

The Linden Student Handbook 2011~2012



Rules: what they are, & why they exist!



Linden is a small community of learners in which we can all learn better with more fun and fewer tears, if we follow a few simple rules. Here they are:

It may seem obvious, but here it is...

All Linden School students are expected to obey Federal, Provincial and Municipal Laws.

The Linden School expects all its students to behave with **honesty** and **integrity**. The school rules are based on this trust which has been placed in us. We share a small school, and we need to look after each other as well as the space we live in. The most important rule at Linden is that **learning has to take place**. This happens when we respect each other and each other's property and when we contribute to an atmosphere that makes learning possible.

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.

Dress Code:

We may wear any coloured clothing to school including blue jeans. No clothing may have holes. No short shorts, midriff tops or cut-off shorts or pants may be worn. We may not wear clothing that has any logos, slogans, messages or pictures which promote any business, organization or idea. Our clothing may have words provided that they convey a positive, **non-trademarked** message that promotes ideas which are part of our mission. For example, the words "peace" or "love" are acceptable.



There are two reasons for such strict rules on wearing clothes with advertisements. First, clothing can represent class. As the mission states, we incorporate the principle of equality. When someone wears something which shows how much money they spend due to the logo, it breaks the principle. Second, by wearing clothes with advertising, we are essentially paying more money to the company for advertising its products for them. As for the rules about no rips or holes, and no midriff, some clothes are only appropriate for the beach or for relaxing at home or on the weekends. At school, we are asked to dress more professionally so that our minds are on our work rather than on our clothes.

Everyone Can Make a Mistake ...

At Linden we are encouraged to take on responsibility, to have ideas, to try new things, and to take risks.

Teachers know that we will make mistakes and that learning from them is important.



Most mistakes can be fixed with help and with work. Linden is really good at helping us to fix our mistakes and to learn from them.



However, if any one of us behaves in any way which involves breaking the law, or which hurts or could endanger someone else or ourselves or someone's property, then we can expect our parents to be informed and the consequence to be serious.

This may ultimately include involving the police, suspension, or even expulsion.

What Did You Say?

You do not like to be called names, to be sworn at or to be made fun of.

Guess what?

Neither does anyone else.

At Linden, swearing is not acceptable, and insults, hurtful and hateful words and actions are equally unacceptable.

In fact, if we swear at or harass anyone, we may be suspended.



So What is Relational Aggression?

Relational aggression is any activity when someone uses power acquired through popularity, money, looks or physical size to frighten, intimidate, threaten, bribe or exclude another person.

We all know that friends are important, and none of us wants to tattle, but we need to do our best to make sure that no one at Linden is harmed by relational aggression.

What do we do?

If you feel you are being affected by relational aggression, you should discuss these concerns with your parents or with any faculty or staff at Linden in order to be supported in addressing the issue. In addition to talking to a trusted adult, you can talk to your friends. Remember that everyone needs help at times.

Relational aggression is not acceptable behaviour at The Linden School. Any potential incident of relational aggression reported by a student, parent, faculty or staff member will be taken seriously.

When and where can relational aggression happen?

- On The Linden School property
- Online communities (including Facebook, twitter, blogs, etc.)
- Cell phone communications, including texting
- Outside of school

It's Party Time

No one likes to be left out. So... at Bat Mitzvahs, birthdays and sleepovers, make sure that you invite everyone in your class; if your parents give you a limit, please only invite a few individuals from your class.

In this way, no one will feel excluded.

Please do not leave only one or two people out of your party. (That would be exclusion ... what bullies do.)

No Gum Chewing! No Scented Products! No Nut Products!

Because we seem to be unable to avoid putting our gum in silly and disgusting places like in our desks, on the walls and pressed into the rugs, The Linden School is a NO GUM CHEWING ZONE!!! Anyone who forgets this is automatically volunteering for the school gum clean-up crew.

Linden is also a scent-free and nut-free zone. Many of us are allergic, so please do not wear scented products or bring nuts or products containing nuts to school. This includes "natural" products, such as essential oils.

Expectations:



In The Classroom:

In the classroom, we must participate attentively, have our homework complete, have all materials ready for class in the classroom, be punctual and show we are listening through eye contact, posture and questions for clarification. We may not chew gum, eat or drink, and we should not interrupt.

The reasons for these rules are simple: if we are doing something which causes learning to stop taking place, it's not proper classroom behaviour. This incorporates the principle of learning in a community of learners.

Those of us in grades 1-4 are expected to spend up to 45 minutes on homework nightly, and grades 5-6 are expected to have 1 hour of homework each night. Those of us in grades 7-8 are expected to have 1 hour and 30 minutes of homework. If we are in grade 9 we are expected 2 hours, in grade 10, 2 hours and 30 minutes and grades 11 & 12, 2-3 hours.

Late Work Policy:

The late work policy is being revised by our teachers and will be shared in class.

Co-Curricular Activities and Community Service:

Any of us in grades 4-12 must participate for at least one hour per week in a co-curricular activity. A record of each of our co-curricular commitments and community service becomes part of our year-end reports. Those of us in grades 7-12 **MUST** participate in community service.

In The Lunch Area:

In the lunch area, we are asked to eat sitting down, using our best restaurant behaviour and using a moderate "inside voice". No eating is permitted in the classrooms, library, or computer room.

We must clean up the mess we make or find, respect others' need for space and put all food garbage in the garbage. Bottles and plastic containers go in the blue bin. **DO NOT bring Styrofoam containers into the school.** We package our lunches so that we do not create garbage and take home any food that we do not eat. If we go out to purchase food, we must only bring back paper-wrapped food. If we need a container to get food, we take our own plastic one to the restaurant.

WE MUST HAVE LITTERLESS LUNCHES!

We are each responsible for maintaining an environment in which every person feels welcome and relaxed to eat in. We can achieve this by cleaning up spills, putting away dishes, and keeping noise and space considerations in mind—even if they are different from our own.

In the Hall and at Lockers:

We must respect the privacy and property of others, keep our lockers tidy and shut, use appropriate voices and actions, and not open the lockers of others.

No stickers, signs, etc. are permitted on the outside of our lockers.



The reason for these rules is that we must respect other people. Other classes may still be going on, so it is important that it's quiet in the halls at all times. As for the stickers, they're really hard to get off, and the student using our lockers next year might not want them on the locker. The outside of a locker may be decorated on the owner's birthday but only for 1 week. The decorators are responsible for removing their decorations completely and on time.

We often have guests.

If we see someone whom we do not know, or who appears to be looking for someone, we are to ask "Can I help you?" We are expected to help welcome our guests, and to help them find the person they are looking for. If we do not know the answer to the guest's question, then we should make them comfortable in the Reception area and find Nancy or Gloria to assist.

By following these rules, we will contribute towards making the visit much more pleasant for the guest.



All visitors to the school are asked to sign in at the front desk and to inform Nancy or Gloria of their presence. They will be given a visitor's badge. If we see someone in the school and don't recognize them, we need to advise the front desk staff or the administration immediately.

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, we must:

- Be punctual.
- Turn off our cell phones.
- Not walk in and out of the auditorium during the performance (if we must use the bathroom, do so during an appropriate break in the programme).
- Be an attentive audience member.
- Stay until the end and help to clean up after the event (e.g. stack chairs or pack up props etc.) AND get our parents and friends to help too.

Safety Rules:

If we are in grade 8 and up, we may go out at lunchtime in pairs to get lunch or sit in the park, unless there is a scheduled All School Activity at lunch time. **We may not go to the ravine.** Everyone leaving the school must sign in and out at the front desk. No sign-out is permitted at recess.



The reason for signing in and out at the office is that, in case of an emergency, someone will always know where we are.

Remember: Those of us in grades 1-7 must eat in the lunch area. Grade 7s can go out in pairs to buy lunch if the office has parental permission on file. **No sign out is permitted at recess.** After school, if we are not involved with a teacher-supervised activity we must sign in at aftercare (grades 1-6) or Study Hall (grades 7-12) and sign out when we leave.

Smoking is forbidden. Possession and/or use of alcohol or drugs is forbidden. Physical, mental and verbal abuse, as well as vandalism, theft or violence of any sort, are all forbidden.

Doors: The front door is the main entrance to the school and should be the only door we use to enter the building. The West door may be used to exit the building at the end of the school day only. For our safety, the West door is monitored and alarmed. The front is always locked and students, families, and visitors will be welcomed by reception.

Procedures:

Spares and Mandatory Attendance:

Attendance is required for all Greetings (Tuesdays) and All School (Wednesdays) events, regardless of spares. Students in grades 10 and up may come in late if they have a spare in the morning, but must not miss Greetings or All School; they may also leave school early if they have spares at the end of the day. **We must sign in and out whenever we leave the school during our spare, or if we are late because we had a spare. We must remember to sign in and out at the office if we have an appointment or come in late. Otherwise, the office staff won't know where we are and will have to call our parents.**

Greetings:

On Tuesday mornings, the whole school gets together in the gym from 8:30-8:40 a.m. to discuss important issues and make announcements. Each grade will lead one thought-provoking Greetings each year. So remember, we start early on Tuesdays.



All School Activities:

Every Friday, students gather in the gym for an All School activity. Activities include playing games such as Capture the Flag or discussing local, national or global concerns. Each grade and family hosts one All School per year.

Families:

In order to get to know each other, we are all placed in a “family” when we arrive at Linden. Each family has a name (for example, Amina) and there are usually about 15 students in a family, from a mixture of grades. One or two faculty members lead the family in planning Greetings and All School Activities together, and getting together for other activities.

This year, Nasrin, Ruthie, Lindsay and Soteira are in charge of All School activities. If we have a suggestion concerning these activities, we can speak with them about it.

Exams:

Grades 7-12 take exams at the end of first and third terms (December and June). Attendance is mandatory for exams. If we miss an exam due to illness and have a note from our doctor, we will be allowed to schedule a make-up examination after the exam period is over. No one is allowed to write an exam before the examination period. There is no talking aloud during an exam period, and no bags are permitted in exam rooms.



Absences/Lates:



Attendance is taken at 8:30 a.m., and the first class begins at 8:40 a.m. If we are going to be late, we must make sure a message is left with the office, at **416-966-4406 extension 10**, to inform the school. If we need to leave the school for an appointment during the day, we must bring a note of permission signed by our parent/guardian and sign in and out at the office. When arriving late, we must sign in at the office and take a late slip to give to our teacher. After being late 3 times, we are required to bring a note home from the principals and have it signed by our parent/guardian. Our parents will be asked to help us if lateness becomes a habit.

Late arrivals disrupt class focus. When arriving late to class please enter the room quietly. Consistently arriving to class on time is a great way for us to demonstrate our respect for our peers and teachers.



Homework Buddies (Grades 1-8)

Once in a while, we may find that we have misplaced or forgotten our agenda. Or maybe we've been away for a week, or sick for a few days. To keep us on track, we have a system called Homework Buddies. Members of a class pair up and act as a backup agenda—someone to tell us about our homework and assignments. It would be very helpful if everyone would call their homework buddies rather than the office, as it can be a burden to the office faculty.

So Who Wrote This Part?

We all know that what we write and what we say is very important. Everyone else feels the same way. It's not okay to copy someone's work; that is called cheating. AND it's not okay to use the words from a book or the Internet without saying who wrote them; that is called plagiarism. Linden teachers are smart. They want our own work, and they want to know when we are quoting from someone else's work.

Computer Use, Internet Use & Typed Assignments:

When using school computers, the Internet, and other electronic equipment, we must observe the terms of Linden's Computer and Internet usage code of ethics (the sheet that we signed, along with our parents, at the beginning of the year). Remember: we must **not** download music, games and pictures on school computers or personal laptops when using the school's network.



Quoting sources: As with all sources of information, text, pictures and data that we find on the Internet and add to our assignments must be acknowledged in our work.

Printing work: If we choose to type assignments, we must ensure that they are printed in advance of the submission deadline (i.e. not an hour before the due date). Plan ahead! It would also be smart to make back-up copies of our work on USB keys, in case the original gets damaged and we lose all our data.

Laptops:

We are permitted (and sometimes even encouraged) to use laptops for class activities. However, inappropriate use of laptops in class will result in the loss of this privilege. While we are in school, our laptops are for school purposes only.



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

Those of us who use computers for exams will be required to use the school computers.



Phone Messages and the Message Board

The Student Message Board (next to the front door) is where emergency phone messages from parents, news updates on club meetings and class schedule changes are posted. All of us should read the notice board in the morning and at the end of the day. The faculty or staff are not responsible if a student in grade 7 or up does not pick up her messages. Students in grades 1-6 will have their messages delivered to their class.

In the case of an emergency, remember the front desk are busy individuals and do not have time to run after us. **We should make our plans BEFORE we come to school.**

Telephone Use:

We are not allowed to leave class to use the telephone, nor are we allowed to use the office telephone. Exceptions to these rules will be made in the case of an emergency. If we get sick during the day, we should notify our teacher first and then the front desk staff.



Not Feeling Well:

When we are not feeling well and need to go home, we should ask Nancy, Gloria, or another front desk staff member to phone our parents. An adult must make the phone call to our parents before we are allowed to go home.

Cell phones, Blackberrys and mp3 players

Cell phones and Blackberrys may only be used at lunch time, or after school. They should be kept locked in lockers (turned off) during the day.



Mp3 players (i.e. iPods) may only be used in the classroom for specific classroom-related projects, class spares (for quiet study in grades 9-12), and lunch time.

If used outside these parameters, electronic devices will be confiscated and given to the principals to hold until the end of the day. In the case of excessive abuse of the policy, principals may hold these items for a week.

Dates to Remember:

Festival of Lights



The Festival of Lights, which takes place just after the December exams, is a celebration of winter holidays and cultural festivals from around the world. It is a time when we come together to honour diversity in our community. **It is a required event for all students.**

Celebration to Greet the Summer

The Celebration to Greet the Summer, which takes place around the middle of June, right after the June exams, is really one big celebration. With entertainment varying from dances to plays to songs to slide-shows, this spectacular event also celebrates the grade 8 and 12 graduations. Each student will be involved in a performance and the grade 9 students will act as a stage crew for the production. **This is a required school event for all students.**



Science and Technology Fair

A few weeks into the beginning of term two, the annual Linden Science and Technology Fair takes place. During this time, each science student from grade 1-12 prepares a project on something having to do with science, math, or technology. Then, on the night of the Science and Technology Fair, parents, friends and family are invited to come and join the fun. We will all have prepared and organized a presentation for anyone who's willing to listen and learn.



Open House

During an Open House, anyone interested in learning about or applying to Linden is invited to come and visit and tour all the classrooms. It's tons of fun. If you would like to act as a tour guide around the school and are in grade 5 or older, just tell our communications coordinator so that your name can be entered in the schedule. If you would like your friends to see the school, please bring them to Open House.

Drama Evenings

Drama Evenings are events at which drama students, with the help of their drama teacher, present pieces they have prepared to parents and friends. Everyone is welcome to come and enjoy. We stay until the entire performance is over at Linden, because we all like to have an audience! If we are participating in the production, we stay to help clean up until everything is put back in its place.



French Drama Evenings

These evenings are almost the same as Drama Evenings, except the pieces are in French and are prepared in French class. The scenes are usually less complicated, as the point of the evening is to learn French, not acting skills.



Spirit Week

In March, the entire school participates in a series of themed activities constituting Spirit Week. Each class is a team and accumulates spirit points as a unit. The school is festively decorated and each day a more specific theme determines what the classes will choose as costumes and plan for competition and games (which take place during lunch in the gym). Spirit week is planned by the grade 12 class.

Person's Day

Grade 10 history students develop a programme to celebrate Person's day by inviting a speaker, creating a game or a dramatic presentation.



International Women's Day

Each year, Linden celebrates International Women's Day by enjoying a selection of fantastic presentations and performances by Linden staff and students, as well as the occasional invited speaker.

Week Without Walls

The Week Without Walls is a week dedicated to expanding the things we learn about to those resources beyond the school itself. It involves breaking down the walls and exploring places outside of Linden.



Outings

Classes take many outings during the year. Past outings have included The Science Centre, the Royal Ontario Museum, galleries, theatres, and more!

Art Show

In May, all of us who take Art present our work to the community. We get the chance to make a catalogue and display our work, like at an art gallery. In addition to the art being displayed, there are lots of other activities for our families and guests.



Physical Education

For safety and comfort reasons, the following is some basic Phys. Ed. information which every student should know:

Uniforms

We should always have our gym uniform in our locker, clean and ready to use. We should change from our everyday clothes into our gym uniform **at the beginning** of every PE class and back out of uniform **at the end** of the gym class.



The PE uniform consists of:

- athletic shorts (minimum mid-thigh length) or athletic pants
- a t-shirt (appropriate to dress code regulations), 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 your name
- long hair tied back
- removal of jewelry
- deodorant (kept in locker)
- a small towel to use at the end of class

Rosehill Reservoir Park:

When we go to the park in the spring, fall and winter months, these things will also be required:

- sunscreen and/or hat
- long-sleeve t-shirt or sweatshirt
- gloves
- lightweight athletic jacket

Library Privileges & Processes

The library works on a system that combines volunteer parents and an honour system by the students and faculty for signing out books when no volunteer is present in the library.



We may sign out books for a period of up to 3 weeks by signing our name and home-room class number on the book cards at the back of the book. Books can be renewed, if required. Books can be returned to the library itself or to the library box. Notices for overdue books are sent out on a regular basis. We will receive three reminder notices for each overdue item; if we do not return the item after receiving the third notice, our library privileges will be suspended until the materials are returned.

If the items are still not returned at this time, a final notice will inform us that we will be unable to write our term or final exams until the matter is resolved. Our parents will be informed of this decision by telephone. We may make an appointment with Dawn concerning any problem in this area.

Full Disclosure and Course Changes (Gr. 9-12)

All high school courses and grades are individually recorded on the student's Ontario Student Transcript. The **OST** will also show all course attempts and their results for Grade 11 and 12 courses. Parents and students over 18 may ask the Principals to use a special indicator to denote extraordinary circumstances for failures/withdrawals in Grade 11 and 12 courses.

N.B. The deadline for dropping a course without it appearing on the OST will be **five regular school days after the commencement of the second term**. Courses dropped after this date will appear on the OST as a withdrawal, as per the Ministry of Education and Training's full disclosure directive. Similarly, course changes **will not** be permitted after this date. Students wishing to change courses after the Course Option Sheets have been handed in must do so in consultation with a parent/guardian, the subject teacher, a guidance counselor and with final approval by the Principals.

Graduating students must fulfill the requirements for high school graduation as described in the course calendar.

Grade 8 Graduation Diploma

The awarding of the diploma is based on our 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 eight when over the course of grade 7 and 8, a student has met the following requirements:

- Successfully completed the academic programme.
- Completed 10 hours of community service; see Kate McEvenue to learn which activities meet this requirement. Linden's Out of the Cold program does not 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, Amnesty International, recycling or some other leadership initiative.



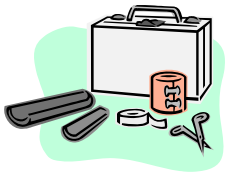
If you need...



To return permission forms and money to the school:

If we know of a specific teacher who is in charge of the activity/trip for which the permission form and money is being collected, it's best to hand her these items directly.

If we can't find the teacher, we can leave our forms and money in the "Permission Forms" box at reception.



Adhesive bandages, ice packs etc:

Please go to the front desk for assistance.

Props for drama productions or Spirit Week:

The Linden School has a prop room in the basement. If we would like to borrow something from the prop room, we have to arrange a time with a senior drama student for her to take us to the prop room to sign out items and then sign them back in when we return them. All props must be returned in the condition they were in when borrowed. If something happens to an item, we must inform our drama teacher and then arrange to replace the item.



To talk to a teacher:

Teachers have few spares. It is best to try and reach them during their extra help hours, in the second half of lunch, or at the end of the school day. Alternately, we can leave a note in their mailbox, which is located at the entrance of the staff workroom.



To seek guidance:



To talk to an adult about something that's bothering us or to help us figure out how to handle a situation, we can talk to our guidance counselor, Kate. She is always willing to listen and will keep whatever we tell her private. We can ask for an appointment to talk to her privately by leaving her a note in her mailbox or speaking with her directly.

NEW: LOCKER DAMAGE POLICY

As Linden continues to make improvements to our building and materials, its important that care for these investments is shared by all students and faculty. Linden 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 our responsibility as the student to care for our locker during our time of use. ***Damages caused by writing on the lockers, using duct tape or other adhesive materials will be charged to us, the student.*** As this is a new policy the principals ask that we ask any clarifying questions at the beginning of the year. We all hope that this additional measure will help to ensure the upkeep of the school's appearance and our investment to improve our shared equipment.



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 Student Handbook
was prepared by former Linden students
and is updated yearly by
the summer staff.

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