

Wayside Academy

Family Handbook

2009-2010



Semper Altius

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Welcome to Wayside!

Wayside Academy is pleased to offer you this edition of the Wayside Family Handbook. This handbook contains information that you will find useful throughout the following years.

Wayside is about families. Our school is made up of families stemming from all walks of life, creating a diverse fabric which makes up our unique and lively community. What we have in common is our true love of our Faith, a commitment and desire for a joyful and wholesome learning environment, and a passion for a deep and meaningful Catholic education for our children.

We are most fortunate to have the opportunity to work together for this noble cause. Wayside thanks you for all that each of you have done, and continue to do for the sake of all our children, and for the sake of the Church.

We hope that the Wayside experience for you and your children is a most pleasant one. If you do have any concerns or problems, I strongly encourage you to seek a resolution by initiating communication with either a teacher or myself. We are always more than happy to listen and assist.

It is with faith, hope and charity that we look forward to the years ahead together!

In Christ,

Adam Parker
Principal

Mission Statement of Wayside Academy

Wayside recognizes and respects the family as the Domestic Church, from the sacramental nature of marriage to the sanctification of the child. Wayside's organic nature survives from family contribution and volunteerism, as it was founded by families, at the service of families. As parents are the primary educators of the child, Wayside is a community of families working together. As Wayside recognizes the great wisdom found in the teachings and traditions of the Roman Catholic Church, and it seeks guidance from its pastors as the spiritual leaders of the people.

Christian principles, values and motivation in accordance with the authentic teaching of the Roman Catholic Church is the base of the school's outstanding education program. Wayside believes in the formation of the whole person, recognizing the potential within each child. The school's methodology includes:

- i) 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.
- ii) Opening the eyes of each child to the *Beautiful*, the *Noble* and the *Just* - through the appreciation of art, music, and fine literature.
- iii) 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.
- iv) Instilling in each child a loving appreciation for God's gift to them of their families, the "Domestic Church".
- v) Forming in each child a virtuous character, a sound sense of social responsibility, and a profound knowledge and personal love of God.
- vi) Strengthening prayer lives through example, integrated community prayer, religious instruction and practice and deepening experience and understanding of the sacraments
- vii) Promoting the proper physical development of each child by a co-operative athletic program
- viii) Balancing individual development in a vibrant Catholic social milieu encouraging responsible Christian love towards God and neighbor.

Wayside as a family of parents recognizes the vital role that its Teachers play in the education of their children. Teachers at Wayside are role models to their pupils through their exemplary dedication to their profession and as models of virtue.

Wayside seeks to give children a vision of Catholic family life in the world. We are forming children who will transform society, inspiring and cooperating through God, and with God.

CODE OF CONDUCT

At Wayside Academy the rules of conduct are few, clear, and in keeping with the example that the Church has set.

We expect our students to behave and carry themselves as young Catholic ladies and gentlemen.

We of course expect all parents to also behave in a Christian manner, and to insure that their children arrive at school in a timely manner, wearing the proper uniform and prepared to treat others as they themselves wish to be treated.

- ◆ As such we expect our students to treat all staff or those of authority with the utmost respect. We expect our students to respond to direction with polite and prompt obedience.
- ◆ We expect our students to treat one another with respect and charity while at work and at play. Any actions of selfishness, greed, nastiness, or pettiness will be addressed immediately and corrected accordingly. **Rudeness to anyone will not be tolerated.**

The corrective actions will vary depending upon the particular teacher's style, the individual student, and the specific misbehaviour. These actions may range from a gentle correction to suspension or expulsion.

With respect to wrong action, a distinction is to be made between 1) incidents, 2) behaviours, and 3) attitudes. An incident is a single instance of some wrong action: e.g. a fight, a disrespectful remark, a mess left without cleaning up. Behaviour is the habitual exhibition of these incidents: e.g. fighting, answering teachers or students disrespectfully, continually leaving a mess. Wrong attitude is an interior disposition that manifests itself in wrong behaviours without the good will to correct such behaviour. Poor behaviour may not indicate bad attitude; for instance, a student may not regularly greet others with politeness, but this student may be working to overcome the fault, or be unaware of it. While a wrong attitude always manifests itself in wrong behaviour, and especially in consistent rudeness.

Incidents of wrong action are to be dealt with by the teacher who witnesses the event or who is responsible for the student(s). An isolated incident is a teaching moment and is used to form the child with positive reinforcement even if negative reinforcement may also be necessary. Not every incident must be reported to parents or principal, but incidents of a certain gravity must be: e.g. a fight where a student is hurt, the use of gravely improper speech, or of flagrant disrespect to a teacher.

Wrong behaviour demands that the principal as well as parents be informed, though parent, teacher, and child together will most commonly work to correct inappropriate behaviour. This is effective where the child shows good will, even though he may not understand the significance of his poor behaviour immediately.

Where wrong attitude has taken root and the student in question no longer demonstrates good will, that student is to be given a time frame in which to correct his behaviour. Under consistent or extreme examples of wrong attitude or poor behaviour, a student may be asked to leave the school permanently. Under similar circumstances in which a parent or other family member's actions are deemed detrimental to Wayside Academy, a family (including the enrolled students) may also be asked to leave the school permanently.

General Information

Parents are the first educators of their children. Wayside exists to assist families in their role as educators. Wayside also exists in order to provide a wholesome community of friends and peers for these children to learn alongside one another on a daily basis. As such, Wayside is a happy medium between home schooling and the system approach to learning. We also act as a means of easing home schooled students into a more structured yet comfortable setting, thus preparing them for post secondary schooling.

The Wayside experience is an intimate one, and as such, we have an open door policy for all ideas and input. If you have any concerns regarding an aspect of your child's classroom life, please speak to his/her teacher. The teachers are available every day after school and may also be contacted by telephone. **If you have further concerns that cannot be addressed by the teacher, please feel free to contact the principal.**

Attendance:

Regular attendance and punctuality are essential to the full educational experience at Wayside. Class hours are Monday through Thursday from 8:45 am to 3:35 pm. Please try to give as much advanced notice as you can for a planned absence.

Fridays:

One of the many advantages to Wayside Academy is the four day school week. This allows everyone to keep a proper perspective. We are families first, and a school second. We look upon Fridays as a day for students to work on any weekend school assignments, to engage in extracurricular interests, or to simply read a great book with their family!

School Cancellations:

The Principal and the Chair of the Board, after much consideration and with the safety of both families and staff as the top priority, are responsible for calling a school closure. In case of closure, the school phone chain will be initiated and families will receive a call before 8:00am. We ask that all families exercise patience on these days. Also, families are always encouraged to do what they feel is best for their own family – even if the school is open, families may opt to keep their children home.

Books:

Since all books are the property of Wayside Academy, and given their high value, students are expected to treat all books and classroom materials with great care.

Chewing Gum Policy:

At **NO** time is chewing gum allowed in the building or on Wayside Academy school property.

Smoking policy:

Students are not allowed to smoke on school property or off school property while on any Wayside field trips.

Building Access:

Any parent or volunteer needing access to the school, please make advance arrangements with the principal.

Music Program:

Mr. Lieflander will be coming to Wayside for 12 sessions leading up to 4 separate Fund raising events. He will also be attending these 4 events. For the remainder of the year, Chant and Sacred Polyphony will be taught by Mr. Pemberton with assistance from Miss Vanderhulst and Miss Marrocco.

Performance Dress Code:

Students participating in any school music performances are required to wear their full school uniform. Anyone arriving at a performance out of uniform or with a uniform infraction will not be allowed to perform.

Field Trips:

Throughout the course of the year, teachers plan and run field trips for which there may be some costs. We encourage as full participation as possible in these field trips. As much advance notice as possible will be given to families.

Uniforms:

A school uniform is mandatory for all students in grades K through 12. Students are expected to wear their uniform while on school property with the exception of during sports or activities decided upon by the staff. **Required components of the Wayside School Uniform as well as ordering information can be found on our website by clicking the Admissions tab and then clicking on dress code.**

Dress Code Policy:

The dress code will be enforced by the staff of Wayside Academy. Any student with a dress code infraction without an explanatory note from a parent will receive a written warning from the principal. If a student receives a third warning, they will be suspended from school for one day.

Elementary School Homework Policy:

We at Wayside believe that the parents are the primary educators of their children. To assist parents, Wayside has almost always had a four day school week. This unique approach obviously allows children to spend significantly more time with their parents – and their families. Fridays are considered ‘home work days’ in which the students do class work at home.

To assure that we get the most academic value from 4 days of classroom time, Wayside has created the Wayside Homework Book. The goal of the Homework Book is to increase the parent's participation with their children's schooling while at the same time increasing the quality of the education; it does this in a variety of ways. First, the Homework Book is meant to clarify to the parents in the clearest manner possible, the work that is expected to be done at home for any given week. Second, it is designed to give the opportunity for weekly communication between the teacher and parent. Third, it provides the opportunity to help students that might be 'falling behind' in a particular area to 'catch up'.

Each student has been issued their own book – personalized with their own name on the cover. Inside the front cover, your child's teacher has included a short description of the class's academic processes as well as the expectations for the work to be done in the Homework Book. For each month, a calendar has been included in which the teacher will document due dates for special assignments. For each week, there is an Assignments page. On this page there is ample room for the students to write down their weekly assignments. As well, there is a check box for the parent to tick after their child has appropriately completed the work. Finally, there are areas on the Assignment page for both the teacher and the parent to have personal communication.

Our aim is to assign work that can be completed easily on Friday mornings. For obvious reasons, we suggest that you do your best to set aside Friday mornings (instead of Sunday evenings) to supervise your students with their assignments. In most cases, the Homework Book will be given to the student to take home on Thursday evenings. It is essential that the children brings the book back with them on Monday mornings to be collected, inspected and protected (rhyme intended) by the teacher for the remainder of the week. Due to the labour involved in making these books, a \$10 charge will be issued to replace any lost Homework Book.

DRESS CODE

- See the charts on the [website](#) for details regarding uniform requirements. This year will allow for a grandfathering clause, where last year's uniforms are in good condition AND they still meet dress code, these items can be used. All new purchases are required to be through the official suppliers and appropriate for the grade of the student.
- Students may not change out of uniform while at school
- Students may not wear hooded sweatshirts or sweaters. Only the Wayside hooded sweatshirt is permitted and may only be worn outside.
- Students may wear a moderate amount of jewelry (3 pieces only).
- During Phys. Ed. Students may wear either a Wayside tee-shirt, or a plain navy or plain red tee-shirt with either grey shorts or grey track pants. Running shoes with a "no-mark" sole are required.
- **Students are to dress in full uniform for all choir performances. Any student out of uniform will not be able to sing.**
- **Girls:**
 - Pants of any kind may not be worn under skirts or jumpers
 - Skirts are to fall just below the knee
 - If cold, leggings (navy, red or white), snow/slush pants may be worn under skirts.
 - Shoes
 - All shoes must be closed toe and heel.
 - Platform shoes may not be worn
 - Grades 9-12 may choose to wear high heel shoes, provided they are no higher than 2"
 - Undershirts or lacy camisoles may not be showing below shirts or sweaters.
 - White or natural colored female undergarments only may be worn.
 - No piercings other than ears may be seen.
 - Only hoop or stud-type earrings may be worn.
 - May wear clear or light, natural shades of nail polish.
 - Only grades 9-12 may wear makeup. It must be worn in a delicate and natural way.
 - No component of the uniform should be overly tight.
 - Should wear their hair up and out of their face
- **Boys:**
 - Under shirts must be plain white with no printing
 - Gentlemen must wear a belt and shirt must be tucked in
 - Ties will be worn in grades 7 to 12
 - Exceptions to this will be decided by the teacher. (ie. Science outings or field trips where uniforms are unnecessary etc.)

Daily Schedule

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| 8:30 am - 8:45 am | Arrival |
| 8:45 am – 9:00am | Morning Prayers in the Chapel |
| 9:00 am – 10:30am | Lessons |
| 10:30am – 10:45am | Recess |
| 10:45am – 12:00pm | Lessons |
| 12:00 pm – 12:05 pm | The Angelus in the Chapel |
| 12:05 - 12:25 pm | Lunch |
| 12:25 pm – 12:55 pm | Outdoor games |
| 12:55 pm – 2:15 pm | Lessons |
| 2:15 pm – 2:30 pm | Recess |
| 2:30pm – 3:30 pm | Lessons |
| 3:30 pm – 3:35 pm | Afternoon prayers |
| 3:35 pm /supervised play | Elementary School dismissed |
| 4:00 pm | High School dismissal |
| 4:00 pm – 5:00pm | Extra Curricular/Cultural program (High School Level) |

Wayside Transcript Policy

- Each official transcript will require two signatures: the principal and at least one Board member, preferably the Chairman or Vice-Chairman.
- An official transcript will be stamped with the official School Seal
- A copy of a signed and sealed transcript will be placed in the student record file with the date it was issued and the institution it was sent to.
- Official transcripts are not issued to families or individuals but only forwarded from Wayside to the institution requesting the transcript.
- One transcript per school year will be provided upon request at no cost.
- Subsequent transcripts will incur a fee of \$20.
- A photocopy (no seal) transcript will be provided to a departing/graduating student

TAKE CARE...

“Most who start schools are not education professionals. Their backgrounds are varied, but their motivation is the same: they are all answering the call of the Holy Spirit to preserve and teach the Catholic Faith and to pass on to the next generation the full Treasury of their Faith and prepare the future leaders of the Church and society. No small task, but all doable with His grace! The fact that we have given our assent, albeit, “Why Me?!” assent, we are obliged to proceed with responsibility and professionalism. We must, through prayer, study, research and association, learn and grow in this apostolate to provide for salvation of souls and academic excellence.”

“It is our job to do the work of the Holy Spirit; it is Satan’s job to see that you don’t. He will be very active in his work to destroy your efforts. Satan’s glee is to plant the seed of gossip and watch its shallow roots spread so quickly that before anyone realizes the school is hopelessly divided and devastated. We must be ever vigilant and protective against gossip.* It is the most vicious enemy and effective weapon in Satan’s arsenal against small schools.”

“The Lord has given to every man his work. It is his business to do it, and the devil’s business to hinder him if he can. So, sure as God has given you work to do, Satan will try to hinder you. He may assault you with slander, torment you with false accusations, set you to work defending your character, employ pious persons to lie about you, editors to assail you, and excellent men to slander you. Can you not see that the whole thing is brought about through the craft of the devil to draw you away from your work and hinder your obedience to God?”

“Keep about your work. Do not flinch because the lion roars; do not fool away your time chasing the devil’s rabbits. Do your work. Let liars lie; let sectarians quarrel; let corporations resolve; let editors publish; let the devil do his worst; but see to it that nothing hinders you from fulfilling the work that God has given you.” – **The National Association of Private Catholic and Independent Schools.**

Our Lady of the Wayside, pray for us:

“For the love of the infant Jesus you held in your arms,
take us by the hand and lead us the rest of the way.”

-Traditional Irish Devotional prayer.

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