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Discover WIC

This introduction to the College will solidify your understanding of the who, what, when, where and why of the school's administration team and its educational ethos.

Our Manifesto

Motto

A Brief History of the College

Own Your Future

CAIS (Canadian Accredited Independent Schools)

School Governance

2018-19 Board of Directors

The Team at West Island College

The WIC Way
Our Manifesto

Be Bold.
Be Brave.
Be Ready.

At West Island College...

• You can be strong and sure of who you are and what you can do.
• You can be brave, exploring outside of your comfort zone.
• You can fail without fear, knowing there’s a whole community behind you.
• You can be inventive, outrageous, playful and fun.
• You can be gentle, thoughtful and introspective.
• You can learn without limits and wonder without walls.
• You can be part of something bigger - a team, a family, a community.
• You can be the most authentic version of you.
• You can be fierce in your path, wherever it takes you.
• You can be anything, because at WIC, it’s your future to own.

Own Your Future

Our Purpose
We unleash the potential of passionate and creative problem-solvers, ready to contribute to a better world.

Our Promise
We challenge, inspire and support one another as we imagine and create our best futures.

Our Commitments

Confidence
• WIC students are ready for the challenges and opportunities life presents them. They grow strong, self-assured and motivated by each WIC experience. Through academic rigour and a supportive environment, our students become resilient problem-solvers who believe they can, and will, achieve what they set out to do.

Creativity
• Together, WIC students and faculty build a powerful culture of creativity that is without boundaries. We are critical thinkers who challenge ideas, pave new paths and encourage inventiveness whenever possible.

Connection
• As a close-knit community, we know and care about each other. We foster an environment where students can feel supported while building their futures.

Motto
Praestantiam Consectemur - Let Us Pursue Excellence

Our Priorities

At WIC, our focus is on serving our students, parents, staff, and alumni in an engaging and responsible way. With this at the forefront of our promise, we look toward creating a bright future for the College. With our purpose, promise, and commitments guiding our future, we will focus on five strategic priorities:

• Enrich our academic program, ensuring rigour and relevance for today’s learners
• Empower our team of master teachers and professional staff to deliver on our promise
• Nurture relationships within and beyond the school
• Provide unparalleled, real-world learning experiences
• Ensure a sustainable future for the College

A Brief History of the College

West Island College was founded in 1974, in response to the need for an academic program dedicated to preparing students for post-secondary studies and for the reality of contemporary Canadian society. The first campus was established in Pointe-Claire, Quebec; it subsequently moved to Dollard-des-Ormeaux, Quebec, situated in the West Island region of Montreal. Throughout the College’s history, it has met with outstanding success in each of its pursuits - substantiated by the College’s rapid growth. From a modest genesis of 40 students, the original campus now accommodates more than 450 students in a state-of-the-art facility.
With an ongoing commitment to the development of the whole child, WIC embarked on an ambitious program of expansion. In 1982, West Island College of Alberta opened in Calgary. From an initial group of 39 students, the Calgary College is now at full capacity for students.

West Island College recognizes the need for a well-rounded educational experience. Through the Outdoor Education Program, French Immersion, French and Spanish as Second Language programs, the International Studies Program, the Business, Engineering, Health Sciences and Liberal Arts Institutes, the Wolves’ Den Speaker Series, and rigorous academic programming (including Advanced Placement), the College is actively involved in the pursuit of excellence at home and around the world. Through the years, these opportunities have expanded to include the Sailing Education Adventures (S.E.A.) Program, the Marine Biology Studies at Bamfield, an Artists’ Retreat at Chemainus, a field study to the New York Financial District, a Junior School French Immersion trip to Quebec and DELF (Diplôme d’études en langue française).

Own Your Future

Chantal Gionet,
Head of School

I look forward to welcoming and getting to know our new and returning students to West Island College on Tuesday, September 4, 2018. For those of you who are new to the College, you will soon discover that WIC is a special place where relationships are central. We work hard to get to know each student and to provide a safe, caring, and inclusive school community where students can find their voice, discover their passions, take risks in their learning, be involved in the life of the college, and reach their full potential. This is a place where students can dream, explore, thrive, and make lifelong friends.

Our purpose, promise and commitments guide everything that we do at the College. We believe in educating young people to be brave, confident, empathetic, and compassionate individuals who are engaged in the world around them and want to make a difference. We recognize the capability that exists within each student, and offer a myriad of enriched learning opportunities within and outside of the classroom, that inspire students to be curious, creative, and strive for excellence in all that they do.

Our master teachers inspire, support, and challenge students to meet high standards and to fulfill our promise to imagine and create our best selves and futures. We are committed to developing in students the knowledge, skills and attributes to be equipped and successful for post-secondary studies and beyond. Our goal is to prepare students to be contributing global citizens of society and to be future leaders.

At WIC, we focus on values, character education, leadership, creativity, developing the whole student while also providing rigorous academics, enriched real-world learning opportunities, as well as a myriad of athletic and co-curricular programs. At WIC, there is something for everyone. We encourage you and your children to become active in the life of the College.

I encourage you to review this handbook as it outlines key information about the College such as expectations, programs, student life, services we provide, and general information that is pertinent to you and your child. As partners in the education of your children, we count on your contributions and support for the school’s purpose, promise, commitments, and expectations.

I look forward to meeting all of you and getting to know you throughout my first year as your new Head of School.

CAIS (Canadian Accredited Independent Schools)

In 2012, West Island College was accredited by CAIS (Canadian Accredited Independent Schools).

“To be accredited, CAIS schools commit to a voluntary assessment process that is rigorous and thorough. As a result of this commitment, CAIS schools are widely regarded to be among the best in the world...Parents seek and expect the best for their children. [They want their] children to grow, learn and thrive, to be exposed to great teaching and learning opportunities, and to reach [their] potential in every area of academic and social development...CAIS schools are, by definition, committed to unmatched educational experiences and an ongoing commitment to improvement in every aspect of school life...Because it is arm’s length from the school’s own administration, the evaluation enables schools such as WIC to be more accountable to parents and, ultimately, to students themselves. This gives the school the platform upon which to grow, improve and expand. In addition to school accreditation, CAIS offers a wide variety of programs including National Student Leadership Conferences at both the Middle and Senior School levels; National Sports Tournaments; Professional Development for teachers and school administrators and much more.”

- Anne Marie Kee, Former Executive Director, CAIS

The application and internal review process undertaken for the accreditation affirmed that West Island College is a thriving community committed to continuous short and long term improvement and sustainability, and ranks amongst the most respected independent schools in the country.
School Governance

West Island College is operated by The West Island College Society of Alberta, which in turn is governed by a Board of Directors. The Board of Directors focuses on long term strategic and governance issues only, at arm’s length from the educational, leadership, management, and daily operations of the College. It comprises the following parents, alumni, and community members:

2017-2018 Board of Directors

Ross Bentley, Board Chair
Carey Booth
Chantal Gionet, Head of School & CEO
Dr. Vivian Hill
Saskia Knight
Ward Mallabone
Jim McEvoy
Rob Nieuwesteeg
Sean O’Connor
Boris Rassin
Brian Ross
Ranny Shibley
Ellie Siebens
Bob Sutton
Tim Watson
# The West Island College Team

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Junior School
Building a Solid Foundation

7
New to the WIC community, our junior “Wolves” seek acceptance, friendship, guidance, and challenge as they find a path that suits who they are. The 100+ young students find a special place in Grade 7 as they begin junior high. For them, this is a new and exciting beginning with much to discover and explore: the start of their journey at West Island College.

8
Students learn to take on more responsibility and how to become leaders and role models to the Grade 7s. Pushing boundaries and taking on new adventures, students have gained a lot from the challenges in their Grade 7 year in junior high presented. Friendships strengthen as they begin their entrance into the world of teenage independence and individuality. We focus on building character, confidence, and resiliency.

9
This is an important foundation year to prepare for high school. It is in Grade 9 that students establish many of the patterns and habits that will see them through their educational careers. Students experience a new Grade 9 schedule and continue to build on their confidence, courage, resiliency, and leadership through a challenging academic program and diverse co-curricular opportunities. There is a focus on their ability to be their own unique and authentic selves. For these reasons, we call it the Foundation Year.
Senior School
Post-Secondary Preparation
Experiential Learning
Opportunities

10
Introduction to High School and the new black blazer marks an increase in independence and rigour and opens doors to higher level experiential learning opportunities. An increased focus on responsible decision-making, post-secondary research, and leadership are expected in this grade. Students will also complete their Second Language courses.

11
This is the accelerated academic year with an introduction to diploma exams and Advanced Placement courses; this is also referred to as the year of specialization and post-secondary preparation. Community service, leadership, and the acquisition of experiences in the Institute Program is a highlight of this year.

12
The graduation year is the culmination of the high school journey; however, the WIC journey does not end here as these students become our newest group of WIC alumni. Graduates are ready in all aspects for their post-secondary experiences – connecting their passion to purpose.
# Academic Programs

This section will build your understanding of all academic programs, evaluations and exam procedures.

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</tr>
<tr>
<td>Student Recognition and Awards</td>
<td>20</td>
</tr>
<tr>
<td>Undergraduate and Term Awards</td>
<td>20</td>
</tr>
<tr>
<td>Special Awards</td>
<td>21</td>
</tr>
</tbody>
</table>
School Structure

Junior High School Program of Study: Building a Solid Foundation (Grades 7 to 9)

West Island College offers the students of its junior school a choice of programs of study.

Continuing French Immersion Studies (C)

This curriculum is designed for students who, during their elementary school education, opted for French Immersion studies. In following this curriculum, students have the opportunity to earn a Bilingual High School Diploma upon graduation. Approximately 60% of the instruction in this program is in French.

Dual Language Option (D)

Students in this group continue to take all their courses in English, but have four periods a week of either French or Spanish language instruction. It is anticipated that they will also complete Grade 12 French or Spanish while in Grade 10.

Core Program Grades 7-9

<table>
<thead>
<tr>
<th>English</th>
<th>Health and Personal Life Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>French/Spanish/French Language Arts</td>
<td>Mathematics/Mathématiques</td>
</tr>
<tr>
<td>Social Studies/Études Sociales</td>
<td>Science/Sciences</td>
</tr>
<tr>
<td>Physical Education/Éducation Physique</td>
<td></td>
</tr>
</tbody>
</table>

Complementary Courses

Grade 7
- Art
- Drama
- Band

Grade 8
- Art
- Drama
- Band
- Robotics
- Coding
- Financial Literacy

Grade 9
- Art
- Drama
- Senior Band
- Multimedia
- Engineering
- Leadership
- Business and Technology

Complementary options have been selected with the objective of offering students a complete and comprehensive introduction to disciplines which help to enhance and supplement the Core Program. The objective of the Options Program is for junior high students to be introduced to a wide variety of age-appropriate learning opportunities that will benefit them both today and later in life. The program is experiential in nature with a focus on culture, personal development, physical activity, health and wellness.
Senior High School Program of Study: A Post-Secondary Preparatory and Experiential Curriculum (Grades 10-12)

It is our belief that the best way to prepare for the future is to capitalize on the opportunities of the present. With this in mind, West Island College offers an enriched, rigorous and relevant curriculum for all students in the High School program.

We have a semestered system that provides opportunities for students to focus on fewer courses per semester and the ability to take numerous Advanced Placement courses which expose students to university-level preparation.

<table>
<thead>
<tr>
<th>International Languages Department</th>
<th>Social Sciences Department</th>
<th>Math Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>French 10*, 20*, 30*</td>
<td>Social Studies 10-1, 20-1, 30-1</td>
<td>Math 10 Common</td>
</tr>
<tr>
<td>Spanish 10, 20, 30</td>
<td>Etudes Sociales 10-1*, 20-1*, 30-1*</td>
<td>Math 20-1, 30-1</td>
</tr>
<tr>
<td></td>
<td>Macroeconomics / Microeconomics 30, 35AP</td>
<td>Mathematics 31, 35AP</td>
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<tr>
<td></td>
<td>Business Studies 10</td>
<td>Calculus 35AP (Math 31)</td>
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<tr>
<td></td>
<td>Religious Meanings 20</td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Fine Arts Department</th>
<th>Social Sciences Department</th>
<th>Math Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 10, 20, 30, 31</td>
<td>International Politics 30</td>
<td></td>
</tr>
<tr>
<td>Drama 10, 20, 30</td>
<td>Psychology 20, 30, 35AP</td>
<td>Math 10 Common</td>
</tr>
<tr>
<td>Technical Theatre 15, 25</td>
<td>Western World History 30</td>
<td>Math 20-1, 30-1</td>
</tr>
<tr>
<td>Band 10, 20, 30</td>
<td>World Religions 30</td>
<td>Mathematics 31, 35AP</td>
</tr>
<tr>
<td></td>
<td>European History 35AP</td>
<td>Calculus 35AP (Math 31)</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Language Arts Department</th>
<th>Physical Education Department</th>
<th>Other Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 10-1, 20-1, 30-1, 35AP</td>
<td>Physical Education 10, 20, 30</td>
<td>Independent Studies</td>
</tr>
<tr>
<td>French Language Arts 10-1*, 20-1*, 30-1*, AP*</td>
<td>Education Physique 10*</td>
<td>International Studies</td>
</tr>
<tr>
<td></td>
<td>Sports Medicine 10</td>
<td>Outdoor Education</td>
</tr>
<tr>
<td></td>
<td>CALM 20 (Career and Life Management)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sports Performance 10, 20</td>
<td></td>
</tr>
</tbody>
</table>

* Denotes that the language of instruction is French.  
NB: Availability of option courses varies each year depending on student interest.

### Additional Resources

For more information and great resources regarding the junior and senior high programs of study in Alberta, please visit the following websites:

- [http://education.alberta.ca/parents.aspx](http://education.alberta.ca/parents.aspx) (Alberta Education - Parents)
- [http://education.alberta.ca/students.aspx](http://education.alberta.ca/students.aspx) (Alberta Education - Students)
- [http://education.alberta.ca/teachers/program.aspx](http://education.alberta.ca/teachers/program.aspx) (Alberta Education – Programs of Study)
Advanced Placement

The Advanced Placement Program (AP) enables students to pursue university-level studies while still in high school. Based on their performance on rigorous AP Examinations, students can earn high school credit, advanced placement, or both for college/university. Established in the 1950s, this program has seen tremendous growth in the last 20 years. An increasing number of parents, students, teachers, high schools, colleges, and universities are turning to AP as a model for university preparation.

Advanced Placement, administered by the College Board in Princeton, New Jersey, allows senior students to demonstrate university-level achievement. AP examinations are held in May and are graded on a five-point scale (5 indicates the student is “extremely well qualified” in that subject at a first-year university level; 1 is the lowest point on the scale). AP is recognized at over 1,000 post-secondary institutions in the United States and Canada. Students with an AP examination grade of 3 or higher are often granted advanced placement into a second year course and/or credit for the first year course. Although the AP program has a North American standard, it also has wide international acceptance.

Rationale for the AP Program

The AP Program is best known for giving senior students the opportunity to earn college credit; however, this program offers students many additional benefits:

- As a result of credits earned for AP achievements, many students are able to take a double major at university, or to study or travel abroad, or to pursue a combined Bachelor’s and Master’s program.

- The AP Program offers much flexibility in course selection; this allows WIC to provide the courses which we feel are most advantageous for students.

- Schools that offer AP courses extend students’ access to high-quality education and increased opportunity in university acceptance.

- Schools that offer AP often experience a diffusion of higher academic standards throughout the entire curriculum.

- Its increased recognition in the general population is generally advantageous for students.

- Its structure attracts students who want to pursue higher level learning in their subject of choice.

- Research supports that participation in AP courses is one of the strongest predictors of post-secondary success: numerous studies show that AP students outperform their peers who have not taken AP on virtually every standard. Furthermore, students whose AP scores exempt them from introductory college classes typically do better in subsequent higher level courses than those students who actually take the introductory college courses.

For more information regarding the Advanced Placement Program please see the Head of Senior School or visit the school website.

Independent Studies

As WIC’s senior students continue their educational journey, we take our commitment to prepare students for their university studies seriously. Part of that preparation is helping students to develop independent responsibility for their learning when they move away from the watchful eyes of WIC faculty and the unwavering support of their families. Being at university requires responsible use of unstructured time in order to complete university course requirements. WIC offers a supportive pathway for students to move towards the more independent culture of university.

Students in Grade 11 or 12 who demonstrate commitment and responsibility may request the opportunity for an Independent Study Period. In addition, in exceptional circumstances, a select few senior students may request access to Alberta Distance Learning Courses (ADLC). Permission for an Independent Study Period or access to ADLC courses will be granted on an individual basis by the Head of Senior School. Signed parental consent is required. As well, there will be varying levels of monitoring for the use of the time as determined by a student’s individual circumstances.

Assessment and Evaluation

Course Outlines

Classroom teachers will provide detailed course outlines summarizing classroom policies, assessment weightings, and other information related to the course. These materials will be provided in print form and will be posted on Desire2Learn (D2L). Please take time to review these documents for each class in which your child is enrolled. Should you have any questions or concerns, please contact the classroom teacher as soon as possible.

Granting Credits

At the high school level, credits are granted when students successfully complete required coursework and demonstrate that they have met all outcomes outlined by Alberta Education. When absences begin to negatively affect learning, administrative intervention will occur, which will include both student and parent.
Assignments

West Island College expects that all assignments are handed in on time. The student may be detained to complete the assignment. If a student is ill on the day an assignment is due, every effort should be made to drop the work off at school or email it to the teacher. If this is not possible, a phone call or email from a parent on the day the assignment is due and a note from a parent explaining the absence when the child returns to school to explain the reason for the late assignment.

Cumulative Grading

West Island College uses a cumulative grading system. This means a student's grade reflects all of their work going back to the start of the course. The marks listed for each term on the report card are only a snapshot in time reflecting a student’s grade to-date. A cumulative grading system allows students to have an accurate picture of how they are doing in each class at any given point in time.

Both junior and senior school use a credit weighted average. Senior School courses show the number of credits beside the course name. These credits are set by Alberta Education. Junior school courses do not show credits beside course names as they do not have credit values assigned by Alberta Education. The number of credits assigned to a course is a reflection of the amount of time a course is allotted over the entire school year. There are variations of this to accommodate for the different grades and course options.

Examinations

Students who are absent because of illness will be permitted to write a make-up examination when they return to school. This may take place on the date of their return. These illnesses must be accompanied by a medical certificate. Effective communication with the classroom teacher, or with administration in the case of governmental exams, ensures that student learning and course completion is facilitated in extenuating circumstances.

West Island College offers a “Test Centre” five times a week to accommodate students who were unable to complete an assessment during class time. This ensures that students do not miss further instruction time.

Major Assessments

These have been an integral part of West Island College since its inception. They are formal assessments of learning and provide clear understanding to both student and teacher regarding the academic progression of the student relative to curricular learning objectives in each subject discipline. In January and June, major final summative assessments are scheduled by individual teachers according to the students’ best learning. Summative exams structurally impose cyclical review of knowledge, skills, and competencies. The composition of these assessments demands attention not only to content from the previous exam forward, but also to material studied from the start of each school year; in so doing, they provide formidable assessment insights for learning.

Given these exams serve to provide accurate and clear information regarding student learning, and given the understanding that they are paramount to each student's grade, the faculty of West Island College expects all students to write these exams. Should absence be unavoidable, please contact either the Head of Junior School or the Head of Senior School.
Exam Accommodation Policy

West Island College provides a rigorous academic program that challenges students to reach their academic potential and make a successful transition into post-secondary studies. To assist in meeting the College’s high expectations, we are mindful of our responsibility to provide support for all students based on their individual educational circumstances.

Since the 2017-2018 school year, all students are eligible for accommodations and provisions to write exams, including Provincial Achievement Tests and Diploma Exams, without an application process.

Specific accommodations are provided to qualified students to ensure fairness and to remove inequitable obstacles to performance. These accommodations are granted to the best of the College’s ability when they are specifically recommended in a formal psychoeducational assessment report or a medical letter provided by a physician.

In accordance with Alberta Education policy, these accommodations are not intended to provide an unfair advantage, but to level the playing field for all students by removing obstacles to performance that are inequitable. Consequently, accommodations are neither intended nor permitted to:

- alter the nature of what is being assessed by an exam;
- provide an unfair advantage to students with disabilities or medical conditions over students taking examinations under regular standardized conditions; or
- compensate for knowledge or skill that the student has not attained.

West Island College’s ability to provide accommodations is limited by our school’s context of infrastructure and staffing. These accommodations must be used in the classroom and be supported by each of the student’s teachers. Accommodations are documented formally by the Head of Student Services. This process meets the requirements for exam accommodations as set forth by the Special Cases Department with Alberta Education.

In terms of formal exam accommodations, West Island College offers the following exam accommodations to qualified students:

- Writing with reduced distractions
- Use of a computer
- Audio versions of assessments

According to Alberta Education, “Writing in an environment with reduced distractions and the use of computers are not accommodations. Both are school decisions determined by internal school business processes, availability and supervision.”

Exam Accommodations - Overview

Extra time

All Alberta students will now have access to the accommodation of extra-time on exams including Provincial Achievement Tests and Diploma Exams.

Writing with Reduced Distractions

Students who have an assessment that suggests they will benefit from minimal distractions for writing exams are granted accommodations to write in a reduced distraction location to be determined by the College. We do not have the facilities or supervision capability to accommodate isolation during exams except under extraordinary circumstances.

Use of a Computer

Students who require the use of a computer on exams or large assignments to accurately demonstrate their learning are granted the use of a school computer for all such exams and assessments.

Exam Accommodations – Post-Secondary

To qualify for accommodations at the post-secondary level, the submission of a psychoeducational assessment completed within three years of attending the institution is required. The recommendation is to submit this to the student’s institution of choice in the spring prior to starting post-secondary studies. Students who receive accommodations at West Island College need to develop advocacy skills so that they may transition into postsecondary studies and maintain the accommodations provided in high school.

Course Withdrawal Policy

The Head of Senior School will evaluate student requests to withdraw from a course on a case-by-case basis.
The West Island College Diploma

Alberta Education outlines criteria for high school completion. In addition to these criteria, West Island College has established a series of diplomas and certificates to recognize the achievements of its graduates.

This Diploma is awarded to those students who have met the standard for high school graduation established by both the Province of Alberta and West Island College. The minimum requirements for an Alberta High School Diploma at WIC include:

- English Language Arts 30-1
- Social Studies 30-1
- Biology 20 or Chemistry 20 or Physics 20
- Math 20-1
- Physical Education 10 (3 credits)
- Career and Life Management 20 (CALM) (3 credits)
- 10 credits in any combination from Fine Arts, Second Languages, CTS or Physical Education
- 10 credits in 30 level courses in addition to English Language Arts 30-1 and Social Studies 30-1
- 100 credits minimum

For a full description, visit the Alberta Education website at: [http://education.alberta.ca](http://education.alberta.ca)

The WIC Bilingual Diploma

This Diploma is awarded to those students who have successfully completed 45 credits of study in which the language of instruction was French and who have earned a West Island College Graduation Diploma.

The WIC Diploma with Distinction

This Diploma is awarded to those students who have obtained a minimum overall average of 80% in each of their years of Senior high school studies.

The WIC Diploma with Great Distinction

This Diploma is awarded to those students who, in addition to qualifying for a West Island College Diploma with Distinction, have also earned a place on the Head of School's List during each of their three years of senior high school studies at West Island College.

Graduation Awards

The awards listed below are artifacts of our school culture; they represent the values of West Island College. These awards are presented to the worthy recipients annually at our Grade 12 Graduation Ceremony (during the month of June), and/or at our Undergraduate Awards Ceremony (which takes place in September of the subsequent school year).

Business Institute Certificate

This Certificate is awarded to those students who have successfully completed three business courses, have participated in a leadership program, and have been actively involved in business clubs or activities.

Engineering Institute Certificate

Students had to successfully complete at least four math/science senior courses with one being an AP course, participated in a variety of engineering and/or leadership opportunities, and have actively been involved in at least three engineering clubs or activities.

Health Sciences Institute Certificate

This certificate is awarded to those students who have successfully completed four core science courses, and one AP level courses (preferably science related), and have been actively involved in Health Sciences activities.

Liberal Arts Institute Certificate

This Certificate is awarded to those students who have successfully completed three Liberal Arts courses, have participated in a leadership program, and have been actively involved in Liberal Arts clubs or activities.

Fine Arts Certificate

This Certificate is awarded to graduates who have a passion for the arts. Graduates must have successfully completed three or more senior Fine Arts courses, have participated in a Fine Arts program outside the College, and have been actively involved in at least two Fine Arts clubs or activities.

Athletics and Kinesiology Certificate

This Certificate is awarded to those students who have combined their passion for athletics with foundational courses in kinesiology. Graduates must have completed three core kinesiology courses, shown an exceptional commitment to athletic participation on a minimum of four teams, and been actively involved in leadership.

International Languages Certificate

Students have to successfully complete at least one 30-level language course and an AP or a DELF or DELE international exam, participate in at least one language or cultural experience, have been involved in one language club and taken part in a linguistic immersion experience.
International Studies Certificate
This Certificate is awarded to students who exemplify the goals of the College’s International Studies Program. These students have participated in a minimum of two service learning experiences, have finished a 30 level language class and have taken at least one complementary Social Science course.

Student Services

Counselling
A comprehensive guidance program is provided to students, including the following domains:

Academic Counselling & Program Planning
West Island College Student Services works with students to help them adopt a perspective that places a high priority on understanding their educational goals and how to successfully attain them, including but not limited to, course advising, high school program planning, Diploma requirements support of success in courses, creation and monitoring of a Personal Learning Plan, and mentoring.

Personal Counselling
Student Services at West Island College works with students to provide personal support and encouragement during their time at the College. Junior and senior high students may experience a wide range of concerns such as anxiety, depression, stress management, eating disorders, relationship problems, family conflict, abuse, grief and loss, or fears and phobias. At West Island College, we sincerely care about our students’ well-being and encourage those who need personal support to seek out one of the members of our Student Services team.

Post-Secondary Counselling
The Directors of Post-Secondary Advising assist students by providing developmentally appropriate programs, information and counselling with regards to understanding and planning for further education and/or school-to-work transition, including but not limited to:

- Interest and aptitude assessment
- Online resources
- Occupational information
- Post-secondary information

Teacher Advisor (TA) Program
The WIC Teacher Advisor Program promotes meaningful relationships between staff and students while meeting the social, developmental, and educational needs of students. The program creates a continued sense of community, supports the social, emotional, and academic well-being of our students, individualizes each student’s educational experience and promotes educational and personal success.

The program strives to ensure:
Every WIC student has an adult in the building who knows and cares about him/her and who they can turn to in times of difficulty. Every WIC student has educational, career, and personal goals toward which they are working and can see their courses as useful in reaching these goals.

Every WIC parent personally knows an adult in the school – who they can call – who really knows their child and how they are doing.

Every WIC faculty member has the opportunity to develop close connections and mentoring relationships with a small group of students throughout their junior/senior high school years.

Student Recognition and Awards

Undergraduate and Term Awards

Honour Roll
Academic Average
Senior School  80 per cent
Junior School  85 per cent
Students who earn a qualifying average are placed on the Honour Roll for the term in which they qualify. Recognition of the students’ accomplishments is made during term end awards assemblies. Students who achieve the above academic averages at the end of the school year will qualify for this annual award.

Head of School List
Students who participate in one extra-curricular activity (ECA) that term, qualify for the Head of School List for that term. Students who achieve Head of School List for three out of the four terms qualify for this award for the year.

Merit Award
At the end of each school year, teachers select students from each of their classes who have conducted themselves in an exemplary manner. The criteria for selection are left up to the individual teacher who, in turn, communicates this to the class at an appropriate time early in the year. These students are recognized during the Undergraduates’ Awards Ceremony in the fall.
Undergraduates’ Awards Ceremony

Held each September, the Undergraduates’ Awards Ceremony is an opportunity to recognize the previous year’s academic leaders of the school community. Individual subject awards are given at every grade level and the top academic averages are also recognized.

The College is also committed to the recognition of those students who have displayed an adherence to the school motto through:

- Merit Awards
- The Head of School List
- Citizenship Awards
- Leadership Awards

Special Awards

The awards listed below reflect our school culture: they represent the values of West Island College. These awards are presented to the worthy recipients annually at our Grade 12 Graduation Ceremony (during the month of June), and/or at our Undergraduates’ Awards Ceremony (which takes place in September of the subsequent school year).

Alumni Achievement Award (Grade 12)

Presented to a student who has demonstrated vision, leadership and community involvement, and who the Alumni Committee anticipates will represent the WIC alumni well.

Andrea Bailey Memorial Shield (Grade 12)

Presented to a female student who intends to pursue post-secondary studies in Science or Engineering.

Art Award (Undergraduate)

Presented to junior and senior high students who have shown growth through dedication, effort and application of skills in Visual Art.

Bejar Family Shield (Grade 12)

Presented to the student who achieves the highest combined mark in Biology 30, Chemistry 30, and Physics 30.

The Calgary Flames Award (Grade 12)

The Outstanding Youth-Community Contribution Award was established in 2017 by the Calgary Flames Foundation. Presented to the student who exhibits leadership and demonstrates exceptional civic responsibility, displays outstanding commitment to community through volunteer efforts, develops plans and/or volunteers for charitable events, inside or outside of the College community.

The Chiu Family Scholarship (Grade 12)

The Chiu Family Scholarship was established by Wayne, Eleanor, and their family in 2014 to recognize an outstanding, well-rounded student with a keen interest in both the sciences and the arts and who is dedicated to contributing to his or her community. Presented each year at graduation, this scholarship is given to one student who exemplifies versatility with focus on academic achievement, leadership, dedication, and citizenship.

Cody Chipman Award (Undergraduate)

Presented to a Grade 7 student who has exemplified the College motto, Praestantiam Consectemur (Let Us Pursue Excellence), and has thus provided an outstanding example to his or her peers.

Creative Writing Award (Grade 12)

Presented to the student who has displayed the greatest talent for creative writing in both the official languages of Canada.

Dale Bennett Memorial Shield (Undergraduate & Grade 12)

Presented to students who have shown outstanding initiative and perseverance in the development of the school community or in the community at large.

Davies Family Shield (Grade 12)

Presented to a student who has offered fellow students a role model which best represents the College’s culture.

Excellence in Leadership Award (Grade 12)

Presented to a student who has displayed leadership, is co-operative and empathetic, and has exhibited exceptional school spirit during his/her time at the College.

Excellence in Science Award (Grade 12)

Presented to the student who achieves the highest combined marks in the Sciences, and intends to pursue post-secondary studies in either Science or Engineering.

French Language Arts (Grade 12)

Presented to the student who achieves the highest combined mark in French Language Arts 30 and French AP.

Gemini Award (Undergraduate)

Presented to a senior high student new to the College whose personal impact and participation exemplify the school vision.

Hildt Family Shield (Grade 12)

Presented to the student who achieves the highest combined mark in Social Science courses.
Jack A. Grant Shield (Grade 12)
Presented to a student who, through personal involvement, dedication and concern for others, has contributed to school spirit during his or her career at the College.

Jane McCoy Shield (Grade 12)
Presented to the student who achieves the highest combined mark in English Language Arts 30-1 and English 35 A.P.

Lang Family Shield (Undergraduate & Grade 12)
Presented to a student in each grade whose impact and participation exemplify sound character and integrity, ethical decision-making, constant commitment to the College's values, and leadership in a formal and/or informal capacity.

Leadership Award (Grade 12)
Presented to students who have offered the College inspired informal leadership in their graduating year.

Marjorie Cool Shield (Grade 12)
Presented to the student who has earned the highest mark in Art 30, and intends to pursue post-secondary studies in the arts.

Music Award (Undergraduate)
Presented to the top beginning band student.

Outstanding Teacher
Presented to a teacher who is recognized by colleagues for his or her outstanding contribution to the students of West Island College.

Payne Family Shield (Grade 12)
Presented to the student who achieves the highest combined mark in Mathematics 30, Mathematics 31, and Mathematics 35 A.P.

Perry Bedard Shield (Undergraduate)
Presented to a student who has consistently demonstrated the qualities of tolerance and respect for others.

Rehana Alidina Memorial Business Scholarship (Grade 12)
Presented to a female student who has exhibited school spirit while demonstrating an aptitude for business, and intends to pursue post-secondary studies in Business.

Rushford Business Scholarship (Grade 12)
Presented to a student who has demonstrated passion in the pursuit of business leadership and experience, and intends to pursue post-secondary studies in Business.

Senior Band Award (Undergraduate)
Presented to a student who has demonstrated outstanding dedication, effort, and contribution to the musical team.

WIC Heart Award (Undergraduate)
Presented to a junior high student who has shown outstanding personal growth and development.

Yearbook Editors Award (Undergraduate)
Presented to the Editors of the West Island College Yearbook, Voyages.
Institute Programs

Learn about how we are preparing students to have the utmost success at a post-secondary level and beyond through real world learning experiences.

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The Engineering Institute...............................................25
The Health Sciences Institute........................................26
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Focus Friday

All students will have the opportunity to engage in a variety of enrichment experiences each Friday morning. The Focus Friday block will support three goals of WIC’s 2015-18 Strategic Plan: (Goal 1) to enrich our academic program, ensuring rigour & relevance for today’s learners, (Goal 2) to nurture relationships within and beyond the school, and (Goal 3) to provide unparalleled real world learning experiences. The intent of this program is to develop the whole child and to offer a more personalized approach for student learning. Students will gain more flexibility as they pursue their own individual interests. The block will also provide an opportunity for school-wide assemblies allowing for student/team celebrations, term awards, WICAA activities, key guest speakers, or other major events. Student participation in the Focus Friday block will allow for them to be recognized for the Head’s List Award each term as well. One of benefits of the Focus Friday is that it provides an ideal opportunity for students to strive to work towards the completion of one of WIC’s certificates. This certificate list includes the following:

- Business Institute Certificate
- Engineering Institute Certificate
- Health Sciences Institute Certificate
- Liberal Arts Institute Certificate
- Fine Arts Certificate
- International Languages Certificate
- Athletics and Kinesiology Certificate

The Institutes Program

Purpose

To provide each and every student the opportunity to engage in an enrichment program with the intention of preparing him or her to have success at the post-secondary level.

Promise

To provide a rigorous and relevant academic program to prepare students for an education in their chosen field with opportunities to connect within that world.

The Business Institute

Need

Approximately 15 to 30 percent of the WIC graduating classes have entered the business field in post-secondary institutions. This is a niche that needs to be filled and enriched. The program is designed for those interested in:

- Marketing
- Management Finance
- Advertising
- Banking
- MBA
- Business Economics
- Accounting
- Financial Literacy

Premise of Curriculum

- Promotes a thorough understanding of business concepts and integration with academics
- Fosters critical thinking and stresses entrepreneurial thinking
- Offers a basis that supports advanced study in business
- Cultivates transferable skills and knowledge to post-secondary and business environments
- Incorporates technology useful in business industry
- Encourages an understanding of business environment and employer expectations
- Fosters an awareness of business and environmental ethics
- Provides potential to network with mentors in the business community
- Offers leadership and scholarship opportunities

Business Institute Certificate

Students may start participating in the program in Grade 7 and will be required to meet a number of criteria in order to be eligible for the West Island College Business Institute Certificate. The current program consists of five modules.

Module A: Business Institute Courses

Students are required to complete any three of the six courses offered in Module A. One of these three courses must be an Advanced Placement (AP) Micro or Macro Economics course.

Module B: Business and Leadership Experience

In Module B, students will commit to business experiences where they are involved in the preparation, planning, implementation, and/or reflection. Students must complete five criteria out of three option sections available in Module B.
Module C: Business Clubs and Activities

Students will participate in a variety of business clubs or activities that are offered at the College. Students must receive credit for participation in four business clubs offered each term over the course of their four years at the College (Grades 9 to 12). Students must also complete at least one of the four Case Club components and complete the University 101 seminar program.

Module D: Post-Secondary Partnership with the University of Calgary Haskayne School of Business

Students will see first-hand how university students, professors, and administrators operate at the University of Calgary Haskayne School of Business program and will learn the requirements necessary to gain entrance to the program and the various forms of assessments that take place.

Module E: Project-Based Business Plan

This project-based business plan module is designed for Grade 12 young entrepreneurs who are interested in gaining experience in operating their own small businesses. The Business course is a prerequisite for registration in this six-credit, self-directed program.

The Engineering Institute

Need

Approximately 20 percent of the WIC graduating class has entered the engineering field in post-secondary institutions. This program is designed for those interested in the many fields of engineering including:

- Petroleum Engineering
- Chemical and Materials Engineering
- Mechanical Engineering
- Civil and Environmental Engineering
- Biomedical Engineering
- Electrical and Computer Engineering

Premise of Curriculum

The program is designed to:

- Challenge students with relevant, rigorous, engineering focused content.
- Give students invaluable engineering experiences within the engineering community while in a junior and senior high school environment.
- Take students to the next level of learning; each student will learn to think critically and creatively across disciplines, to work in teams, and to use his/her academic knowledge and skills to examine and solve complex engineering-related problems in the world of today and tomorrow.
- Create an engineering program that is responsive to the needs of the engineering community.
- Empower students with real world experiences; the certificate of completion can also be used as a valuable portfolio piece to include on a résumé and post-secondary applications.
- Provide students with opportunities for mentoring, internship, networking, and job shadowing.
- Guide students in the process of interviewing, drafting a résumé, referencing, library research, and citation, all of which are essential to university preparation.
- Focus students’ studies and define fields of interest.

Engineering Institute Certificate

Module A: Engineering Institute Courses

Grade 12 students will be required to complete any six of the identified engineering courses at the College, one of which must be AP-level course.

Module B: Engineering and Leadership Experiences

Students must complete any three of the engineering and leadership experiences and must complete at least one formal leadership experience.

Module C: Engineering Clubs and Activities

In order to receive the Engineering Institute Certificate, students must receive credit for any three engineering activities that are offered throughout their time at WIC.

Module D: Post-Secondary Experiences at the University of Calgary

Students will be required to complete any two of the post-secondary experiences in addition to the University 101 session.

Module E: Project-Based Learning

One Project-Based Learning Activity is to be completed by students.
The Health Sciences Institute

Need

Approximately 20 to 40 percent of the WIC graduating class has expressed an interest in entering the Health Science field. This program is designed for those interested in:

- Medicine
- Research
- Nursing
- Veterinary Medicine
- General Science
- Bioinformatics
- Psychology
- Occupational Therapy
- Forensics
- Dentistry
- Kinesiology
- Physiotherapy
- Pharmaceutical
- Sports Medicine
- Alternative Health

Premise of Curriculum

The program is designed to:

- Challenge students with relevant, rigorous, health-science focused content.
- Give students invaluable science experiences within the health community while in a junior and senior high school environment.
- Provide students with opportunities for educational interactions.
- Take students to the next level of learning; each student will learn to think critically, to work in teams, and to use his/her academic knowledge and skills to solve complex health-related problems in the world of today and tomorrow.
- Create a health science program that is responsive to the needs of the health science community.
- Empower students with real-world experiences; the certificate of completion can also be used as a valuable portfolio piece to include on a résumé and post-secondary applications.
- Provide students with opportunities for mentoring, internship, networking, and job shadowing.
- Assist with effective communication skills, both oral and written.
- Guide students in the process of interviewing, drafting a résumé, referencing, library research and citation, all of which are essential to university preparation.
- Focus students’ studies and define fields of interest.
- Facilitate success in achieving acceptance to health science-related programs of their choice.
- Broaden students’ horizons and contribute to their enjoyment of exploring new fields of interest.
- Bring in some who may not have considered this field or, for those set on a path, reaffirm their direction.

Health Sciences Institute Certificate

Students may start participating in the program in Grade 7 and will be required to satisfy a number of criteria in order to be eligible for the West Island College Health Sciences Institute Certificate. The current program consists of four modules.

Module A: Health Sciences Institute Courses

Grade 12 students will be required to complete four 30-level courses as well as one AP-level course in order to be eligible for the Health Sciences Institute Certificate. Students may substitute a 30-level course requirement by taking a Sports Medicine and Sports Performance course instead.

Module B: Health Sciences and Leadership Experiences

In order to achieve the Health Sciences Institute Certificate, students must complete any seven experiences listed as a Health Sciences Community interaction and must complete at least one formal leadership experience.

Module C: Health Sciences Clubs and Activities

In order to achieve the Health Sciences Institute Certificate, students will need to participate in any five clubs over the course of their WIC career.

Module D: Post-Secondary Experiences at the University of Calgary

Students will be required to meet any three of the post-secondary experiences in addition to the University 101 session.
The Liberal Arts Institute

Need

Approximately 10 percent of the WIC graduating class has entered the liberal arts field in post-secondary institutions. This program is designed for those interested in:

- Creative Writing
- History
- International Relations
- Journalism
- Law
- Philosophy
- Political Science

Premise of Curriculum

- Challenge students with relevant, rigorous, liberal arts-focused content.
- Offer students instrumental liberal arts leadership experience within the high school environment as well as the local community.
- Afford students the opportunity to use information to critically analyze and synthesize ideas to solve complex problems.
- Empower students with real-world experiences; the Liberal Arts Institute Certificate can also be used as a valuable portfolio addition to include on a résumé and in post-secondary applications.
- Guide students through the process of interviewing, drafting a résumé, referencing, library research, and citation – all of which are essential to university preparation.
- Provide an invaluable set of employability skills such as: thinking for oneself, communicating effectively, and developing a capacity for lifelong learning.
- Connect students to mentors within the Liberal Arts community.
- Offer leadership and scholarship opportunities.

Liberal Arts Institute Certificate

Students may start participating in the program in Grade 7 and will be required to meet a number of criteria. The current program consists of the following modules:

Module A: Liberal Arts Courses

There are nine courses offered to students from Grades 10 to 12. Students will be required to complete any three of the nine offered in order to be eligible with one at the AP level.

Module B: Liberal Arts and Leadership Experience

In order to achieve the Certificate, students must complete any two of the Liberal Arts activities.

Module C: Liberal Arts Clubs and Activities

Students will need to participate in any four clubs over the course of their WIC career.

Module D: Enrichment Experiences

Students may choose to participate in intensive liberal arts experiences.

International Languages

Mission

To provide each and every student with the opportunity to engage in an international languages program for further enrichment in international languages, culture, and life experiences that are developed through exposure to foreign languages.

Vision

To provide a rigorous and relevant academic program which prepares students for an education with opportunities to connect to the international languages world.

Purpose

The program is designed to:

- Provide opportunities for interactive practice with languages.
- Challenge students with relevant and rigorous second language focused content.
- Offer students invaluable language and leadership experience with the international languages community in a junior and senior high school environment.
- Create an environment where students work in a team-based environment centred around a specific target language.
- Provide students with opportunities for educational and cultural interactions.
- Empower students with real-world experience; the WIC Bilingual Diploma can be used as a valuable portfolio piece to include on a résumé and post-secondary applications.
- Provide students with opportunities for mentoring, internship and networking in the international languages world.
International Languages Certificate

West Island College recognizes that students participating in the International Languages Program acquire multilingual knowledge and skills which will help them compete in the global employment market. In recognition of this achievement, West Island College offers graduating students an International Languages Certificate.

During their tenure at West Island College, a student must successfully complete:

- At least one 30-level language course
- An AP, DELF, or DELE international exam
- Participate in at least one language or cultural experience
- Be involved in one language club
- Take part in a linguistic immersion experience

While the school will endeavour to accommodate individual student needs and situations, the certificate requirements must be met in order to earn the International Languages Certificate. Students who wish to qualify for this certificate should consult with the Teaching and Learning Leader of International Languages.

Athletics and Kinesiology Certificate

This certificate is awarded to students who have combined their passion for athletics with foundational courses in kinesiology. Graduates must have completed three core kinesiology courses, shown an exceptional commitment to athletic participation (minimum of 4 teams), and been actively involved in leadership.
## Student Life

The student experience is not limited to the classroom

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Morning Assembly

West Island College is a close-knit community. In order to strengthen a sense of community and pride, the College population comes together for assemblies every week as a full community (junior school and senior school) and separately. Held in the Hall of Nations, everyone is entitled to speak and all voices are considered equal. These assemblies are led by the Prefects and other student leaders.

The House System

All students are placed in one of four Houses when they begin their time at WIC and remain in the same House throughout the duration of their time at the College. Students who have siblings already attending WIC will join their siblings’ House. The House System gives students an initial sense of belonging as they are immediately welcomed into a group within the school. The four Houses participate in a friendly rivalry throughout the school year, which is an integral part of the culture of community for which WIC is renowned.

Houses are made up of students from Grades 7 to 12 divided equally between the four Houses:

- Bedard House
- Davies House
- Grant House
- Goodall House

Staff Advisors are also assigned to each House to assist House members in organizing fun activities and provide guidance in the pursuit of the Annual House Championship.

Each House has a House Captain (Grade 12), Assistant House Captain (Grade 10 or 11), and Junior House Captain (Grade 8 or 9). House members elect their own executives at the beginning of each school year.

Outdoor Education

Outdoor Education is an integral part of learning and growth at WIC. Junior and senior school students participate in outdoor education opportunities. Through a range of outdoor education activities such as hiking, canoeing, and camping, students learn and develop self-reliance, teamwork, leadership, and responsibility.

The goals for the West Island College Outdoor Education Program are that students will develop: an interest in outdoor living, travel, and general recreation; the attitudes and knowledge required to participate in outdoor activities; and lifelong skills in leadership, teamwork, resiliency, and decision-making. Students also develop a healthy respect and appreciation for the natural environments.

September is a busy month for outdoor education. All of our senior students are involved in at least one preparation day, followed by three days of experiential learning. The objectives of these trips are to build upon the foundational skills learned in the lower grades, to foster leadership and team building, and for students to enjoy being one with nature. In Grade 10, all students participate in an outdoor fundamentals camp facilitated by Camp Chief Hector. Thereafter, in Grades 11 and 12, students are able to select from a wide variety of exciting outdoor education adventures, which include: advanced backpacking, scuba diving, canoeing, mountaineering, sailing, mountain biking, and day trips.

In the late winter, the Grade 9s spend two nights and three days in Kananaskis Country learning how to cross-country ski and developing the skills and understanding for managing themselves in a winter environment. By the end of the trip, the students are comfortable on cross-country skiing and often leave with humorous tales of their adventures in the winter wilderness.

Later in the spring, the Grade 8 students are involved in a preparation day followed by two days in Kananaskis Country. Whilst in the mountains, they spend one day hiking and examining the environment, and one day rock climbing under the supervision of University of Calgary climbing guides. A favourite part of the trip for many is the overnight camping experience where their preparation and skills are put to the test.

Experiential Education and Field Trips

West Island College recognizes and encourages the educational value of learning experiences in the world outside of the classroom.

Experiential learning opportunities complement, enrich, and extend the learning experience of all students at WIC.

Experiential learning can expand and reinforce concepts learned in the classroom, provide for new and unique learning opportunities not available at WIC, and make learning experiences more meaningful for students. These enriched learning opportunities also help students develop confidence, resiliency, empathy, and leadership skills.

International Studies

International Studies provides students with the opportunity to participate in overseas service learning experiences during Spring Break.
Mission

- Facilitate international experiences that raise social consciousness and environmental awareness.
- Build mutual understanding and respect for different cultures of the world in order to complement learning in the areas of Social Studies, Science and Language Arts.
- Provide meaningful, authentic learning opportunities for students to engage in service learning projects, both humanitarian and conservationist in nature.
- Honour a genuine commitment to sustainability in our own internal practices and the operation of International Studies programs and projects.

International Studies Certificate

West Island College recognizes that students participating in the International Studies Program acquire interests, knowledge, skills, and attitudes which will help them understand global, local, and personal perspectives of the increasingly interdependent global environment in which we live. To honour this intellectual, emotional, and physical engagement of our students in international service learning, West Island College offers graduating students an International Studies Certificate.

During their tenure at West Island College, a student must:

- Participate in a minimum of two international service learning experiences.
- Complete all related coursework.
- Complete at least one other Social Science course.
- Complete the study of a second language to the formally recognized 30 level.

While the school will endeavour to accommodate individual student needs and situations, the certificate requirements must be met in order to earn the International Studies Certificate. Students who wish to qualify for this certificate should consult with the Director of International Studies.

Graduation Ceremony

Appropriately attired in cap and gown over the WIC formal uniform, students receive their graduation certificates at a formal ceremony held in June of their graduation year. The evening comprises several speeches (Head of School, Chair of the Board of Directors), after which the diploma is bestowed upon each individual graduate (along with a brief personal address for each graduate). In addition to the individual diplomas, the Valedictorian speech is given and a number of special awards (for top academic achievement in French, Creative Writing, Art, Social Science, English, Math and the Sciences; and for Leadership and Citizenship) are distributed during this evening of celebration. Families and friends are invited to attend.

Valedictorian

The Grade 12 student with the highest academic average to date in their graduating year is selected to be Valedictorian. This academic average is calculated using the top five marks from Diploma Exam courses and Advanced Placement Courses, completed in either the student’s Grade 11 or 12 year; however, for courses in progress, a Grade 12 Term 3 mark will be used for this calculation.

Student Life and the Co-Curricular Program

At West Island College, we believe that all of our programs are directed towards educating the whole student; the College’s co-curricular programs play an integral role in this development. Participation in one or more of our school activities contributes not only to the individual’s growth, but also increases school pride and develops a strong sense of community.

Student Leadership

Global Awareness Club

Open to students interested in raising awareness about situations in many parts of the world, the Global Awareness Club has a strong educational focus coupled with projects to raise awareness. It meets weekly and is open to all interested students.

Peer Support

The mission statement of Peer Support is: “students helping students make a difference in their school.” This group of students participates in community and relationship-building activities in the school, with projects that range from school-based initiatives to local community events and global initiatives. Students meet weekly. All are encouraged to become involved with this group.

Prefects

The Prefect Board, made up exclusively of Grade 12 students, is responsible for keeping the school’s culture true and vibrant. As ambassadors for WIC, the Prefects play a vital role in the functioning of the College. They represent all that is best of our school to their fellow students, the parent body, and the community at large. Prefects are selected after a thorough application process; each candidate submits an application package, seeks faculty and student endorsement, and is interviewed by a faculty panel.
Roots & Shoots

The Roots & Shoots Program is about making positive change happen for our communities, for animals, and for the environment. Part of a national organization linked to Dr. Jane Goodall, the group connects youth of all ages who share a desire to help make our world a better place. Students and staff come together to share ideas and inspiration, implement successful community service projects, and participate in special events and global campaigns.

Student Advisory Council

The mission of the Student Advisory Council is to give back to the WIC community and increase student leadership opportunities by providing a forum for formal student voice, using its knowledge, experience, and commitment to benefit present and future grades as well as the College overall.

Students’ Council

The Council is the students’ voice in the school. Its mandate includes, but is not restricted to:

- Student advocacy
- Organization of events such as school dances and school spirit days
- Liaison between the students, teachers, and administration
- Promotion of school spirit

Students’ Council is elected by the student body at large, with the Executive Committee being elected in the spring of the year prior to its ascension to power. This committee is composed of:

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<th>Title</th>
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<td>President</td>
<td>Grade 12</td>
</tr>
<tr>
<td>Senior School Vice-President</td>
<td>Grade 10-12</td>
</tr>
<tr>
<td>Junior School Vice-President</td>
<td>Grade 9</td>
</tr>
<tr>
<td>Secretary/Treasurer</td>
<td>Grade 10-12</td>
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</tbody>
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Grade Representatives are chosen from each grade level in the fall by the students in that specific grade.

Spirit Council

Students in Grades 7-12 are invited to give back to the WIC community by promoting school spirit and increase opportunities by providing a forum for formal student voice.

Leaders Corps

Open to all Grade 9 students who are interested in and committed to student advocacy, volunteering within the school community, serving as school ambassadors, building leadership skills, and enrolling in the Duke of Edinburgh program.

West Island College Athletic Association (WICAA)

WICAA is responsible for all athletic events in the school. Its executive is made up of a President, Vice-President, Junior President, House Captains, Assistant House Captains, and Junior House Captains who are elected by each House. WICAA helps with the Intramural Program, oversees the interscholastic timekeepers and scorers, and organizes and facilitates a number of events, including the annual Athletic Awards Ceremony.

Interscholastic Sports

Athletics at West Island College are an integral and valued part of the school culture. Athletic competition plays a vital role in developing one's physical, intellectual, social, and emotional well-being, and WIC takes pride in exceptional student participation rates. Furthermore, the coaching staff is passionate about helping the athletes to develop a lifelong love of physical activity during their personal journeys to individual excellence.

WIC offers a wide variety of athletic opportunities from Grade 7 through to Grade 12. Interscholastic teams start at the end of August with golf and volleyball and finish in June with soccer, field hockey, and rugby. Teams are of a competitive nature and try-outs are held at all levels. All teams have both practices and games, and many teams also participate in outside tournaments. Practices are held at the school or at a nearby field in the morning before school, or after school. Games and tournaments are played both at home and away.

The Grade 7 boys and Grade 7 girls teams are open for tryouts for Grade 7 students only. The Grade 7/8 boys and Grade 7/8 girls teams are open for tryouts to any Grade 7 or 8 student. The main objectives of these teams are participation and skill development. Junior 8/9 boys and Junior 8/9 girls teams are open for tryouts to any Grade 8 or 9 student. These teams spend a lot of time on skill development and court strategies. The level of play becomes more competitive as the students progress through the grades.

The competitive senior teams are open to players from Grades 10 through 12. Teams often have the opportunity to participate in a competitive high school league and a variety of outside tournaments.

Coaching Philosophy

The athletics program is divided into two categories: intramural sports and interscholastic sports. There are many similar objectives for these programs; however, they do differ in their design. The intramural program is designed for the participation of all students, regardless of their athletic ability.
of their abilities, whereas the interscholastic program is competitive by nature and thus requires a coach to select players who best fit the roles on the team.

Success in interscholastic sports should not be defined by the number of wins garnered in a season. Rather, it should be defined by our best efforts in participating in the sport. Winning may certainly be an interscholastic team objective, but it certainly is not the sole objective.

Our Beliefs

Participation in athletics provides students with the opportunities to learn about:

- Competition
- Teamwork
- Compassion
- Time management
- Persistence
- Commitment
- Sportsmanship
- Excellence

As coaches, we recognize that we have an opportunity to instill in our players:

- The spirit of teamwork and competition
- The rewards of hard work and commitment
- The acceptance of success and defeat
- The importance of various team roles
- Respect for other players, other coaches, game officials, the host school and spectators

Communication between coaches and players is vital. As coaches, we commit to communicating our:

- Team selection criteria
- Various roles on the team
- Individual player and team goals
- Expectations for participation on and commitment to the team
- Team budget
- Team schedule

Intramurals

Intramurals are conducted at lunchtime. The intramural program is the ideal place for students to gain competitive experience. The games are open to all grade levels and allow students to accumulate points towards athletic awards and the House Championship. Games are advertised on the WICAA Board, during morning assemblies, and on WIC TV. “Open Gym” days and Special Events (e.g., Staff vs. Students) are offered throughout the year during lunchtime.

Clubs and Organizations

A variety of student clubs operate within the College with meetings generally taking place at lunchtime. While some clubs are fixtures on the College’s calendar, others are created as student interests and teacher interests connect.

School Ties

In addition to the junior and senior ties, special school ties are presented to students who have qualified to receive them through their achievement in the previous academic year and represent the following areas: House, Honours, Athletics, Fine Arts, Leadership, Prefect, and Head Prefects. These special ties may be worn by those students at any time in their subsequent years at the College.

Expectations for Students

It is the policy of West Island College to maintain a safe and inclusive learning and teaching environment through the adoption of a Code of Conduct, which promotes responsibility, respect, civility, and academic excellence. The Code sets clear standards of behaviour for all members of the school community. The goal is to create a positive school atmosphere where all members of the school feel safe, comfortable, and accepted.

Student Code of Conduct

Students are responsible and accountable to West Island College for their behaviour and conduct:

- while they are involved in school-sponsored or related activities;
- on school property;
- during any recess or lunch period on or off school property;
- while travelling to and from school;
- in vehicles used for the transportation of students to and from school and school activities; and
- beyond the hours of school operation if the behaviour or conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school.

Students must respect:

- school authority;
- others and their property;
- ethnic, racial, religious and gender differences; and
- school property, community property, and property of other persons.

Unacceptable behaviour means, that in the opinion of a teacher or administrator, the student has displayed an attitude of willful, blatant and repeated refusal to:
(a) be diligent in pursuing the student’s studies;
(b) attend school regularly and punctually;
(c) co-operate fully with everyone authorized by the Board to provide education programs and other services;
(d) comply with the rules of the school;
(e) account to the student’s teachers for the student’s conduct;
(f) respect the rights of others;
(g) ensure that the student’s conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
(h) refrain from, report, and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day, or by electronic means;
(i) positively contribute to the student’s school and community.

Some examples of unacceptable behaviour:
- Threats
- Conduct which endangers others
- Encouraging conduct which endangers others
- Encouraging unacceptable conduct
- Use or display of improper, obscene or abusive language
- Distribution or display of offensive messages or pictures
- Theft
- Assault
- Willful damage to school or others’ property
- Use, possession of, distribution of, or active contact with drugs, alcohol, marijuana, or inhalants in school or on school property; attending school under the influence of drugs, alcohol or inhalants
- Personal or sexual harassment
- Hazing or initiation activities
- Extortion
- Disruptive behaviour, willful disobedience or defiance of authority
- Interfering with the orderly conduct of classes of the school
- Tampering with the fire alarms and safety equipment
- Criminal activity
- Academic dishonesty
- Contravention of the school code of conduct
- Possession of, or active contact with, a weapon on a student’s person or in a student’s locker or desk

In addition students shall:
1. Use the gym and staff areas only under supervision.
2. Refrain from smoking on or in view of school grounds.
3. Refrain from the use of profanity.
5. Not engage in violent acts or acts of harassment in any form.
6. Not possess, distribute or use illegal substances or alcoholic beverages.
7. Not steal.
8. Ensure academic and personal integrity, including avoiding cheating and plagiarism.
9. Adhere to the school’s uniform policy.
10. Complete homework and projects by due dates.
11. Junior high students remain on the school property during the lunch hour, however, students are permitted to go to the Calgary Farmers’ Market on Thursdays and Fridays.

Each breach of the school rules and expectations carries with it a degree of gravity. Appropriate disciplinary consequences will be applied to each infraction.

Rights and Standards of Behaviour

Student rights:
- Being treated with dignity and respect
- Being provided with activities that are success oriented and build on individual strengths
- Receiving a quality education

Parent rights:
- Being treated with dignity and respect
- Being heard and to have concerns addressed
- Being able to openly communicate with the school

Staff rights:
- Being treated with dignity and respect
- Access to a safe working environment
- The expectation that parents and students are involved in creating a positive school environment

Standards of Behaviour

All members of the school community must:
- Respect and comply with all applicable federal, provincial and municipal laws
- Demonstrate honesty and integrity
- Respect difference in people, their ideas and opinions
Conflict and Mean Behaviour

West Island College is committed to establishing and maintaining a safe, inclusive, equitable, and welcoming learning and working environment for all members of the school community. The diversity of the West Island College community offers a special opportunity to learn and practice understanding, tolerance, and compassion. Impinging on the well-being of others or violating their rights is unacceptable. Unacceptable behaviour will be addressed by all staff on an escalating basis, through faculty, Curriculum Leaders, Directors and Administrators. School administration fully commits to take all reasonable steps to prevent retaliation by a person against a student or staff member who has made a complaint of a breach of the policy.

Peer Conflict

Part of growing up involves learning to navigate the relational challenges amongst peers. As such, there will be instances when two peers of equal power in their relationship hold differences of opinion that may lead to conflict or argument, or specific incidence of mean behaviour. If required, students in these situations will benefit from adult mediation to reach a resolution. School administration fully commits to take all reasonable steps to prevent retaliation by a person against a student or staff member who has made a complaint of a breach of the policy.

Mean Behaviour

In some instances, children and youth try out atypical behaviours such as name calling, pushing, making fun of others, or taking things without permission as part of asserting themselves. These behaviours are typically spontaneous, localized events, where the individual will demonstrate remorse and empathy when the behaviour is pointed out by an adult.

When faculty see mean behaviour they should not ignore it. Faculty should respond quickly, firmly and respectfully to stop the behaviour; to let students know that their actions are hurtful and to re-direct children to more positive behaviour.

A response stops children and youth from developing a pattern of mean behaviour as their way of interacting with peers and prevents mean behaviour from escalating into bullying. School administration fully commits to take all reasonable steps to prevent retaliation by a person against a student or staff member who has made a complaint of a breach of the policy.

Bullying

Every student at West Island College has the right to learn free from any form of harassment. The administration of the College is committed to providing a safe, secure and predictable environment for all students. All members of the community are expected to deal with each other with kindness, respect and dignity. If an individual or group of individuals digress from the norm, they are infringing on the right of each community member to exist in a safe, secure and predictable school environment.

West Island College defines bullying as any repeated negative, aggressive action that is intended to hurt, humiliate, frighten or exclude someone. This pattern of behaviour often involves an imbalance of power.

Forms of bullying may include, but are not limited to, cyber bullying, physical bullying, verbal bullying, and social-emotional bullying, harassment, intimidation, threatening or violent behaviour, and will be labelled accurately. Any of these forms of bullying will be treated as a serious disciplinary matter.

Students must not engage or persist in conduct that is unwelcoming or harassing to others. Those students who engage in repetitive behaviours will experience an escalating scale of consequences including counselling, detention, suspension, and ultimately expulsion based on the student’s age, maturity, and potential needs. School administration fully commits to take all reasonable steps to prevent retaliation by a person against a student or staff member who has made a complaint of a breach of the policy.

Academic Integrity

Students are expected to exhibit academic integrity in all of their work. Therefore, the following code of behaviour must be adhered to:

1. Plagiarism: no student shall submit words, ideas, images, or data of another person as the student’s own in any school work for any course.

2. Substantial Assistance: no student shall represent another’s substantial assistance on an assignment as the student’s own work.
3. Cheating: no student shall in the course of a test, examination or other similar activity:
   a. obtain or attempt to obtain information from another student or from another unauthorized source.
   b. give or attempt to give information to another student.
   c. use, attempt to use or possess for the purposes of use any unauthorized material.

Sanctions

It is understood that each student must conduct him/herself in accordance with the School Act and the expectations of the College. It is clear, therefore, that infractions will be dealt with by Faculty and Administrative intervention. Such interventions may include warnings, detentions, suspension or expulsion.

Students who are expelled during the school year will be supported in a homeschooling situation for the remainder of that year if parents choose to exercise that option.

Student Valuables

Lockers are loaned to students and, as such, remain the property of the school. They may be searched if school authorities have reasonable grounds to believe that the climate, culture, or safety of the school is compromised. Students are also loaned locks for their lockers, and are expected to maintain the security of their possessions; the school is not responsible for theft. Students are advised to leave valuables or money in their locked locker. Lockers are available for use in the Gym 1 locker room during Physical Education classes; students are required to bring their own personal lock from home to use. All lost and found articles are to be turned in to the Business Office. The school does not assume responsibility for lost articles.

Uniform

At West Island College, we believe that a uniform encourages students to recognize each other for whom they are as individuals. As such, it is one of the most important and visible representations of WIC to the outside community. The uniform is a symbol of our wonderful students and their remarkable achievements and contributions. When wearing the uniform, students display their connection, bond, and commitment to the College’s Purpose, Promise, and Commitments, and to the College’s motto: “Let Us Pursue Excellence.” While wearing a uniform inside or outside school, our students are school ambassadors and it is expected that students wear their school uniform with care, pride, seriousness, and respect.

**Formal Uniform**

To be worn at all times, unless otherwise stated on the West Island College Academic Calendar. All students must wear their blazers for formal assemblies and special events.

**Junior Uniform**

- Green-crested blazer. The blazer is required for formal assemblies and special events.
- Grey uniform dress pants with a black belt (boys and girls)
- Grey kilt worn no shorter than 8cm above the knee with modesty shorts (girls)
- White-crested shirt, long or short sleeves
- School tie
- Green-crested cardigan, V-neck sleeveless sweater, or V-neck long sleeve sweater
- White, grey, green or black ankle length socks (boys)
- Black polishable dress shoes (boys)
- White, grey, green or black knee socks or opaque tights (girls)
- Black polishable, low heeled dress shoes (girls)
- Boots, runners or canvas shoes are not acceptable

**Senior Uniform**

- Black-crested blazer. The blazer is required for formal assemblies and special events.
- Grey uniform dress pants with a black belt (boys and girls)
- Tartan kilt no shorter than 8 cm above the knee with modesty shorts (girls)
- White crested shirt, long or short sleeves
- School tie
- Black-crested cardigan, V-neck sleeveless sweater or V-neck long sleeve sweater
- White, grey, green or black ankle length socks (boys)
- Black polishable dress shoes (boys)
- White, grey, green or black knee socks or opaque tights (girls)
- Black polishable, low heeled dress shoes (girls)
- Boots, runners or canvas shoes are not acceptable
The blazer must be worn

• at all formal gatherings, i.e., Awards Ceremonies
• at non-athletic school events, on or off campus (e.g., science fair and challenge, debate tournaments, field trips, etc.)
• for school photos

Note that the WIC-crested sweatshirt hoodie is not an acceptable part of either the summer or winter uniform.

Summer Uniform

• White-crested, short sleeve polo shirt
• Black-crested cargo shorts with a black belt
• White, grey, green or black socks (ankle or knee)
• Black polishable sandals
• Boots, runners or canvas shoes are not acceptable

Physical Education Uniform

• WIC-crested shorts and/or sweat/track pants/yoga pants
• Any WIC-crested T-shirt and/or hoodie
• Athletic socks
• Non-marking, athletic footwear

All components of the uniform with the exception of socks, tights and belts must be purchased from WIC’s uniform supplier, Top Marks. (www.topmarks.ca).

The school access password is WES02. The parent and student shall be responsible for ensuring that the student is in compliance with all aspects of the school dress code throughout the school day, including before school, during the lunch hour, and at the end of the school day. Parents may not excuse their child from compliance with the West Island College dress code.

A violation of uniform standards will require a student to report to the administration office. Repeated or flagrant violations constitute defiance and are in contravention of the behaviour expectations for West Island College. Students who are not in compliance with uniform standards will not be afforded opportunities to represent the West Island College community or be awarded leadership opportunities.

Non-Uniform Days

All students are to dress appropriately for school. Appropriate attire would be modest, and include sleeves, covered backs, chests and abdomens, and have no offensive slogans. No hats may be worn inside the school. Tight fitting or revealing clothing is not acceptable.

Formal Uniform

Summer Uniform

First week of school
Second week of school until the first day back after Thanksgiving
Until Spring Break
First day back after Spring Break until the end of the school year

Sumer Uniform

First day back after Spring Break until the end of the school year
Online Services

Everything you need to know about information technology and communications.

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Online Services

Our IT related services include:

Campus Connect

Each WIC community member has a specific login for Campus Connect that allows them to see WIC services and information based on their role, be it parents, faculty, students or staff. Campus Connect is the central nexus where you may access all available resources from one location. If you are new to WIC you should have received an email before the beginning of the school year that contains information on your login and password for Campus Connect. This email shows you how to set up our online services. Returning families will continue to use their email and password for Campus Connect that they have always used.

Our bundled cloud services include:

- Office 365, PowerSchool, myBlueprint, Desire2Learn, Remote Desktop, Follett Library, SchoolAdmin, and more.
- For more information on logging in and setting up our IT services, please see below.

Calendar - http://westislandcollege.ab.ca

View specific dates and times or view WIC’s schedule by the month, you may also sync the calendar to your own calendar so that it will alert you when events occur.

How to Access Online Services

Campus Connect

Access Campus Connect from our website http://westislandcollege.ab.ca. In the top right hand corner of the home page you will see a link called “Campus Connect” or you can use the direct URL https://connect.mywic.ca.

Sign in with your Campus Connect username that you were given at the beginning of the year. You should have also received a temporary password. If you forgot your information please contact WIC’s IT Help Desk at helpdesk@mywic.ca

At the beginning of the school year, new students receive training from the IT department on how to access all IT services. On Registration Day there is a dedicated room where parents can receive assistance on accessing our IT services.

Changing your Campus Connect password

1. Log in to Campus Connect
2. Click “Account Settings” from the menu
3. Enter your Campus Connect username in the username box.
4. Once you have changed your password, please log out and then log in again with your new password.

PowerSchool

Parents: Please note that your Campus Connect and PowerSchool accounts are different. To access PowerSchool you will need to sign up using your personal email address.

To create a PowerSchool account:

1. Log into Campus Connect
2. Before you begin, please take note of your child’s Access ID and Access Password which is listed under the “MyWIC Info” menu (you will need this information later).
3. Click on the PowerSchool link from the top of Campus Connect
4. You will be prompted with a login screen. Select the Create Account tab and then click Create Account.
5. Fill out the required fields in the form that appears. Please remember to use your personal email address.
6. Helpful hint: Use your campus connect lastname firstname@mywic.ca and password as your PowerSchool username and password to make it easy to remember.
7. You will be asked to provide the Access ID and Access Password for your child; this can be found in Campus Connect under “MyWIC Info.”
8. After your account has been created, you will be able to log in to the PowerSchool website and mobile app.

Help Desk

If you need assistance with logging in to our services, please contact WIC’s IT Helpdesk at helpdesk@mywic.ca
myBlueprint

The myBlueprint Education Planner (www.myBlueprint.ca) allows students to create an engaging and interactive Education Plan as well as an Eportfolio of their accomplishments. All WIC students are able to access learning style and interest inventories as well as goal setting opportunities. In addition to this, students can build customized high school course plans, instantly identify the post-secondary options that are available to them, and explore valuable information about apprenticeships, college programs, university programs, and workplace opportunities across Canada.

Information Technology at WIC

The WIC Information Technology (IT) team continues to improve the integration of various technologies in and out of the classroom to support student needs, enhance the classroom experience, provide ease-of-use for parents and students, and keep up with the ever-changing technological landscape.

WIC’s technology platform is advanced and simple to use. Students may use any WIC-approved BYOD device and they will be well-equipped to learn at WIC. The IT team consists of skilled professionals who strive to facilitate technology in the classroom in order to improve learning outcomes; they are constantly adopting new practices to prepare our students for the future and the evolution of technology.

Our classrooms are equipped with an interactive display and sound that can connect to any smart device. We have a growing makerspace to support our design thinking initiatives. We also have Microsoft HoloLens technology to support mixed reality learning.

iPad Program

WIC is making changes to our iPad program for the 2018 - 2019 school year. Students will no longer receive a personal iPad for the entire school year. Alternatively, we will be deploying iPads to the students in classrooms when the students need an iPad specifically for a certain learning outcome. The device will be registered to that student for the duration of the course until the iPads are no longer needed. In doing so we will alleviate the need for students to ensure the iPads are not damaged as they travel to and from school. At the end of the class they will return the iPad to the charging station in the classroom where it will be ready for them next time they come to class.

Bring your own device (BYOD)

We strongly encourage students to bring their own device and have modeled our infrastructure with that in mind. If you’re using an Apple Device, we provide a Windows Remote Desktop to every student free of charge via our Campus Connect (see below). We also offer Apple MacBooks, Windows laptops, Microsoft Surfaces and Printers for the classrooms in case your student does not have their own device.

Important note: Senior school in the 2018 -2019 school year will have a new mandatory Bring Your Own Device policy. The device must be a portable smart device that has a full keyboard and mouse or trackpad. The device may be an Apple MacBook, Windows-based laptop, or Microsoft Surface. We have a list of recommended devices on our website www.westislandcollege.ab.ca/ BYOD. Every student is supplied a free copy of Microsoft Office from their Office 365 accounts as well to install on their own device. For specific applications like 3D, engineering, or multimedia school devices will be supplied to students or the students may use Remote Desktop. If you have any questions email helpdesk@mywic.ca and we can do our best to help you.

Acceptable Use Policy for Information and Communication Technology

Use of devices

Students and parents have signed a general “ICT Acceptable Use Policy (AUP).” West Island College expects that technology will be used for educational purposes and that such use will be conducted in an ethical, moral, and responsible manner consistent with the West Island College Code of Student Behaviour and Conduct and with generally accepted behavioural guidelines of the College.

Acceptable Use

1. Students are responsible for demonstrating acceptable behaviour when using the school instructional technology. General school rules regarding behaviour and communications shall apply in all instances.

2. Electronic access is provided for students to conduct research and communicate with others for educational purposes. Access must be recognized and accepted as a privilege - not a right.

3. Individual users of electronic technologies are responsible for their behaviour and communications. School personnel may review files and communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.
4. Within reason, freedom of speech and access to information will be honoured. During school, teachers will guide students toward appropriate materials.

**Unacceptable Use**

Consistent with College policies, the following behaviours will be considered inappropriate:

1. Using another person’s account, password or files
2. Sending, receiving, retrieving or displaying offensive messages or graphics
3. Using obscene language
4. Harassing, insulting or attacking others
5. Damaging computers, computer systems or computer networks
6. Engaging in practices that may introduce a virus to the system, (for example, installing unauthorized programs or software, including games of any type)
7. Violating copyright laws
8. Intentionally wasting limited resources
9. Plagiarizing information from any source
10. Employing electronic techniques for commercial purposes
11. Attaching any devices to the network without prior authorization
12. Violation of any other relevant laws or restrictions
13. Access to network resources with personal devices requires the permission and approval of ICT Administrators

Failure to comply with any of the provisions outlined may result in a loss of access; other school-based disciplinary actions, financial liability for damages or legal proceeding consistent with laws concerning ICT usage in a public institution.

**Acceptable Cell Phone Usage**

Cellular phones may be used for instructional purposes only during class time. Inappropriate use of cell phones may result in confiscation and parents will be contacted. Students who choose to bring their own devices to school must adhere to school rules regarding these devices. West Island College provides extensive onsite technology as needed.

**Student Social Media Policy**

The policy is intended to provide a context for the responsible, professional use of electronic communication and social media by members of the College (students, faculty and staff). For the purposes of this policy, electronic communication and social media encompass software, applications (including those running on mobile devices), email, and websites, which enable users to interact, create, and exchange information online. Examples include, but are not limited to, Facebook, Twitter, LinkedIn, Flickr, and YouTube.

West Island College has an online presence on social media sites for the purpose of promoting the life and culture of our educational community. Our intended audience will include current WIC students and families, alumni and potential new WIC Families. We want to make it easy for them to find us in places that they are actively participating in online and have them share in our exciting world. In order to reach a broad audience, we would encourage you to participate and help amplify our messages.

But before you start posting, please read and remember the following principles when interacting online.

**Before we begin a few starting points:**

1. WIC’s Social Media accounts will not “follow” or “friend” any students. You may use hashtags that have been created to connect directly with WIC accounts, but do not be offended that WIC will not follow students directly.
2. Teachers and staff members are restricted from having students as “friends” online.
3. WIC has a zero tolerance policy for bullying whether in person or online.

**Anytime you post online you should always:**

- Act in the same manner online as you would at school. Just because you are online does not mean that you are invisible. Not only will your classmates be able to see your posts, but so will your teachers and parents.
- Connect on WIC’s social media accounts to share and encourage one another in a positive way. This means we expect you to treat others with respect online. Any negative comments will be addressed.
- It is not appropriate to use inappropriate language at school, so please do not use it online.
- Review and understand WIC’s Cyber-Bullying Expectations policy before posting online.
Staying safe

• Before you post any images or text, always ask your friends if it is alright you are sharing their photo. The same goes for tagging someone.

• Never post personal information such as last names, phone numbers, addresses, etc. This information will be removed immediately from anything connected to WIC's accounts and will be addressed in person (between WIC, the student, and parents).

• Remember that what goes online, stays online – before you post you need to ask yourself if you would share this information with a teacher or parent.

General considerations

• Social media use is not permitted during class time unless it is directed by the teacher.

• Do not pretend to be someone fictional online.

• If a classmate asks you to take a post down in which they are mentioned (photo or text), you must respect them and take it down.

• Make sure the information you share does not reflect poorly on you or the College. WIC's social media accounts are created as space for us to celebrate our achievements and the great experiences we have at school.

• If you are having a problem at school social media is not the place to bring it up. Please seek out the help of a teacher, or a staff member to address your concerns.

• Permission from the College is required before using the School’s name, logo, uniform, photos or other intellectual property when creating anything online.

Students who do not abide by these terms and conditions will be subject to disciplinary action.
Here is how you can get involved with your child’s school experience at WIC.

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Methods of Communication

Weekly Newsletter

Our weekly electronic newsletter, the WIC Weekly, is WIC’s primary method of delivering news. It is emailed out weekly to the entire WIC community. The WIC Weekly is shared every Thursday evening for the length of the school year. You may also find other WIC news on the WIC website: www.westislandcollege.ab.ca

WIC Emails

A vast majority of information is sent to parents via electronic communication. This is the most timely and efficient way to get information home to parents. Help us ensure that we have the most up-to-date email address for you and your family at all times, as important information from our Head of School, teachers, communications team, and other areas will be sent to that account.

If you need to update your email address, please go to Campus Connect, link available on the top of our website or by navigating your browser URL to https://connect.mywic.ca. Parents have access to Campus Connect to keep their personal emails up-to-date in our database. If you notice you are not receiving information from WIC to that account, please contact communications@mywic.ca and we will do our best to resolve the issue.

All @mywic.ca email addresses can be contacted by FirstNameLastName@mywic.ca, example: John Doe would be JohnDoe@mywic.ca.

Website

Our website has the latest in features so that we can keep you up-to-date. There are several tools that can help you find specific information:

1. Calendar - View specific dates and times or view WIC’s schedule by the month, you may also sync the calendar to your own calendar so that it will alert you when events occur.
2. West Island College App - Our app for Apple and Android devices can be used to view WIC events, information and Focus Friday options.

Campus Connect

Access Campus Connect from our website http://westislandcollege.ab.ca. In the top right-hand corner of the home page, you will see a link called Campus Connect or you can use the direct URL https://connect.mywic.ca.

Sign in with your Campus Connect username that you were given at the beginning of the year. You should have also received a temporary password. If you forgot your information, please contact WIC’s IT Help Desk at helpdesk@mywic.ca.

At the beginning of the school year, new students receive training from the IT department on how to access all IT services. On Registration Day there is a dedicated room where parents can receive assistance on accessing our IT services.

Changing your Campus Connect password

1. Log in to Campus Connect
2. Click your name on the top right corner, then click Account Settings from the menu
3. Once you have changed your password, please log out and then log in again with your new password

PowerSchool

Please note that your Campus Connect and PowerSchool accounts are different. To access PowerSchool you will need to sign up using your personal email address.

To create a PowerSchool account:

1. Log in to Campus Connect.
2. Before you begin, please take note of your child’s Access ID and Access Password which is listed under the profile menu when you click on your name in the top right corner of the screen.
3. Click on the PowerSchool link from the Campus Connect menu.
4. You will be prompted with a login screen. Select the Create Account tab and then click Create Account
5. Fill out the required fields in the form that appears. Please remember to use your personal email address.
6. Helpful hint: Use your Campus Connect lastnamefirstname@mywic.ca and password as your Powerschool username and password to make it easy to remember.
7. You will be asked to provide the Access ID and Access Password for your child.
8. After your account has been created, you will be able to log in to the PowerSchool website and mobile app.
Transportation Service

Calgary Transit bus route (#410) may be accessed from both Chinook and Heritage LRT stations.

- In addition, West Island College provides limited bus service where demand makes it financially feasible. The cost of this is borne by the families who access the service. Please contact our Admissions Department for more information.

Parent Advisory Council (PAC)

WIC’s Parent Advisory Council (PAC) is about making connections, providing a voice for WIC’s parent community with the College and supporting the administration and staff in attaining the College’s strategic goals. It’s going to be an exciting year.

What else do you have to look forward to? WIC and PAC host a number of events throughout the school year. We are looking forward to speakers and discussion on WIC’s Strategic Plan, new technology, university preparation, Institutes, and more. We celebrate our outstanding teachers, staff and remarkable students. Join us, take advantage of the opportunities to meet and network with our Head of School, Chantal Gionet, and the rest of the administration, teachers, WIC’s Board of Directors and other parents.

Our Purpose

Making Connections

Our Promise

- Be an effective, positive and collaborative voice of WIC parents and families in the continuing growth, enhancement and promotion of West Island College and its students
- Help support WIC’s administration in reaching its educational and community goals; and
- Help inform and involve WIC families in the school environment in a positive, fun and collaborative way

Our Commitment

Promote West Island College and engage WIC’s community through:

- Educational events
- Entrepreneurial endeavours
- Volunteerism
- Communication

Committee Structure

- Chair
- Communications Co-ordinator
- Event Co-ordinators
- Volunteer Co-ordinator
- Administration Liaison
- Board of Directors Liaison

2018–2019

The WIC online calendar has all the key events for you to block off in your personal calendars. Other activities and events will be communicated to you via the WIC Weekly newsletter email and school notifications.

Want to get involved? Keep an eye on the newsletter for volunteer opportunities. Also, if you have an interest, ideas or feedback, feel free to email us, pac@mywic.ca

Attendance

Punctuality

Regular and prompt attendance is a basic requirement for student success at school. The Alberta School Act requires all schools to ensure that “all reasonable efforts are made to ensure students attend school.” Further, the School Act in Section 13(5) stipulates that students are excused from attending school for “sickness or other unavoidable cause” or a “recognized religious holiday for the denomination to which the student belongs.”

Family vacations and other absences that occur due to family choice are NOT considered excused absences according to the School Act. While West Island College will support a parent’s decision to make individual family choices, it must be noted that classroom instruction will continue. Make-up work and after school help cannot completely replace the loss of classroom instruction and the importance of student engagement in the learning process. This is especially significant at the senior school level where all classes are semestered and, not only move at a faster pace, but also cover more demanding and abstract concepts.

Students who will be missing school due to family vacations or other activities are required to see the Deputy Head of School/Head of Senior or Head of Junior School to receive an “Extended Absence” form. On this form teachers will note the work that will be missed and the expectations for the students during the absence.

Should students miss more than three consecutive days of school due to medical reasons, a doctor’s certificate will be required.
Students who are late for class will be expected to make up the missed instruction with the appropriate classroom teacher.

**Informing the School**

Please call the College at 403-255-5300 and either speak to an Office Assistant or leave a message on the Attendance Line by pressing 1, or email the school at office@mywic.ca with the subject line “Student Absent or Late.” When emailing the teachers or administration staff regarding an extended student absence, please ensure to cc: office@mywic.ca so that we can keep accurate records of the absence. Students who will be absent for four or more days should complete an Extended Absence Form from the Main Entrance at least one week prior to the intended absence.

**Sign Out Procedure**

Students leaving the building during class time for an appointment, etc., are required to sign out at the Main Entrance, with the proviso that they have parent permission to do so, and sign in when they return.

**Exam Attendance**

Diploma Exam and Achievement Test regulations require that students write final exams on the specified date and time. Please make plans based on the Diploma Exam schedule published on the school calendar, although note that it is not possible to post all final exams until later each semester.

Students who arrive one hour or more after the start of an exam may not be allowed to write the exam at that time.

**West Island College Anaphylaxis Policy**

The purpose of this policy is to minimize the risk of exposure of students with severe allergies to potentially life-threatening allergens without depriving the student with severe allergies of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school. It is the goal of West Island College to create an allergy-safe or allergy aware environment rather than an allergy “free” environment and that the management of students at risk of life-threatening allergies is a shared responsibility among students, parents, and the school.

- While West Island College cannot guarantee an allergen-free environment, the school will take reasonable steps to ensure a safe environment for students with life-threatening allergies further to the goal of maintaining an appropriate learning environment for all students.
- Upon school registration, parents, guardians, and students shall be asked to supply information on life-threatening allergies.
- It is the responsibility of parents with children at risk of anaphylaxis to identify their children to all appropriate WIC supervising staff and ensure that their child wears an allergy alert bracelet and carries an epinephrine auto injector (EpiPen®).
- During off-campus activities, WIC supervising staff must be provided with an epinephrine auto injector for the duration of the trip.

**School Closure**

Should it be necessary to close the school due to inclement weather or an unforeseen emergency or event, every attempt will be made to provide students and parents with as much notice as possible. Please note: the College will be closed only in extreme circumstances; however, parents have the right to pick up their child(ren) in the case of inclement weather.

Parents will be notified via WICNAS (West Island College News Alert System), an emergency message that will appear in red on our website and a notification will be sent through Campus Connect. In addition, school closure will be announced on the following radio stations:

- CBC Radio One 1010 AM
- 95.9 FM
- 660 AM News

**On and Off-Site Activities**

**Students’ and Parents’ Rights and Responsibilities**

Students must respect the safety and well-being of themselves and others when participating in school activities and trips, whether on or off-site. In accordance with school policies, students must consider the following when participating in off-campus activities:

**School Act, Section 12**

The School Act is the government legislation that governs and directs education in the province of Alberta. Section 12 of the School Act is the section that outlines student responsibilities in relation to their education within the school.

(a) be diligent in pursuing the student’s studies;  
(b) attend school regularly and punctually;  
(c) co-operate fully with everyone authorized by the Board to provide education programs and other services;  
(d) comply with the rules of the school;  
(e) account to the student’s teachers for the student’s conduct;
(f) respect the rights of others;

(g) ensure that the student’s conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;

(h) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;

(i) positively contribute to the student’s school and community.

Students have the right to:

1. Choose whether or not they participate in specific activities that threaten their personal sense of physical or psychological safety.

2. Be treated as a respected individual and express their opinions, thoughts and feelings without being judged for them.

3. “Pass” during group discussions.

4. Request and receive physical/emotional support from the group.

5. Not be exposed to undue pressure from other group members.

Students have the responsibility to:

1. Treat other group members and others encountered with respect.

2. Not pressure others into doing things they do not want to do.

3. Take appropriate risks that support their personal growth and learning.

4. Avoid taking unnecessary and dangerous risks that threaten their safety and/or that of the group.

5. Be accountable for their words and actions.

6. Do their share of the work that needs to be done to achieve the trip objectives.

7. Be organized and on time for activities.

8. Fulfill all preparatory requirements.


10. Comply with the rules and the expected code of conduct as outlined by the College, and fully co-operate with the staff, volunteers, and service providers.

11. Refrain from smoking/consuming alcohol and non-medical drugs for the duration of the activity/trip.

As active partners in the education process, parents and/or guardians have many rights and responsibilities related to on and off-site school activities/trips.

Parents/Guardians have the right to:

1. Receive sufficient types and levels of information related to a field trip to make an informed decision regarding whether their child may attend (see Informed Consent Form); this includes the right to written information, a pre-trip meeting for higher care trips (i.e., of extended duration), and to having follow-up questions handled; parents also retain the right to seek additional information about a program or activity from sources outside the College.

2. Assurance that participation in a high-care trip in a required course is voluntary and that their child will not be penalized academically if a parent does not grant permission to participate in the given trip.

3. Assurance that their child’s safety and security will remain the top priority from departure until return.

4. Withhold consent and/or withdraw it.

5. Be contacted as soon as is practicable in the event of a serious illness, accident or incident involving their child and to receive support (within practical limitations) in reuniting with their child at the earliest opportunity.

6. Seek and receive school support in contacting their child and/or having them removed from the trip if possible, by whatever means are appropriate, in the event of a family emergency at home.

7. Have any concerns they have (whether based on information received before, during and/or following the trip) regarding the safety of a trip responded to by the appropriate individuals in the school system.

Parents/Guardians have a responsibility to:

1. Read trip-related information sent home, and seek whatever additional information they need in order to have a good understanding of the nature of the trip prior to consenting to their child’s participation.

2. Attend a pre-trip meeting (if one is held) regarding a particular outing, or make alternative arrangements to secure the information that is to be shared there.

3. Preclude their child from participating if the outing does not appear safe for that particular child.
4. Limit their child’s participation to certain aspects of the off-site activity that is appropriate (i.e., restrict those elements that are not deemed safe for the particular child).

5. Provide thorough, accurate, and up-to-date health/medical information to the College, as requested, to ensure the staff is prepared to deal with any related contingencies. Provide the student’s required medication and extra EpiPen®.

6. Ensure that their child arrives for the trip properly prepared with respect to clothing and personal equipment, as per information sent home.

7. Help ensure that their child is well-apprised of the behavioural expectations during the trip and of the sanctions that will be implemented if expectations are not met.

8. Help ensure that their child is aware of some of the common risks/situations likely to be encountered on the trip and strategies for managing these situations.

9. Travel to the site, a pick-up point, or a medical facility identified by the school to meet their child (or make mutually acceptable alternative arrangements) if the student has become ill, injured, or is precluded from continuing on the trip as a result of unacceptable behavior: such travel will be at the parent/guardian’s expense.

10. Direct any questions and/or concerns about a trip (whether based on information received before, during or following the trip) in an appropriate manner to the appropriate person, and seek assurance that the issue will be handled.

Frequently Asked Questions

What school supplies will my child need?

• The school provides textbooks, lockers, and locks for a nominal fee.

• Lockers and locks are issued on Registration Day. Students are required to use a school assigned lock.

• Grade 7s have been sent a supplies list. Students in junior school and senior school will be told if they need anything specific for a class by the subject teachers. For the first day of school, a notebook and pen, or digital equivalent, are sufficient.

What about Laptops, iPods, iPads, Cellphones, etc?

• Laptops, iPods, iPads, cellphones, and other similar digital devices are allowed in both the junior and senior schools. However, per the BYOD Policy, these items are considered the personal belongings of the students and, as such, the College takes no responsibility should they become lost or damaged. Students who choose to bring their own devices to school must not have the devices out during class time unless under the direction of a teacher.

West Island College provides extensive onsite technology as needed. However, it is suggested that each student have access to a computer and printer at home.

• It is important that you and your child review the Technology Use Policy Agreement on the website.

What is the policy regarding phone use at the College?

• Cellular phones may not be used during instructional time, unless under the direction of the teacher. If the cell phone is used at inappropriate times, the cell phone may be confiscated and returned at the end of the day.

What happens with textbooks?

• Textbooks that are not returned at the end of the year will be charged to you. Please encourage your child to write his/her name in the front of the textbook and keep track of their belongings.

• All textbooks are barcoded, and your child must return the textbook with the same barcode issued.

How do I contact my child during the day?

• If it is regarding a family emergency, please call 403-255-5300 and an Office Assistant will direct your call to the appropriate person.

• We make every effort to avoid interrupting classes. If you need to leave a message for your child to call you either at lunch break or at the end of the day, please leave a message with an Office Assistant and he/she will ensure that your child receives the message.

• All students can call, email and text during lunchtime and breaks. Students are not permitted to take calls or receive texts from their parents or friends during class time.

What should I do if my child is absent from school?

• Please call the College at 403-255-5300 and either speak to the Office Assistant or leave a message on the Attendance Line by pressing 1 or email the school at office@mywic.ca with the subject line “Student Absent or Late”.

• When emailing the teachers or administration staff regarding an extended student absence, please ensure to cc: office@mywic.ca so that we can keep accurate records of the absence.

How do I know if the school is closed due to bad weather?

• Should it be necessary to close the school due to inclement weather or an unforeseen emergency or event, every attempt will be made to provide students and parents with as much notice as
possible. Please note: The College will be closed only in extreme circumstances; however, parents have the right to pick up their child(ren) in the case of emergency.

- Parents will be notified via WICNAS (West Island College News Alert System). An emergency message will appear in red on our website. In addition, school closure will be announced on the following radio stations:
  - CBC Radio One 1010 AM
  - 95.9 FM
  - 660 AM News

**Does my student need any external tutoring to cope with the workload?**

- As a CAIS accredited school, the College does not endorse the need for external tutoring. Your child’s teachers will contact you, should they notice your child experiencing difficulties.
- The curriculum is manageable and if any student does require extra help, the College has experienced counsellors, teachers and peer tutors who can provide the appropriate support.
- If you have any questions about your child’s performance or ability to cope during the school year, please contact your child’s teacher or the Head of Junior School or Head of Senior School/Deputy Head of School, or the Head of Student Services.

**How can I support my child’s education?**

- One of the best ways to help support your child at West Island College is to get involved in the WIC community. There are plenty of opportunities to socialize and meet other WIC parents throughout the school year and the Parent Advisory Council (PAC) is always looking for volunteers to help with activities and events.
- If you are interested in getting involved please email pac@mywic.ca.

**Where can I find information on the College or school activities during the school year?**

- School Website: [www.westislandcollege.ab.ca](http://www.westislandcollege.ab.ca)
- Each staff member has an email address which is their **firstnamelastname@mywic.ca**
- Weekly newsletter will be emailed to the email address supplied to the school. Each parent will receive the weekly update if we have your email on file.
- To change or update your email or other personal information, please email **office@mywic.ca**.

**How can I order the school uniform?**

- Top Marks is our uniform provider. You can purchase all of your uniform needs online at [www.topmarks.ca](http://www.topmarks.ca)
- **WIC password is WES02**
- Top Marks has a number of customer service days at WIC. Please check the WIC calendar and website for dates and updates.
- The first customer service day is our Registration Day, September 4, 2018.
- Upcoming customer services dates (3 p.m. - 5 p.m.) fluctuate from year to year. Contact the College for each semester’s dates.

**Food Service**

The College’s cafeteria offers a wide variety of wholesome meals and snacks. A daily special, tasty salads, fresh sandwiches, vegetable or fruit trays and pizza are available every day for lunch. After assembly, students may purchase homemade cheese/cinnamon buns, muffins, cookies, fruit and breakfast bagels. Juice and milk can be purchased in the morning and at lunch.

**What food service options are available at the College?**

- Café des Loups is a full-service cafeteria that provides hot lunch to students every day. There are hot lunch specials, homemade soup, sandwiches, and salads.
- Lunch cards are available for purchase at the Business Office in $50 increments.
- Students can purchase breakfast items, lunch items, and snacks at Café des Loups with their pre-loaded lunch card or cash.
- Café des Loups is open daily from 7:30 a.m. - 3 p.m.
- All meals meet Canada’s Food Guide Standards and the College makes every possible effort to serve flavourful and healthy meals. Vegetarian alternatives are available and special dietary needs can be accommodated by contacting Mrs. Norene Zaharko, Cafeteria Manager. She can be reached by email at norenezaharko@mywic.ca.
Philanthropy at WIC (Advancement)

We are grateful for the enthusiasm of all members of the WIC community who extend themselves through meaningful gifts of time, energy, and financial resources.

Spirit of Philanthropy

At WIC, we encourage students to get involved in many aspects of student life, including giving back to the community; we aspire to inspire our next generation of philanthropists — our learners, leaders, and world changers. Philanthropy has permeated the halls of WIC for many years as our students, teachers, staff, alumni, and parents donate thousands of hours and dollars annually to worthy causes. Some of our alumni have even gone on to establish their own charitable foundations.

When our community is involved in philanthropy on our campus everyone benefits — the school, our parents and, our students. We all play a vital role in helping the WIC community flourish and prosper. The tuition paid by WIC families covers the basic day-to-day operational costs of the College. Funding for much-needed improvements in the learning environment and enhanced learning opportunities and resources, outside of the standard curriculum, requires independent resources. Parents play an important role by supporting the College’s current students and generations to come.

Gifts both small and large make an incredible difference to the campus community – every dollar helps us follow through on our purpose of unleashing the potential of passionate and creative problem solvers who are ready to contribute to a better world.

Annual Fund Campaign

Launched in Fall 2016, and now part of the WIC culture, the Annual Fund Campaign gives every WIC family the opportunity to become an integral part of what makes WIC unique.

Gifts to the Annual Fund shape the future of WIC by providing the resources to go beyond basic operational expenses, providing opportunities that would not otherwise be possible. This fund supports academic and co-curricular programs, student awards, classroom resources, and other areas of greatest need.

The key to the Annual Fund’s success is participation. Our goal is to see every member of the WIC community participate in whatever way they are able to.

How You Can Make a Gift

There are many ways you can contribute to WIC:

• Give to the Annual Fund Mail Appeal sent to your home each year in the fall.

• Sponsor a seat in WIC’s Performance Centre through the Take a Seat Campaign.

• Donate your Parent Bond, if applicable.

• Support the WIC Legacy Gala - through sponsorship, donation, ticket purchase, raffle tickets, and/or live and silent auction items.

Your donation can be made by:

• Credit Card - One-time or multi-payment gift.

• Cheque - One-time or multi-payment gift. Please make cheque(s) payable to West Island College Society of Alberta.

• Preauthorized Debit - One-time or multi-payment gift.

• Gifts of Securities - Many corporations will match a tax-deductible gift made by their employees. Visit your company website to consult with your Human Resources representative to see if your company will match your donation to WIC.

• United Way Donor Choice Program - Donating publicly traded stocks and securities provide a tax receipt for the appreciated value of the donation, and you are free from capital gains tax.

• Planned Gift - Designate all or a portion of your United Way donation to West Island College. A $12 processing fee is subtracted for each designation to cover the costs associated with designating your gift.

Gifts to the Annual Fund have an immediate impact on our students. Your generous participation in the Annual Fund is integral to the spirit and success of WIC.

Volunteer. Be a part of our Annual Fund Team

We are currently recruiting volunteers for the 2018/19 Annual Fund Campaign. Be a part of the WIC team.

Advancement Office

For information regarding the Annual Fund and options for giving, or to learn about joining the Annual Fund volunteer team, please contact:

Debra Klippenstein, Executive Director of Advancement
403.255.5300 Ext 308
advancement@mywic.ca

The West Island College Society of Alberta is a registered charitable organization with Canadian Revenue Agency (CRA) and can issue charitable donation receipts.

Charitable Registration #10564 5212 RR0001
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## 2018-2019

### WIC Year At-A-Glance

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**Aug 20-24** Grade 7 Summer Camp  
**Aug 31** Faculty in the College  
**Sep 03** Labour Day  
**Sep 04** Registration Day  
**Sep 05** First Day of Classes  
**Oct 08** Thanksgiving Day - No Classes  
**Oct 10/11** Parent Teacher Conferences  
**Oct 12** School Closed  
**Oct 25** Open House  
**Nov 9-13** Fall Break  
**Dec 20** Last Day of Classes Before Winter Break  
**Jan 07** Classes Resume  
**Jan 14-30** Scheduled Exams  
**Jan 31** Organizational Day - No Classes  
**Feb 01** Organizational Day - No Classes  
**Feb 04** Second Semester Classes Begin  
**Feb 14/15** Teachers’ Convention - No Classes  
**Feb 18** Family Day - No Classes  
**Mar 13/14** Parent Teacher Conferences  
**Mar 15** School Closed  
**Mar 21** Last Day of Classes Before Spring Break  
**Apr 08** Classes Resume  
**May 17** Professional Development Day  
**May 30** Victoria Day - No Classes  
**Jun 05** Grade 12 Commencement Ceremony  
**Jun 17-27** Final Exams  
**Jun 28** Faculty Organizational Day  
**June '19**

**Year at-a-Glance**

- **July 2018**
- **August 2018**
- **September 2018**
- **October 2018**
- **November 2018**
- **December 2018**
- **January 2019**
- **February 2019**
- **March 2019**
- **April 2019**
- **May 2019**
- **June 2019**

**2018-2019 WIC Year At-A-Glance**