmary. Small cuts and scrapes can be dealt with on the school campus. Students who feel unwell during the day must inform a teacher. When a parent picks up their child from school due to illness, they must notify the Front Office prior to leaving the school building.

Major Medical Concerns

If the medical issue is one that cannot be handled by the school, an ambulance will be called and the parents will be telephoned as soon as possible. The responsibility of Webber Academy ends as soon as the child enters into the care of qualified medical personnel. Staff will make every effort to contact a parent/guardian or caregiver.

MEDICATIONS

Students taking medication on a regular basis must have this documented on their medical form, and parents must notify the homeroom teacher. Please ensure that no more than a daily dosage of a prescribed medication is sent with your child. Staff are not permitted to administer medication to students. Should extenuating circumstances exist, please contact a member of the school's administrative team. The school does not maintain a supply of non-prescription medications for student use.

EPIPEN USAGE

Should a child suffer from serious allergies which require the use of an EpiPen, the following guidelines apply:

The allergic child's parents must:

- Ensure the child carries an EpiPen on their person at all times.
- Provide up-to-date information about the child's allergy and complete the Student Medical Information form in its entirety and attach a recent photograph of the child.
- Provide the Front Office with an EpiPen that includes their child's name.
- Communicate the allergy directly to the child's homeroom teacher (JK – 9).

The allergic student should:

- Avoid the allergen by checking labels.
- Carefully wash hands before and after meals.
- Always have an EpiPen available.
- Wear a Medic-Alert tag.
- Let an adult know immediately if experiencing an allergic reaction.

Food Allergies and Snacks

We have several students who have been identified as having peanut or other food allergies. Exposure to certain foods, including peanuts and peanut products, can be very serious, and sometimes fatal.

Please note that Webber Academy endeavours to be a nut-free environment. The school is highly "allergy conscious" and will make every attempt to maintain a safe and healthy learning environment for all students. We ask and expect all families to be vigilant in monitoring the food items that are sent to school. No foods with peanuts, peanut butter, peanut oil, or any other nut products are to be sent to school at any time. These items will be confiscated immediately. We are happy to celebrate birthdays in the classroom; however, we ask that no food is brought into the school to share with classmates.

CAFETERIA

We ask students and staff to refrain from sharing food. Webber Academy offers two full-service cafeterias where healthy and fresh food is available for students and staff. For complete information, visit our website at webberacademy.ca.





VACCINATIONS

Webber Academy works with a public health nurse to encourage vaccination of students. Public Health must obtain parental consent prior to vaccination of students.

In an effort to avoid the spread of contagious diseases such as COVID-19, we strongly urge students and their families to adhere to all requirements shared by Alberta Health Services.

CONTAGIOUS DISEASES

If a student or staff member contracts a contagious disease, Webber Academy expects the student or staff member to adhere to directions provided by Alberta Health Services.

Webber Academy reserves the right to implement restrictions/practices as is deemed necessary in consideration of ongoing challenges related to COVID-19 or any other contagious diseases.

STUDENT ILLNESSES

It is expected that all students, staff, and visitors to the school will utilize available hand-hygiene stations.

Staying home when sick is a necessity. Parents have the daily responsibility to ensure their child is healthy prior to their attendance at school. Should a student develop symptoms while at school, parents will be contacted to pick up their child as soon as is practicable. Sick (symptomatic) students must stay home for 24 hours and return to school when symptom free.

Regular cleaning and disinfection of high traffic/touch areas continue throughout the school year.

Please remember that you should never send a sick child to school.

It is imperative that all students are reminded of the need to cover their mouths when coughing and sneezing, and to frequently wash their hands.

EVACUATION/LOCKDOWN

Staff members have been trained with respect to evacuation/lockdown procedures. Students are provided with age-appropriate instruction and guidance as it relates to these potential scenarios.

SCHOOL UNIFORMS

All students are encouraged to feel pride in being members of Webber Academy and to adhere to our uniform requirements.

Appropriate dress is expected of all students throughout the school day, and good grooming is equally important.





Uniform items must be clean and in good repair. All members of staff have been asked to check students for general neatness. Parents will be contacted if the uniform worn by the student is incomplete or inappropriate, and students who are noncompliant will not be permitted to attend classes.

Each item of clothing should be marked with the student's name. The school is not responsible for lost articles. Once a month, there will be a Dress Down Day (usually the last Friday of the month); students are permitted to wear non-uniform clothes. Students have the option to dress in theme-clothing and are expected to wear appropriate, modest dress on these days. Failure to dress appropriately on these non-uniform days will result in the need for an immediate change of attire, or students may be sent home.

Webber Academy's uniform supplier is Top Marks, a highly reputable Canadian manufacturer and distributor of school uniforms. The company is based out of Montréal. Top Marks has a fitting team based in Calgary available to assist families at the school with sizing during prescheduled fitting dates. Top Marks order forms can be downloaded from Webber Academy's website. Parents can place their order

online, by fax, or by email, and are invited to visit the Top Marks website at topmarks.ca. Should parents have any questions, we recommend contacting Top Marks customer service at 1-800-667-7105 or Irene Patton, at irene@topmarks.ca (the Top Marks Calgary representative). Parents are reminded that all regulation uniform pieces must be purchased through Top Marks.

Uniform Expectations

- Hair must be clean, neat, and off the eyes.
- Boys' hair is to be clear off the collar and the ears.
- Hairstyles are to be conservative; dramatic hairstyles and/or hair colour are not permitted.
- Hair accessories are to be plain, small, and confined to Webber Academy colours: red, white, navy blue, or the Webber tartan.
- Visible neck and wrist adornments are to be conservative and are not permitted during physical education. It is recommended that all valuable and sentimental jewelry not be worn on campus.





Uniform Expectations (continued)

- Boys are to be clean-shaven.
- The hemline of a tunic or kilt must be a conservative length and not exceed 5 cm above the knee. Please note that no refunds will be given on altered items. All shirts are to be worn tucked in, with the exception of rugby shirts at the Senior School level.
- Boys are not permitted to wear studs or earrings.
- Girls are limited to simple stud earrings, one per ear.
- Body piercing (other than one per ear for girls) and visible tattoos are not permitted.
- Elementary students are not permitted to wear make-up.
- Make-up may be worn in Junior and Senior High but must be kept to a simple minimum.
- All students must refrain from wearing coloured nail polish.
- Black leather shoes are to be clean, tied, and polished at all times. No suede, fabric, or patent leather shoes; no shoes with obvious embellishments such as rhinestones or studs; no coloured laces.

Full Dress Uniform (Top Marks only)

All students are to wear full dress uniform:

- On the first day of school of each week.
- On all field trips (except where otherwise noted).
- For competitions (except where otherwise noted).

Full Dress Uniform: Girls, JK – Grade 6

- Webber tartan tunic (must be a conservative hem length that does not exceed 5 cm above the knee)
- Black biker “modesty” shorts must be worn under tunics
- White button-down, monogrammed Oxford shirt (long or short sleeve)
- Webber tartan school tie
- Navy crested button-front cardigan
- Plain black or navy knee-high socks or tights (no nylons or above-the-knee legwear)



- Plain, black leather, non-marking dress shoes that are clean and polished (no heels higher than 2.5 cm; no suede, fabric, or patent leather shoes; no shoes with obvious embellishments such as rhinestones or studs; no coloured laces)

Full Dress Uniform: Boys, JK – Grade 6

- Grey dress pants
- Black leather belt (optional)
- Grey full elastic waist, rugby pant and/or dress pants (for JK – Grade 3)
- White button-down, monogrammed Oxford shirt (long or short sleeve)
- School tie (red)
- Navy crested button-front cardigan
- Plain black or navy dress socks

- Plain, black leather non-marking shoes that are clean and polished (no suede, fabric, or patent leather shoes; no coloured laces)

Full Dress Uniform: Girls, Grades 7 – 12

- Webber tartan kilt (must be a conservative hem length that does not exceed 5 cm above the knee), or grey dress pants
- White fitted, button-down, monogrammed Oxford blouse (long or short sleeve)
- Webber tartan school tie
- Navy crested blazer
- Plain black or navy knee high socks (no logos) or tights (no nylons or above-the-knee legwear)
- Plain, black leather, non-marking dress shoes that are clean and polished (no heels higher than 5 cm; no suede, fabric, or patent leather shoes; no shoes with obvious embellishments such as rhinestones or studs; no coloured laces)

Full Dress Uniform: Boys, Grades 7 – 12

- Grey dress pants
- Black leather belt
- White button-down, monogrammed Oxford shirt (long or short sleeve)
- Navy/red stripe school tie
- Navy crested blazer
- Plain black or navy dress socks (no logos)
- Plain black leather, non-marking dress shoes that are clean and polished (no suede, fabric, or patent leather shoes; no coloured laces)

Non-Formal Uniform (Top Marks only)

Several uniform options are available to students for non-formal uniform days only. They may be mixed and matched according to student choice. Footwear remains the same for all uniform options.

Non-Formal Uniform: Girls, JK – Grade 6

- White mock-neck with ¾ sleeves
- Short sleeve crested polo shirt (white or red)
- Navy crested v-neck long sleeve pullover
- Navy crested v-neck sleeveless vest
- Navy pants with side elastic
- Navy rugby pants (for JK – Grade 3)
- Navy Bermuda short
- Navy skort
- Plain black or navy knee high socks or tights (no logos, nylons, pantyhose or above-the-knee legwear)





Non-Formal Uniform: Boys, JK – Grade 6

- White crested turtleneck
- White crested mock-neck with $\frac{3}{4}$ sleeves
- Short sleeve crested polo shirt (white or red)
- Navy crested v-neck long sleeve pullover
- Navy crested v-neck sleeveless sweater vest
- Grey pants
- Black leather belt (optional)
- Grey rugby pants (for JK – Grade 3)
- Navy Bermuda short
- Plain black or navy dress socks

Non-Formal Uniform: Girls, Grades 7 – 12

- Ladies fitted crested short sleeve polo shirt (white or navy)
- Navy crested v-neck long sleeve pullover
- Navy crested v-neck sleeveless sweater vest
- Navy button front cardigan
- Navy or grey pants
- Navy kilt (must be a conservative hem length that does not exceed 5 cm above the knee)
- Navy cargo shorts
- Navy rugby shirt
- Plain black or navy knee high socks or tights (no logo, nylons or above-the-knee legwear)

Non-Formal Uniform: Boys, Grades 7 – 12

- Short sleeve crested polo shirt (white or navy)
- Navy crested v-neck long sleeve pullover
- Navy crested v-neck sleeveless sweater vest
- Navy cargo shorts
- Grey dress pants
- Black leather belt
- Navy rugby shirt
- Plain black or navy dress socks

Head Coverings

Head coverings which have a cultural or religious significance are permitted and may be worn. Other head wear of any description will not be considered as meeting this criterion, and cannot be worn in the school building at any time. Ball caps will be permitted only for outdoor activities.

Physical Education Uniform

Students from JK to Grade 3 must wear non-marking running shoes. These shoes must be a separate pair from students' indoor and outdoor shoes.

All students (Grade 4 to Grade 12) must comply with expectations regarding uniform items related to Physical Education classes.

Webber Academy Top Marks athletic wear is required for outdoor Physical Education.

Drama Footwear (Grades 8 – 12)

Black gymnastic, ballet, or jazz shoes are recommended. Without the recommended shoes, students will be working in bare feet or socks. Running shoes and dress shoes do not allow for the proper movement of the feet in drama classes. Running shoes are worn for stage-fighting workshops only.



Uniform Infractions

- Students are expected to attend school in the appropriate uniform.
- All uniform items must be purchased through Top Marks.
- Uniform items must be clean and in good repair.
- Issues regarding hair length/hair style are considered uniform infractions.
- Any student who demonstrates a uniform infraction, or demonstrates a chronic abuse of uniform guidelines, may be subject to a meeting with the Head of Division and/or Head of School.

TELEPHONE CALLS

As our office staff is very busy, we ask that phone calls be kept to a minimum. Messages should be emailed to teachers.

The phone outside the office is for students' use before school, after school, and at lunch. To limit the amount of phone calls that are being made daily, we encourage parents and students to be well-prepared for the school day.



CELL PHONES/PERSONAL ELECTRONIC DEVICES

Students are not permitted the use of cell phones throughout the school day. If an older student (Grades 7 – 12) chooses to bring a cell phone to school, it is with the understanding that the cell phone must be turned off and stored in the student's locker. Cell phones are to be used by students only before 8:15 a.m. and after 3:30 p.m.

Please note that students in the Elementary Division are not permitted to bring smartwatches, laptops, tablets, or iPads to school. Junior High Students are not permitted to bring smartwatches to school. Senior High students who wish to wear a smartwatch during the school day must sign and return a Smartwatch Contract to the Head of Senior School, Christina Clouston. Students who wear smartwatches must also take responsibility for turning in their smartwatch to the supervising teacher for the duration of all tests and quizzes.



If these guidelines are not followed, or if inappropriate usage is observed, cell phones or personal electronic devices may be confiscated by staff.

Students are not permitted to use their personal computers or electronic devices for games, social media, or sending text messages.

Valuables

Students should avoid bringing personal items to school, such as trading cards, toys, or sporting equipment. Limited sporting equipment will be provided by the school. Please be aware that it is the sole responsibility of each student to care for personal items. The school is NOT responsible for lost or stolen items.

ARRIVAL AND DEPARTURE

The safety of our students and managing the morning and afternoon traffic flow are priorities at Webber Academy. Driver cooperation, common sense, and courtesy to fellow parents, bus drivers, and staff will contribute to a harmonious and safe beginning and ending to your child's day at school.

We ask that all parents and student drivers drive sensibly and with an awareness of the increased traffic flow in the neighbourhood surrounding our school. Please obey all speed limits when driving through the residential streets surrounding our school.

Watch for pedestrians, park only in designated areas, and refrain from idling on campus driveways or lane-ways.

Students in Grades 1 to 6 are to proceed directly to their homeroom classrooms upon arrival to drop off their bags. They must then go outside to attend a supervised early morning recess from 8:00 – 8:15 a.m.



Students in Junior and Senior Kindergarten are to proceed directly to their classrooms between 8:20 a.m. and 8:30 a.m.

Morning Drop-Off

- **Junior and Senior Kindergarten students are to utilize separate entrances at the Kindercentre.**
- **Grades 1 to 6 students are to enter through the doors nearest the bus lot or the main entrance.**
- **Grades 7 to 12 students should utilize the doors nearest the high school parking lot.**

Students are not to be dropped off at school prior to 8:00 a.m. unless they are involved in a pre-arranged activity under the direct supervision of a teacher. School buses will be pulling into the designated bus zone to drop off and pick up students. Parents, students, staff, and visitors must not obstruct the buses in any way. Pedestrians are asked to walk safely to their designated door using the available sidewalks.

Vehicles are not to be left unattended along curbs. Do not park along the traffic circle near the front entrance at any time between 6:00 a.m. and 4:00 p.m. Please do not park in the bus lot at any time. Do not park or stop alongside fire hydrants at any time.

Afternoon Pick-Up

Parents can use the two front lots to park when picking up students involved in extracurricular activities such as clubs and team sports.

Parking is permitted in designated stalls only or along the curb in front of the main building gymnasiums. Stopping or parking around the traffic circle or in front of the main entry is not permitted. **No vehicles shall park at the front entrance.** Adherence to this is essential as buses and other vehicular traffic require this space to maneuver, and it must be kept clear for deliveries and emergency vehicles.

Please note that the Performing Arts Centre parking lot is reserved for Webber Academy staff during the school day.

Parents are expected to supervise their own children during any use of playground equipment following dismissal at 3:30 p.m.

Busing students must go directly to their designated buses. Kindercentre bus students will be escorted to their buses by Kindercentre staff. Buses depart promptly at 3:40 p.m.

AFTER SCHOOL KIDS' CLUB (JK – GRADE 5)

This is a licensed Out-of-School Care service provided to parents requiring supervision of their child after 4:00 p.m. For students in JK, this service is available at the Kindercentre from 3:30 – 5:00 p.m. For students in SK to Grade 5, this club runs from 3:30 – 6:00 p.m. in the main building.

Students in SK are escorted to Kids' Club.

This programme has a separate fee of \$16/hour per child, which is billed every month. Parents will be invoiced for students attending Kids' Club starting at 4:00 p.m. Any children picked up after 6:00 p.m. will be charged an additional \$16 fee for every 15 minutes thereafter.

The school is not responsible for supervising students after 3:30 p.m. unless they are under the direct supervision of a staff member or parent/guardian while participating in extracurricular activities. Students are not permitted to use electronic devices for gaming or online access at Kids' Club.

AFTER SCHOOL STUDY HALL (GRADES 6 – 9)

Study Hall is held in the Chwyl Library for students in Grades 6 to 9 from 3:30 – 5:30 p.m. This is an opportunity for students to have a quiet place to study, do their homework, or read. Students are not permitted to watch videos or play electronic games during Study Hall. Cell phones must be put on silent and are not to be used in the library. Students are required to sign in with the supervisor and be signed out by a parent/guardian by 5:30 p.m. Any students not picked up from Study Hall by 5:30 p.m. will be sent to Kids' Club and parents will then be invoiced \$16/hour per child. Students should be picked up promptly from any after school extracurricular activities.





V. FINANCIAL INFORMATION

TUITION FEES

Junior Kindergarten (Full Day)	\$18,500
Senior Kindergarten – Grade 6	\$20,900
Grade 7 – Grade 9	\$21,900
Grade 10 – Grade 12	\$22,400
Non-Resident Students Tuition Fees plus	\$5,000

- There is a 10% and 15% reduction in tuition fees for full time second and third siblings respectively. Please note there is no discount for the Junior Kindergarten programme.
- There are no additional fees for local field trips, school clubs, student insurance, agendas, textbooks, workbooks and elementary school classroom supplies.
- Non-Resident Students residing in Canada by virtue of a student visa are not eligible for the Alberta subsidy for resident students. Consequently, these students must assume the total cost of education each year they attend the school.

TUITION SCHEDULE AND METHODS OF PAYMENTS

An initial fee payment of \$3,000 is required by February 1 of each year to confirm enrolment for the upcoming school year. An additional payment of \$6,000 is required by April 1 of each year. For the balance of tuition fees, there are three payment options:

- Option 1:** One payment due by August 15.
- Option 2:** Balance due plus \$600 per student, divided between two payments: one due by August 15 and the second due on December 15.
- Option 3:** Balance due, plus \$900 per student, divided into six consecutive monthly payments commencing August 15 to January 15.

Various methods of payment are accepted including:

- Cash
- Debit
- Cheque
- Credit card through PlastiQ - request.plastiq.com/pay-webber-academy-foundation
- Interac e-Transfer Autodeposit sent to: payments@webberacademy.ca
- Payment through online banking by selecting Webber Academy Foundation from the “payee” list through online banking.

All fees paid to Webber Academy are considered non-refundable and non-transferable. NSF cheques will be subject to an administrative fee of \$25.

STUDENT ENROLMENT BOND

A \$6,000 enrolment bond (deposit) is required for each student attending Webber Academy. This is a non-interest bearing, one-time payment for enrolment in Webber Academy. The enrolment bond payment is required by August 15 or at the time of acceptance.

The student enrolment bond will be refunded after the student either graduates or withdraws from the school. Enrolment bond refunds will be issued by August 1. Any outstanding balances owed to Webber Academy will be deducted from the bond refund.



BUSING FEE

Southland Transportation provides bus service to Webber Academy. The fee for this service is \$3,000 for full time service and \$2,000 for part time service (one-way). Before the school year begins, a bus schedule will be distributed to each family who has requested this service. Occasional busing is available for additional students at a cost of \$15.00 per ride.

PROVINCIAL FUNDING

On September 30 of each school year, enrolment counts are submitted to Alberta Education for provincial funding. Webber Academy will not receive full funding for any students registering after the September 30 deadline. As a result, parents who enrol their children after this date would be required to pay a pro-rated portion of this grant, in addition to payment of pro-rated portion of the tuition fees.

STUDENT ACCOUNTS

Parents can access their child's Cafeteria Account (in LunchTime), School Account (in School Cloud) and are encouraged to log on and check account details regularly. Account balance notifications pertaining to each of these accounts are emailed monthly. Parents can access and pay their children's account balances in the Parent Portal of the school's website.

OVERDUE ACCOUNTS

Outstanding balances not paid in accordance with the fee schedule and payment options will be subject to an interest charge of 2% per month or 24% per annum.

Any family who has an unpaid balance with Webber Academy must pay that outstanding balance before their child(ren) will be allowed to register for the subsequent year. In addition, satisfactory payment terms must be in place for the following year.



WITHDRAWALS

If a student is not returning for the 2024–2025 school year, please submit written notice of intent. The final notification deadline (without penalty) is March 1, 2024. If written notice is received after March 1, 2024, all fees due up until the date on which notification is received, would be owed, in accordance with the tuition fee payment schedule. Any outstanding fees will be deducted from the enrolment bond.

Upon acceptance of the placement offered to their child, parents have an obligation to pay the fees charged according to the payment schedule. No portion of the fees, paid or due, will be refunded, transferred, or cancelled in the event of a student's absence, withdrawal, or dismissal from Webber Academy. If a student is suspended or expelled, fees will not be refunded by Webber Academy.



CHILDCARE TAX RECEIPTS

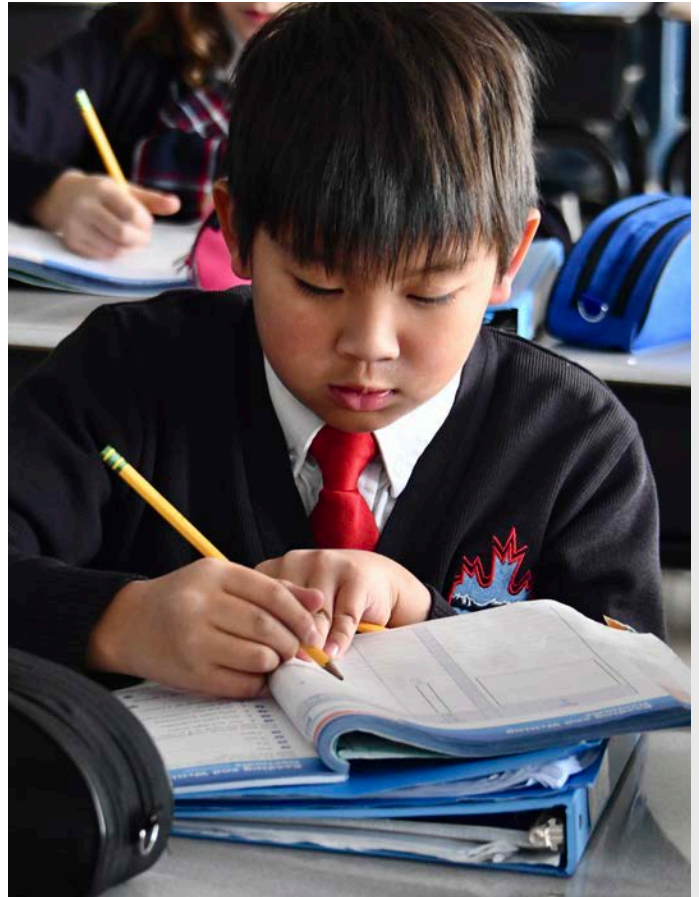
As per CRA tax guidelines, a portion of the school day is considered childcare. As a result, Webber Academy is permitted to issue income tax receipts for a portion of the tuition fees paid for students up to the age of 16. The amount of the income tax receipt varies based on the grade and tuition fees paid during the calendar year.

Tax receipts are issued to the individual or business that paid the tuition and aftercare fees. Therefore, if a business covered the costs of tuition, the business will receive the tax receipt.

DONATIONS

Crucial to the success of Webber Academy is the active support of individuals who recognize the importance of quality education and are prepared to support the school through donations. Receipts are offered for all gifts in support of this notable cause. To assist in this effort, we have established the charitable Webber Academy Foundation to oversee all aspects of gift giving.

Gifts of cash are of immediate benefit to us; other gifts such as property, in-kind support, securities, and bequests may also be donated. These tax-receiptable gifts are fully deductible to a legislated maximum.



VI. STUDENT ACTIVITIES

Students are strongly encouraged to participate in extracurricular activities unless they are having difficulty with academics.

ENRICHMENT OPPORTUNITIES

The following clubs are being offered; however, the school reserves the right to modify or cancel in the event of extenuating circumstances:

- Art Club
- Athletics
- Chess Club
- Cross-Country Running Club
- Dance
- Debate Club
- Designer Genes Club
- Development League (D-League) Sports
- Division I Choir
- Division II Choir
- Grade 6 Baseball Club
- Jazz Band
- Junior High Drama Club
- Legacy Project
- Math and Science Contests
- Model United Nations Club
- Poetry-in-Voice Competition
- Reach for the Top
- Robotics
- Science Club
- Science Fair
- Science Olympics
- Speech Club
- Spelling Bee
- Students on the BEAMLINe
- Student Council
- Voices Magazine





VII. COMMUNICATION AND PUBLICATIONS

At Webber Academy, we believe in open and honest communication. We request that you email the relevant individual to schedule an appointment. The protocol at Webber Academy is as follows:

- Should the question be directly related to the delivery of an academic programme, parents are asked to speak to the respective teacher.
- Should the response not be satisfactory, then a parent is asked to contact Corrie Chalifoux, Head of Elementary, for issues/concerns in JK to Grade 6; or Christina Clouston, Head of Senior School, for issues/concerns in Grades 7 to 12.
- Should the question/concern be general in nature about the overall operation of the school, please contact Barbara Webber, Vice President Administration, or Dr. Neil Webber, President and Head of School.
- Should the question/concern be related to bursaries/scholarship opportunities or the payment of bonds or fees, please contact Rhonda Burke, Director of Finance.
- Should the question/concern be about admission or withdrawal, please contact Paul Sutherland, Director of Admissions.
- Should the question/concern be about university or career counselling, please contact Ms. Leanne Shirtliffe, Mrs. Jennifer Parker, or Ms. Ingrid Harrison.

WEBSITE

Parents have a responsibility to remain informed. Our goal is to communicate effectively with parents, staff, and students. We encourage regular checks of the school website to stay informed of school activities at webberacademy.ca.

WEEKLY EMAILS

Weekly emails will be sent out providing important information about school events, outings, concerns and general school news. As our weekly email is an important means of communication, we ask that all families read **“This Week at Webber”** to become familiar with events and activities within the school community. Please ensure that the school has your correct email address.

NOTICES

Please check with your child on a daily basis to ensure that all notices are reviewed. Forms that are to be returned to the school will be on yellow paper.

COMMUNICATION WITH STAFF

Parents are encouraged to communicate with staff by way of email. Parents may contact a staff member to arrange a meeting. Though instructional time finishes at 3:30 p.m., teachers are often busy with after-school activities. A scheduled appointment is necessary for a teacher to properly address significant concerns.

Teachers will endeavour to respond to messages as soon as possible. If there is a truly urgent matter concerning your child, parents are NOT to contact teachers directly but must contact a school administrator.



PARENT COUNCIL

Upon the acceptance and registration of your child(ren) at Webber Academy, each parent becomes a member of the Parent Council. This provides an excellent opportunity to become more aware of and involved in all aspects of school life and our community. As our “Partners in Excellence”, their mission states:

The Webber Academy Parent Council unites parents and the school to enhance the academic, social, and personal growth of all our children through participation in activities that strengthen the school community. The objectives of the Parent Council are to:

COMMUNICATE: foster open communication of non-academic topics among parents and school administration/staff;

CONNECT: nurture a sense of school community and connection to all families;

COORDINATE: enhance our children’s development by coordinating, supporting, and/or assisting with extracurricular activities, events, and special celebrations.

As a parent member, you are invited and encouraged to attend and participate in the meetings held throughout the school year, typically on the first Wednesday morning of each month on campus. All officers for the Parent Council are selected at the Annual General Meeting at the onset of each new school year. Numerous opportunities exist for all parents to share their expertise, experience, and interests by volunteering on one or more committees that strengthen and build upon our outstanding achievements.





VIII. GENERAL INFORMATION

DOMESTIC ANIMALS

Dogs, cats, and other pets are not permitted on school property.

LOST AND FOUND

Students are responsible for all of their personal belongings. This includes all uniform items, school supplies, and any other personal items in their possession. All items must be clearly labeled. All unclaimed uniform pieces are donated to Wylie's Closet, and any other unclaimed clothing items are donated to a charity at Spring Break and at the end of the school year. The school is not responsible for lost items.

SCHOOL SUPPLIES

All school supplies will be provided for students in Junior Kindergarten to Grade 6. Therefore, it is not necessary to purchase items prior to the start of the school year.

JH/SH students are responsible for purchasing all school supplies required for the courses in which they are enrolled. Student supply lists are available on our website.

SCHOOL TEXTBOOKS

Students will be issued textbooks through the main office. All textbooks will be scanned out and assigned to each student. Each student is responsible for the textbook assigned to them. When the textbook is returned, it will be scanned back into the system. If lost, the student will be charged for the replacement cost.

LIBRARY

The Chwyl Library is a place where students develop a passion for reading and a quest for lifelong learning with over 26,000 resources available. Students and teachers work collaboratively on research, publishing, presentations, independent reading, pursuing personal interests, and enriching their knowledge.

Our Kindercentre Library is a warm inviting space where our Junior and Senior Kindergarten students enjoy sharing stories and exploring a variety of topics and interests.

Guest Author visits are a highlight of the year. Students look forward to a variety of presentations by inspiring authors, illustrators, and storytellers. Whether in person or virtual, these are exciting and engaging events.

The school library subscribes to several electronic databases, which are excellent reliable resources for both students and teachers. Students in grades 4 through 12 receive personal school library accounts where they can monitor and manage their school library books. The personal accounts also provide our students access to our Destiny System's robust online reference and research resources. The school's Destiny System is web-based and can be accessed from anywhere in the world with internet availability at webberacademy.follettdestiny.ca

Library Use and Borrowing Privileges

- Kindercentre students may borrow a book from the Kindercentre Library for a one-week loan period.
- Division I: books may be borrowed for a one-week loan period.
- Division II: books may be borrowed for a two-week loan period.
- Junior and Senior High: books may be borrowed for a two-week loan period.



- Young Adult books are restricted to students in Grade 7 and up.
- Senior fiction and nonfiction books are restricted to students in Grades 9 to 12.
- Students with overdue books may not borrow again until all overdue materials have been returned.
- Materials may be renewed if returned on or before the due date.
- If books are lost or damaged beyond repair, replacement fees will be charged.
- Materials not returned by the end of the year will be charged accordingly.
- Food and drink are not permitted in the library.

Library After School

We are pleased to offer Grade 6 to 12 students a studious environment for studying after school from 3:30 – 5:30 p.m. See After School Study Hall on page 35 for more information.

Library Birthday-Book Fund

Parents are invited to donate a book to the Webber Academy Chwyl Library in honour of their child's birthday. Order forms are emailed to parents in advance. A bookplate is placed in the front of the book, acknowledging the donation. The honoured student will be the first to sign out the book before it is made available for general circulation.

General Book Donations

The library welcomes donations of new or gently used books for its collection.

Library Computers

The school's computer-use rules apply in the library. Computer-use in the library is for research only. Students will not be allowed to play computer games, change settings, download files, or print excessively. Data processing should be done outside the library to maximize the number of computers available for research purposes.



COMPUTER/TECHNOLOGY USE

Computers are used by students and staff for educational purposes, to facilitate writing and research, to promote communication and presentation skills, to advance technology skills, to enhance learning and teaching, and to conduct valid school business. Technology use is a privilege, not a right, and the expectation is that it will be used in a responsible, efficient, ethical and legal manner. Equipment is shared, and all users are asked to follow the user policy for everyone's benefit.

- The school's technology resources should be used for school-related tasks.
- School computers will be used by students under supervision of a staff member.
- Inappropriate computer-use will result in revocation of privileges, temporary or permanent, depending on the gravity of the offence.

Students are not permitted to:

- Bring food or drinks into any computer lab. There should be no food or drinks around any other school computer.
- Change or alter computer settings without permission of the supervising teacher.
- Access any files, programs, drives, or archives without authorization.
- Access or use another person's account.
- Trespass in another person's folder, work, or files.
- Send or display offensive messages, pictures, or artwork.
- Use or view obscene language.
- Harass, threaten, or insult others.
- Knowingly degrade or disrupt equipment or service, performance, or vandalize the data of another user.
- Violate copyright laws (plagiarism).
- Post or pass on personal communication without the author's prior consent.

- Attempt to bypass computer security.
- Download games, or illegal and offensive material.
- Record (photography, audio, video, etc.) another person, unless a student has explicit permission.

PERFORMING ARTS CENTRE

We are proud of our state-of-the-art, 500-seat theatre. This facility is used for a multitude of events and activities. As such, it is important to adhere to the following:

- No food or drink is permitted in the theatre at any time.
- Backpacks, pens, pencils, etc. are not to be brought into the theatre.
- Persons under the age of 18 are not permitted in the balcony areas at any time, unless in the company of and under the direct supervision of a parent or legal guardian, or when directed and accompanied by a member of staff.
- Students are not permitted to be in the theatre without supervision.



IX. WEBBER ACADEMY 2023–2024 IMPORTANT DATES

August 28	First Day of Classes
September 4	Labour Day - School Closed
September 5	Individual Student Photos - Senior School
September 6	Individual Student Photos - Elementary
September 6	Elementary Curriculum Evening
September 19	Senior School Curriculum Evening
September 21	Welcome Back BBQ
September 29	Terry Fox Run
September 30	Terry Fox Fundraiser Concert
October 9	Thanksgiving - School Closed
October 10	Individual Student Photo Retakes
October 18–20	Parent-Teacher Interviews (Grade 7–12)
October 20	Parent-Teacher Interviews Noon Dismissal for Grade 7–12
November 13	Remembrance Day - School Closed in lieu of Remembrance Day (Nov 11)
November 15–17	Parent-Teacher Interviews (JK–Grade 6)
November 17	Parent-Teacher Interviews Noon Dismissal For JK–Grade 6
November 24	Term 1 Report Cards (JK–Grade 6)
December 1	Term 1 Report Cards (Grade 7–12)
December 21–January 5	Winter Break - School Closed
January 8	Classes Resume
January 29	Last Individual Student Photo Retakes
February 15	Professional Development Day - No Classes
February 16	No Classes
February 19	Family Day - School Closed
March 8	Term 2 Report Cards (JK–Grade 12)
March 13–15	Parent-Teacher Interviews (JK–Grade 12)
March 15	Parent-Teacher Interviews Noon Dismissal for JK–Grade 12
March 25–April 5	Spring Break - No Classes
April 8	Classes Resume
May 20	Victoria Day - School Closed
June 26	Elementary Year-End Ceremonies
June 27	Senior School Year-End Ceremonies
June 27	Last Day of Classes and Term 3 Report Cards (JK–Grade 12)
June 28	Graduation



X. SCHOOL CONTACT INFORMATION

FOUNDER, PRESIDENT, AND HEAD OF SCHOOL

Dr. Neil Webber
403-277-4700 (ext. 222)

VICE PRESIDENT ADMINISTRATION

Barbara Webber
403-277-4700 (ext. 223)

HEAD OF ADVANCEMENT & COMMUNICATIONS

Lorne Webber
403-277-4700 (ext. 302)

HEAD OF ELEMENTARY

Paul Sutherland
403-277-4700 (ext. 224)

HEAD OF SENIOR SCHOOL

Christina Clouston
403-277-4700 (ext. 301)

DIRECTOR OF ADMISSIONS

Kelsey Stevenson
403-277-4700 (ext. 225)

DIRECTOR OF FINANCE

Rhonda Burke
403-277-4700 (ext. 289)

OFFICE MANAGER & EXECUTIVE ASSISTANT

Corri Esposito
403-277-4700 (ext. 334)

DIRECTOR OF LIBRARY SERVICES

Mrs. Dianne Lever
403-277-4700 (ext. 246)

DIRECTOR OF STUDENT AFFAIRS

Ms. Julia Webber
403-277-4700 (ext. 337)

DIRECTOR OF ATHLETICS

Mr. Joël Chalifoux
403-277-4700 (ext. 229)

MARKETING & COMMUNICATIONS DIRECTOR

Mrs. Alex Troniak
403-277-4700 (ext. 321)

ACADEMIC & CAREER COUNSELLORS

Ms. Leanne Shirtliffe
403-277-4700 (ext. 308)

Mrs. Jennifer Parker
403-277-4700 (ext. 253)

Ms. Ingrid Harrison
403-277-4700 (ext. 328)

GENERAL INQUIRIES

Front Office
403-277-4700

FACSIMILE

403-277-2770

WEBSITE

webberacademy.ca

MAILING ADDRESS

1515-93 Street SW
Calgary, AB
T3H 4A8

STAFF EMAIL

Type the first initial of the first name, plus full last name followed by @webberacademy.ca

Example: jdoe@webberacademy.ca

Check Webber Academy's website for full listings at webberacademy.ca





Preparing students to thrive in university and beyond



Phone 403-277-4700

Fax 403-277-2770

webberacademy.ca