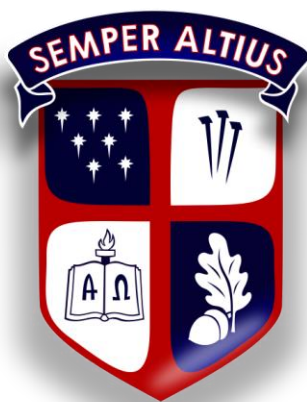


# Our Lady of the Wayside Catholic School



## FAMILY HANDBOOK 2019-2020

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## **Welcome to Our Lady of the Wayside!**

Dear Families,

It is with great joy that we welcome you to Our Lady of the Wayside Catholic School for the 2019-2020 academic year. We welcome new staff and a number of new families to our school community.

The mission of Our Lady of the Wayside Catholic School is to provide a joyful, authentically Catholic education in the classical liberal arts tradition. We desire to partner with parents in the formation of their children as strong, vibrantly Catholic persons who have been formed according to their dignity as persons made in the image and likeness of God and who are ready to engage culture with a vision of truth and love.

The Lord has been blessing our school in many ways. We have a wonderful staff on board this year including some new teachers. We have recently joined with Chesterton Academy for our high school program. Our elementary curriculum is being strengthened with some new resources. We hope to have this up on our website in the future. A number of renovations were done at the school over the summer, including our Chapel and making our portables into classrooms.

I thank Sr. Bernadette for all her hard work and dedication as principal for the past three years. I wish her many blessings in her new role in our Religious Community. I entrust my new role as principal to Our Lady and ask her guidance to help this school develop into what she would like it to be for the glory of God and the salvation of souls.

Please keep all of us in your prayers and know that you are in ours as well.

In the Hearts of Jesus, Mary and Joseph,

Sr. Mary Catherine, SOLI  
Principal

## School Directory

School Phone: (705) 749-3658

Please contact staff through the school phone number, in person, or by email.

### Administration

Main Office and General Inquiries		<a href="mailto:school@olwayside.ca">school@olwayside.ca</a>
Principal	Sister Mary Catherine Perdue, SOLI	<a href="mailto:srmarycatherine@olwayside.ca">srmarycatherine@olwayside.ca</a>
Secretary	Yvonne Fair	<a href="mailto:school@olwayside.ca">school@olwayside.ca</a>
Secretary	Sr. Mary Augustine, SOLI	<a href="mailto:srmaryaugustine@olwayside.ca">srmaryaugustine@olwayside.ca</a>
Bookkeeper	Darleen Tapp	<a href="mailto:dtapp@olwayside.ca">dtapp@olwayside.ca</a>

### Chaplain

Priest	Father Damian Smullen	<a href="mailto:dmsmullen@gmail.com">dmsmullen@gmail.com</a>
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### Teaching Staff

Kindergarten	Sr. Maria Faustina	<a href="mailto:srmariafaustina@olwayside.ca">srmariafaustina@olwayside.ca</a>
Gr. 1-2	Kelly Peeters	<a href="mailto:kpeeters@olwayside.ca">kpeeters@olwayside.ca</a>
Gr 3-4	Donald Collins	<a href="mailto:dcollins@olwayside.ca">dcollins@olwayside.ca</a>
Gr. 5-6	Clifford Clemotte	<a href="mailto:ccllemotte@olwayside.ca">ccllemotte@olwayside.ca</a>
Gr. 7-8	Sherry Thompson	<a href="mailto:sthompson@olwayside.ca">sthompson@olwayside.ca</a>
Gym Teacher	Sherry Thompson	<a href="mailto:sthompson@olwayside.ca">sthompson@olwayside.ca</a>
Latin Teacher	Alain Gratton	<a href="mailto:agrattton@olwayside.ca">agrattton@olwayside.ca</a>
Art Teacher	Francis Dvorak	<a href="mailto:fdvorak@olwayside.ca">fdvorak@olwayside.ca</a>
Gr. 9-12 Math/Sci	Alice Hodges	<a href="mailto:ahodges@olwayside.ca">ahodges@olwayside.ca</a>
Gr. 9-12 Hum/Theo	Maria McDonald	<a href="mailto:mmcdonald@olwayside.ca">mmcdonald@olwayside.ca</a>
Gr. 9-12 Philosophy	Clifford Clemotte	<a href="mailto:ccllemotte@olwayside.ca">ccllemotte@olwayside.ca</a>
Gr. 11/12 Math	Mary Marrocco	<a href="mailto:pmarrocco@nexicom.net">pmarrocco@nexicom.net</a>
Sacred Music Dir	Geoff Butler	
Sacred Music Dir	Sister Mary Augustine Hardy, SOLI	<a href="mailto:srmaryaugustine@olwayside.ca">srmaryaugustine@olwayside.ca</a>

### Maintenance

Custodian	Tom Wigglesworth	<a href="mailto:t.f.wigglesworth@gmail.com">t.f.wigglesworth@gmail.com</a>
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### Board of Directors

Maureen Brand	Frank Callaghan
Joseph Corkery	Father Joseph Devereaux
Raphael Dunne	Doug Leahy
Brian Smith	Michael Whitfield

## **MISSION STATEMENT OF OUR LADY OF THE WAYSIDE CATHOLIC SCHOOL**

Our Lady of the Wayside Catholic School is under the direction and protection of the Holy Mother of God. It is she who is forming the school and its members for the glory of God and the salvation of souls.

Our Lady of the Wayside Catholic School provides a Catholic Classical Liberal Arts Education for Kindergarten to Grade twelve students. The school seeks to provide an environment where students can encounter God and learn to know, love and serve Him and their neighbour. As parents are the primary educator of their children, the school collaborates with families to ensure the development of the whole child who is made in the image and likeness of God. The school provides a solidly Catholic Education where virtue is taught and witnessed. Students are taught to explore the wonders of God's creation that leads to praise of the Creator. The school is always calling its members to strive higher, *Semper Altus*, and to become the fullness of who they are meant to be.

The school's methodology includes:

1. Developing the intellect of the child by imparting the truth in all teaching, and by encouraging each child to study, to assimilate, and to build upon that Truth.
2. Opening the eyes of each child to the *True, the Good and the Beautiful* - through the appreciation of art, music, and fine literature.
3. Educating the heart and developing the imagination of each child with a view of the world, of nature, and of man which is in harmony with human and spiritual values.
4. Instilling in each child a loving appreciation of all God's creation.
5. Forming in each child a virtuous character, a sound sense of social responsibility, and a profound knowledge and personal love of Our Lord and Our Lady.
6. Strengthening prayer lives through example, integrated community prayer, religious instruction, practice and deepening experience and understanding of the sacraments.
7. Forming saints who will glorify God and be good Christian citizens.

## **General Information**

### **School Year Calendar**

The yearly school calendar will be sent to families at the beginning of the year. The calendar includes special events and school celebrations. Important school dates are as follows:

September 3<sup>rd</sup> - First Day of School  
October 14<sup>th</sup> - Thanksgiving (no school)  
December 23<sup>rd</sup> - January 2<sup>nd</sup> - Christmas Break  
January 6<sup>th</sup> - School resumes after Christmas Break  
February 17<sup>th</sup> - Family Day (no school)  
April 9<sup>th</sup> - 16<sup>th</sup> - Easter Break  
April 20<sup>th</sup> - School resumes after Easter Break  
May 14<sup>th</sup> - March for Life (no school)  
June 17<sup>th</sup> - Last day of school

### **Four-Day School Week**

OLWCS has a four day school week. It stems from the engrained concept that parents are the primary educators of their children. The four-day school week allows children to spend significantly more time with their parents and their families.

To work effectively, the four-day formula requires a keen focus on the essentials of learning. To this end Wayside's curriculum in the classical liberal arts offers a deep, connected, and rounded approach to learning -- "teaching the basics with no electives".

Also essential to the effectiveness of this approach is the dedication and discipline of staff -- and parents alike -- to make the most out of the scheduled time. Substantial and meaningful homework will be assigned to students to be completed at home on Fridays. An agenda/homework book assures ample opportunity for clear communication in between teacher, parent and student with regards to homework in the elementary grades. If you are unclear about communication channels and information about your child's homework, upcoming learning events, or school work, please contact your child's teacher to review.

### **Attendance & Punctuality**

Equally important to having a full educational experience at Wayside is attendance and punctuality in which parents play a most crucial role. Class hours are Monday through Thursday from 8:30 am to 4:00 pm. Please notify the school by phone, email, a note, or in person in the office if your child will not be present for school, will be late or needs to be excused early from class to be picked up.

An instance of tardiness is considered excused when it is accompanied by a communication from the parent or guardian that contains a valid reason for lateness. Examples of excused tardiness include doctor appointments or events that could not be planned for and are out of student or parent control. Consistent unexcused tardiness will result in the students being assigned a detention or service project.

High school students are responsible to their teachers and classmates for being on time for all their classes. Students have 5 minutes to transition to their next class.

### **School Cancellations**

With the safety of both families and staff as the top priority, the principal is responsible for calling a school closure. In case of closure, the school closures contact format will be initiated and families will receive a communication (default will be a text) between 6:45-7:30am. Road conditions may vary greatly over the large geographical area through which our families drive. If you deem that the road conditions are not safe for traveling, please advise the school that you will be staying home that day.

### **Field Trips**

Throughout the course of the year, teachers plan and run field trips/outdoor events and educational activities. There may be fees involved regarding this participation and/or student led fundraising. If there is any need of financial assistance in this regard, please contact the principal.

Teachers are responsible for the supervision of all students who attend a field trip. All students are to remain within the confines of the field trip location. Parents or other volunteers may become official supervisors for any activity requiring supervision.

### **Permission**

Wayside will send a permission request for all events. The permission requests must be signed and returned in order for students to attend events offsite.

### **Communication**

Good communication is of the utmost importance in a healthy and vibrant school community. If questions or concerns arise, it is important to address them in a timely way and through the appropriate channel.

Parents are encouraged to have regular contact with their child's teacher. They can contact their child's teacher to arrange a time to meet with them in person after school, through their school email, or by calling or emailing the school. A phone call or face-to-face meeting is most often the appropriate vehicle for conversations about a child's learning and wellbeing, rather than email, and can help to increase effective communication, understanding and resolution by the discussion that ensues.

If, after speaking with your child's teacher and working together to solve any challenges, you feel that your concerns or questions have not been properly addressed, please contact the principal. If, after speaking with the principal and cooperating towards a solution, you still feel that your concerns or questions have not been properly dealt with, please contact the board chair.

## **Report Cards**

### **High School**

All high school courses are for the full year. There will be a mid-term report card issued after the Christmas break. A final report card will be handed out at the end of the school year. The final grades will become part of the student's official Wayside transcript. Quarterly reports will also be given. Please see the school's calendar for the dates when these reports will be sent out.

### **Elementary**

The elementary students will have two report cards: half way through the school year and again at the end. Progress reports (may not include comments) will also be handed out followed by the parent/teacher interviews conducted in the Fall and again at the beginning of the 4<sup>th</sup> quarter. All families are strongly encouraged to meet with their child's teacher(s) at the time of parent/teacher interviews in the Fall. During the interviews, the teacher will discuss the student's work habits, areas of strength and weakness, clarification of course expectations, general behavior, and you will be able to discuss any areas of needed attention or concern together. Please see the school's calendar for the details of these dates.

## **Supervision & Safety**

The safety of the children is of utmost importance to the school. Following are some guidelines for the supervision of the students during regular class times, afterschool events and field trips.

### Regular Class

8:20 am – 8:30 am	Morning drop off High school students may go inside Elementary students are to remain outdoors the main entrance doors Yard Supervision by a parent volunteer or staff member Administration supervises high school students
10:30 am – 10:45 am	Elementary recess Two teachers supervising and a third teacher on Kindergarten days
12:00 pm – 12:20 pm	Classroom lunch One teacher supervising per classroom
12:20 pm – 12:55 pm	Outdoor recess Two teachers supervising and a third teacher on Kindergarten days
2:30 pm – 2:45 pm	Elementary recess Two teachers supervising and a third teacher on Kindergarten days
4:00 pm – 4:15 pm	Outdoor pick-up One parent volunteer or staff member supervising

During times when students are to be outside, permission to come inside must be obtained from a supervising teacher.

When delivering or picking up your children from the school, we ask you to accompany your children to and from the parking lot to the front door. Students are not permitted to be in the yard or the parking lot unless accompanied by their parent.



When dropping your child(ren) off during non-drop off times, parents must accompany the student(s) directly to the classroom, chapel, or main office, where proper supervision exists. Please enter through the main doors of the school.

When picking up your child(ren) during non-pick up times, parents must accompany the student(s) from the school to the vehicle.

### **After School Events**

Parents are responsible for the supervision of their child(ren) outside of school hours unless otherwise stated by the school.

### **Snowballs**

Snowballs shall only be thrown in a designated “snowball” zone. Students shall not throw snowballs in an aggressive manner. There will be no snowballs thrown when the supervising teacher deems that the conditions are unsuitable. All students in the snowball zone shall wear protective eyewear.

### **Volunteerism**

OLWCS’ existence is deeply dependent on the “silent” generosity of a multitude of people. This generosity can take the form of money or volunteerism. To keep our tuition at the lowest rate possible, volunteerism by each family is necessary. Each family should volunteer according to their time ability and as their gifts and the school call forth a need. OLWCS recognizes that not each family can volunteer in the same way, or for the same amount of time according to their own unique circumstances. We ask families to consider and generously offer their volunteer assistance to continue to develop the excellence of the school, and assist in meeting the school’s day to day needs. Each year a volunteer form is given to parents to fill indicating their time availability, interests and expertise. From there matches for volunteering projects are made. Occasionally during the year there are additional call outs for help. Thank you in advance for your dedication to your child’s school community!

### **Donations**

Income tax receipts will be issued by OLWCS for donations made to the school. Donations to the school by families are welcome and encouraged. OLWCS is able to issue a charitable receipt for all donations including our Family Tuition Assistance Program. However, it is not possible for OLWCS to issue a charitable receipt to pay for a specific student’s or family’s tuition payments.

## **Dress Code Policy**

A school uniform is mandatory for all students from JK through 12. All uniform components may be purchased from Land's End. Students are expected to wear their uniform while on school property with the exception of activities decided upon by the staff. The general required components of the Wayside School Uniform may be found on the chart below.

The dress code will be enforced by OLWCS staff. Any student with a dress code infraction will be addressed by their teacher. Three dress code infractions will result in the students receiving a detention or performing a service project. The parent and principal will be notified of any chronic or significant dress code offenses, which, if not solved, could lead to consequences for the student. If parents are having difficulty obtaining uniform articles or financial means to do so, they should contact the principal who will assist them in obtaining the required articles. Students participating in any school music performance or public activity are required to wear their full school uniform. High school girls should wear navy skirts and white shirts when performing.

### **Elementary Dress Code**

<b>Boys Grade 1-4</b>	<b>Boys Grade 5-8</b>
Navy blue pants or shorts	Navy blue pants or shorts
White collared shirt (long or short sleeve)	White collared shirt (long or short sleeve)
Red vest or sweater	Navy blue vest or sweater
Black dress shoes	Black dress shoes
Black belt (optional)	Wayside tie
	Black belt

<b>Girls Grade 1-4</b>	<b>Girls Grade 5-8</b>
White blouse	White blouse
Navy blue jumper	Wayside kilt (knee length)
Red sweater	Blue sweater or vest
Navy blue or black knee high socks or tights	Navy blue or black knee high socks or tights
Black dress shoes (flat)	Black dress shoes (flat)

### **Secondary Dress Code - Please see Chesterton Handbook**

#### **General Dress Code Expectations**

- Students may not change out of uniform while at school, with the exception of official extra-curricular activities. Please notify your child(ren)'s teacher if a change is deemed necessary.
- During physical education students should wear either a Wayside shirt, or any modest white top with a modest black or blue bottom. Running shoes with a “no-mark” sole are required in the gym.
- Sneakers or cleats (or winter boots) must be worn at recesses so that the students can fully participate in games and sports.

## **Girls**

- Pants of any kind may not be worn under skirts or jumpers (in or out of doors).
- Skirts are to be knee length.
- Snow/slush pants may also be worn under skirts during winter outside activities.
- Shorts must be worn under skirts, in the absence of tights or leggings, which are not longer than the skirt.
- All shoes must be flat with closed toe and heel. High heel shoes may be worn by high school students if desired (no higher than 2”).
- Undershirts, undergarments or lacy camisoles may not be showing.
- Jewelry and makeup should be tasteful.
- No piercings other than ears may be seen.
- No component of the uniform should be overly tight.
- Hair must be worn in such a way so as not to hang in the face.
- Accessories must match school colours.

## **Boys**

- Under shirts must be plain white with no printing.
- The shirt must be tucked into the pants when the student is inside of the school.
- Ties must be worn by all grades 5 and up.

## **Uniform Supplier**

- Land’s End is the school’s official uniform supplier. They can provide all the articles of the uniform needed. \* You will find it beneficial to sign up to receive Land’s End’s emails. They advertise many deals (such as 25% off and free shipping) through these notices.

## CODE OF CONDUCT

At Our Lady of the Wayside Catholic School, the rules of conduct are in keeping with the example that the Church has set. Proper discipline not only helps to uphold the healthy spirit of the school, it helps the individual to grow towards holiness.

We expect our students to behave and carry themselves as Catholic Christian persons, who recognize the great dignity of each person, made in the image and likeness of God, and strive to treat others in accordance with that dignity. We encourage students to be instruments of God's love to others, and to serve Christ in others, Who told us, "Whatever you do for the least of My brothers, you do for me" (Matthew 25:40). We hold these same high expectations and hopes for parents, family members and all who are a part of Our Lady of the Wayside Catholic School in any way.

We ask parents to ensure that their children arrive at school in a timely manner, wearing the proper uniform.

We expect our students to treat all staff, students, families of students and visitors to the school with respect, kindness and charity. We expect students to respond to direction from staff with polite and prompt obedience.

## CONDUCT

### **Responsible Conduct**

Students are responsible to themselves and each member of their class and school. Disrespect for others will not be tolerated. Each student in the school must show respect for all teachers, administrative staff and support staff.

***In the School*** - The Administration and class teachers are the judges of acceptable standards of behaviour in the school. Students will make an effort to show respect for self, others, school authorities and school property. The right of other students to work without interference must be absolutely respected. At no time will a student verbally or physically abuse another member of the school community. Any such action will be treated as a serious offence. Wilful damage to school property will be taken very seriously and could result in suspension/expulsion.

***In the Classroom*** - Students will be courteous and co-operative at all times, and their behaviour will reflect a respect for the property and rights of others. Students will come to class on time with all the proper materials (books, pens, etc.) and with homework and assignments completed. Students are expected also to treat all school property, including desks, classrooms, blackboards, etc., with care. They will be held personally accountable for any wilful damage to school property and must compensate the school for any damages.

## **Manners**

Staff will strive to partner with families in teaching the students the four great pillars of civilized dealings with others: “please,” “thank you”, “I’m sorry,” and “I give you my word...” Using these habitually in speech leads children to recognize and respect the rights of others. The students are expected to eat lunch in the same manner they would at home, assisting in clearing the table/tidying the lunch room before the group is dismissed from lunch.

Students are encouraged to build friendships with all the members of our school community. Exclusive relationships or cliques which exclude any member of the school community are discouraged.

## **Organization**

Each student is expected to have the required materials ready before the start of every class. His/her notes, desk and desk area are his responsibility and a high standard of neatness is expected. Organizing the Agenda, packing, unpacking and carrying the knapsack or gym bag, and ensuring that the desk and locker are clean are your child’s responsibility, not yours. We will strive to help foster independent organization through these activities. It is important for parents to allow their children to assume the consequences of their shortcomings in this area so that they develop these skills.

## **Personal Appearance**

Educating for character means that we lead our students to consider school as a training ground for adult responsibility and for a professional sense of work. Appropriate standards of personal grooming are demanded.

## **Respect for School Property**

Students are expected to treat all books and classroom materials with great care. This includes not defacing books, desks, chairs or any other item in the school. This also includes placing garbage and recyclables in their proper container. Families will be charged for school materials that are damaged, lost or not returned. No food is allowed in the gym.

## **Chewing Gum Policy**

At no time is chewing gum allowed in the building or on OLWCS property.

## **Electronic Devices**

Students are asked to leave their cell phone and other electronics at home and not bring them to school. If there is a reason towards a student’s individual learning plan, there will be a discussion with your child’s teacher to implement. If there are special activities planned in the classroom or extracurricular program that would call for them, the teacher will communicate such and they will be permitted. If parents, for some reason wish their child to have a cell phone at the school, they need to contact the Principal to arrange. They will be kept in the front office. When electronics/devices are permitted, they are not to be used for purposes other than those designated. If students use their device for other purposes or at improper times, the device will be confiscated by the teacher and kept in the office for the parents to pick up at the end of the day. If students are discovered carrying an electronic device without the proper permission, the device will be confiscated by the teacher and kept in the office for the parents to pick up at the end of the day.

## **Plagiarism**

Plagiarism is not tolerated. A student will receive a mark of zero if they are found to be guilty of plagiarism.

## **Smoking Policy**

Students are not permitted to smoke or to possess tobacco. At no time is smoking or vaping allowed on school property or during any Wayside field trip or event.

## **Alcohol & Drug Policy**

Students are not allowed to possess, exchange or consume any form of alcohol or illegal drug on school property or during any Wayside field trip or event.

## **Weapons**

Students are not permitted to possess firearms, knives, firecrackers, matches, lighters or anything that resembles or could be used as a weapon (as per the Criminal Code of Canada). No innocuous item (e.g. baseball bat, hockey stick, pencil, etc.) shall be used in a threatening manner on school property or at a school event.

## **Detentions**

Persistent infractions in punctuality, dress, behaviour and homework assignments are subject to detentions and/or service tasks. Students will be given a service task (sweeping, cleaning windows or floors, etc.) or will be asked to remain in a certain place, depending on their age, ability and temperament.

## **Suspensions/Expulsions**

Serious infractions of school rules/regulations may lead to in-school suspensions, suspensions or expulsion. In such cases, the principal, in consultation with the teachers, will determine the appropriate disciplinary action. If a student is expelled, there will be no reimbursement of fees. Suspensions will be given for climbing heights without adult supervision (i.e. rope in gym, roof, shed, sea can, trees).

## **Irresponsible Conduct and Harassment**

Wayside students are responsible to themselves and to each member of their class and broader school community. Disrespect for others will not be tolerated. Each student in the school must be respectful towards all teachers, administrative staff and support staff. Only through showing such respect can true character be achieved.

Our Lady of the Wayside is committed to respecting and safeguarding the personal dignity and human rights owed to all members of our school community. Harassment in any form will not be tolerated. Students and employees have a legal and moral entitlement to work and study in an atmosphere that is free from any form of harassment or intimidation. We all share a responsibility for ensuring that such an atmosphere exists at all times and any behaviour that infringes upon these entitlements will be sanctioned.

## **Behaviour off School Grounds**

Our students represent Wayside and reflect upon Wayside in every school activity in which they participate. Field trips and extra-curricular athletic activities are a valuable and regular part of our school curriculum. A number of expectations surround these forays off the school grounds, including,

1. unless otherwise specified, students are to wear full academic or athletic uniforms, depending on the nature of the excursion;
2. each student is expected to be an outstanding ambassador of Our Lady of the Wayside Catholic School, including during the trip to and from the event, as well as during the activity at the venue or host school;
3. students are expected, in particular, to obey any instructions or demands issued by school
4. faculty, staff or assisting parents during these excursions;
5. at all times, all other Wayside policies and regulations apply to students participating
6. in off-property school activities.

It should be noted that a failure to comply with the above expectations could result in a student being sent home during the trip. This would require a parent/guardian, on an emergency basis, to make arrangements to immediately pick up the student and take him home. Other sanctions may also be applied, depending on the nature of the infraction, as described in the part of this document entitled Sanctions.

## Kindergarten – Grade 8 Daily Schedule

8:30 am	First Bell - Classes begin
10:30am – 10:45am	Recess
10:45am – 12:00pm	Class
12:00 pm	The Angelus, Lunch
12:20 pm	Outdoor Recess
1:00 pm	Classes
2:30	Recess
2:45 pm	Classes
3:30 pm	Holy Mass
4:00 pm	School dismissed
4:00 pm – 4:15 pm	Supervised pick-up