



The Linden  
Parent Handbook

2011-2012

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## Dear Parents:

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

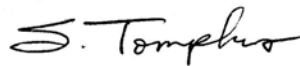
Our faculty need to know that parents are supportive of the school's mission, policies and procedures, and can be relied upon for assistance if necessary.

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.

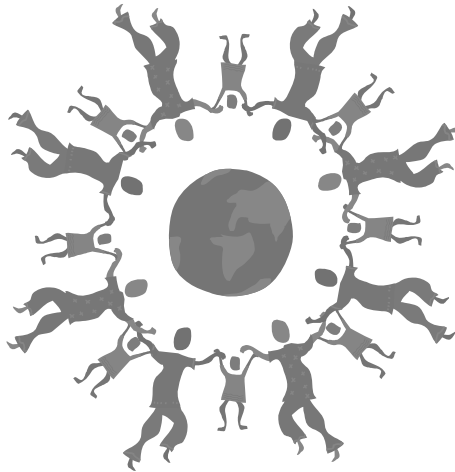
All of our decisions, from what kind of field trip to go on, to which speaker to invite, to how we deal with any situation that arises, we first ask ourselves “how does our mission direct us in this case?”

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.

## *Linden's Philosophy in Action*



The Linden School provides an academic education within a broad programme, both curricular and co-curricular, which offers a variety of artistic, athletic, leadership and social opportunities.

Faculty are required to: be attentive to the girls' needs; offer scheduled extra-help sessions; facilitate co-curricular activities; and communicate regularly with parents.

Parents are asked to support their daughter by: attending community events; volunteering; and communicating with faculty in instances when it may be helpful.

Class phone lists will be circulated early in the year, and grade parents will help families meet other families in their daughter's class.

Students are strongly encouraged to work hard and to become actively involved in the co-curricular life of Linden. We teach the girls not only to derive strength from the community, but also to give back generously.

Community service is integral to the values of Linden. We are a diverse community which celebrates our differences and which strives to work together collaboratively to grow and to learn.

## *Tuition Fee Details*

- The operations of The Linden School are dependent upon the tuition fees paid by the parents. At registration, a student's place is reserved for the entire academic year.
- **Fees** are payable on due dates. If you are unable to meet your due date, please speak with **Dawn Chan or Nancy Hurst**.
- We require that you file post-dated cheques with the school by **June 1st of each year**.
- We do not invoice by installment. We appreciate your cooperation in this policy.
- **All fees due to The Linden School must be paid by the commencement of each term in order for a student to attend classes.**
- NSF cheques will incur a charge of \$25.00.
- **Students with outstanding tuition fees will, as of Monday, November 21, 2011 and Monday, May 28th, 2012, not be permitted to write examinations and will not be re-admitted in the next term**
- Legal action will be taken to collect outstanding tuition.
- If you have questions about your account, please call the school at 416-966-4406 and **ask to speak to Nancy**.



### TUITION FEE SCHEDULE FOR 2011-2012

|  |                    |
|--|--------------------|
| <b>Registration Fee (non refundable)</b>     | <b>\$1,000.00</b>  |
| <b>1st Installment due June 1, 2011</b>      | <b>\$6,800.00</b>  |
| <b>2nd Installment due September 1, 2011</b> | <b>\$6,000.00</b>  |
| <b>3rd Installment due January 1, 2012</b>   | <b>\$1,500.00</b>  |
| <b>TOTAL TUITION:</b>                        | <b>\$15,300.00</b> |

**\*Post-dated cheques for the second and third payments MUST BE SUBMITTED with the first payment on June 1, 2011.**

**\*Interest will be charged at the rate of 1% per month (12% per annum) on all items remaining unpaid 30 days past the statement date.**

#### **Additional Charges:**

|   |                  |                 |
|---|------------------|-----------------|
| Text books  | Field trips      | Performances    |
| Art supplies  | Photocopying     | Homework Agenda |
| In-school presentations                                 | ESL (\$950/term) | Workbooks       |
| After School Care (1-6; \$1350/year with three options) |                  |                 |

**Student Withdrawal:** If a student is withdrawn after acceptance of an application, or after re-registration, fees due depend upon the date of withdrawal as follows; these amounts apply to families who are paying on the schedule above.

**Notice is required in writing to the Principals.**

|  |                  |
|--|------------------|
| Notice before June 1, 2011:                      | \$ 1,000.00 due  |
| Notice between June 1 - August 31, 2011:         | \$ 7,350.00 due  |
| Notice between September 1 – September 30, 2011: | \$ 9,950.00 due  |
| Notice after October 1, 2011:                    | 100% of fees due |

## *Transcripts & Applications Processing & Fees*



The Linden School assists students with university applications and sends student data directly to the Ontario University Application Centre, as well as to out-of-province universities.

Ontario Student Transcripts (available after a student has earned credits in grade 9) will be issued for all university and scholarship applications.

All other applications requiring references, transcripts, letters, copies of report cards and other documentation will incur a charge of **\$20.00** with payment to be included with the written request.

Please allow **5 business days** for the fulfillment of such requests.

## *Receipts*

Receipts will be issued for:

- Child Care / Tuition Credit
- Donations



For copies of lost receipts, please send a written request.

There will be a \$20.00 fee for replacement documents; payment should be included with the request.

Please allow **5 business days** for fulfillment of such requests.

## Student Handbook

Each girl receives her own copy of the Student Handbook, which outlines expectations, codes of behaviour and misconduct, co-curricular activities and the general information which will assist her in being an active member of our community.

## Student Code of Behaviour

It is incumbent upon each member of the community to behave in such a way that learning can take place. Respect for person and respect for property is essential to an atmosphere of learning. The Linden School does not discriminate on the basis of race, sexual orientation, creed, colour, or national origin in its admission procedures or educational policies.

## At School Events:

We support all the performers and contributors to school events such as drama nights, the Festival of Lights, Celebration to Greet the Summer, etc. Therefore, please:

- Be punctual.
- Turn off your cell phone.
- Do not walk in and out of the auditorium during the performance (if you must go to the bathroom, do so during an appropriate break in the programme).
- Be an attentive audience member.
- Help clean up after the event (e.g. stack chairs or pack up props, etc.) AND ask others to help too.

## ALL STUDENTS MUST...

### In the School:

- Be courteous.
- Be inclusive.
- Be welcoming.
- Obey all federal, provincial & municipal laws.
- Demonstrate honesty & integrity.
- Respect the rights of others.
- Show proper care & regard for the property of the school & other students.
- Use personal music devices, or cell phones at the appropriate, designated times.
- Not chew gum.
- Follow dress code.

### In the Classroom:

- Show attentive participation.
- Not interrupt.
- Not eat/drink.
- Complete homework on time.
- Be punctual.
- Have all materials ready for class.
- Show that they are listening by eye contact and posture, and questions for clarification.



### In the Lunch Area:

- Follow sit-down restaurant behaviour.
- Use moderate "inside voice".
- Clean up any mess they make or find.
- Respect others' need for space.



### In the halls and at lockers:

- Respect privacy and property of others.
- Keep lockers tidy and shut.
- Not open other students' lockers.
- Use appropriate voice and action.



### Student Responsibility

- Punctuality and regular attendance.
- Preparation for and consistent effort in class and homework, to the best of her ability, in all subjects.
- Respect for herself and for the rights and property of others.
- Participation, to the best of her ability, in all school events and in co-curricular activities. Each student in grades 5-12 must participate for at least one hour per week in a co-curricular activity. Please note that a record of each student's co-curricular commitments and community service becomes part of the year-end report. Students in grades 7-12 must participate in community service.

### Linden Dress Code:



- We ask students to make choices within a framework of appropriate clothing for going to school/work.
- Students may wear any coloured clothing including blue jeans.
- No clothes may have holes, and pants/shorts should not be cut-off. Beachwear (e.g. belly tops, cut-off or short shorts) is not allowed.
- Students may NOT wear clothing with logos (e.g. advertising). Words are acceptable provided they convey a positive, non-trademarked message.
- After two warnings from a principal for dressing out of the school dress code, students will be a) instructed to change into available clothing from the lost and found or b) sent home to change
- The Physical Education uniform consists of: **athletic shorts (minimum mid-thigh length) or athletic pants, a t-shirt (with no writing; no tank tops), a sports bra (if appropriate), proper running shoes (not fashion sports shoes like Puma® or Converse®), sport socks, a water bottle (labeled with student's name), long hair tied back, removal of jewelry, deodorant (kept in locker) and a small towel (to use at the end of class).** When classes are held at the park in the spring, fall and winter months, these things will also be required: **sunscreen and/or a hat, long sleeved t-shirt or sweatshirt, gloves, lightweight athletic jacket.**

### Homework Guidelines

| Grade | Hours of Homework Per Night* |
|-------|------------------------------|
|-------|------------------------------|

|       |                        |
|-------|------------------------|
| 1-4   | up to 45 minutes       |
| 5 & 6 | 1 hour                 |
| 7 & 8 | 1 hour 30 minutes      |
| 9     | 2 hours                |
| 10    | 2 hours and 30 minutes |
| 11-12 | 2-3 hours              |

\* excluding reading for enrichment

### Re: typed assignments

Typed assignments must be **printed in advance** of the deadline. Students cannot count on computer availability for last-minute print jobs.

**Please do not email the office staff your assignments** as they are not able to print student work.



## ***Cheating, Plagiarism and Academic Misconduct***

The Linden School teaches integrity and honesty. This means that each student is expected to be responsible for her own work, and is expected to acknowledge the work of her colleagues and others. Students are taught the meaning of plagiarism, and by the high school level, any form of plagiarism is unacceptable. Consequences of plagiarism will be determined on a case by case basis.



### ***Language / Actions:***

- Swearing and the use of inappropriate words in speech or songs is not acceptable at Linden. Insults, disrespect, other harmful words and actions and any forms of harassment disrupt learning and teaching in a school community, and are therefore not acceptable.
- Such behaviour may result in suspension.

### ***Violence:***

- Violence, or threat of violence against another person, is unacceptable. Failure to comply with this policy will result in suspension.

### ***Illegal Substances:***

- Students found in possession of illegal substances or in the company of students who are in possession of illegal substances will be suspended. Parents will be informed immediately.

## ***Relational Aggression Policy***

### ***What is it?***

Relational aggression is a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of physical or emotional aggression, and create a poisonous dynamic between students (adapted from Barbara Coloroso's *The Bully, The Bullied, and The Bystander* (2002)).

Relational aggression runs counter to all of our values. We train our teachers to understand and to be vigilant in observing the girls' behavior. We educate our students to recognize and to respond to the behavior of a bully by:

- Encouraging the girls to talk with trusted adults.
- Teaching the girls assertive and clear expression.
- Teaching that each of us needs support
- Teaching the girls that we all have a responsibility for stopping bullying
- Asking parents to communicate openly with the school.
- Asking that you tell us if you have any concerns about



### ***How will Linden faculty and staff address it?***

Relational aggression is not acceptable behaviour at The Linden School. It is important to note that conflicts and hurt feelings are part of everyday life and are not what is being addressed here. Relational aggression is characterized by a deliberate intent to harm. It is subtle, and often hard to detect by adults and those not directly involved. Therefore, any potential incident of relational aggression reported by a student, parent, faculty or staff member will be taken seriously and investigated accordingly. Any student who is affected by relational aggression should discuss these concerns with any faculty or staff at Linden in order to be supported in addressing the issue.

The process for addressing this issue will involve a restorative justice problem-solving approach. To this end, the protocol will involve the following measures:

1. Information-gathering: Administration will speak with parents, students, and faculty and staff to gather pertinent information. Parental support and engagement, facilitated by the school, is an essential component of this entire process
2. Problem-solving process: The restorative justice model requires the following four steps:
  - Recognition of the problem
  - Ownership and Responsibility
  - Righting the wrong
  - Reintegration
3. Disciplinary action: Administration may take disciplinary action where warranted.

### ***When and where does this policy apply?***

This policy includes interactions including but not limited to the following environments:

- On The Linden School property
- On-line communities (including Facebook, Twitter, blogs, etc...)
- Cell phone communications (including texting)
- Off-site interactions, even outside of school hours, may become subject to school intervention if it is deemed that they are affecting the school environment

## ***Student misconduct and discipline***

Discipline is the act of teaching a student how to become responsible for her own actions in a way which is healthy and helpful to both herself and others. The Linden School seeks to find a learning opportunity in every situation which will enable each girl to become a more fully responsible and able member of her community.



Therefore, when a student misbehaves at Linden, damaging herself, her colleagues or her learning environment, we seek resolutions through the involvement of the victims, her friends, her peers, her parents and her teachers, which might enable her to learn from her mistakes and to offer reparation to anyone she has harmed.

Classroom teachers incorporate both individual and class teaching about the need for maintaining courtesy standards and responsibility into their daily practice. Both guidance and administration regularly counsel girls about daily exchanges, behaviour and misconduct at Linden. Parents are routinely contacted when a faculty member deems that a student needs her family's support. The school, however, will always support a young person in her first steps toward correcting errors of action or omission on her own, and we ask that parents trust that their daughters are able to solve initial problems with school support.

When a student behaves in a fashion which brings into question her own or others' safety; when she, by her language or actions, threatens the learning environment of anyone in the Linden community or beyond; when she disobeys the law, sells, possesses, or consumes alcohol or drugs; then parents are informed immediately. In extreme cases, these instances are brought to the attention of the administration, and communication will continue between the family and the administration. In such cases the discretion as to the appropriate consequence rests with the administration, in consultation with faculty, parents and the student. The student may be suspended or expelled.

Notice of suspension or expulsion will be placed in the student's Ontario Student Record. (In some cases the police may have to be informed.) In such extreme cases, the school will work closely with parents and the student in order to ensure that facts are collected and reviewed, and that parents have the opportunity to have input into the decision-making process with the understanding that The Linden School's best interest and the learning environment at Linden are always paramount.

## Re-Registration

The Linden School reserves the right to refuse re-registration as a result of a student's failure to achieve academic success or her failure to abide by school expectations.

## Communications at Linden

### Attendance

- 8:30 AM Attendance is taken in the homeroom
- 8:40 AM First class begins
- Girls not present at attendance at **8:30 AM** must sign in at the Office. Parents of students who have not reached school by 9:00 AM will be called as soon as the attendance process is completed.



### Absences/Lates: Call 416-966-4406 ext. 10

- Please leave a message at **extension 10** if your daughter will be late/absent.
- Students who have to leave the school for a doctor's appointment must provide the school office with a signed letter of permission from their parent/guardian.
- Students must sign out when they leave for an appointment and sign in again when they return.
- Parental support is requested to encourage students to leave home in sufficient time to reach school before 8:30 AM.
- Students coming in late to school more than twice in a single month will meet with one of the principals to discuss reasons for lateness and to set goals for punctuality. Following the meeting a note will be emailed to the parent/guardian. Late arrivals disrupt class focus. When arriving late please encourage your daughter to enter the classroom quietly. Consistently arriving to class on time is a great way to demonstrate your respect for students and teachers.

### Student Compulsory Attendance at School Events

- **Attendance during final examinations and end of term activities is mandatory.** Students missing an examination due to illness will be allowed to schedule a make-up examination after the examination period is over. A physician's note must be provided. Students are not allowed to write examinations **before** the examination period has begun.
- **Attendance is required at the following compulsory school events:** Science and Technology Fair, Art Show, class drama/music evenings as scheduled, Festival of Lights, and Celebration to Greet the Summer. Please ensure that you note the dates on your calendar and make the necessary arrangements for your daughter to be present. We encourage parents to support their daughters by attending these events as well.

### Extended Absence

- If your daughter will not be in the school for an extended period, i.e. in excess of 3 days, please advise your daughter to contact **Guidance at ext. 21** to create a plan whereby she can independently cover the basics of the work covered during her absence.
- Please note, however, that in our collaborative pedagogy it is not possible to replicate the classroom experience. Each elementary student is assigned a homework buddy who will endeavour to keep her aware of class progress. Senior students are responsible for consulting their classmates about missed work.

### ***Illness at School:***

If your daughter takes ill during school hours, she is required to inform her teacher and a member of the front desk staff. A front desk staff member will call you to ask you to make arrangements for her to go home. If your daughter calls you directly, please advise her that she must go to the front desk and have an adult speak with you.



### ***Medication at School:***

- By law, only doctor-prescribed drugs can be administered by our staff. If you feel the need to send other medication (Advil, Aspirin, antihistamines etc.), please ask the front desk for a "Staff Administration of Medication" form. Please complete the form and return it to the front desk.
- We require that all such medications be retained in the school office.
- We also require that permission to dispense pain medication to a student for headaches be given on the school's Medical Form.
- If your child requires more than basic care such as a band-aid or pain medication, you will be contacted; if you are unavailable a physician will be consulted.

### ***Lice:***

If there is an outbreak of lice, the administration may determine it is necessary to contact outside professionals (i.e. The Lice Squad) for assistance. If this is the case, every student must get checked and any student found with lice or nits will be sent home as discreetly and as soon as possible. To return to school, a student must present a note from either a doctor or lice-elimination professional stating that she is lice- and nit-free. The student's head may also be inspected by an administrator or designated staff member.

### ***Emergency Phone Messages & the Notice Board:***

- The Message Board in the Front Office (next to the front door) is where phone messages from parents, news updates on club meetings and class schedule changes are posted.
- Students must read the message board in the morning and at the end of the day. We are not responsible if a student does not pick up her messages. Students in grades 1-6 have messages delivered to them. Please use this system for **emergency or urgent messages only**. All after school arrangements should be made the night before as much as possible.



### ***Student Telephone Use:***

- Students may not leave class to use the telephone.
- Students may request to use the office phone in an **emergency only**. **All after school arrangements should be made the night before as much as possible.**
- If a student takes ill during the day, she must notify the school office/her teacher. Staff will phone parents if their daughter needs to go home. This call must be placed in the school office.
- Students are asked not to contact you directly via cell phone regarding illness.
- If your daughter calls you from her cell phone about an illness, please direct her to inform Gloria at the front desk.

### Cell Phones:



- Cell phones are **not** permitted for any reason in classrooms, hallways or during school events, including field trips. Students must leave the school building during an appropriate time to use cell phones. Appropriate times include the lunch period or the end of the school day.
- Cell phones must be kept locked in the students' lockers during the school day.
- Misuse of cell phones will result in the phone being confiscated and returned at the end of the day. In cases of excessive misuse, phones may be held for a week.

**Calendar, Updates, Notices and Permission forms are available for viewing / downloading at our website:**

**<http://www.lindenschool.ca>**

**Please check this site frequently for updates.**

### Notices regarding:



- Event invitations
- Updates
- Schedule changes
- Field trip permission forms

will be emailed to you or sent home with your daughter. We encourage you to remind your daughter to give you all notices sent

**NEW: Locker Damage Policy**—As Linden continues to make improvements to our building and materials, it's important that care for these investments is shared by all students and faculty. We began replacing older lockers in 2010-2011 and will continue to do so in the upcoming years. Each locker is assigned to a student and is the responsibility of the student to care for the locker during her time of use. ***Damages caused by writing on the lockers, using duct tape or other adhesive materials will be charged to the student.*** As this is a new policy we ask that you ask any clarifying questions at the beginning of the year. We hope that this additional measure will help to ensure the upkeep of the school's appearance and our investment to improve our shared equipment.

### Locker Security:

Students are **required** to purchase locks for their lockers and to keep all valuables locked when not in use. Wallets, cell phones, personal music devices, computer games etc. are expected to be locked in the lockers during class periods. Students must develop a habit of locking their belongings, not tampering with each other's lockers, and not asking anyone else to open their locker for them. Locker combinations or keys should not be shared.

### ***Faculty/Family Conferences***

Conferences are scheduled twice during the academic year (see the Linden calendar). We strongly encourage students to attend these meetings with their parents. These meetings are an important part of your daughter's learning; therefore, please hold these dates free in your calendar. The conferences may provide the only opportunity for you to meet with all of your daughter's teachers.



### ***Parent/Faculty Communication***

It is school policy that if a parent or student has a concern in a specific subject area, that person should contact the **subject teacher first**. The school has assigned each subject teacher (except for a few part-time teachers) her or his own voice mailbox at specific extensions (listed on the last page). We remind you that the faculty are in classrooms, study hall, supervision and co-curricular activities for most of the day; therefore they will return your call within 48hrs.

Alternatively, you may email us at [linden@lindenschool.ca](mailto:linden@lindenschool.ca) and your message will be promptly delivered to the faculty.

### ***Your Daughter Forgot Something at Home***

We teach our girls to problem-solve, so we discourage you from automatically bringing forgotten items and lunch. Forgotten assignments will earn a late penalty when applicable—and will be remembered next time. In this way, girls learn to assume responsibility for their own learning and work towards becoming confident and capable young women.

**However, when delivering essential forgotten items, please leave them at the Reception Desk clearly labeled, where they can be picked up.**



### ***Emergency Closing***

If it becomes necessary to close the school due to extreme weather or other conditions, or if the authorities request an evacuation of the school:

- A message will be put on the school's voice mail.
- A message will be given to CBC radio for early morning broadcasting if the school will be closed for a day.
- Parents will be contacted at the numbers given to the school on the Emergency Form in the event of an early closing.

## Safety and Security



The Linden School has a legal responsibility to care for our students with due diligence.

- Under the Child and Family Services Act, we have an obligation to report all incidents of suspected abuse or neglect. Any faculty member who has reasonable grounds to believe a child is at risk must contact the Children's Aid Society, who will in turn contact the child and the family.
- The Linden School complies with all legislation regarding the well-being of children. Linden faculty are informed by the Principals of their responsibilities according to this legislation.
- We maintain communication with the police department and are part of any safety programmes they might have.
- **Students may not sign out at recess.**
- **Students in junior grades may NOT sign out at lunch.**
- Grades 1-6 eat supervised lunch in the school (or in the park, weather permitting). We require students to go to the roof or to the park for part of their lunch period with a supervising teacher.
- Grade 7s may sign out in pairs to purchase lunch. **Students must return with their lunch to eat in the lunch room, but must sign out and in again legibly.**
- Grade 8s may leave school in pairs to have lunch outside or to sit in the park. Grades 9-12 may go out alone, but must sign out and in again legibly.
- **Students in Grade 9 and up who decide to eat lunch in the school may do so ONLY in designated lunch rooms.**
- No one is permitted to go to the ravine alone.
- Parents taking their daughter out for lunch should advise the school by phone/email or by note.
- All students must sign in and out LEGIBLY whenever they leave the school.
- If anyone other than the persons named in your Registration Form will pick up your daughter after school, please notify the school.
- Students should use the West door to exit only at the end of the day — please enter only through the front door.
- For our safety, the West door is monitored and alarmed. The front door is always locked and students, families, and visitors will be welcomed by reception.
- We have 2 lockdown drills and 2 fire drills every semester so that students and staff will be prepared to use these procedures should the need ever arise.

### **Computer & Internet Use Code of Ethics:**



\*Students using school computers, the Internet, and electronic devices must observe the terms of this code of ethics, which must be agreed upon and signed by both the student and her parent/guardian.

\*The download of ANY type of executable files, programs or "chat" clients (e.g. audio/video/flash players, MSN Messenger, etc) is prohibited.

\*Students are permitted, and in some cases encouraged, to use laptops for class activities; however, inappropriate use of laptops may result in the loss of this privilege.

\*As with all sources of information, text, pictures and data from the Internet must be acknowledged in student work.

\*Students will have access to wireless but all usage must observe the Linden School Computer and Internet Use Code of Ethics.

\*Students who use computers for exams will be required to use the school computers.

### **Email**

Please ensure that you keep your email address **current** at the school. Email has become an essential form of communication between the school and the families.

### **Lunch Routines: Grade 7 & up**



> Students in these grades have permission to sign out at lunchtime to purchase lunch. In order to ensure that students practise recycling and to reduce waste, we ask that students NOT bring or purchase food which comes in non-recyclable containers, e.g. Styrofoam.

> All students in grade 7 MUST eat any lunch, either brought from home or purchased, in the gym lunchroom.

> All lunches are to be litterless. Please ensure lunches are sent in reusable containers with students names written on them.

> Students in co-curricular activities must be back in the school within the first half hour of lunch so that they finish in time for their activities. For students in grades 7 and up on Monday, Wednesday and Friday, the first half of lunch is 11:40pm –12:10pm and 12:20pm-12:50pm on Tuesdays and Thursdays.

> If they must purchase a lunch, it would be best to do so in the morning before school starts.

> We have only two microwaves available at lunchtime so it is essential that students bring lunches that do not require heating or only minimal re-heating and which do not produce non-recyclable garbage.

> Please ensure that lunches DO NOT include candy or gum.



### **Hot Lunches**

Please pre-cook all microwaveable food and, if possible, send it to the school in a thermos.

As there is insufficient capacity for each student to cook food within the lunch period, the microwaves can only be used for 1-2 minute warm-ups.

## ***Before and After School***

- The building is open from 8:00 AM to 5:45 PM.
- All students staying after classes at the end of the day **must** sign in at a specific club, at Study Hall, or at the After School Care Programme, and sign out when they leave.
- Students in grades 7-12 may work in **Study Hall** (Monday-Friday) from 4:00-5:00 PM.
- Only students involved in a supervised activity may be in the school after 4:00 PM.
- Students in grade 1-6 not picked up by 4pm will join Aftercare. A \$10 charge per day will apply.
- Students in grades 1-6 must either register in the AfterSchool Care Programme (see page 19) or leave the school by 4:00 PM.**
- All After-School Care students must be registered in advance.**

### ***Pick-up & Parking***

- The last class ends at 3:40 PM, after which there is a 10-minute homeroom time for classroom clean-up to ensure that all homework is packed. Your daughter must be in homeroom.
- **Please do not come to the school before 3:50 PM** as there is no parking and you may be ticketed. Stopping for 5 minutes to pick up your daughter is permitted, but the police department will ticket if you park (even if you remain in the vehicle) in excess of 5 minutes. Therefore, when you stop outside the school for any reason, please place The Linden School pick-up/drop off notice on your dashboard. This may help to prevent ticketing.



## ***After School Care Programme***

- Students in grades 1-6 may stay in the After School Care programme, which runs from 3:45 until 5:45 PM daily.
- If a student plans to join this programme after 3:45 PM (because she has other co-curricular activities, such as music, athletics and drama, which run till 5:00 PM) the student must inform Amy before 3:45 PM so that she may plan her schedule accordingly.
- In good weather, students registered in the After School Care programme will be taken to the roof or the park, returning to the school by 5:00. All students must go to the park, so please arrange your pick-up accordingly.
- **All After School Care students must be registered in advance.**



## **Diploma Requirements**

Students graduating from high school must fulfill the requirements for high school graduation as described in the *The Linden School Course Calendar*.

### **Grade 8 Linden Graduation Diploma**

The awarding of the diploma is based on a student's involvement in all aspects of the Linden programme and in keeping with the mission statement of The Linden School. A Linden Diploma will be awarded to students upon the completion of Grade 8 when over the course of Grade 7 and 8, a student has:

- Successfully completed the academic programme.
- Completed 10 hours of community service in school (Out of the Cold does not meet this requirement). You can see Kate McEvenue to learn more about which activities meet this requirement. These hours cannot be included in the 40 hours required for high school graduation.
- Participated in two terms of athletics.
- Participated in 1 year of Band and/or Drama and/or Art Club and/or Yearbook.
- Participated in two terms of a social justice activity (e.g. social justice club, recycling) or some leadership initiative in keeping with The Linden School's mission.

## Field Trips

The academic programme at Linden is regularly enriched by field trips to galleries, the Ontario Science Centre and other educational sites. On these occasions, students are required to have parental consent in writing. The school will inform parents of the details of safety practices on these trips and request that parents talk with their daughters about the safety practices prior to the specific field trip.



All our expectations of student behaviour at The Linden School extend to field trips.

## Allergies

### The Linden School is a nut-free environment.



Knowing that some of our students have food allergies, sometimes severe, we request our students not to bring nuts or nut products in their lunches or snacks.

It is the responsibility of each family to inform the school on the Medical Information form about any allergies. This information will be communicated to the girl's teachers and will accompany her on any field trips.

We ask parents to teach their daughters to ask about ingredients which may be harmful to her.

**The Linden School is also a scent-free environment. This policy includes "natural" products such as patchouli, tea tree and other essential oils.**

## Environmental Awareness

Linden has an active recycling programme organized and maintained by faculty and student volunteers.

This committed group educates students about the whys and hows of caring for our environment.

We ask for the active co-operation of students and families as we endeavour to reduce our garbage, re-use all possible containers and supplies and recycle with real commitment.

Please encourage your daughter to return home with her **reusable lunch containers**.



## Life at Linden

### Families

Each student at Linden belongs to one of 12 families.

**Amina**  
**Ataksak**  
**Athena-Libra**  
**Hestia**  
**Hypatia**  
**Keresan**  
**Kuan Yin**  
**Nungui**  
**Nuwa**  
**Sarasvati**  
**Sojourner**  
**Sophia**



Ask your daughter to tell you about her family and its story.

The family structure, which is **cross-graded**, gives girls the opportunity to both practice and watch **leadership** develop, and to experience play and communication beyond their peer group.

Families are responsible for organizing and presenting one greetings and one all-school activity.

In families, students challenge and compete with each other in lunchtime activities and add to the excitement of Spirit Week.



### ***Class Changes***

Instead of using bells we rely on the synchronization of clocks to note the end of class periods, recess and lunch.

### **Homework Agendas**

These agendas are required for each student and can be ordered through Squibb's Stationers (Tel: 416-241-5801).

For students in the Intermediate years, we recommend you check the agenda with your daughter at least weekly; for students in the elementary grades, we recommend you go over it nightly.

### **Homework Buddies**

During the school's first week, elementary classmates will be paired with another "**Homework Buddy**".

When a student misses school and needs to find out about home- and class work, she should contact her homework buddy.

Senior students are responsible for consulting their classmates about missed work.



### **Digital, Video Camera, and Computer Equipment Use Contract**

We are training students in the use and care of digital and video cameras, and ask students to be responsible in their handling of this equipment.

Students will be asked to sign out the camera for out-of-class use.

Similarly, a professional attitude towards Linden computer equipment while in class is expected. Computer equipment is delicate; students may be held liable for any damage caused by misuse of keyboards, mice, CPUs, monitors or imaging devices.

### **USB Keys**

Students should use a USB memory key to make backup copies of their class work—see the supply list that was distributed with report cards for information.



All students are expected to make frequent back-ups of their data and to be responsible for looking after their USB keys and other computer-related equipment.

### **Library/ Prop Room Use**



- Linden students use both the Deer Park Public Library and the Toronto Main Reference Library. The Nancy Ruth Library acts as a supplement to these general resources, and enriches the curriculum by providing sources which respond to our question: "what happens when you put a girl in the story?"
- Our Birthday Book programme offers parents a chance to honour their daughter within the community whilst strengthening this resource. The Nancy Ruth Library is entirely run by volunteers, and always welcomes help.
- Students are required to sign out all materials borrowed and are notified of overdue books.
- Students will not be permitted to write examinations until all library material is returned/replaced.
- If a student borrows an item from the prop room and loses it, or it gets damaged in her possession, she may be required to replace the item.

### **Lost and Found:**

The Lost and Found is located inside the basement kitchen. Valuable or fragile items found will be kept in the school office.

Found articles will be displayed near the end of each term. If unclaimed, they will be donated to a charity.

Any questions or comments should be directed to Amy Roth.



### **Attendance at Linden Events & Audience Behaviour**

- Students are required to be present for an entire evening performance, except in extenuating circumstances.
- Just as your daughter needs the support of her family, her friends and her colleagues, so too do the students who appear last in a programme. Students and parents are expected to be supportive of all students who are presenting.
- We require that all cell phones be turned off during performances.
- At Linden, we all participate in stacking the chairs and tidy up together after an event. If your daughter is performing, she is expected to help clean up until everything is back in its place. You are welcome to help!

## 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

Kate McEvenue Ext. 21  
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

Kimberly 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

Deidre MacPherson Ext. 54  
Elizabeth Forbes Ext. 24

### Primary/Junior Core

Beth Alexander Ext. 58  
Christine Devon Ext. 61  
Soteira Hortop Ext. 63

### 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:

Suzanne Tompkins [admissions@lindenschool.ca](mailto:admissions@lindenschool.ca)

After school care and Lost and Found:

Amy Roth [amy@lindenschool.ca](mailto:amy@lindenschool.ca)

Fees and payment schedules:

Nancy Hurst [reception@lindenschool.ca](mailto:reception@lindenschool.ca)

Guidance, courses, transcripts:

Kate McEvenue [guidance@lindenschool.ca](mailto:guidance@lindenschool.ca)

Lates/Absences/questions re: events, etc:

Gloria Gauthier [reception@lindenschool.ca](mailto:reception@lindenschool.ca)

Volunteering/Communications:

For all other inquiries, please email [linden@lindenschool.ca](mailto:linden@lindenschool.ca) with the following person's name in the subject line.

|                           |                                   |
|---------------------------|-----------------------------------|
| Academic progress:        | [the subject teacher]             |
| Athletics:                |                                   |
| 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](http://www.squibbsstationers.com)

The school calendar, permission forms, updates, notices and activities will be regularly posted on our website: [www.lindenschool.ca](http://www.lindenschool.ca)