



THE  
**LINDEN SCHOOL**  
The Linden School Handbook  
for Students & Families

*Last Updated: January 2025*

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## About this Handbook

This handbook has been created for students and families alike, to assure a successful school year. Students will review topics relevant to them during the first week of classes with their homeroom teacher. Families may view at any time through the link to the document on our website.

From time to time, we may amend some of the content in this handbook. These changes will be communicated to both students and parents/caregivers in a timely fashion, and the most current copy will always be available from the above-mentioned link.

***We hope this guide will help you have a wonderful start to the school year!***

# Mission & Values

The Linden School is a socially-progressive community where innovative best practices in girls' education promote and strengthen student voice, well-being, academic excellence, and global engagement.

## Our Values

**Inclusivity:** We support a genuinely student-driven culture; students are empowered to actively seize leadership opportunities and confidently contribute to the making of our academic and social community.

**Diversity:** We work within an anti-oppression framework by approaching the curriculum from multiple perspectives; our academic inquiry includes equity and social justice issues from feminist and anti-racist viewpoints.

**Intellectual Risk:** We support respectful dissent and encourage an enthusiasm for inquiry and interdisciplinary exploration; we challenge ourselves and others through independent thinking, well-informed opinions, and critical debate.

## Linden Routines and Activities

### School Hours and Attendance

Our building is open from **8:20 am to 5:45 pm**. If students arrive between 8:20–8:40 am, they will be directed to their homeroom. Dismissal time for grades K–8 is 3:45 from Monday to Thursday, and 2:45 on Fridays. Dismissal time for 9–12 depends on individual schedules: please refer to the personalized schedule you will receive on the first day of school.

Attendance is taken at **8:45 am**; students must be in their first period class by this time. If a student is going to be late or absent, please inform the Front Desk (416-966-4406 or [reception@lindenschool.ca](mailto:reception@lindenschool.ca)) by **8:45 am at the latest**. This ensures our safe arrival program works efficiently. Parents/Guardians of students 16 years of age and older may opt out of the safe arrival program by submitting a note to the Front Desk. The Principal will contact caregivers of students who are chronically late.

When students arrive late, they must sign in at the Front Desk and then go directly to their class.

**Timetables** are provided to students on the first day of classes. Instead of using bells, we rely on the synchronizing clocks to note the end of class periods.

Since all students must be supervised while in the building, all students in the school after 4pm must be a participant of after school care, attending a scheduled extra-help session with a teacher, or be enrolled in a club. All others must leave the building.

## **End of Day Routine**

We understand that routines can change and are happy to accommodate these changes. Where possible we ask you to notify us in advance.

Children up to Grade 6 must be picked up by a parent, guardian or designated adult unless a permission form has been signed and submitted to the Front Desk. All such permission forms can be found here: <http://www.lindenschool.ca/registration>

## Pickup and Parking

Classes end each day between 2:45 pm and 4pm, depending on the student's grade. Students need approximately 10 minutes to tidy their homerooms, gather their homework, and ensure their lockers are organized and closed. We strongly encourage parents/guardians driving to school **to arrive on time to pick up the student** as there is no parking and ticketing of vehicles happens very frequently. Stopping for five minutes is permitted, but you will be ticketed, even if you are in the vehicle, beyond the 5-minute mark. Please place "The Linden School pickup/drop-off" notice on your dashboard if you are stopped outside the school. Rosehill Avenue can get quite busy at this time; we ask that you be mindful of the safety of residents living and walking in the neighbourhood.

## After School Care

After School Care is available to students in Grades JK – 5. Two different package options are available. The After School Care Registration Form is available on the website: [After School Care](#).

Students in Grades JK – 5 who are not picked up by their dismissal time will join the After School Care program and a \$25.00 charge will apply. If a student wishes to join After School Care, a parent or caregiver must inform the After School Care provider before 2:00 pm. In good weather, the After School Care program uses the roof or park for outdoor activities, often returning to school by 5:00 pm. For early pick-up, please telephone the Front Desk and make arrangements to meet your child. **After School Care ends at 5:45 pm.** We allow a 15-minute grace period for **occasional** unforeseen delays. **A late fee of \$5.00 per minute will be charged if your child is picked up after 6:00 pm.**

## All-School Events

All-School events happen approximately once every month when the entire school comes together. During All-School, Linden families get together to explore a variety of topics and have fun activities. Often, we'll host guest speakers or participate in exciting events, and at times students are divided into grade level activities. Students are always welcome to suggest ideas for a great All-School activity that they think the entire school can enjoy!

## Greetings

This is another weekly get-together that takes place Wednesday mornings from 11:30am – 11:45 am. During Greetings, students and teachers make announcements about upcoming events and activities. It's really important to be on time for Greetings as this is the best way to know about upcoming events, club meetings, lost items, academic achievements, and other exciting news.

## Lunch

Lunchtime at Linden is a chance to eat and chat with classmates and friends. Here are a few reminders:

- Grades JK–6 eat a supervised lunch with their cohort.
- **Please note that to comply with fire safety regulations , we are unable to make microwaves available.**
- After JK–6 students have eaten their lunch, a supervising administrator will take them to the roof for outdoor activities. Students may also opt to join lunchtime clubs which happen during the second half of lunch.
- Grades 7 and 8 students can go out **in pairs or groups** to purchase or eat their lunch **once each week (on a day determined by their homeroom teacher)** or they can eat in their homeroom. Students are always asked to sign in and out when they leave school using the Visitu system on the iPad at reception.
- Grades 9–12 can go out on their own for lunch. The same sign in and out rules apply to all students as does the suggestion that students limit the number of times they buy lunch.
- Students are requested to join at least two clubs (including athletics) each term.

## Community Service Hours

As an important part of our mission, community service includes supporting the greater community and our school. Grade 7 and 8 students are strongly encouraged to complete 10 hours of community service by the end of Grade 8. These are organized by the students and/or their parents/guardians, with some suggestions and guidance from teachers. According to Ministry of Education policies, high school students are required to complete 40 hours of community service by the end of Grade 12. The hours accrued in Grade 7 and 8 do not count towards the high school community service hours, although an exception is made for hours accumulated in the summer between grade 8 and 9. Most students exceed the 40-hour minimum and gain valuable experiential learning opportunities. For more information, contact [guidance@lindenschool.ca](mailto:guidance@lindenschool.ca).

## Athletics

Linden Nation is such a huge part of our school community! Our student athletes enthusiastically participate in a wide variety of sports and wellness clubs and teams all year round. We have no tryouts for our sports teams – everyone is welcome to join! All we require is a willingness to learn, challenge yourself and support your team-mates on and off the playing field.

Linden is part of the Small Schools Athletic Federation, and will host a number of sports teams throughout the year. Information will be shared at Greetings! For a full list of teams, students look on the Linden website under Athletics, stay tuned at All School and Greetings or Natalie will most certainly come and find you to let you know!

## **Special Events**

There is so much going on at Linden each month! Announcements about each event will be made at Greetings and homeroom teachers will share information with students, as events get closer. Students are encouraged to tell parents/guardians about upcoming events, remind them to check the website calendar, and encourage them to attend all events that are open to families! The website calendar provides the most current information: <http://www.lindenschool.ca/calendar>. The whiteboard and the television at the Front Desk provides announcements about club activities, special events, cancellations, staff absences and more. Our weekly "Important Dates" e-blasts are also a good source of information about upcoming events.

## **Attending School Events**

We encourage all Linden community members to attend our in person and virtual school events, even if their own children or classmates are not involved. To show support for all Linden students, we ask family members to plan to remain until the end of events even when their own children perform early on. As a small school, remaining in the audience when members of our community have put many hours of preparation into an event is a wonderful way to recognize and celebrate achievements together.

## **Permission Forms**

Permission forms are required for field trips and will be sent electronically directly to parents/guardians. It is important for parents/guardians to return permission forms for the trip well in advance of the excursion. The Front Desk will not accept paper permission forms except in an emergency situation. Students will not be allowed to attend a field trip if the permission form is not returned, signed, by the due date indicated on the form.

Verbal permission, even when directly between parents/guardians and supervising teachers, is not sufficient under any circumstance.

## **Communication**

Parents/Guardians are invited to contact our faculty and staff whenever they have questions or concerns:

Faculty Emails: [http://www.lindenschool.ca/faculty\\_staff](http://www.lindenschool.ca/faculty_staff)

## The Role of Homeroom Teachers

Students from the same grade are assigned a homeroom, which usually has two homeroom teachers who monitor attendance and are there to answer questions and resolve any problems students might be experiencing with friends, schoolwork, and activities. Homeroom teachers check attendance at 8:45 am sharp.

## Parent/Guardian Communication with Staff and Faculty

We encourage parents/caregivers to communicate with us on a regular basis. Please email your child's teachers with your concerns anytime. You can expect them to respond during school hours. Please contact the Principal if this is not the case. You can expect to hear from faculty or administrative staff as the need arises and we welcome your feedback anytime.

## School Communication with Parents/Caregivers

**Apart from your individual email correspondence with staff and faculty, you can also expect to receive the following official school communication:**

- Weekly **Important Dates** e-blasts which tell you what's coming up, sent via [news@lindenschool.ca](mailto:news@lindenschool.ca)
- **The Linden Voice**, a more detailed e-newsletter with photos, event wrap-ups and topical information, sent via [communications@lindenschool.ca](mailto:communications@lindenschool.ca)
- Occasional ad-hoc announcements sent via [principal@lindenschool.ca](mailto:principal@lindenschool.ca) or other staff emails
- Financial receipts and reminders sent via [receivables@lindenschool.ca](mailto:receivables@lindenschool.ca)
- Before School Care information sent via [beforecare@lindenschool.ca](mailto:beforecare@lindenschool.ca)
- After School Care information sent via [aftercare@lindenschool.ca](mailto:aftercare@lindenschool.ca)
- Attendance and general messages/information sent via [reception@lindenschool.ca](mailto:reception@lindenschool.ca)
- Volunteering opportunities sent via [volunteering@lindenschool.ca](mailto:volunteering@lindenschool.ca)
- Occasional updates from the Linden Board of Trustees sent via [trustees@lindenschool.ca](mailto:trustees@lindenschool.ca)

## **School Updates Via Linden's Website: [www.lindenschool.ca](http://www.lindenschool.ca)**

**Please take advantage of our online resources by frequently visiting our website, especially:**

News and Events: [http://www.lindenschool.ca/news\\_events](http://www.lindenschool.ca/news_events)

Online calendar: <http://www.lindenschool.ca/calendar>

Athletics schedule: [http://www.lindenschool.ca/athletics\\_schedule](http://www.lindenschool.ca/athletics_schedule)

Important documents and permission forms can be found in the **"Parents" section of the website**, and especially on these pages: <http://www.lindenschool.ca/registration> and [http://www.lindenschool.ca/permission\\_forms](http://www.lindenschool.ca/permission_forms)



## School Updates Via Social Media

We also encourage community members, especially parents/caregivers, to follow our official Facebook, Twitter and Instagram accounts for news and updates:

- **Facebook:** <https://www.facebook.com/pages/The-Linden-School/282316645218224>
- **Twitter:** <https://twitter.com/TheLindenSchool>
- **Instagram:** <https://www.instagram.com/lindenschool.ca/>

## Updating Parent/Guardian/Family Contact information

We rely on your email address and telephone number (including cell phone number) for school communications. It is essential for us to have accurate contact information on file at all times. When your contact information changes, please notify us immediately by emailing [reception@lindenschool.ca](mailto:reception@lindenschool.ca) so that our central database is updated promptly.

## Curriculum Night and Family/Faculty Conferences

Both dates are on the Linden calendar on our website: <http://www.lindenschool.ca/calendar>. Be sure to mark them on your calendars.

**Curriculum Night** affords every parent and guardian the opportunity to virtually meet your child's teachers and to learn more about the academic program offered at every grade level. Not only will you have a chance to familiarize yourself with the curriculum expectations and with Linden's unique approach to learning, but you'll also have the opportunity to meet other families and learn about how you might contribute to the growth and development of our community.

**Family/Faculty Conferences** occur in October and January, and provide time to speak with teachers about your student's progress. If your student is experiencing difficulty in one of her classes, we encourage you not to wait to express your concerns —please email the teacher or the Principal as you need to. You don't need to wait for these official conference times to arrange to meet with teachers.

Families are also invited to arrange to meet with teachers at any time during the school year. If you feel that a meeting would be useful, please reach out to the individual teacher in order to arrange a mutually convenient time.

## Student Communication with Staff and Faculty

We recommend that students regularly touch base with their teachers in class or virtually to make sure they know what's expected when completing an assignment, or to get some additional support in areas where they need help.

If students are experiencing a problem and need help, they should go to their homeroom teacher first.

If needed, the homeroom teacher may ask you to speak with the **Principal** or **a member of The Student Support Team (Guidance Counsellor and/or Associate Principal)**.

Communicating with teachers can be challenging when there is not much time between classes, so do feel free to email teachers either about academic concerns or to set up a meeting. But please remember that teachers are not expected to read or respond to email outside of regular working hours.

Students should know that any email communication that is sent to teachers may be shared with parents/guardians and administration if it is considered to be in the best interest of the student.

Students are invited to meet with teachers in homerooms, the library, or previously decided upon room.

**Please do not enter the faculty workroom** to meet with teachers, as it is important for teachers to have a quiet place to work, free of interruption. This is also where they have student work and records out in their office space, and students are not allowed access to these records.

## Communication in Times of Emergency

### **Emergency Closing**

If it becomes necessary to close the school due to extreme weather or if the authorities request an evacuation of the school we will use the following communication:

#### **Cancellation Before School Begins**

- A school closure announcement will be sent by email to students and to parents/caregivers by 6:45 am
- The announcement will also be posted on our website's homepage by 6:45 am, the school's telephone greeting by 7:15 am
- If the school is closed, After School Care and all extra-curricular activities scheduled for the day will be cancelled.

A school closure announcement will be sent by email to parents/guardians by 6:45 am. The announcement will also be posted on our website's homepage by 6:45 am, the school's telephone greeting by 7:15 am, and if the school is closed, After School Care and all extra-curricular activities scheduled for the day will be cancelled.

### **School Closure During The Day**

If the school is already open, it will be kept open unless very unusual circumstances occur. In the event of an emergency school closure during the day:

- A school closure announcement will be posted on our website as soon as possible, prior to the early closure.
- Communication with parents/caregivers will occur via telephone and email as indicated by their registration form.
- Direct contact with a parent/guardian is important before sending a child home. If no direct contact is made, the child/children will remain under the supervision of the principal and/or designated staff until contact is made.

It is important that we have your accurate contact information at all times. The contact names and telephone numbers provided on student registration forms will be used. If this information changes, it is essential that you notify the school office as soon as possible (reception@lindenschool.ca).

## Communicating Safety Procedures

### **Safety and Security Guidelines for Parents/Guardians**

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 wellbeing of our students. Linden faculty are kept up to date on their responsibilities according to this legislation.

We maintain communication with our local police and participate in safety programs initiated by them.

**For everyone's security, we ask that parents and caregivers reiterate the following:**

- Students may **not** sign out at recess
- Once students have left school at the end of the day (after 3:45 pm), they may not re-enter the school.
- When they do sign out, they are asked to do so clearly with time and reason for departure (for example, a doctor's appointment).

- We ask that students sign in and out **IN THE PRESENCE** of one of the office staff. This is exceedingly important.
- Parents/Guardians should email [reception@lindenschool.ca](mailto:reception@lindenschool.ca) if a student needs to sign out early.
- If anyone other than the persons named in a student's registration form will be picking up a student from school, parents/guardians must notify the school in advance in writing. Photo ID may be required.
- Both side doors are alarmed and monitored. Students may not use the west door exit at all, and only use the East door exit if with a teacher.
- Please enter and exit only through the front door. The inner front door is always locked; students, families, and visitors are welcomed by our Front Desk Manager.
- The school conducts two lockdown drills and six fire drills during the year. These drills comply with the Education Act, and safety procedures are reviewed with students around each drill.

## Student Health

### Coronavirus (COVID-19) Statement

Any policy or procedure changes necessitated by COVID-19 or other public health necessities will be reflected and shared on The Linden School [Public Health](#) page.

### A Healthy School Environment

Linden is a gum-free environment. We ask that everyone, staff, and students, refrain completely from chewing gum while at school.

We are also a scent-limited environment, which includes natural products with strong scents such as tea tree or other essential oils.

### Illness

If students feel ill during school hours, they should first inform their teacher and then go directly to the Principal's office. If the Principal is not available, they should speak to a member of the administrative team, who will telephone parents or caregivers to let them know the student is feeling unwell.

If a student is going to be late or absent, please inform the Front Desk (416-966-4406 or [reception@lindenschool.ca](mailto:reception@lindenschool.ca)) by 9:00 am at the latest. This ensures our safe arrival program works efficiently.

### Special Medications

Parents/Guardians must complete their child's Medical Form and indicate any special medical needs. The Front Desk and Principal only keep first-aid supplies. If students require special medications of any kind, please ensure that those medications come to school in the original container with proper dosages and other indications clearly labeled. Please drop-off needed medications at the Principal's office and complete a medication slip, which you can pick up at the Front Desk. The same goes for pain medication. We need written approval to administer pain medication on an as-needed basis.

## **Allergies**

Linden is a peanut and nut-free environment. Some of our students have severe food allergies, and we, therefore, request that students not bring any nuts or nut products in their lunches or snacks. It is the responsibility of each family to inform the school on the Medical Form about any allergies. This information will be communicated to the students' teachers and will accompany her on any field trip. We ask parents/guardians to teach their children to ask about ingredients that may be harmful to them.

## **Linden's Student Absence Policy**

At Linden, we are deeply committed to fostering student success through active participation in all aspects of school life. We expect our students to be dedicated to their academic responsibilities and extracurricular activities. Consistent attendance is a cornerstone of effective learning and overall student achievement. We are also committed to accommodating exceptional circumstances, including unique family situations. In such cases, we encourage guardians to notify the school in advance to arrange necessary academic support.

### **Unplanned Absences:**

Occasionally, students may need to miss school due to illness, injury, or other unforeseen circumstances. In such instances, the school will provide reasonable support to help the student manage their academic responsibilities. Generally, when students are unexpectedly absent, they should:

- Check their class website/Google Classroom for missed work.
- Communicate with teachers regarding missed assessments.
- Take responsibility for catching up on missed content.

In more serious situations, the school will compassionately consider the student's needs on a case-by-case basis. However, it's important to note that extended absences can significantly impact a student's ability to meet course requirements and demonstrate the necessary learning outcomes. We are here to support our students, but it's crucial to maintain regular attendance to ensure academic success.

- **Absences of 5 consecutive school days or more due to illness or injury:** Will require documentation from a physician.
- **Absences of 5 consecutive school days or more for reasons other than illness or injury:** Will prompt a meeting involving the student, guardians, and the school principal.
- **Accumulation of 10% or more missed individual classes:** Puts the course credit at risk if the student cannot complete required assessments on time or fails to demonstrate sufficient understanding of course material.
- **Failure to complete Summative Assignments:** This will result in failure to earn the credit. Missing a scheduled exam without the support of a specific medical note excusing the absence is also considered failing to complete a summative assignment.

Our aim is to support all students in maintaining good attendance and understanding its critical role in their educational success. We encourage open communication between students, guardians, and the school to proactively address and manage attendance issues.

## Student Conduct

We expect every student to be courteous, inclusive and welcoming. We also expect students to demonstrate honesty and integrity and show proper care and regard for themselves and other students.

### Community Expectations:

Part of what makes Linden a wonderful place is its supportive community. Fostering this community requires the thoughtful and active participation of everyone, including faculty, students and families. Here are our community expectations:

#### Community Members will:

#### Actively contribute to our learning community.

This looks like:

- showing up to class and school events on a regular basis;
- participating in class by asking questions, engaging in discussions, and completing activities and assignments with a positive attitude;
- doing your personal best in schoolwork;
- taking risks by trying new things, accepting setbacks as a necessary part of learning, and using constructive feedback to improve;
- applauding the efforts of others;

- keeping your tone, commentary, body language and facial expression supportive even if you are not feeling your best.

### **Solve conflicts in ways that are mutually respectful.**

Conflict is a necessary part of life, and learning to resolve conflicts is an important part of growing up. Whether it is a conflict between students, or a conflict involving parents/guardians and/or faculty, we ask that everyone model respectful conflict resolution, which looks like this:

- seeking to understand what others are feeling by talking and listening;
- always assuming that others are operating with the best of intentions;
- asking for help when conflicts are too difficult to handle without escalating them;
- understanding that people make mistakes and accepting sincere efforts at reconciliation from others who have made mistakes;
- seeking to change your own behaviour when you make a mistake yourself;
- taking steps to restore things when your own behaviour has hurt someone.

Acts of violence, harassment, or discrimination are never accepted at Linden.

### **Engage in inclusive behaviour.**

This could look like:

- listening when others are speaking;
- inviting the full group to a party, rather than leaving a couple of people out;
- refraining from discussing plans to which others are not invited so people don't feel excluded;
- avoiding talking about others behind their backs;
- inviting others along when going out to lunch, even if they aren't currently close friends;
- avoiding in-jokes that exclude others;
- adjusting activities at recess or breaks to include individuals interested in joining in.

### **Do their best to support everyone's safety and health.**

This could look like:

- thoroughly sanitising workstations and classrooms when it's your turn to do so;
- washing or sanitizing your hands frequently, but especially after eating, coughing, touching your face, using the bathroom, or touching frequently-touched surfaces like doorknobs or stair railings;
- staying home when you don't feel well or if someone at home shows symptoms of significant illness, even if something important or exciting is happening at school.

### **What happens if things don't go well?**

Linden uses a restorative justice model to resolve conflicts. We value relationships and seek to restore them whenever possible. When someone has done harm, we will work with all affected parties to help repair damage if possible, and expect people who have caused harm to make amends. This will look different in different cases. In some very rare cases of repeated harm, individuals may be asked to leave our community.

## **Suspension Policy**

At Linden, we use a restorative justice model to correct mistakes while reinforcing the importance of relationships. However, sometimes students behave in ways that make escalating discipline responses a necessity. These behaviours might include harming others physically or emotionally, bullying, engaging in hate speech or other forms of oppression, vandalizing property, stealing, using drugs or alcohol on school property (or on school trips), or taking part in other actions that cause harm. Here is the procedure we follow when considering these cases:

**First infraction:** The student will speak with a senior member of the school leadership team to determine the harm caused and discuss ways of repairing it. The student's parents/guardians will be given a summary of the discussion.

**Second infraction:** The principal, the student, and the student's parents/guardians will meet to discuss the behaviour and determine the best course of action moving forward. The focus will be on repairing the harm caused.

**Subsequent infractions:** If the student's behaviour continues to cause harm, the student will be suspended for a period of 1 to 5 days, to be served in the principal's office. A meeting will be held with the student and their parents/guardians outlining the reasons for the suspension, and all parties will be given a chance to respond. A letter detailing the suspension will be placed in the student's OSR.

In extremely rare cases, where the harm caused by a student is severe, or where numerous suspensions have not resulted in changed behaviour, it may be determined that a student is not able to continue as part of the Linden community.

## **Bullying**

Linden staff and faculty take bullying seriously. Cyberbullying and relational aggression are just two of several forms of bullying behaviour. Barbara Coloroso defines relational aggression as the "conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of physical or emotional violence, and create a poisonous dynamic between students" (see <https://www.prevnet.ca/> for definitions and resources). Relational aggression runs counter to Linden's values and we are thorough in our response to such behaviour.



Teachers will help students identify bullying behaviour and provide prevention and resolution strategies. It's important to remember that being a bystander – someone who sees bullying happen but does nothing to stop it – is also damaging behaviour.

We educate students to recognize and respond to the behaviour of a bully by:

- encouraging students to talk with trusted adults;
- teaching students assertive and clear expression;
- teaching that each of us needs support;
- teaching the students that we all have responsibility for stopping bullying;
- asking parents/guardians to communicate openly and as soon as possible with the school about concerns.

If students feel that they've been the target of bullying or know someone else experiencing it, they must speak to a trusted adult immediately. We *all* have a responsibility to stop bullying behaviour.

Relational aggression that happens outside the school walls can greatly impact a student's ability to be academically successful and to feel safe. Therefore, interactions on social media sites, texting, and off-site face-to-face interactions may be subject to intervention by the school administration if they are deemed harmful to students and our school environment.

## **Name Calling or Other Forms of Verbal Insults**

Name-calling, swearing, and inappropriate language is not acceptable behaviour at Linden. The Linden School is an inclusive community, and we avoid using sexist, racist, homophobic, ableist, classist or ethnocentric language. Don't say things to others that you wouldn't want to be said to you. If students need some time to get their feelings under control, they should take a deep breath and then talk to their homeroom teacher first, who may refer them to the Principal.

## **Making Mistakes and Restoring Relationships**

At Linden, everyone is encouraged to take responsibility for their actions, to communicate their ideas with confidence, to try new things, and, sometimes, make mistakes. If people are unkind in response to mistakes, it is upsetting and does damage to relationships. We encourage students to take risks and accept human frailty so that if something goes wrong, we can work together to fix it.

## **When Are Parents/ Guardians Called?**

The Principal will pick up the phone if there is cause for concern but also if there is cause to celebrate an achievement. Occasionally, parents/guardians have to be called about a possible suspension, which may occur if a student uses insulting or abusive language towards any member of the Linden community, repeatedly bullies another student,

commits an act of violence or the threat of violence, uses an illegal substance, or attempts to wilfully destroy property.

## **Party Invitations and Being Inclusive**

No one likes to be left out, so for Bat Mitzvahs, birthdays and sleepovers, please consider two approaches: either inviting everyone in the class (if that's possible) or, if students are only able to invite two or three people from a class, try not to discuss details of the event in front of people that are not invited.

Activities held within the school, such as secret sender, must include all members of your class (unless they have self-selected to opt out). For grades 8 and under, they must be facilitated by a teacher. If you would like to propose an activity for your class, you must organize it with a teacher of your choice and include all members of your class. Please note that monetary gifts are not allowed and any changes to this can only be made at the discretion of the teacher. Remember: when participating in an activity like a secret sender, there are no guarantees with the outcome.

# **Academic Rules and Responsibilities**

## **Classroom Expectations**

Each day is a day of learning at Linden, and we expect students to try new skills, hone existing ones, and co-construct a positive and rich learning environment. We expect that Linden students will listen attentively to the teacher and to others, respect diversity, and maintain safe spaces where all learners can be heard.

Very occasionally, due to emergencies, we need to hold virtual classes. Virtual classes are considered normal classes. While we do not require videos to be on, it is expected that you are participating in activities, contributing to discussions, and treating this time as if you were sitting in your classroom at school.

We ask that students not engage in disruptive behaviour in class, which might include activities like: eating; texting; holding side conversations, etc. If a student must leave the classroom, they are asked to do so quietly and as infrequently as possible.

When not in class, we expect students to be respectful of others' learning and to walk through the halls with a minimum of disruption. Also, we expect that our older students be mindful of the role they play in modeling appropriate academic and social behaviour to younger students in the school.

## **Agendas and Homework Expectations**

We strongly support the use of an agenda at all grade levels. For younger grades, we encourage the use of paper agenda books and as students get older, we help them acquire time-management skills using electronic devices or paper, whichever they prefer.

Homework will be assigned when it is meaningful and supports classroom learning – our goal is to avoid assigning ‘busywork.’ The type and frequency with which homework is assigned will vary depending on the subject being studied as well as on the learning needs of the student.

End of the term summative assessments or large-scale projects will require additional time and, therefore, advance planning. It may feel like things pile up at the end of term, so students should use their agenda every day and speak with adults about how to accomplish a long list of tasks well in advance of the deadline.

We encourage families to create an effective workspace—one free of the distractions, well lit, and dedicated to the purpose. In addition, with the very busy lives our students lead, we encourage parents and guardians to limit time spent on homework to what is reasonable for the child—regardless of the demands of the assignment. If parents and caregivers experience concerns about homework, we ask that they contact the teacher directly.

**Last piece of advice:** Don’t leave required reading throughout the term until the end!

## **Printing Assignments**

Whenever possible, we encourage students to submit copies of their assignments digitally, to a teacher’s email address or to the classroom website. If a student needs to make a photocopy, they will need to make arrangements with the teacher of the relevant class. At this time, we are unable to provide students with printing facilities: students should either do their printing at home, or submit their work digitally.

## **Late and Missing Assignments Policy**

Homeroom teachers will communicate the late work policy as it applies to each grade level. In addition, students and guardians will receive a written copy of the late work policy on curriculum night. The policy has been created to help students develop good work habits, including time management skills. In addition, the policy is meant to prepare every student at Linden for the realities of post-secondary study and future employment.

Students will be supported in completing work on time in a number of ways. Some of the strategies faculty will be using include the following:

- Instituting and encouraging the use of agendas
- Sending reminders about due dates (verbally and by email or class calendars)
- Providing opportunities to complete work in class
- Communicating with parents/guardians about late work concerns as needed.

In Grades JK–6, parents/guardians will be informed if important work is late, and arrangements will be made for the student to complete the work.

Students in middle school and high school will have a due date for feedback, followed by a final deadline for the final product.

For the purpose of clarity, we will use the following definitions:

- Due Date = date students are expected to submit draft or preliminary work for feedback.
- Deadline = final date for submission and evaluation.

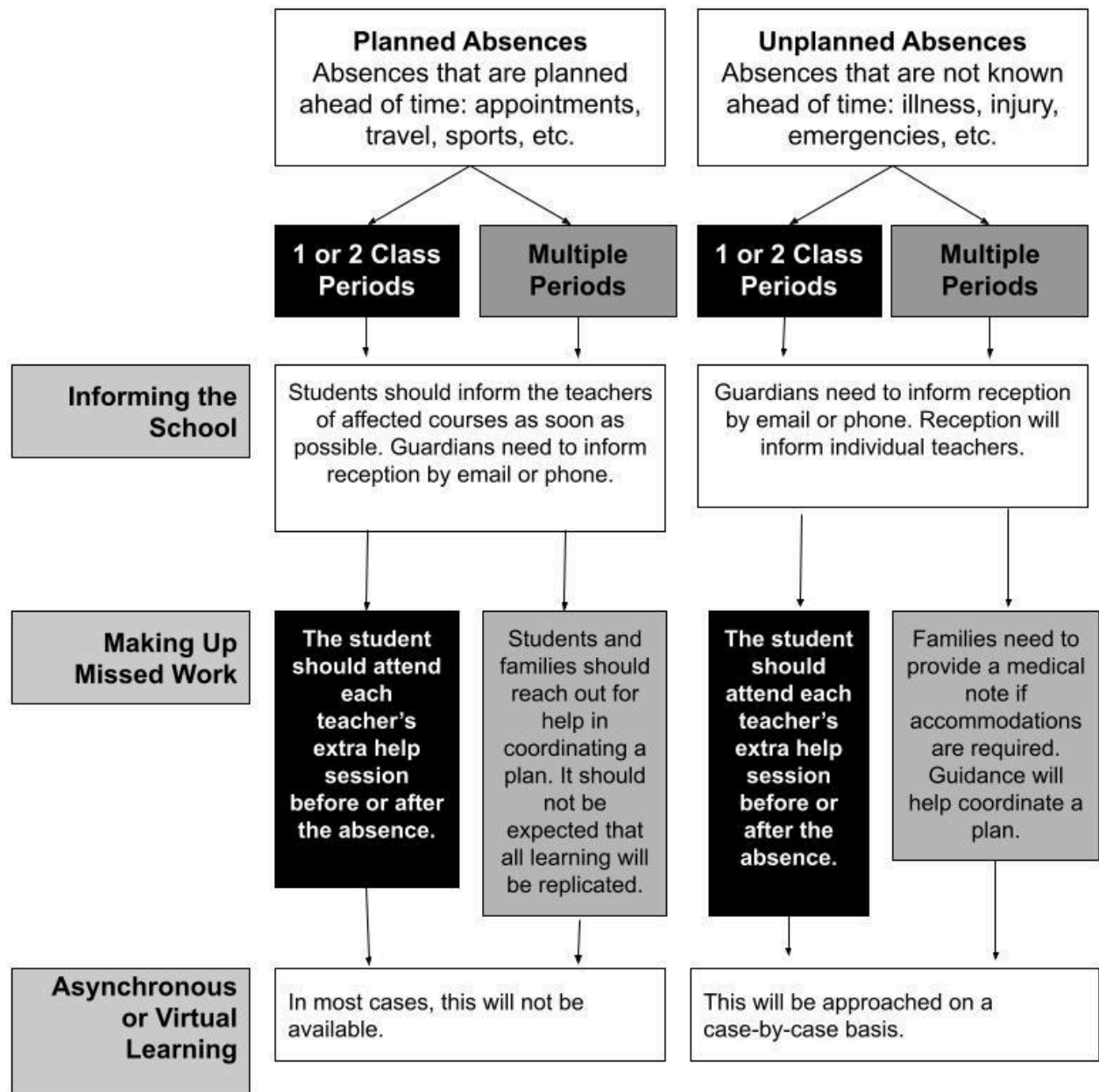
The assignment is late if it is not handed in by the deadline for the final product. After touching base with the student, if an assignment is not received on the second day, a phone call or email will be made to the parent/guardian. If, after 3 days, the student has not turned in the late work, a plan will be made by the individual teacher (this may include mandatory Study Hall). In the cases of medically-documented need, families and the school will consult to develop a plan for alternate deadlines or assessment.

Extenuating circumstances will sometimes necessitate a different approach to the late work policy; students, parents, and caregivers are encouraged to discuss individual cases with teachers when the ability to be successful at school is at risk due to physical, emotional, and mental health challenges. Missed assignments due to illness or other valid circumstances will be addressed on a case-by-case basis in collaboration with the student and family.



## Student Absences Policy at The Linden School

Due to the experiential and collaborative nature of work at Linden, students who are frequently absent will miss out on meaningful learning experiences. Students who have accumulated significant numbers of absences, for any reason, may not be successful in passing their courses. Absences of more than 20 hours in a single course will likely affect final grades, and may prevent the granting of credits.



## **Forgotten Items and Natural Consequences**

Forgetfulness does occur sometimes, and we'd like to encourage students to take responsibility for **late or missing assignments**. Therefore, we, in turn, encourage parents/caregivers to let natural consequences be the teacher in these cases. Other than the above, parents/caregivers may drop off forgotten items such as lunch, medications, or sports equipment at the Front Desk anytime during the school day.

## **Plagiarism and Academic Dishonesty**

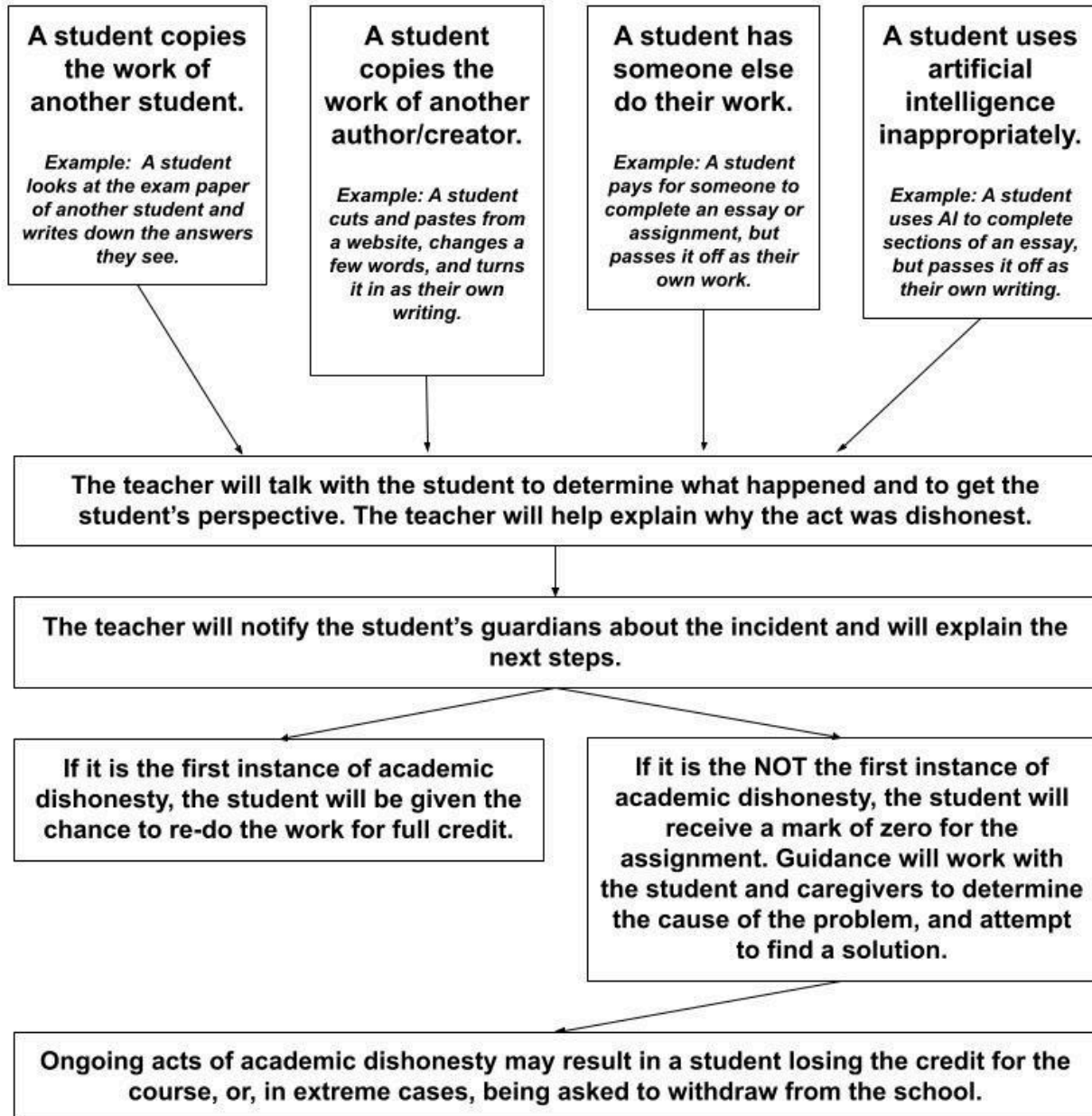
At Linden, we consider plagiarism to be the passing off ideas or words as one's own without crediting the source. This includes copying and pasting full sentences or paragraphs, and just changing a few words. It also includes the undisclosed use of artificial intelligence. Students should think carefully before using a source and talk to their teachers if they have any concerns.

Students are expected to complete and submit their own work and should speak with their teachers if they are unsure about how to use a source properly. Acts of academic dishonesty will be addressed in accordance with Linden's Academic Integrity Policy and Growing Success (2010), with consequences that reflect the nature and intent of the incident. OSRs are transferred promptly when a student moves to another Ontario school.



## Academic Honesty at The Linden School

Students at Linden are expected to behave with honesty and integrity. To build skills of academic honesty, teachers at Linden will encourage students to take ownership over their own work, will chunk assignments into manageable pieces, will provide meaningful feedback during the learning process, and will teach the skills of proper citation and appropriate technology use so students can attribute ideas to their proper owners. If a student has made a mistake and behaved with academic dishonesty, these are the processes we will follow:



## **Other Academic Misconduct**

Flagrant and wilful academic misconduct including plagiarism, accessing previous course assessment materials without the teacher's permission, or copying work done by a student will potentially result in suspension and further follow-up action, including receiving a zero mark and having to redo the assignment.

Academic dishonesty also includes submitting student work from a previous year or another class that has received a mark. Tearing out questions from exams to avoid submitting answers is also considered academic dishonesty and will result in a zero mark for the entire exam. This list, while not exhaustive, illustrates some ways in which students can be academically dishonest. We expect academic honesty from all students at all times.

## **Diploma Requirements**

Please see our course calendar, (available on the Linden website) for information about the Ontario Secondary School Diploma, transcripts, credit requirements and other useful information for high school students.

## **Transcripts**

We assist students with their university applications and send student data directly to the Ontario University Application Centre (OUAC). We also assist students with different processes for out of province universities. An Ontario Student Transcript (available after a student has earned credits in Grade 9) will be issued for all university and scholarship applications upon request.

There is a \$25.00 administrative fee. Be sure to make any requests well before the deadline for applications, as transcripts take five business days to process. Please contact Guidance at [guidance@lindenschool.ca](mailto:guidance@lindenschool.ca) for further information.

# **Use of Digital Media and Information Technology**

## **School Email**

Students will be assigned official school-based email addresses. Linden email addresses are not private; therefore, they should only be used for conducting school work such as exchanging information about homework and submitting assignments.



## Grade 7–12 Bring Your Own Device (BYOD) Policy

- Laptops are increasingly necessary for our 21st-century program.
- Over the years at Linden, we have attempted to reduce textbook costs for students by increasing the use of digital resources and materials.
- Many students have already begun to bring devices to school. We are now asking for all Grade 7–12 to bring their own devices. These devices should meet the following criteria:
  - o able to run word processing software
  - o can access the internet at a reasonable speed
  - o have a full-sized keyboard
  - o have a minimum screen size of 6 x 9 inches
- Students are expected to care for their devices by charging them, keeping track of peripherals like chargers, shutting them down correctly, and maintaining security updates.
- Student-owned laptops must be taken home at the end of the day.
- **Linden is committed to equitable access to resources for all families. If this policy presents a difficulty for your family, please contact [principal@lindenschool.ca](mailto:principal@lindenschool.ca) as soon as possible.**

## Laptop Accountability for Students

At the beginning of the school year, teachers will also explain the proper use of personal devices/computers and computer programs while at school.

### **Students are expected to:**

- Charge their devices overnight.
- Bring a charger to school in case of emergency.
- Use their devices only for purposes agreed upon by both teacher and student.
- Turn off school laptops correctly when they are done using them: sign out of all applications and email; and shut down correctly (not just close laptop).
- Be responsible for the safety of their own and school-owned devices and accessories.

## Use of Cellphones/Personal Devices/Electronic Technology at Linden:

There are many good reasons to use a personal cell phone, tablet, or laptop during the school day.

However, we need to place the following restrictions on their use:

## 2024/25 Rules for Use of Electronic/Web-Enabled Devices at Linden

Scenario	Guidelines for Grades JK-6	Guidelines for Grades 7-12
<b>Cameras in bathroom/change room or bedrooms on field trips</b>	never	never
<b>Facetime or other video conference apps like Zoom</b>	Only for school activities with the approval of the teacher, not otherwise.	Only for school activities with the approval of the teacher, not otherwise.
<b>Phones/iPads/laptops in the building before school starts</b>	never	School-appropriate activities; only if not late or unprepared for class
<b>Laptops during class time</b>	These will be signed out from the school on an as-needed basis.	For school-appropriate activities agreed upon by the teacher.
<b>Smartphones during class activities</b>	These need to remain in lockers until they are invited in by teachers for a specific purpose.	These need to remain in lockers until they are invited in by teachers for a specific purpose.
<b>Headphone or airpod use during class</b>	Only when invited by the teacher	Only when invited by the teacher
<b>Use of smartwatches</b>	Keep notifications on silent; do not use during class time	Keep notifications on silent; do not use during class time
<b>Phones/iPads/laptops first half of lunch (11:45 to 12:15)</b>	Lunchtime is screen-free except for one day determined by the class together. During this one day, screens may be used for school-appropriate activities agreed on together.	The first half of lunch is a screen-free time.
<b>Electronic devices on the roof playground</b>	no	no
<b>Phones/iPads/laptops second half of lunch (12:15 to 12:45)</b>	No: students are either in a club or on the rooftop playground.	Allowed when students are not in a club. (Mandatory club attendance at least twice a week.)
<b>Phones/iPads/laptops between classes, on fresh air breaks, or during spares.</b>	no	Not if it leads to lateness. During spares, students need to ensure that tech use is school-appropriate.
<b>Phones/iPads/laptops after school</b>	Not in clubs or extra help without permission; should leave school otherwise  Devices in Aftercare only with permission and discussion with the aftercare coordinator in accordance with their creative	Not in clubs or extra help without permission; should leave school otherwise

	programming	
<b>Phones/iPads/laptops on field trips</b>	Only to be used as a camera (Only with permission from the teacher)	To use as camera/music when that is not disruptive
<b>Phones/iPads/laptops in Greetings/All School</b>	no	No  (Unless used as a script for the presenters)
<b>Phone calls/texts home during the school day</b>	Guidelines: <i>Sick?</i> Go to Front Desk <i>Upset?</i> Use school supports (including your own resilience), and wait to discuss with family in the evening <i>Forgot something?</i> Problem-solve with peers and teachers <i>Need to sort out logistics (like after-school plans)?</i> text or phone during the break	Guidelines: <i>Sick?</i> Ask a teacher if you can contact home or go to the Front Desk <i>Upset?</i> Use school supports (including your own resilience), and wait to discuss with family in the evening or ask a teacher to send a text home <i>Forgot something?</i> Problem-solve with peers and teachers <i>Need to sort out logistics (like after-school plans)?</i> text or phone during the break
<b>Taking photos/videos/voice recordings</b>	Only when the consent of all has been obtained	Only when the consent of all has been obtained
<b>Posting photos/videos/voice recording</b>	Only when the consent of all has been obtained	Only when the consent of all has been obtained
<b>Manipulating photos/videos/voice recording</b>	Only when the consent of all has been obtained	Only when the consent of all has been obtained
<b>Using Artificial Intelligence</b>	Only as directed by the teacher	Only in agreement with the teacher and with full transparency when using
<b>Smartphones during tests or exams</b>	Not allowed	Not allowed
<b>Holding group chats by text or email</b>	Group chats should include all members of the class. Students may decide to opt out. Texts should not be sent later than 8pm.  Conversations need to follow Linden's Code of Conduct	Group chats should include all members of the class. Students may decide to opt out.  Conversations need to follow Linden's Code of Conduct

## Phone Messages from Parents/Guardians

- While we encourage families to plan ahead and minimize the phone traffic at the Front Desk, messages from parents/caregivers of students in Grades 7–12 will be written on the whiteboard at the Front Desk.

- Messages from parents/caregivers of students in Grades JK–6 will be delivered to them directly in their classrooms.
- In an emergency situation, an adult will be sent to find students immediately.
- Please minimize calling the Front Desk if your child is not responding to your text or voicemail message, and encourage her to check her device at the end of school day.

## Internet and Social Media Use

Teachers may decide to use new media and social networking as teaching tools. Through their use in class, students will learn about the meaning of digital citizenship, accountability, privacy protection and safety, including the proper use of comments and images.

### **Photos/Videos/Student Work On Linden’s Official Social Media Accounts & Website**

If **Media Consent** has been given, students can have their images, videos and other work posted on Linden’s official new media accounts and website by the school’s communications staff. The **Media Consent Form** can be downloaded from our website: <http://www.lindenschool.ca/registration> and must be given to the Front Desk at the start of the school year.

### **Photos/Videos/Student Work On Linden’s Official New Media/Cloud Computing Accounts**

Teachers may also decide to create separate new media groups/cloud computing accounts for classwork. The Principal will only approve school-based new media groups/cloud computing accounts that are administered by a teacher. Student artwork, music, and videos, may be uploaded to these accounts to showcase a class assignment/group project. Students for whom media consent is not provided must be excluded.

### **Linden Social Media Guidelines for Students**

- Students shall follow The Linden School's code of conduct when posting online. What is inappropriate in the classroom is inappropriate online.
- Confidential and personal information relating to any community member must not be divulged on social media. Students must not give out personal information, including, but not limited to, given names, telephone numbers, addresses, and exact birth dates.
- Privacy and security settings of social media accounts should be carefully managed. Privacy settings can shift and change without notice. Check the settings frequently.
- Monitor your profile and posts. Assume that information you post can be accessed or altered. Remove anything that is inappropriate and ask others to remove any undesirable content related to you.

- Ask others not to tag you on any photographs without your permission.
- Students shall not share their password with anyone besides their parent/guardian.
- If students are linking to other websites to support their thoughts and ideas they shall be sure to read the entire article prior to linking to ensure that it is appropriate for a school setting.
- Students shall not misrepresent themselves by using someone else's identity.
- Students shall immediately report to a teacher if they encounter inappropriate material that makes them feel uncomfortable, or is not respectful or is inconsistent with The Linden School values.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or future access to the use of online tools and may be subject to progressive disciplinary action.
- Students should always remember that the electronic footprint they create on social media may have negative consequences later in life.

## **Linden Social Media Guidelines for All Community Members**

- Parents/caregivers, alumnae, and community members should not raise any concerns and negative comments about the school, teachers/staff and its community via a Facebook wall post, tweet, or other public digital channel, but should follow guidelines outlined in the **COMMUNICATION** section of this handbook by either emailing or calling the concerned teacher and/or Principal, or setting up an appointment to speak with them.
- Please respect staff and faculty privacy by refraining from posting their names publicly anywhere online.
- When you are invited to comment on student work that has been posted online, all comments should be positive and supportive.

# Non-Academic Rules and Responsibilities

## Dress Code

Linden's dress code for students and faculty can be summed up in this simple way: do not wear anything that is uncomfortable, distracts, or takes away from the learning environment.

Here are some guidelines that might help:

- We want Linden to be an advertising-free zone. Therefore, we ask our community to take steps to ensure that their clothing doesn't include ostentatious logos or other advertising.
- Clothes are wonderful for expressing one's personal taste and our dress code respects and encourages individuality within reason – however, no inappropriate messages are allowed.
- The Physical Education teachers will explain their guidelines for dressing for gym.

## Lost and Found

The Lost and Found is located in the bench beside Reception. Valuable or fragile found objects are kept at the Front Desk. Found articles will be displayed at the end of each term. If unclaimed, the items will be donated. Inquiries can be directed to the Front Desk.

## Student Lockers

Lockers are students' special space in the school. They can keep it organized the way they like it while also respecting school property in the following ways:

- Lockers should be kept closed at all times. While Linden is a safe place, it is unnecessary to create a situation where things might go missing, so if valuables are placed in the locker, it should be locked.
- Parents/caregivers should provide students with a lock for their locker.
- Lockers are the property of The Linden School and we reserve the right to access a locker should the need arise. Students must give their locker combinations to their homeroom teachers for this purpose. If we do not have the combination, we will cut the lock off the locker at the student's expense.
- Students may decorate the inside of locker doors. We welcome expressions of individualism that are **not permanent**.
- Students must clear out food and clothing from their locker on a weekly basis.
- The same goes for the space above the locker; if something absolutely needs to go on top, it should only be placed inside their corresponding black storage box and kept in an orderly fashion.
- If a locker has been vandalized by a student, there will be a charge for repairing the locker to its original condition.
- Lockers must be emptied at the end of the academic year and left unlocked.

## **Caring for School Property**

We expect students to treat school property and the property of others with respect. We ask that students be careful with the materials and furniture in the school, remembering to tidy up areas where they have been working and remembering to notify the Front Desk if anything is discovered to be broken or damaged. We recommend that you not bring valuables to school unless it's absolutely necessary. In that case, keep them locked in lockers. Although it is always nice to share with friends, we have found that minimizing the number of personal and prized items brought to school can be helpful.

## **The Linden Library**

The Linden library is a wonderful space for all to share. Students are welcome to use it on spares **for study and reading**. Books are there to be borrowed and then returned to the return container. We ask that personal electronic devices be used with earphones in order to preserve the quiet, and that conversations be taken to other areas of the school.

## **Environmental Sustainability**

Part of looking after our environment in our daily lives means taking a little more time to prepare litterless lunches for school, using reusable drink containers (which then don't end up in the lost and found!), and putting waste into the correct waste bin. There will be posters around the school indicating whether waste should go into the recycling, litter or organic waste bins. We require all members of the Linden community to do this correctly. Please remember to skip single-use items, when at all possible.

# **Financial Policies and Procedures**

## **Tuition Fees, Financial Assistance, Payment Schedule & Student Withdrawal**

Parents/Guardians should refer to our website for all financial documents and policies found in the "Parents" section of the website. No student may continue to attend The Linden School if fees due to the school for the previous term remain unpaid. By enrolling a student at Linden, parents/caregivers agree to be bound by all of the school's policies, including the policy concerning the payment of fees as stated on our payment form.

## **Tax Receipts**

Tax receipts can be issued for the following reasons: After School Care costs, tuition credit, or donations.

For copies of lost receipts, please send a written request to [receivables@lindenschool.ca](mailto:receivables@lindenschool.ca). There is a \$25.00 fee for replacement documents; please include payment with your request and allow four business days for processing.

**We wish you a wonderful year of growth and learning!**