



Getting Started:
A Handbook for New Linden
Parents

2011-2012

Table of Contents

Welcome to Linden3
The Mission Statement4
The School Day5
Whom to Turn to7
Events Hosted at the School9
Specific Events10
Communication Information12

Welcome to The Linden School

This handbook is intended to facilitate communication within our community. We have endeavoured to answer your questions in this handbook, and to provide you with a sense of the code of conduct and practicalities at Linden.

Our faculty need to know that parents are supportive of the school's mission, policies and procedures, and can be relied upon for assistance if necessary.

Please take a little time to sit down with your daughter and read this handbook together.

We look forward to a successful year together!



Dawn Chan
Principal

Suzanne Tompkins
Associate Principal

The Mission Statement

The Linden School is an academic girl-centred school which reflects, responds to, and promotes the experience, voice, and development of young women in its policies, structure, programme, and curriculum, utilizing the most current and credible resources, and which empowers its graduates to become full participants in, and to take leadership roles in local, national or international arenas.

This mission incorporates the principles of: excellence, equality, equity, justice, service, and learning as a lifelong process in a community of learners.

The Linden School mission informs our policies and practices.

All of our decisions, from what kind of field trip to go on, to which speaker to invite, to how we deal with any situation that arises, we first ask ourselves “how does our mission direct us in this case?”

We always consider the following questions:

- Does this incorporate equity?
- Does it promote learning, listening for as many voices as possible, and exposing the girls to as much variety as we can?
- Is it as accessible as possible?

We have said that there is only one real rule at Linden: that learning has to take place.

The School Day

When should I drop my daughter off at Linden?

- The Linden School opens at 8:00 every morning. We don't have a formal morning care programme, though, so younger students should be dropped off as close to 8:30 as possible. Home room starts each morning at 8:30 and all students need to be present at that time.

When should I pick up my daughter?

- All students must be involved in a club or the After School Care Programme (1-6), sign in at study hall (7-12), or be out of the school building by 4:00 each afternoon. Your daughter will need to check her homework list, help tidy her classroom, collect her things, and speak with her teacher — so don't expect her to be ready before 4:00 PM.

Can you tell me more about the After School Care Programme?

- The Linden School offers an after school care programme for students in grades 1-6 every evening from 4:00 until 5:45. Students are provided with a nutritious snack, an opportunity for physical activity, and a chance to do their homework before they are picked up. More detailed information has been included in the registration package. If you have any questions, feel free to contact Amy at extension 10.

What exactly is Study Hall?

- Study Hall is offered after school by a rotating schedule of different teachers, from 4:00 to 5:00. Students have the chance to speak with their teachers one-on-one about areas of the coursework that they are finding difficult, or they can simply use the time to work on homework with a teacher available to answer questions. *This is not a detention hall.*

What should I know about Lunch Hour?

- Students in grades 6 and under eat their lunches in the school gym. These lunches can be microwaveable, but we ask that you not send your daughter with anything that will take more than a few minutes; we have only two microwaves, and quite a few students. We also request that you send your daughter's lunches in recyclable containers and Tupperware that she can take home with her at the end of the day. We are also committed to reducing waste as a way to foster sustainability. Please help us keep garbage to a minimum.
- Students in grades 7 and up may leave the school to buy their lunches; grade 7 students must return to the school with their lunches while students in grades 8 and up may eat their lunches outside of the school.

...The School Day

Can I take my daughter out for lunch?

- Of course. You and your daughter may leave for lunch as soon as the lunch hour begins. Your daughter must sign out, and then sign in again when she returns, though, and may not miss class because of having gone out for lunch.

How do clubs affect the school day?

- Every girl at The Linden School is required to participate in at least one club activity each term. These clubs take place both during the lunch hour and before and after the school day. Clubs include a variety of activities, such as basketball, volleyball, track and field, knitting, digital video making, the school band, steel pans, and Amnesty International.
- Clubs that take place outside of regular school hours require that your daughter be present and on time and remain with the group for the duration of the activity. Sports clubs are not always held at the school, but the girls will return to Linden to be picked up when the club has ended.
- Some clubs, including basketball and soccer, have tournaments that take place during the day. Permission forms are handed out before any of the girls are taken to these games. Sometimes parent volunteers act as drivers for these events. If you think that you might be able to help out a team by conducting a workshop or clinic, please contact Allison Cleland and let her know when you think you will be available.

Whom to Turn to

What do I do if ...

My daughter forgets her lunch?

- If your daughter is between grades one and six, she may not go out to buy a lunch if she has forgotten hers. Classmates may of course share with a girl who has forgotten her lunch.

... or her homework?

- If your daughter is between grades one and six, you may drop her homework off at the front desk when you are aware that it's missing. If she is in grade seven or eight, we ask that you encourage her to simply let the teacher know that the assignment has been completed. If your daughter is in high school, we feel that she is capable of looking after her own homework (self-management is an important part of the learning process).

My daughter is having problems with a teacher?

- If your daughter is having problems with a teacher, you and she should first make an appointment to speak with that teacher. If issues cannot be resolved, the three of you can decide on the next course of action.

I need to turn in a form?

- Permission forms can be dropped off at the front desk in the morning when your daughter is being dropped off at the school. Forms that need to go to the principals or to a specific teacher should be given to your daughter, who will be able to put them in the teacher's mailbox. If your daughter is in one of the primary grades, her homeroom teacher will know what to do with the forms.

I have a question for/problem with a teacher?

- If you have a question for or a problem with a teacher, you should make an appointment to speak with her or him. The Linden School cannot distribute the private numbers of our staff, so please leave a message on the teacher's school voicemail, or email or speak with her in person to arrange this. If you can't resolve the issues between you, you can then decide about bringing in a third party, such as one of the principals.

...Whom to Turn to

What do I do if ...

I have a question about/problem with a mark or assignment?

- If you would like to have more information about a mark your daughter has earned, or about an assignment or a test, you should ask to speak with the teacher in question, or email her/him if she has provided her/his email address. More general questions can be addressed at the faculty-family interviews held later in the term.

I want to volunteer?

- We are always grateful to parents who are willing and able to volunteer their time at the school. If you would like to volunteer, contact the volunteer coordinator, and let her know what area of school life you are interested in volunteering for, as well as when you think you will be available. Information can also be found on the Linden website.

My daughter needs to miss school/be late?

- If your daughter will be late or absent from school, please phone as soon as you know and inform whoever is at the front desk. If you do not reach a person, leave a telephone message giving the name of your daughter, the date, and the reason for her absence or lateness.

I want to enrol my daughter in the After School Care Programme?

- The form to register for the After School Care Programme is sent out at the beginning of the school year. If you wish to enrol your daughter after that point, you may request another form from the front desk. Any further questions should be directed to Amy Roth.

I want to talk to my daughter's classmate's parents?

- The phone numbers for students in each grade are compiled into a master list that is then distributed to each member of the class. If a parent's name is not on that list, it is because they have not given permission for the number to be distributed, and Linden can therefore not provide it. There will be a class parent for each grade who will help introduce you to other parents in your daughter's class.

Events Hosted at the School

What do I need to know about events hosted at The Linden School?

The following are some general guidelines to keep in mind, whether the event is a play, a science and technology fair, or an art show.

Come

- Events hosted at Linden are for the benefit of the greater Linden community. Therefore, if your daughter is a part of any event, we hope that her parents and family will attend. While we are aware that circumstances may at times conflict, we hope that you will check the calendar that you have been given and attend many of the relevant events as you can.

Stay

- No one likes to look around an auditorium at the end of a play and find that half of the audience has vanished. If your daughter's role in an event has ended before the event is finished, please stay and offer your support to the girls who are still on stage.

Chairs

- When an event has come to an end, you may look around you and wonder, '*why is everyone stacking the chairs?*' The answer to that question is that chairs won't stack themselves, and the job is much easier if everyone helps out. Getting the gym ready for the next day's classes isn't a very large job for an entire audience, and it means that one or two people aren't stuck with a daunting task at the end.

No cell phones

- In an effort to support our students to achieve their presentation goals, please ensure that your cell phone is turned off during the entirety of the event.

Garbage from food or drink

- Please support The Linden School's environmental goals by bringing only reusable food and beverage containers into the school. Our students do environmental assessments throughout the year to measure our collective progress to meet waste reduction challenges.

Specific Events

So what should I be expecting at these events you've mentioned?

Drama Evenings

Drama Evenings take place at The Linden School, and are hosted in the gym. Chairs are set up, and part of the gym is converted into a stage, on which the girls perform. The evenings may or may not have an intermission, depending on the length of the programme.

The Linden School has a junior, intermediate and senior Drama Evening interspersed throughout the year. Each of these groups also hosts a French Drama Evening, presenting plays that are frequently written by the girls; these evenings are often the girls' first time assuming a persona in French. Friends, family members and cheering sections are most welcome.

Art Show (April/May)

For the Art Show, the entire school is turned into a gallery. The gym and the drama room area tend to be the largest showcases, but upstairs rooms hold sketchbooks and other projects. Every girl will have art on display and may or may not be selling her work — an excellent opportunity to bring the entire family to see your daughter's new school!

Science and Technology Fair (January)

Generally held early in the second term, the Science and Technology Fair is an event at which every student shows off the project she has been working on for the past few months in science class. Parents, friends and relatives are asked to volunteer as Willing Listeners, who will listen and offer feedback to several students from varying grades. The entire event lasts two hours, and the girls are required to stay for the entire duration.

...*Specific Events*

Festival of Lights

Held on the evening of the last day of school before the winter break, the Festival of Lights is a celebration of the many wintertime holidays that celebrate life and spirit. The event usually lasts approximately two hours. The girls perform dances and songs, the steel band plays, and we try to offer the audience something to think about before they leave for holidays. Every student has a role in this event, and we ask that friends and family attend.

Celebration to Greet the Summer

The Celebration to Greet the Summer takes place on the last day of the school year. It is a celebration of the past year and of the students, and highlights include the graduation of the grade 12s and grade 8s, a keynote address from the principals, and performances from each grade. Awards are also given out to students from every grade. Past venues include the Lorraine Kimsa Theatre for Young People and the Ontario Science Centre. We ask that **all students** attend this event.

Curriculum Evenings

Curriculum Evenings are held near the beginning of the year so you can learn from her teachers what will be happening in each of your daughter's classes. It is a chance to get to know what your daughter will be learning, what kind of work she should expect, and what each teacher hopes she will take from the course. This is an event for *parents* and *faculty* only; we request that you do not bring your daughter.

Faculty-Family Conferences

Faculty-Family conferences are designed to act as a chance for parents, daughters and teachers to talk together about the term that has just passed. It is an opportunity to ask questions about specific parts of the course that your daughter has found problematic, or to hear about areas in which your daughter has really excelled and just never mentioned. The conferences are most productive when both you and your daughter attend, so you can both hear what her teachers have to say.

Linden Faculty Telephone Extensions

The school has an automated telephone system. If you do not reach the school receptionists in person, dial "0" to leave a message.



School Phone: 416-966-4406 / Fax: 416-966-9736

Administrative Team

Amy Roth Ext. 10
Gloria Gauthier Ext. 10
Nancy Hurst Ext. 10

Art

Alexandra D'Arcy Ext. 66
Eric Tigley Ext. 10

Communications

Kate Shaw Ext. 51

Drama

Aurora Stewart de Peña Ext. 10
Lindsay Townend Ext. 67

English

Lindsay Townend Ext. 67
Ruthie Szamosi Ext. 10

French

Anne Nenarokoff-Van Burek Ext. 50
Rebecca Young Ext. 57

Guidance

Kate McEvenue Ext. 21

Information Technology

Kat Goodale Ext. 59

Latin

Kimberley Drury Ext. 65

Mathematics, Science, Design & Technology

Amy Stent Ext. 55
Biljana Cavic Ext. 60
Kat Goodale Ext. 59
Lee Smith Ext. 53
Nasrin Matini Ext. 62
Ruthie Szamosi Ext. 10

Music

Ian Guenther Ext. 10
Lindsay Townend Ext. 67

Physical & Health Education

Deidra MacPherson Ext. 54
Elizabeth Forbes Ext. 24

Primary/Junior Core

Beth Alexander Ext. 58
Christine Devon Ext. 61
Soteira Hortop Ext. 10

Social Studies

Andrew Ranachan Ext. 68
Tulay Yalcin Ext. 56

Spanish

Martin Ramirez Ext. 10

ESL

Martin Ramirez Ext. 10
Ruthie Szamosi Ext. 10

Lines of Communication via Email

Admissions:

After school care and Lost and Found:

Fees and payment schedules:

Guidance, courses, transcripts:

Lates/Absences/questions re: events, etc:

Volunteering/Communications:

Suzanne Tompkins admissions@lindenschool.ca

Amy Roth reception@lindenschool.ca

Nancy Hurst reception@lindenschool.ca

Kate McEvenue guidance@lindenschool.ca

Gloria Gauthier reception@lindenschool.ca

Kate Shaw communications@lindenschool.ca

For all other inquiries, please email linden@lindenschool.ca with the following person's name in the subject line.

Academic progress:	[the subject teacher]
Athletics:	Allison Cleland
Co-curricular activities:	Kate McEvenue
Community evenings:	Nancy Hurst
Field trips:	[the teacher organizing the trip]
Personal concerns:	[the home form teacher]
School Photos:	Gary Rush [416-469-8005]

T-shirt/textbook Orders: call Suri Weinberg-Linsky at *Squibb's Stationers*, at 416-241-5801, or visit www.squibbsstationers.com

The school calendar, permission forms, updates, notices and activities will be regularly posted on our website: www.lindenschool.ca