



NEW FAMILY INFORMATION HANDBOOK

SEPTEMBER 2023



Table of Contents

Welcome Letter	1
Traditional Territory Land Acknowledgement	2
Mission and Curriculum Principles	2
Mutual Respect Policy	3
Code of Conduct	3
Core Ethical Values and Community Covenant	4
Pillars of Strength	5
Philanthropy at Appleby College	6
Beacon Appleby - Our Strategic Vision	7
Appleby College's Diplomas of Distinction	7
A New Addition to Campus is Coming - Cockwell Hall!	8
A Renewed Commitment to Financial Assistance	8
Expanding Non-Tuition Revenue Sources	9
Our Commitment to Wellbeing	9
The Internet and Your Child	10
Phone Usage During School Time	10
Eight Ways to Help Transition to Appleby	11
Checklist	12
Important Contact Information	13
<i>Appleby This Week</i>	15
Appleby's Education Management System - BBK12	16
The Appleby College Parents' Association (ACPA)	17
Parent Buddies	17
2023-2024 School Year Dates	18
Key Start of School Dates and Events	19
Daily Middle School Timetable	20
Daily Upper/Senior School Timetable	21
Guidance at Appleby	22
School Bus Service	24
Driving on Campus	25
The Business Office	26
Health Centre	27
Standards of Dress and Appearance	29
How to Purchase School Uniforms	32
Purchasing Textbooks	33
Appleby College Department of English Summer Reading List	34
Laptop Assignments and IT Help Desk	35
The College Shop	36
Volunteering at Appleby College	37
Appleby College Terminology & Lingo	38
Frequently Asked Questions	40
Frequently Asked Questions: First Day of School	42
Need to Update Your Contact Information?	44
Campus Map	45

Welcome Letter

Dear Parents,

It gives us great pleasure to welcome you to Appleby College.

At Appleby, our most important priority is school culture. We take great pride in creating an environment where students know that they belong, where they find areas that they love, and where they both experience and contribute to a community that cares.

As your child is new to Appleby, you may understandably have a number of questions about what you and your child can expect for the coming school year. The following pages include a wealth of information regarding the Appleby experience - from important school year dates, to volunteer opportunities as parents, to standards of dress for your student. We encourage you to take a few moments to review the content included in this handbook.

While great care has been taken to provide you with a comprehensive overview of school life at Appleby, should you have any questions please don't hesitate to contact a member of the Appleby team listed on page 10, who will be more than happy to assist you.

We look forward to seeing you in the months to come at the myriad of events offered to welcome you and your children to this very special community!



Innes van Nostrand
Principal



Fraser Grant '87
Head of School & Deputy Principal

Traditional Territory Land Acknowledgement

We at Appleby College acknowledge that these lands on the shores of Lake Ontario are steeped in Indigenous history. For thousands of years it has been the traditional land of the Huron-Wendat, Haudenosaunee and Anishinaabeg peoples. Most recently, it has been part of the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We acknowledge and thank the Mississaugas of the Credit First Nation for being stewards of this traditional territory.

Mission and Curriculum Principles

Our Mission

To educate and enable our students to become leaders of character, major contributors to, and valued representatives of their local, national and international communities.

Curriculum Principles

Appleby College offers a distinguished curriculum. A diverse range of required components provides students with stimulating challenges and the opportunity to acquire knowledge, skills and values. The achievement: preparation for university and life. The defining characteristic of an Appleby education is the mandatory participation in each of its core curricular components, leading to an Appleby Diploma upon graduation.

Appleby develops students of personal integrity, who are prepared for university, societal change, responsible involvement and leadership in their local, national and global communities.

The curriculum focuses on:

- critical-thinking skills
- individual potential
- self-discipline, respect, responsibility and commitment
- spiritual and moral development
- democratic principles
- personal fitness and health
- environmental awareness and stewardship
- the role of gender, ethnicity, race and culture in building rich, diverse communities
- student-centred experiences which create leadership opportunities

Mutual Respect Policy

Appleby College recognizes that to achieve its vision, the environment it provides must be one which demonstrates respect, dignity, equity and safety for all members of the Appleby community. Appleby promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All members of the Appleby community - students, employees, parents, alumni and visitors - have the right to be safe, and feel safe, in the school. Any form of discrimination or harassment is prohibited. The school commits to timely investigations that are thorough, objective and fair to all affected parties. Every person has the right to report an incident or suspected incident without fear of reprisal. Appleby's faculty and administration have a special responsibility in this area — not only must their own conduct be above reproach but they are in a position to observe and identify possible instances of discrimination, harassment and bullying. All complaints will be treated with discretion and respect for the individuals involved; however, anonymous complaints cannot be investigated.

The purpose of this policy is to maintain a learning and work environment free from harassment. This policy is a clear statement of the school's commitment and determination to act promptly against any incident of harassment and to create an environment where harassment will not be tolerated.

For students, Appleby has trained faculty facilitators who are available for support, mediation, and to explain options. To familiarize yourself further with Appleby's Mutual Respect Policy, [click here](#).

Code of Conduct

The Code of Conduct of Appleby College is based on principles that promote teaching and learning as well as the highest standards of academic excellence and of personal behaviour. These principles include respect, honesty, integrity, responsibility and accountability in a safe school community.

These standards of behaviour apply to all members of the Appleby community at all times (on campus, off campus, online and in-person).

All members of the Appleby community are to be treated with respect and dignity. Active and engaged citizens are aware of their rights, but more importantly, they accept the responsibility for protecting their rights and the rights of others. Violence and physically aggressive behaviour are totally unacceptable as are their use in resolving conflict. The possession, use or threatened use of any object to injure another person is equally unacceptable. Alcohol, tobacco, vaping and illegal drugs are addictive and present a health hazard. Appleby's Code of Conduct includes policies and procedures in response to substance abuse.

Under the Ontario Human Rights Code, every person has a right to equal treatment with respect to services, goods and facilities, without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, sex, sexual orientation, identity, marital status, family status, socioeconomic status or ability. Appleby recognizes that inappropriate and unacceptable behaviour towards another member of the community requires a serious response.

In the Code of Conduct's articulation of policies and procedures, Appleby reserves its right to apply a full range of sanctions, including expulsion, to any offence. Further, policies and procedures are subject to review and may be changed or amended at an appropriate time without notice. All community members are responsible for following both the letter and the spirit of school policies and procedures.

Please [click here](#) to view Appleby's Code of Conduct.

Core Ethical Values and Community Covenant

For over a century Appleby College has flourished as a community of learning in which each and every member (including students, employees, and parents) is expected to act in ways which advance the mission of the College to educate and enable our students to become leaders of character.

The enduring strength of the Appleby community derives from four core ethical values: respect, responsibility, integrity and compassion. Taken together, these embody what it means to be a member of the Appleby community. Each day through our individual words and actions we strive to uphold these core ethical values, and thereby forge a community which fully reflects these values. At the same time, we recognize that actions which are not consistent with these values erode our sense of community and adversely affect our mission.

Core Ethical Values:

Respect

In all of our words and actions, we demonstrate respect for ourselves and for one another. We act with courtesy and consideration towards all. We are respectful of the physical environment in which we live and learn. As members of a universally diverse community, we respect each other's differences and work together to build an inclusive learning community.

Responsibility

We take responsibility for our actions without excuses and hold both ourselves and others accountable to the highest ethical standards. We are committed to academic excellence, civic responsibility and environmental stewardship.

Integrity

In pursuing the highest standards of excellence and in all of our words and actions we are open and honest, acting towards others at all times with honour and integrity.

Compassion

We actively recognize the needs of others both within our Appleby College community and beyond it. We support and care for one another in order to sustain a community of compassion.

As members of the Appleby College community we commit ourselves to uphold these values and to adhere to this Community Covenant.

Pillars of Strength

Building on our Mission and Values are eight Pillars of Strength which together, in an inextricable way, develop a young person to live a life of meaning, purpose and success.

The importance of our Purpose, Mission, Values and Pillars of Strength cannot be understated. They are our North Star. They instill within our students, faculty, staff, parents and alumni a sense of belonging and identity; serving as a roadmap to help set priorities and a common set of beliefs, goals and objectives.

DISCOVER SELF



We understand that learning about ourselves, exercising our strengths and pursuing our passions helps us find purpose in our lives and is essential to unlocking how we can have a positive impact on our world.

THINK CREATIVELY



We challenge the norm, prototype, assess, redesign and consider what approaches to learning and living will enable us to thrive, to solve complex problems, and to champion new ways of thinking.

EMBRACE WELLBEING



We strive to cultivate positive relationships that inspire, empower and endure, and we embrace practices that strengthen our emotional, physical and spiritual wellbeing, enabling us to flourish.

ENGAGE GLOBALLY



We seek to broaden our perspective, develop empathy, embrace our differences, and discover the ties that bind us as stewards in an inclusive, sustainable, global community.

PRACTISE LEADERSHIP



We commit to being thoughtful, compassionate, fair and action-oriented leaders of character.

GROW EXPERIENTIALLY



We believe in learning by doing, and as co-creators of our learning, we seek to be challenged by a breadth of experiences, curated to shape the mind, body and spirit.

BUILD COMMUNITY



We know that we cannot do it alone, and we seek to build fellowship, inclusion and belonging in one community connected for life.

PURSUE SCHOLARSHIP



We strive to understand our world by engaging in a curriculum rooted in a liberal arts philosophy, focused on developing skills of inquiry, analysis, critical thinking and research.

Philanthropy at Appleby College

We are excited to have you as the newest members of our community and cannot wait for you and your children to experience all that our campus, our faculty and staff, and our programming have to offer. As you may already know, Appleby College is a not-for-profit organization, and a Canadian registered charity that was founded in 1911 by a gift of land and buildings on our current site.

What you may not know, is that student tuition covers approximately 90 percent of the annual costs of educating our students. The balance is supported by donations from parents, alumni and friends of the school, as well as income generated from commercial activities such as Appleby Camps and grants from the Appleby College Foundation. Everything from our financial assistance programme to The A.W.B. Alumni Centre for Athletics and Student Life, has been the result of the generosity of parents, alumni and community members, who believed in the philanthropic traditions of the school, and looked to leave their own legacy for future generations of Appleby students to enjoy.

Thank you to the many new parents who made a gift to Appleby as part of the registration process. Every dollar counts and is greatly appreciated.

We look forward to seeing you at the Welcome Back Barbecue and upcoming Grade Parties. If you have any questions, or would like more information on our parent relations activities, our fundraising priorities, or to become involved, please contact Jude Alexander, chief advancement officer, at 905-845-4681 ext. 161 or by e-mail at jalexander@appleby.on.ca.

BEACON APPLEBY

Our Strategic Vision

To enhance our role as a beacon of educational excellence, Appleby College must continue to evolve, adapt and make investments. Please take a moment to learn more about the various innovative enhancements and new initiatives designed to further strengthen Appleby as a world leader in education. They include:

- Appleby College's Diplomas of Distinction
- A New Addition to Campus - Cockwell Hall!
- A Renewed Commitment to Financial Assistance
- Expanding Non-Tuition Revenue Sources
- Our Commitment to Wellbeing

Appleby College's Diplomas of Distinction

Based on the success of the Global Leadership and AP Capstone diploma programmes, we are excited to announce the piloting of three new Appleby College diplomas of distinction:

- The Appleby College Diploma with Distinction in Business Leadership
- The Appleby College Diploma with Distinction in S.T.E.M. Leadership
- The Appleby College Diploma with Distinction in Creative Arts Leadership

Similar to Appleby's Global Leadership Diploma, Appleby's new diplomas of distinction provide students the opportunity to dive deep in areas of study that they are passionate about. Designed to provide both breadth of excellence and experience, the requirements of each diploma provides students with the opportunity to take active ownership of their learning as they prepare for the next stage of their journey.



A New Addition to Campus is Coming – Cockwell Hall!

Thanks to a transformational gift from a member of the Appleby College community, we look forward to officially unveiling the design of Cockwell Hall, an exciting new addition to campus to meet the expanding academic, co-curricular, and boarding life requirements of our students.

At the core will be a series of new classrooms, enabling us to eliminate the need for portables. The building's state-of-the-art, adaptive classroom spaces will allow students to explore, discover, invent and innovate with leading edge technologies such as Virtual Reality (VR), Augmented Reality (AR) and Artificial Intelligence (AI).

The building will also include new boarding rooms connected to Walker House to accommodate our growing Boarding Life programme.

We believe this addition to campus will be transformational, in the same way the Memorial Classroom Building and the A.W.B. Alumni Centre for Athletics and Student Life have transformed the educational experience, making Appleby the school it is today.

We look forward to sharing additional details on the impact this new building will have on the student experience.

A Renewed Commitment to Financial Assistance

Having a talented range of students, regardless of their backgrounds, is one of the central hallmarks of great schools, and it's a vital part of the Appleby College experience. A diverse socioeconomic student body benefits the whole community and is made possible through the school's needs-based bursaries, loans and merit scholarships.

In 2022-23, 20 per cent of students received financial assistance and we continue to work towards our goal of 25 per cent.

Compared to other leading independent schools, Appleby funds less of its financial assistance from philanthropy as a result of our relatively small endowment. Our goal is to increase this dramatically.

It is our goal for an increasing proportion of financial assistance to come from donations and endowment, ensuring the sustainability and future growth of this key deliverable. Over 90 per cent of Appleby's financial assistance is directed through bursaries. The remainder are loans or scholarships. This includes two of the school's hallmark programmes – the Centennial Scholars Programme and Global Access Programme, which offer needs-based full support to recipients, including tuition costs, incidental fees and boarding costs.

Expanding Non-Tuition Revenue Sources

We appreciate that the cost of an Appleby College education is a considerable financial commitment for families. As a not-for-profit charity, all funds are reinvested for the benefits of our educational purpose.

As we look forward, the importance of supplemental revenue sources is an increasing priority. Appleby's future success as an innovator and leader in the education sector would be enabled by boldly diversifying our revenues beyond just tuition.

As a result, the school is actively exploring new revenue sources such as:

- Ongoing investment in the organic growth of existing programmes like Appleby Camps and the Summer Academy
- Piloting and testing new ventures and initiatives that will expand both the school's offerings and its footprint such as the Next Climate Fellowship
- The exploration of acquisitions to enhance Appleby's programming and impact such as the recent purchase of Camp Kandalore

Our Commitment to Wellbeing

Appleby College's philosophy places the wellbeing of the individual at the centre of education, where wellbeing and learning come together in a stigma free environment and where students can be their authentic selves.

It is our goal that every Appleby student graduates with a deep sense of themselves, of mental health literacy and how to use wellbeing strategies to navigate and manage the demands of a complex world. This includes elements such as:

- Helping each student to develop deep self-knowledge of their personal capacities such as: Emotional Intelligence; Empathy; Gratitude; Mindset; their strengths and limitations; and perhaps most powerfully, understanding of how they think and learn.
- Investing in increased academic learning support and mental health services for our students.
- Elevate investment in faculty training and expertise.
- Provide education and support to parents on student learning needs, Positive Psychology and mental health.

With a bold vision for wellbeing in education, we look to becoming a Centre of Excellence that provides internal training and support for the wider community including the educational sector.

The Internet and Your Child

Social Media at School

During the school day, students will not have access to social media sites on the school's network (unless it's required for classroom use).

Social Media Everywhere

It's important to discuss with your child the use of Social Media such as Facebook, Twitter, Snapchat, TikTok and Instagram. Their activity has world-encircling and long-lasting effects and you and they share the responsibility for their postings. Be aware of their content and talk to them about it – Social Media should be compared to them putting a sign in your front yard with their name on it. And it's a sign that can't be easily removed.

Safety

Remember that your child is connected to the outside world even when they're alone in their rooms. Talk to them about what's happening in their world, even if – and especially when – that world is inside of a smartphone or laptop.

Phone Usage During School Time

Appleby students are to leave their cell phones in their bag, blazer or locker (out of sight) during classes, co-curriculars, clubs, community times/assemblies and lunches. Of course, there will be exceptions – for example, if a faculty member has given permission for a cell phone to be used for an academic purpose in class, or if a student is responsible for media creation and official posts on behalf of Appleby.

The purpose behind this rule is to limit distractions from the learning experience and promote a respectful learning environment. Students will be asked to put away their phones if they are using them without permission and as always should be striving to uphold the school's core ethical values. Students who are unable to respect these parameters may have their phones delivered to the appropriate School Director and returned at the end of the day, following a conversation. Should parents need to contact their child immediately for an emergency, they are to call main reception at 905-845-4681 ext. 200 and the administration team will contact the child and have them call home.

Eight Ways to Help Transition to Appleby

Allow for Time to Prepare & Process Before the School Year Starts

- Get to know the school's physical space.
- Get to know the community (participate in orientation events, read the weekly issue of *Appleby This Week* [ATW] sent via e-mail on Monday morning).
- Get to know the clubs and co-curricular activities (arts, service and athletics) that may be of interest to your student.
- Review the day's schedule.

Keep a Routine

- We tend to thrive on routines because it makes our daily lives feel predictable, and predictability helps students feel secure, happy, and healthy.
- Keep routines as similar as possible. For example, keep bedtime consistent.
- Help with planning and organization of the school day and potential outside activities.
- Help and/or talk about setting up a study schedule (adopt a routine of using an agenda).

Offer Choice

- During a transition, students may feel that they are losing some of the control over their lives.
- Having students participate in decision-making will help them feel like they have some control over all the new changes in their lives and help increase their confidence.
- While there are limited choices when buying school supplies, have students participate in determining what they would prefer from the selection. For example, what type of backpack, black dress shoes, white/blue shirt, gym bag, items for the locker does he/she/they want to have for school?
- Involve your child in establishing the routine to get to school on time.

Talk About Other Changes

- Let them know you realize how hard it can be to get used to new things. Give them a few examples of how you felt during changes in your younger years.
- Talk about things they successfully coped with in the past. They might include:
 - Starting a new year at school each September
 - Getting a new pet
 - Joining a team
 - Going to camp
 - Moving to a new home

Actively Listen

- It is important for students to tell their stories, as it helps them try to understand their emotions and the events that occur in their lives.
- Empathetic listening will allow you to understand your child's thoughts and feelings and connect with them on their new experiences.
- If your child struggles to name what he/she/they is feeling, help label the emotion (e.g., hopeful, anxious, excited, sad, nervous, worried, or scared).

Employ a Strengths-Based Approach

- Focusing on people's innate strengths has been proven to lead to better outcomes than focusing on what we perceive as their weaknesses. In educational settings, we can help students be more successful and engaged when we draw from their inner strengths and capacities.
- Encourage your child to acknowledge, value and exercise strengths as it helps students become more confident, competent and able to cope.

Give it Time

- Everyone copes with new changes on their own schedule. It is important not to put a time limit on how long your child is transitioning to Appleby as it often takes experiencing all the "firsts" during their first year at the school for students to truly feel comfortable.

Accessing Partnerships

- It is in the school setting that educators have a profound opportunity to interact with students in ways that will facilitate academic achievement and healthy social development in a safe, caring and supportive learning environment.
- Encourage self-advocacy and ownership of learning: become familiar with all the supports that are available at our school and build positive relationships with those people who are Advisors, Guidance Counsellors, Teachers, School Directors, Coaches, Club and Co-curricular leaders, IT Support team, Librarians, Food Services team, Health Centre and Athletic Therapy team, etc. to offer the type of support that will encourage your child to flourish.

Checklist

Joining the Appleby College community can be overwhelming at times, as there is quite a bit of information to cover. A checklist is below which includes a list of must-do's before school begins in September. Keep this for future reference and keep track of what you have completed.

- Read the New Family Information Handbook
- Read *Appleby This Week* (ATW)
- Log-in and become familiar with Appleby's education management system - BBK12
- Send final report cards to guidance
- Read books from summer reading list
- Purchase uniform from Top Marks
- Purchase athletic clothing from the College Shop
- Update health forms (forms can be found in your Magnus Account on the BBK12 Resource Page)
- Order textbooks from the Canadian School Book Exchange (CSBE)
- Review class schedule (make course changes in August if needed)
- Book and attend Appleby laptop meeting (students only)
- Attend new parent and student orientations in September
- Attend Grade Party events in September (parents only)

Important Contact Information

Administration

Main Phone: 905-845-4681, ext. 0

Fax: 905-845-9828

E-mail: info@appleby.on.ca

Website: www.appleby.on.ca

Mailing address: 540 Lakeshore Road West, Oakville, Ontario L6K 3P1

Innes van Nostrand, Principal, ext. 224; e-mail: ivannostrand@appleby.on.ca

Fraser Grant '87, Head of School & Deputy Principal, ext. 144; e-mail: fgrant@appleby.on.ca

School Directors:

> **Middle School:** Janay Eccles, ext. 369; e-mail: jeccles@appleby.on.ca

> **Upper School:** Christopher Patterson, ext. 147; e-mail: cpatterson@appleby.on.ca

> **Senior School:** Michael Moores, ext. 152; e-mail: mmoores@appleby.on.ca

On Campus

Admissions: ext. 216, fax: 905-845-9505, e-mail: admissions@appleby.on.ca

Arena: ext. 239

Attendance: ext. 750

Athletics Office: ext. 185 or ext. 190

Bussing: ext. 264; e-mail: bus@appleby.on.ca

Business Office: Student Accounts, ext. 130; e-mail: studentaccounts@appleby.on.ca

Schedule changes (snow, school closures, bus return times): ext. 540

Security: ext. 273, cell phone: 905-208-0851

Services

Health Centre: ext. 229; nurses@appleby.on.ca

Health Centre Emergency/24 Hour Phone: 905-580-2054

Food Services: ext. 230

IT Help Desk: ext. 106; support@appleby.on.ca

Guidance

Middle School: Please contact Seane Thorman at ext. 164 or sthorman@appleby.on.ca with questions regarding courses for Middle School as well as academic accommodations as they relate to learning differences.

Upper School and Senior School: Each student will be assigned a guidance counsellor by advisor group. Their name and contact information will be available in Appleby's education management system – BBK12 in the fall, along with other activity leaders.

Academic Accommodations

For questions regarding academic accommodations as they relate to learning differences, please contact Appleby's learning strategists - Mike Watters at mwatters@appleby.on.ca, ext. 280 or Kim Johnson at kjohnson@appleby.on.ca, ext. 248.

General Questions

Should you have any guidance or course related concerns, please contact Jenny Casey, coordinator, student services at guidance@appleby.on.ca, ext. 150.

Parent Contacts

Director of Parent Relations: Kathleen Kirkpatrick, ext. 148; e-mail: kkirkpatrick@appleby.on.ca

Manager of Parent Relations: Patricia Smallbone, ext. 242; e-mail: psmallbone@appleby.on.ca

Appleby College Parents' Association (ACPA) President: Elena Dannikova; e-mail: dannikova_elena@mail.ru

Boarding

Baillie House: ext. 504 – House Director: Han Chau; e-mail: hchau@appleby.on.ca

Colley House: ext. 502 – House Director: Stephen Telling; e-mail: stelling@appleby.on.ca

Powell's House: ext. 501 – House Director: Evan Fleming; e-mail: efleming@appleby.on.ca

Walker House: ext. 503 – House Director: Kristina Udegbumam; e-mail: kudegbunam@appleby.on.ca

Uniform Supplier

InSchoolWear (*until Wednesday, May 31, 2023*)

505 Iroquois Shore Rd., Unit 7, Oakville

Phone: 905-338-3030

Website: www.inschoolwear.com

The school password is appc

Top Marks (*effective Thursday, June 1, 2023*)

8215 Chemin Montview, Mont-Royal, Quebec

Phone: 1-800-667-7105 or (514) 344-5454

Website: www.topmarks.ca

The school password is APP01

Physical Education Uniforms

The College Shop, A.W.B. Alumni Centre for Athletics and Student Life, Appleby College

540 Lakeshore Road West, Oakville

905-845-4681 ext. 277

Website: www.applebycollegeshop.ca

Appleby This Week

Appleby This Week is Appleby's parent communication sent weekly during the school year directly to parents' e-mail address. A special issue for new families will be distributed on Monday, June 27, and a summer edition of ATW containing important information for the 2023-2024 school year will be sent to new and returning students and parents on Monday, July 3. The first issue of ATW for the 2023-2024 school year will be sent on Monday, September 4.

ATW is sent to the parent e-mail address(es) on file. If you need to update your e-mail address, please contact bioupdates@appleby.on.ca.

Below is a sample of the New Student Edition of ATW.



While one school year has or is just about to come to an end, and September is still over two months away, we appreciate that for many of our new families much of the planning and preparation for the start of the new school year is happening right now. So each year we put together this special edition of *Appleby This Week* (ATW) for our incoming families in an effort to better prepare you and your child for your Appleby College experience.

Please take a few moments to review this edition of ATW as it contains important need-to-know information on the upcoming school year. The information is divided into two sections; the first contains articles for all parents and host families. While the second section contains articles specific to boarding parents and students. In addition to this special edition, I also encourage you to read the summer issues of ATW that will be distributed on **Monday, July 4** and **Monday, August 8** as they will contain information on our return to school. I also ask that you review the [2022-2023 Appleby school year calendar](#) which includes key dates including long weekends, the Winter Holiday, March Break and exams.

On behalf of the entire Appleby community, I hope you and your family have a safe and enjoyable summer and we look forward to welcoming you to campus at the beginning of September.

Michael O'Connor
Chief Marketing and Enrolment Officer

INFORMATION FOR

All Parents & Host Families

2022-2023 Appleby College Calendar

Please [click here](#) to view the 2022-2023 Appleby College school year calendar.

Appleby's Education Management System - BBK12

In keeping with our commitment to integrating the most advanced technology into all facets of teaching and learning, Appleby uses an education management system provided by Blackbaud for students, faculty and parents.

Designed to enhance the student and parent experience, parents are able to access their student's school information in one convenient platform at any time and from anywhere. This includes a customized view into your child's Appleby experience - from assignments and due dates; personalized calendars showing class, co-curricular and club schedules; attendance record; grades and more.

To learn more about the exciting features and enhancements of Appleby's education management system please visit www.appleby.on.ca/ems! We also encourage all parents to take the tutorial offered once you log onto the system as it gives you a great sense of the features the system provides.

The Appleby College Parents' Association (ACPA)

The Appleby College Parents' Association (ACPA) was established in 1928. All Appleby parents are members of the association, which provides an opportunity to volunteer and help fundraise for the school. The ACPA is an integral part of the Appleby community and hosts a number of events over the year.

The first ACPA Executive Meeting of the 2023-2024 school year will take place on Tuesday, September 19, 2023 from 7:00 to 9:00 p.m. All are welcome. The remaining ACPA meeting dates are as follows (subject to change):

- Tuesday, October 17, 2023 - 7:00 to 9:00 p.m. (Boarder Break to Follow)
- Tuesday, November 14, 2023 - 7:00 to 9:00 p.m.
- Tuesday, December 5, 2023 - 7:00 to 9:00 p.m. (Boarder Break to Follow)
- Tuesday, January 23, 2024 - 7:00 to 9:00 p.m.
- Tuesday, February 6, 2024 - 7:00 to 9:00 p.m. (Boarder Break to Follow)
- Tuesday, April 2, 2024 - 7:00 to 9:00 p.m.
- Tuesday, May 7, 2024 - 7:00 to 9:00 p.m. (Boarder Break to Follow)
- Thursday, May 30, 2024 - 11:00 a.m., ACPA Annual General Meeting and Volunteer Appreciation Luncheon
- Monday, June 10, 2024 - 7:00 to 9:00 p.m.

Parent Buddies

All parents who are new to Appleby are assigned an Appleby parent “buddy” (who is a current Appleby parent) after they have completed the registration process. An excellent source of information, buddies keep in touch regarding important school dates and are there to help parents feel welcomed into the community. Parents new to the school will be contacted by their new parent buddies in July. If you have any questions please contact Patricia Smallbone, manager, parent relations at psmallbone@appleby.on.ca.

2023-2024 School Year Dates

School Begins	Tuesday, September 5 to Sunday, September 10 Thursday, September 7 Monday, September 11	New boarder orientation Orientation Day - All Students Classes Begin
Thanksgiving Weekend	Thursday, October 5 at 3:50 p.m. Monday, October 9 at 9:00 p.m. Tuesday, October 10	Classes End Boarders return to boarding Classes Begin
November Long Weekend	Thursday, November 9 at 3:50 p.m. Monday, November 13 at 9:00 p.m. Tuesday, November 14	Classes End Boarders return to boarding Classes Begin
Winter Holiday	Wednesday, December 20, 2023 to Monday, January 8, 2024	
School Resumes	Monday, January 8 at 9:00 p.m. Tuesday, January 9	Boarders return to boarding Classes Begin
February Long Weekend	Thursday, February 15 at 3:50 p.m. Monday, February 19 at 9:00 p.m. Tuesday, February 20	Classes End Boarders return to boarding Classes Begin
March Break	Saturday, March 9 to Sunday, March 24	
School Resumes	Monday, March 25 at 9:00 p.m. Tuesday, March 26	Boarders return to boarding Classes Begin
Spring Weekend	Thursday, March 28 at 3:50 p.m. Monday, April 1 at 9:00 p.m. Tuesday, April 2	Classes End Boarders return to boarding Classes Begin
May Long Weekend	Thursday, May 16 at 3:50 p.m. Monday, May 20 at 9:00 p.m. Tuesday, May 21	Classes End Boarders return to boarding Classes Begin
June Exam Period	Wednesday, June 5 to Wednesday, June 12	
Graduation Ceremony	Friday, June 14	
Boarder Final Move-out Day	Friday, June 14	

Key Start of School Dates and Events

Please note that all dates are subject to change. Complete listing of dates and events can be found on the Appleby Calendar on Parent Central. Check *Appleby This Week* regularly for updates and announcements.

Date	Event	Time	Location
Tuesday, Sept. 5	Long Distance Parent Orientation	9:00 a.m. - 5:00 p.m.	Schlesinger Dining Hall
Tuesday, Sept. 5	Long Distance Parent Welcome Lunch	12:00 - 1:30 p.m.	McLean House
Tuesday, Sept. 5 - Sunday, Sept. 10	New Boarder Orientation		Appleby College
Wednesday, Sept. 6	New Parent Orientation Night	6:30 - 8:30 p.m.	Schlesinger Dining Hall
Thursday, Sept. 7	Orientation Day - All Students	8:45 a.m. - 4:00 p.m. (TBC)	Appleby College
Sunday, Sept. 10	Welcome Back Barbecue for all families	11:30 a.m. - 1:30 p.m.	Appleby College
Monday, Sept. 11	Opening day of school	8:45 a.m.	Appleby College
Experiential Education Information Sessions			
Tuesday, Sept. 5	Middle One and Upper One Outdoor Education	TBD	Willis Hall and A.W.B. Alumni Centre for Athletics and Student Life
Wednesday, Sept. 6	Upper One Outdoor Education	TBD	A.W.B. Alumni Centre for Athletics and Student Life
Monday, Nov. 20	Upper Two Outdoor Education	TBD	A.W.B. Alumni Centre for Athletics and Student Life
Thursday, Jan. 18	Exchanges	7:00 p.m.	TBD
Grade Parties for Parents			
During the first few weeks of school, the Appleby College Parents' Association and Innes van Nostrand, Principal, host our parent community at Grade Parties. Dress code for the events is casual.			
Monday, Sept. 11	Senior Two	6:30 - 9:00 p.m.	McLean House
Tuesday, Sept. 12	Upper One	6:30 - 9:00 p.m.	McLean House
Thursday, Sept. 14	Middle School	6:30 - 9:00 p.m.	McLean House
Monday, Sept. 18	Upper Two/Senior One	6:30 - 9:00 p.m.	McLean House
Student Trip Dates			
Sept. 12-17, Sept. 17-22, or Sept. 25-Oct. 1	Upper One trips to S. Bruce McLaughlin Northern Campus		
Sept. 29-Oct. 4	All new Senior One and Senior Two students and all Upper One students that did not attend an Outdoor Education Trip last year trip to S. Bruce McLaughlin Northern Campus		
Sept. 20-22	Middle One trip to Camp Kandalore		
Sept. 20-22	Middle Two trip to Ottawa		
Oct. 11-16	Senior One Outdoor Leader trip the S. Bruce McLaughlin Northern Campus		
Jan. 28-Feb. 2, Feb. 3-8, Feb. 8-13, Feb. 21-26 or Feb. 26-Mar. 2	Upper Two trips to S. Bruce McLaughlin Northern Campus		
May 1-3	Middle One Experience Days		
May 1-3	Middle Two trip to Camp Kandalore		

Daily Middle School Timetable

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
Student Arrival Time 8:30 - 8:45 a.m.	Student Arrival Time 8:30 - 8:45 a.m.	Faculty Meeting 8:15 - 8:55 a.m.	Student Arrival Time 8:30 - 8:45 a.m.	Student Arrival Time 8:30 - 8:45 a.m.
Academic Block A-1 (70 minutes) 8:45 - 9:55 a.m.	Academic Block A-2 (70 minutes) 8:45 - 9:55 a.m.	Travel (10 minutes)	Academic Block A-1 (70 minutes) 8:45 - 9:55 a.m.	Academic Block A-2 (70 minutes) 8:45 - 9:55 a.m.
Travel (10 minutes)	Travel (10 minutes)	Academic Block A-1/A-2 (55 minutes) 9:05 - 10:00 a.m.	Travel (10 minutes)	Travel (10 minutes)
Community Gathering "Blue Time" (25 minutes) 10:05 - 10:30 a.m.	Community Gathering "Blue Time" (25 minutes) 10:05 - 10:30 a.m.	Travel (5 minutes)	Community Gathering "Blue Time" (25 minutes) 10:05 - 10:30 a.m.	Community Gathering "Blue Time" (25 minutes) 10:05 - 10:30 a.m.
Travel (5 minutes)	Travel (5 minutes)	Academic Block B-1/B-2 (55 minutes) 10:05 - 11:00 a.m.	Travel (5 minutes)	Travel (5 minutes)
Middle School Arts (45 minutes) 10:35 - 11:20 a.m.	Middle School Arts (45 minutes) 10:35 - 11:20 a.m.	Travel (10 minutes)	Middle School Arts (45 minutes) 10:35 - 11:20 a.m.	Middle School Arts (45 minutes) 10:35 - 11:20 a.m.
		MS Chapel/Wellbeing (15 minutes) 11:10 - 11:25 a.m.		
Lunch (45 minutes) 11:20 a.m. - 12:05 p.m.	Lunch (45 minutes) 11:20 a.m. - 12:05 p.m.	Lunch (40 minutes) 11:25 a.m. - 12:05 p.m.	Lunch (45 minutes) 11:20 a.m. - 12:05 p.m.	Lunch (45 minutes) 11:20 a.m. - 12:05 p.m.
Academic Block B-1 (60 minutes) 12:05 - 1:05 p.m.	Academic Block B-2 (60 minutes) 12:05 - 1:05 p.m.	Academic Block C-1 (60 minutes) 12:05 - 1:05 p.m.	Academic Block B-1 (60 minutes) 12:05 - 1:05 p.m.	Academic Block B-2 (60 minutes) 12:05 - 1:05 p.m.
Brain-Body Break (15 minutes)	Brain-Body Break (15 minutes)	Brain-Body Break (15 minutes)	Brain-Body Break (15 minutes)	Brain-Body Break (15 minutes)
Academic Block C-1 (60 minutes) 1:20 - 2:20 p.m.	Academic Block C-2 (60 minutes) 1:20 - 2:20 p.m.	Academic Block D-1/D-2 (60 minutes) 1:20 - 2:20 p.m.	Academic Block C-1 (60 minutes) 1:20 - 2:20 p.m.	Academic Block C-2 (60 minutes) 1:20 - 2:20 p.m.
Brain-Body Break (15 minutes)	Brain-Body Break (15 minutes)	Brain-Body Break (10 minutes)	Brain-Body Break (15 minutes)	Brain-Body Break (15 minutes)
Academic Block D-1 (70 minutes) 2:35 - 3:45 p.m.	Academic Block D-2 (70 minutes) 2:35 - 3:45 p.m. Co-Curricular	Club (60 minutes) 2:30 - 3:30 p.m.	Academic Block D-1 (70 minutes) 2:35 - 3:45 p.m.	Academic Block D-2 (70 minutes) 2:35 - 3:45 p.m. Co-Curricular
Home Form (10 minutes) 3:45 - 3:55	Dismissal 3:45 p.m.	Dismissal 3:30 p.m.	Home Form (10 minutes) 3:45 - 3:55	Dismissal 3:45 p.m.
Dismissal 3:55 p.m.			Dismissal 3:55 p.m.	
Bus Departs 4:05 p.m.	Bus Departs 4:05 p.m.	Bus Departs 4:05 p.m.	Bus Departs 4:05 p.m.	Bus Departs 4:05 p.m.

Daily Upper/Senior School Timetable

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
Student Arrival Time 8:30 - 8:45 a.m.	Student Arrival Time 8:30 - 8:45 a.m.	Faculty Meeting 8:15 - 8:55 a.m.	Student Arrival Time 8:30 - 8:45 a.m.	Student Arrival Time 8:30 - 8:45 a.m.
		Travel (10 minutes)		
Academic Block A-1 (75 minutes) 8:45 - 10:00 a.m.	Academic Block A-2 (75 minutes) 8:45 - 10:00 a.m.	Academic Block A-1/A-2 (55 minutes) 9:00 - 10:00 a.m.	Academic Block A-1 (75 minutes) 8:45 - 10:00 a.m.	Academic Block A-2 (75 minutes) 8:45 - 10:00 a.m.
Travel (5 minutes)	Travel (5 minutes)	Travel (10 minutes)	Travel (5 minutes)	Travel (5 minutes)
Community Gathering "Blue Time" (25 minutes) 10:05 - 10:30 a.m.	Community Gathering "Blue Time" (25 minutes) 10:05 - 10:30 a.m.	Academic Block B-1/B-2 (55 minutes) 10:05 - 11:00 a.m.	Community Gathering "Blue Time" (25 minutes) 10:05 - 10:30 a.m.	Community Gathering "Blue Time" (25 minutes) 10:05 - 10:30 a.m.
Brain-Body Break (15 minutes)	Brain-Body Break (15 minutes)		Brain-Body Break (15 minutes)	Brain-Body Break (15 minutes)
		Travel (5 minutes)		
Academic Block B-1 (75 minutes) 10:45 a.m. - 12:00 p.m.	Academic Block B-2 (75 minutes) 10:45 a.m. - 12:00 p.m.	Academic Block C-1/C-2 (55 minutes) 11:05 a.m. - 12:00 p.m.	Academic Block B-1 (75 minutes) 10:45 a.m. - 12:00 p.m.	Academic Block B-2 (75 minutes) 10:45 a.m. - 12:00 p.m.
Lunch (70 minutes) 12:00 - 1:10 p.m.	Lunch (70 minutes) 12:00 - 1:10 p.m.	Lunch (70 minutes) 12:00 - 1:10 p.m.	Lunch (70 minutes) 12:00 - 1:10 p.m.	Lunch (70 minutes) 12:00 - 1:10 p.m.
		Community Gathering (20 minutes) 1:10 - 1:30 p.m.		
Academic Block C-1 (75 minutes) 1:10 - 2:25 p.m.	Academic Block C-2 (75 minutes) 1:10 - 2:25 p.m.	Academic Block D-1/D-2 (55 minutes) 1:30 - 2:25 p.m.	Academic Block C-1 (75 minutes) 1:10 - 2:25 p.m.	Academic Block C-2 (75 minutes) 1:10 - 2:25 p.m.
Travel (5 minutes)	Travel (5 minutes)	Travel (5 minutes)	Travel (5 minutes)	Travel (5 minutes)
		Club (60 minutes) 2:30 - 3:30 p.m.		
Academic Block D-1 (75 minutes) 2:30 - 3:45 p.m.	Academic Block D-2 (75 minutes) 2:30 - 3:45 p.m.	Travel/Change (10 minutes)	Academic Block D-1 (75 minutes) 2:30 - 3:45 p.m.	Academic Block D-2 (75 minutes) 2:30 - 3:45 p.m.
Travel/Change (10 minutes)	Travel/Change (10 minutes)		Travel/Change (10 minutes)	Dismissal 3:50 - 4:00 p.m.
		Co-Curricular Program 3:40 - 5:00 p.m.		Bus Departs 4:05 p.m.
Co-Curricular Program 4:00 - 5:20 p.m.	Co-Curricular Program 4:00 - 5:20 p.m.		Co-Curricular Program 4:00 - 5:20 p.m.	
		Bus Departs 5:15 p.m.		
Bus Departs 5:35 p.m.	Bus Departs 5:35 p.m.		Bus Departs 5:35 p.m.	

Guidance at Appleby

The Guidance program at Appleby is integrated into the community life block and advisor program at all grade levels and is a combination of credit and non-credit course offerings. Each guidance course promotes a strength-based approach to support students from an academic, social and emotional perspective.

Guidance Counsellors

Five counsellors are assigned to advisor groups and will work with students from Upper One through to Senior Two. Guidance counsellors focus on academic advising and post-secondary counselling as well as some social/emotional support.

School Counsellors

Two School Counsellors work as part of the Appleby Care Team (ACT) along with members of the Health Centre to support student mental health.

Learning Strategists

Two learning strategists work to support students who receive academic accommodations.

Academic Accommodations

For questions regarding academic accommodations as they relate to learning differences, please contact Appleby's learning strategists - Mike Watters at mwatters@appleby.on.ca, ext. 280 or Kim Johnson at kjohnson@appleby.on.ca, ext. 248.

Middle School: Please contact Seane Thorman at ext. 164 or sthorman@appleby.on.ca with questions regarding courses for Middle School as well as academic accommodations as they relate to learning differences.

Upper School and Senior School: Each student will be assigned a guidance counsellor by advisor group. Their name and contact information will be available in Appleby's education management system - BBK12 in the fall, along with other activity leaders.

General Questions

Should you have any guidance or course related concerns, please contact Jenny Casey, coordinator, student services at guidance@appleby.on.ca, ext. 150.

Personal Counselling

Student Services at Appleby provides support for students' physical and emotional wellbeing during challenging stages in life. Students have confidential access to a variety of resources through the Guidance Department, School Counsellors, Health Centre, Appleby Care Team and Chapel. If necessary, an extensive variety of referrals is available.

Post-Secondary Counselling

Appleby's post-secondary counselling program is committed to working with students and their families throughout the post-secondary exploration and application process. Students are supported in finding a post-secondary institution that matches them; their academic profile, interests, values, and strengths. Our program supports students in developing an understanding of their unique talents, abilities, and skills and are encouraged to find their 'best-fit' with a clear understanding of self in mind.

Presentations to families are offered in the Upper and Senior School years to share insight into the post-secondary application process and the program and supports at Appleby, and to provide an awareness of preparation encouraged at each grade level.

Additional information regarding post-secondary counselling as well as various resources is available on BBK12. To access click on the 'My Student Info' button on the homepage of www.appleby.on.ca. Once logged in, click on the 'Guidance Post-Secondary Counselling' button.

New Student Course Resources

Upon registering for the 2023-2024 school year, parents received a 'Welcome to Appleby College - Student Access to BBK12 and Course Requests' e-mail which provides important information on how to access Appleby's education management system - BBK12 and the New Student Course resource which provides access to information such as grade specific summaries of 2023-2024 courses as well as the school's online Course Calendar. Please note: while Middle School students do not need to select their courses, parents are encouraged to review the Student Course Information for Middle School available on Appleby's education management system - BBK12.

School Bus Service

Appleby College offers bussing services for students Monday through Friday during the school year for regular riders, one-way riders, and occasional riders with routes servicing:

- Etobicoke
- Mississauga
- Oakville
- Burlington
- Milton

In designing the bus routes, Appleby works closely with our bussing provider Attridge Transportation in an effort to ensure we are providing the best possible service to our students and families.

The majority of stops are located within a 1-3 minute walking distance of a student's home. The exceptions are situations where despite best efforts it is prohibitive for the bus to navigate the student's street. To account for potential morning delays (due to inclement weather, traffic, road construction, etc.), students must be waiting at their stop five minutes prior to the scheduled pick up time.

GPS Service

Appleby provides a GPS service for bus riders called Trackem. The service is complimentary and includes up to three licenses per student and the possibility to track one or two buses.

Confirmation of Routes

Families who registered for Appleby's bussing service for the 2023-2024 school year will receive notice of their preliminary route in the summer, with final routes confirmed in early fall based on parent feedback and traffic patterns. All bus routes and related information is posted on the Transportation site via Appleby's education management system - BBK12 for reference.

Daily Bus Schedule

School Bus	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival	8:30 a.m.	8:30 a.m.	8:30 a.m.	8:30 a.m.	8:30 a.m.
1st Departure	4:00 p.m.	4:00 p.m.	4:00 p.m.	4:00 p.m.	4:00 p.m.
2nd Departure	5:35 p.m.	5:35 p.m.	5:35 p.m.	5:35 p.m.	n/a

Schedule Changes

In the event of a bus schedule change (due to a planned early dismissal, special event, etc.), parents will be notified via *Appleby This Week* and an update will also be posted on the Transportation site.

Contact Information:

Diana Viselli, Administration Coordinator

E-mail: bus@appleby.on.ca; ext. 264

Driving on Campus

Appleby College is a pedestrian-friendly campus and has implemented the following measures for the safety of its students, employees and visitors to campus.

Morning Drop-Off Protocol

Parents who are dropping off students are asked to do so in front of the main school entrance/Nicholas Arts Centre. Security staff are present during this time to help direct visitors to campus as appropriate. Students should not be dropped off anywhere else on campus except the laneway in front of the Nicholas Arts Centre. The residential or inner ring road is closed to all traffic except medical visitors Mondays between 8:45 and 9:05 a.m. and Tuesday to Friday between 7:45 and 8:05 a.m.

Traffic Exiting Campus

During the morning drop-off and afternoon pick-up, please note that there is no left turn onto Lakeshore Road West when exiting campus. Between 7:00 to 9:00 a.m. and 3:00 to 5:00 p.m. please turn right only and when the sign and cones are displayed. We kindly ask out of consideration for the safety of those using the crosswalk and to help prevent traffic congestion during this busy time of day.

Traffic Control Gates

Appleby has three traffic control gates:

- Main campus entranceway: gate is open during regular school hours
- Entrance to outer ring road: gate closed during morning drop off only (Mondays from 8:45 to 9:05 a.m., Tuesdays to Fridays from 7:45 to 8:05 a.m.)
- Outer ring road exit (west of East Field): gate is closed and automatically activated upon exit

Parents and visitors requiring access to campus after regular school hours will be required to contact security by accessing a call button located at each gate.

Thank you for your cooperation in keeping our campus safe!

The Business Office

Located in The McCraney Barn, the Business Office is open throughout the school year Monday to Friday from 8:00 a.m. to 4:30 p.m. During the summer months of July and August its office hours are Monday to Friday from 8:00 a.m. to 4:00 p.m.

Please reach out to one of the following Business Office team members when looking for information about student account administration (including payment processing for tuition fees, monthly student statement distribution, student account refunds after graduation), financial assistance, tax receipts for donations, childcare and T2202 forms.

Young Nak Chu, Director, Finance

E-mail: ychu@appleby.on.ca; ext. 143

Debi Bell, Accounts Receivable Administrator

E-mail: studentaccounts@appleby.on.ca; ext. 130

Mary Monardo, Accounts Payable Administrator

E-mail: accountspayable@appleby.on.ca; ext. 250

Julia Bastian, General Accountant

E-mail: jbastian@appleby.on.ca; ext. 126

Patricia Hill, Business Manager, Facilities & Finance

E-mail: phill@appleby.on.ca; ext. 251

Please note the following key dates:

- April 1 – Tuition due for annual payment plan
- April 1, July 1, October 1 and January 1 – Installments due for quarterly payment plans
- April 1 to February 1 – Installments due each month for monthly payment plans
- July 1 – Full fees due for withdrawals after this date
- July 31 – Deadline to purchase tuition refund insurance (tuition refund insurance becomes active for students who have attended the first two weeks of school)
- October 31 – Round 1 financial assistance application deadline for new students (siblings) applying to Appleby
- December 9 – Financial assistance application deadline for current students
- Childcare receipts are available for students younger than 16 years of age at any point during the school year
- The T2202 Tuition and Enrolment Certificate is available for students taking eligible Advanced Placement courses and can be accessed via Appleby's education management system - BBK12 once posted.

Tuition Payment Resources (Links):

- [Tuition payment options](#)
- [Tuition fees](#)
- [Withdrawal policy](#)
- [Tuition refund insurance](#)

Health Centre

The Appleby College Health Centre (located on the south side of campus across from Baillie House and Walker House) is open and staffed with a Registered Nurse 24 hours a day, 7 days a week. All students at Appleby can access a nurse at anytime and services are free of charge.

E-mail: nurses@appleby.on.ca
Phone: 905-845-4681 ext. 229
Emergency 24 hour cell phone: 905-580-2054
Fax: 905-845-1122

Mental Health Support nurse Ms. Kristen Slowly R.N. is also available to students Monday, Tuesday, Thursday and Friday from 10:00 a.m. to 6:00 p.m. Ms. Slowly is available by drop-in and by appointment.

E-mail: Kslowly@appleby.on.ca
Phone: 905-845-4681 ext. 425

Health Forms for 2023-2024:

Parents can submit and update their child's health information for the 2023-2024 school year in the Magnus Health portal. Please ensure these health forms are reviewed and completed before Saturday, July 1, 2023. The health forms take approximately 15-30 minutes to complete.

To access the Magnus Health portal via Appleby's education management system - BBK12 please [click here](#). Once logged-in, you will be taken to the Resources landing page which will show a series of posts. Please click on the 'Magnus Health' button to open the Magnus Health portal. For additional information on how to complete your student's health record please [click here](#).

Immunization Records for New Appleby Students:

Parents are to submit a complete copy of their child's Immunization Record directly to the Halton Public Health Department. Please ensure that the record includes all immunizations that your child has received since birth. Please click [Halton Health Immunization Records](#) to learn about the different ways you can submit your child's immunization record. If you require any assistance with this process, please contact Appleby's Health Centre at 905-845-4681 ext. 229, or by e-mail at nurses@appleby.on.ca.

Mandatory School Vaccines for Appleby Students and How to Avoid Possible School Suspension:

A reminder that every time your child gets an immunization from their healthcare provider, you need to update the Halton Public Health Department. The Immunization of School Pupils Act (ISPA) requires all parents of children attending schools in Ontario to report their immunization records directly to their Public Health Department. This is required to ensure that all students are up-to-date with their mandatory immunizations. Students that do not submit an immunization record, or submit incomplete immunization records are at risk for school suspension as issued by the Ministry of Health. Please note that Appleby's Health Centre does not provide immunizations or track your child's immunizations. To have your child receive a vaccination, please contact your family doctor or the Halton Region Health Department. If your child is not up-to-date on immunizations due to medical or religious/conscience reasons you must submit an exemption form to the Public Health Department. More details can be found at www.halton.ca/immunize.

Contacting the Halton Region Health Department:

- Visit www.halton.ca/immunize
- Dial 311 (if in Halton) or 905-825-6000
- Drop off the up-to-date immunization record to the Halton Regional Centre drop off mailbox, 1151 Bronte Road in Oakville

Medication at School:

Medication should be given at home whenever possible. However, if medication must be administered during school hours (prescription or over-the-counter), medication must be brought to the Health Centre in the original container with proper labeling and a Medication Dispensing Form must be completed.

Boarding students are not allowed to have any over-the-counter medications in their boarding rooms. Should students require to take medication while in boarding it will first need to be reviewed by the school nurse. Once approved, a week's worth of medication may be kept in boarding (some medication may need to be dispensed daily). The remainder of the medication must be stored in the Health Centre and kept in its original packaging (written in English). For further information on our medication at school policy, please contact the school nurse at nurses@appleby.on.ca or 905-845-4681 ext. 229.

Standards of Dress and Appearance

For the first day of classes, Monday, September 11, all students should be in “first dress”. This includes an Appleby school blazer, plain white or solid light blue dress shirt, Appleby tie, grey pants or Appleby kilt, and black, navy blue or dark grey socks with pants, or navy blue knee-high socks or plain navy blue opaque tights (no patterns, no sheer nylons) with a kilt. New students receive a tie on the first day of classes and do not need to purchase one prior to the start of school.

After the first day of school, and up until the Thanksgiving long weekend, students will have the option to wear the white Appleby crested polo shirt with or without the Appleby ¼ zip crested sweater as a warmer weather uniform.

Following the Thanksgiving long weekend, and until the May long weekend, students are required to wear the first dress uniform. Following the May long weekend, students again may choose to wear the warmer weather uniform.

School dress is worn at all times during the academic day unless permission is granted. Uniform items are available from Appleby’s official supplier, Top Marks (www.topmarks.ca). Physical Education uniform items are available at the College Shop.

Additional details about school dress are below:

Blazer

- > Navy blue single-breasted school blazer with the Appleby crest permanently affixed.
- > Students who have received Colours may wear their Colours jacket.

Pants/Slacks

- > Pressed grey dress pants.
- > No sweatpants or lounge pants; no black pants (see sample photo for colour sample and style).

Kilt

- > Appleby kilt – no shorter than seven cm above the knee.
- > Students will be asked to change from kilts shorter than seven cm above the knee into their slacks. Students not wearing tights must wear boxer or biking shorts under their kilt.

Sweaters

- > Navy blue sweater or vest (tie must be visible).
- > No sweatshirts, turtlenecks or hooded tops of any style.
- > Appleby logo athletic, house or grad apparel is not permitted with the school uniform.
- > Navy 1/4 zip crested sweater.

Shirts

- > Plain white or solid light blue dress shirt.
- > White Appleby crested polo (can be worn in September, October, May and June)

Appleby Tie

- > New students receive a tie on Opening Day and do not need to purchase one prior to the start of school.
- > Ties from Round Square schools can be worn upon return from exchange for one reporting period only.
- > House ties are available for purchase at the College Shop.

Footwear

- > Low-cut and low-heel black footwear.
- > No boot-style shoes, clogs, open-toed, open-heeled or high heels.
- > Practical black winter boots may be worn when there is snow or ice on school walkways. Students should have their shoes in their locker and be prepared to wear them if the sidewalks are clear.

Socks/Tights

- > With pants: appropriate dress socks – no white socks.
- > With kilt: navy blue kilt socks or plain navy blue opaque tights (no patterns, no sheer nylons).

Outerwear

- > Students should dress appropriately for the weather.
- > Hats and other outerwear are not permitted indoors.
- > Coats may be worn outdoors.

****Students are to arrive at school and leave school in uniform, and must remain in classroom dress until the end of the academic day.****

Appearance

- > Students must accept responsibility to dress tastefully within the school's guidelines, take an interest in their own appearance and wear their uniform proudly.
- > All articles of Appleby clothing must be labelled with the student's name.
- > A reasonably conservative, traditional haircut is required.
- > Exaggerated haircuts, exotic styles or colours are not permitted. Students must remain clean shaven or with facial hair neatly trimmed.

Examples of appropriate uniforms for students:



Physical Education

The Physical Education (PE) uniform must be worn in all gym classes. The uniform is comprised of:

- > Navy blue or white crested T-shirt
- > Navy blue athletic crested shorts
- > White athletic socks
- > Proper athletic footwear (e.g. running shoes)
- > Navy blue wind suit or tracksuit for outdoor activities (purchased through the College Shop)

All students representing Appleby on a competitive team are required to purchase and wear the Appleby athletic tracksuit for all home and away games.

Additional equipment will be required for specific classes throughout the year (e.g. skates, bathing suit, baseball gloves, mouth guard, winter clothing). Please consult your PE teacher for the equipment required for your specific grade.

All uniform items of Appleby PE clothing are available from the College Shop. Students must have their PE uniforms for the first day of school.

Boarding students who have a dance or physical education class first period may wear their PE or dance uniform to breakfast.

Athletic Equipment and Uniforms

All students taking part in competitive or instructional programmes are required to provide their own equipment. Eye protection is mandatory for anyone using the squash courts. Mouth guards are mandatory for those playing field hockey, hockey and rugby. School-owned equipment and uniforms that are not returned two weeks after the end of the season will be charged to the student's account at a significant mark-up by the Business Office.

Athletic Practices and Games

Students participating in the athletics programme must wear blue shorts and a white or blue T-shirt to all practice sessions. All shorts must be an appropriate length. Tops can be sleeveless but cannot be tank tops or have a spaghetti strap. All students representing Appleby on a competitive team are required to purchase and wear the Appleby athletic tracksuit for all home and away games.

Dinner Dress

Dress during the supper hour is more relaxed. Casual, tasteful wear is appropriate. Students should change out of athletic and practice gear and ensure they have showered and cleaned up before coming to dinner. Outerwear, including hats, is not permitted in the dining facility at any time.

How to Purchase School Uniforms

Appleby College's official school uniform provider is Top Marks (www.topmarks.ca).

Top Marks has been providing custom school uniforms to schools across Canada since 1986, and their steadfast commitment to excellence has established them as one of the most respected and reliable school uniform suppliers in the country. Founded in Montreal, all of their uniform items continue to be designed there and many of these items are still proudly made in their Montreal factory.

As of Thursday, June 1, 2023, Appleby families will be able to purchase school uniform items via Top Marks' website at www.topmarksorders.ca.

For new local families, representatives from Top Marks will be holding fitting sessions on campus in June. More details regarding how families can book a fitting session will be provided in an upcoming *Appleby This Week*.

For our distant families, the process for ordering uniforms will be through Top Marks' user-friendly online store which includes access to a detailed sizing guide as well as a knowledgeable customer service team for assistance if needed.

Please note that given the high volume of transactions that Top Marks processes during the summer, orders must be received no later than Friday, June 30, 2023 in order to guarantee delivery before the start of school. Orders received after Friday, June 30, 2023 will be processed as quickly as possible however they cannot guarantee delivery prior to Monday, September 11, 2023.

Online Ordering

- In order to make online uniform purchases, you must have an account set up with Top Marks before you can access its online store. To register please visit www.topmarksorders.ca.
- The 'school password' in setting up an account is: APP01
- Once your account is set up, you can log in to access Top Marks' online store for Appleby College uniform items.
- Virtual appointments can be requested through Top Marks' customer service team.

The screenshot shows the Top Marks website interface. At the top left is the Top Marks logo (a red maple leaf above the text 'TOP MARKS'). At the top right is a language selector 'FR'. The main content area has a light gray background and contains the following text:

Welcome to ordering on line with Top Marks.

Given the high volume of transactions we process during the summer, we must receive your order by no later than June 30th in order to guarantee delivery before the start of school. Orders received after June 30th will be processed as quickly as possible however we cannot guarantee it will be complete. For orders placed during the school year, please allow between 1 to 4 weeks for delivery.

If you experience any problems while attempting to order, we apologize for any inconvenience and request that you call 1-800-667-7105 for assistance.

Thank you.

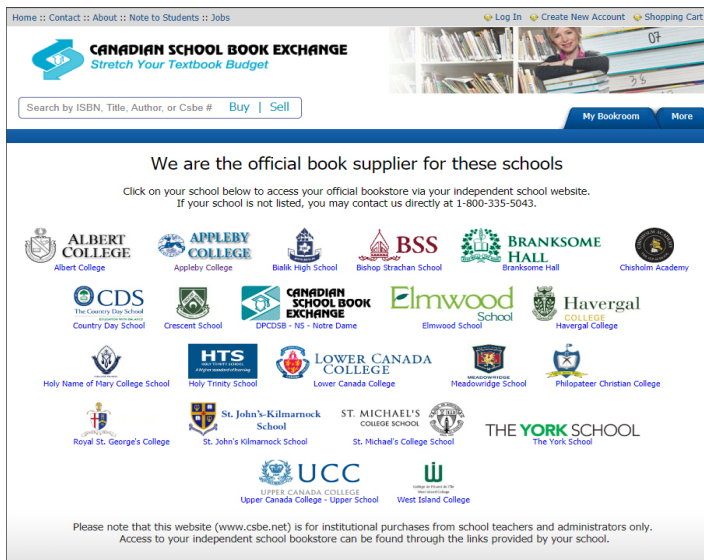
Below this text are two main sections:

- RETURNING CUSTOMER LOGIN:** This section contains two input fields: 'Email address' and 'Password'. Below the 'Password' field is a link that says 'Forgot your password?'. At the bottom of this section is a blue button labeled 'LOGIN'.
- CREATE A NEW ACCOUNT:** This section contains a single input field labeled 'Enter school password'. Below this field is a blue button labeled 'ENTER'. At the bottom of this section is a note: 'If you do not know your school password, please contact us at 1 800 667-7105.'

Purchasing Textbooks

A partnership with the Canadian School Book Exchange (CSBE) makes it possible for parents and students to have schoolbooks delivered directly to your door.

To order books online, visit www.csbe.net/content/notetostudents.aspx and click on 'Appleby College'.



Click on 'Place Order', then '2023-2024 Academic Year Bookstore'.



Log-in using your existing account information, or set-up an account. Once logged in, register your Appleby students and/or select the student(s) for whom you wish to order. Next, you will be given an option to substitute used books if available. The next screen will allow you to choose the grade level and the books you would like to purchase. Once the selections are made, a total cost is calculated. If additional books are required throughout the year, the CSBE will notify students and parents by e-mail. Alternatively, books can be ordered by phone at 905-828-7200 or directly at the CSBE store, located at 3300 Ridgeway Drive, Unit 5, in Mississauga. For further information, contact the CSBE at 905-828-7200.

Appleby College Department of English

Summer Reading 2023-24



Middle One (Grade 7): ENG7J
New Kid by Jerry Craft

Middle Two (Grade 8): ENG8J

Student choice! Students will choose one of the following seven texts:

- *Among the Hidden* by Margaret Peterson Haddix
- *Hawk* by Jennifer Dance
- *I Am Malala* (young readers edition) by Malala Yousafzai
- *Simon vs. the Homo sapiens Agenda* by Becky Albertalli
- *The Boy on the Wooden Box* by Leon Leyson
- *The Curious Incident of the Dog in the Nighttime* by Mark Haddon
- *Piecing Me Together* by Renee Watson

Upper One (Grade 9): ENG1D

Braiding Sweetgrass for Young Adults: Indigenous Wisdom, Scientific Knowledge, and the Teachings of Plants by Robin Wall Kimmerer, Monique Gray Smith, & Nicole Neidhardt

Upper Two (Grade 10): ENG2D

The Best We Could Do by Thi Bui and students will select a memoir of their choice from [NPR's recommended memoirs of 2022](#). Students should have a physical copy of their book to bring on the first day of school.

Senior One (Grade 11): ENG3U

Students will pick a memoir of their choice from [NPR's recommended memoirs of 2022](#). Students should have a physical copy of their book to bring on the first day of school.

Senior One (Grade 11) ENG3UP (Capstone)

Brave New World by Aldous Huxley

Senior Two (Grade 12): ENG4UP (Capstone)

Dream Work by Mary Oliver

English Media Studies (Grade 11) EMS3O, Senior Two (Grade 12) ENG4U and Writer's Craft (EWC4U)

No required summer read.

Laptop Assignment and IT Help Desk

Appleby College is a recognized leader in integrating laptop computers into an exceptional learning experience. We understand that technology in school means more than accessing the Internet. A student's computer is a critical tool that extends their opportunities and capabilities to learn, to communicate, to research, and to connect – all important competencies for the 21st century.

In preparation for the 2023-2024 school year, new students can look forward to receiving their laptop prior to the start of school during scheduled rollout sessions hosted by Appleby's IT department.

Parents can expect to receive a communication which will provide details regarding the August laptop rollout session schedule and how to sign up.

Local and Day Students

New Middle One to Senior Two students located within Ontario will have the opportunity to sign up for a rollout session. New Middle One to Senior One day students who reside outside of Oakville and will not be available to attend an in-person rollout session will have an opportunity to book an appointment directly with Appleby's IT department to receive their laptop.

International and Long-Distance Boarders

International or long-distance boarders will receive their laptops during the New Boarder Orientation programme, and details will be sent to parents prior to the student's arrival on campus. Should a student wish to attend a rollout session in August, they are welcome to sign up.

Backpacks and Bags

As part of Appleby's laptop policy, all students are required to carry their laptops in a proper computer bag. The bag manufacturer may be of their choosing; however, it must have a properly padded and designated computer compartment. All equipment should always be stored separately from the laptop. Students are asked to have their bag with them when attending the laptop session.

Appleby College Technology Team

The Appleby College Technology Team is available to help whenever students encounter any issues, have any questions or have technology suggestions to make.

Please contact the Technology Team at:

E-mail: support@appleby.on.ca

905-845-4681 ext. 106

Hours of Service: Monday to Friday: 8:00 a.m. to 5:00 p.m.

Summer (June 22 - September 8, 2023): Monday to Friday: 8:00 a.m. to 4:00 p.m.

The College Shop

- > Located in the A.W.B. Alumni Centre for Athletics and Student Life
- > Staffed with Appleby College Parents' Association (ACPA) volunteers
- > A portion of all sales go to the ACPA and are redirected to benefit the school
- > The Turnover Shop accepts and sells gently used uniform items
- > The school's Lost & Found is located next to the College Shop

Online Ordering:

To order College Shop merchandise online, please visit: www.applebycollegeshop.ca. Items may be shipped directly to your home or picked up at the College Shop.

The College Shop sells:

- > School approved gym wear
- > School approved art supplies
- > School approved calculator
- > Team wind suits
- > School ties
- > Stationery supplies
- > Spirit wear
- > House items
- > Appleby logo gift items

The Turnover Shop sells gently used school wear including:

- > Blazers (\$75)
- > Kilts (\$60)
- > Dress shirts (\$10)
- > Dress pants (\$10)
- > Approved gym wear
- > Approved spirit wear

Regular Hours:

- > Monday through Friday from 11:15 a.m. to 1:15 p.m.

Summer Hours:

- > Monday, August 28 to Friday, September 1 - 10:00 a.m. to 2:00 p.m.
- > Tuesday, September 5 to Friday, September 8 - 10:00 a.m. to 4:00 p.m.

*To book an appointment in July or August please e-mail Lori Latter, Manager, College Shop at llatter@appleby.on.ca.

Contact information:

905-845-4681 ext. 277

collegeshop@appleby.on.ca

Volunteering at Appleby College

Volunteering at Appleby College is a great way to become an involved and informed parent! The school and the Appleby College Parents' Association (ACPA) could use your help staffing a variety of school activities held for the benefit of Appleby students. Opportunities exist for volunteering once a week, once a month, or occasionally. You can choose an option that best fits your schedule.

Below is a list of some events that require volunteers throughout the year:

Ongoing: College Shop/Lost and Found/Turnover, Chapel Guild, Photography, Open Houses, New Parent Committee, Host Family/Billeting and Boarder Breaks

September: Welcome Back Barbecue, Grade Parties, School Photo Days, Homecoming

October: Appleby's Annual Walkathon, School Photo Days

November: Carol Services, Upper School Play, ACPA Tree Trimming, Holiday Fundraiser

December: Poetry Recital Judges

January: Debating Contest Judges

February: All School Play

April: Public Speaking Contest Judges, Employee Appreciation Luncheon

May: Middle School Play, New Family Information Evenings

June: Turnover Shop Sale, Book Returns and Used Book Sale, the ACPA Annual General Meeting

Please note that Appleby requires all parent volunteers to have a security clearance completed (also known as Police Screening or Criminal Record Check) including a Vulnerable Sector Check every five years. If you have questions or wish to be added to a general volunteer list, please contact Poonam Hardas, ACPA volunteer coordinator, at poonamhardas@gmail.com.

You can volunteer online by clicking here: www.appleby.on.ca/ourcommunity/acpa/volunteer.

Appleby College Terminology & Lingo

> **ACPA**

Appleby College Parents' Association

> **Advisors**

Advisors work with students, parents, teachers and school directors to encourage, guide and provide support in all school endeavours.

> **AP**

Advanced Placement is an internationally recognized programme that gives students the opportunity to earn university credit or placement while still in high school. Choosing from 20 different AP courses, students complete first year university material while in Grades 10, 11, or 12, and in May of that year, write external exams administered by the College Board. Depending on the results students may receive advanced placement or credits at university.

> **AP Capstone**

AP Capstone is a College Board program offered at Appleby in Senior One and Senior Two through our English department. Appleby students in Upper Two must apply for admission into the two-year program. The program focuses on discussion skills, critical thinking and academic research.

> **ATW**

Appleby This Week – Appleby's parent communication sent weekly during the school year directly to parents' e-mail address.

> **BBK12**

Appleby's education management system.

> **Co-curricular Programme**

Appleby's Co-curricular Programme develops the whole student, complementing a strong academic curriculum through required participation in athletics, arts, service and boarding life programme.

> **Global Leadership Diploma**

The *Appleby College Diploma with Distinction in Global Leadership* inspires students to explore beyond their current communities by weaving global perspectives into every subject and introducing real-world experiences and interactions into academic, co-curricular and experiential programmes.

> **Grade Band**

The student body is divided into three grade bands: Middle School grade band (Grade 7 which is M1 and Grade 8 which is M2), Upper School grade band (Grade 9 which is U1 and Grade 10 which is U2), and Senior School grade band (Grade 11 which is S1 and Grade 12 which is S2). There are School Directors for each grade band and weekly grade band meetings for these groups.

> **Home Form**

Home Forms are an essential component of the Middle School Programme. Small class sizes are key, with courses taught by subject specialists.

> **Middle School**

Grades 7 (M1) and 8 (M2).

> **Optimates**

Students achieving an overall average of 85% or above for the year (a combination of term and summative assessment) are recognized in the following year as Optimates students. The student average is calculated including the required course for each grade and only those courses taken at Appleby during the September to June academic year.

> **Parent Central**

Online gateway to Appleby and the starting point for all information and services that Appleby offers online.

> **POL**

In place of traditional June examinations, the M2 students will showcase their Presentations of Learning (POL). These digital portfolios are a culminating event celebrating student academic and affective growth as they finish Middle School and will highlight meaningful learning experiences for teachers, peers, Home Form advisors, and parents across all aspects of their learning at Appleby.

> **S. Bruce McLaughlin Northern Campus**

Located on Rabbit Nose Island, Lake Temagami and serves as the campus for Appleby's Northward Bound Programme.

> **Senior School**

Grades 11 (S1) and 12 (S2).

> **Tablet**

Student laptop.

> **Upper School**

Grades 9 (U1) and 10 (U2).

Frequently Asked Questions

> **If I have questions about Appleby over the summer, who can I call?**

Many school offices, including Admissions, the Business Office, and IT are operating throughout the summer. If you have any concerns please refer to the Important Contact Information on page 10 in this booklet for contact details.

To get in touch with Appleby College's Guidance department over the summer, please contact Jenny Casey at 905-845-4681 ext. 150 or guidance@appleby.on.ca. She will do her best to assist you with guidance-related concerns. Specific questions about courses, the first day of school, etc. can be answered in the week before school starts. Guidance counsellors and school directors will communicate information the week before school begins.

> **Does my child have to attend orientation?**

Yes. All new students must attend student orientation. New Boarder Orientation runs Tuesday, September 5 through Sunday, September 10. Orientation Day for all students will take place on Thursday, September 7. Students will meet: classmates, school directors, student leaders, advisors; learn about important school protocols; and find out important details about the first week of school.

> **Do students wear uniforms to the orientation?**

No. Students may dress casually for the New Student Orientation. On the Opening Day of school, new students should be in uniform with the exception of a tie. New students will receive a school tie during a special Tie Ceremony on the first day.

> **When do I find out what house my child will be in or affiliated with?**

During orientation, students will be informed of their House placement.

> **When will my child receive their Appleby laptop?**

There will be laptop rollout sessions in August run by the Technology Team. Further details will be available in the summer issue of *Appleby This Week* (ATW). New boarders will receive their laptops during their orientation week.

> **Do students bring laptops to school on the first day?**

Yes. Students should come to school prepared to meet their teachers and use their laptops on the first day of classes. They will be able to lock their laptop in their locker for the morning, and then retrieve it for classes. They should not bring a laptop to orientation.

> **Are there athletic team try-outs before the start of school?**

Some sports offer training camps the week before school starts and these are recommended, but not compulsory for students interested in trying out for Varsity level teams. Details will be in the summer issue of *Appleby This Week* (ATW). The success of a student trying out for a team will NOT be determined if the student is not available to attend the pre-season camp.

> **When does my child register for co-curricular activities and clubs?**

Co-curricular activities begin on the Opening Day of school. Students should choose a co-curricular to attend and will have the opening week of school to ensure they have made the correct choice. During the first week of school there will be a clubs fair at which students can learn about and sign-up for year-long clubs that are of interest to them. Students should come to school prepared to participate. For a list of co-curricular activities and clubs please visit www.appleby.on.ca/educationalexcellence/coursecalendar.

> **My child is taking instrumental music. When do they select an instrument?**

If your child is taking instrumental music, their teacher will help choose an instrument in September. Parents and students have the choice to arrange their own instrument or can rent one from the school. The school charges an annual rental fee which is billed directly to the student account after a rental agreement is completed.

> **Do volunteer hours count if they were done the summer before coming to Appleby?**

Volunteer hours accrued after July 1 may be counted towards the total for the upcoming school year. An official record documenting the nature of work completed and number of hours awarded should be provided. Please refer to the Service Learning site for more information. Duke of Edinburgh's Award service hours can be accumulated as of the Opening Day of school.

> **What is the Appleby College Summer Academy?**

Appleby provides summer learning opportunities through Academic Credit Courses and a selection of Enrichment programmes. Both streams are appropriate to all students seeking either credit, advancement, or simply a fun and engaging learning experience. For more information, visit www.appleby.on.ca/camps.

> **What is the Appleby Fund?**

Since our founding in 1911 as a not-for-profit, Appleby has relied on the generous philanthropic support of our parent and alumni community to help sustain the educational experience we offer our students. Through participation in giving programmes such as The Appleby Fund, our parent and alumni community have been able to ensure we provide an enriching and innovative educational and co-curricular programme. Each year, we ask every family for a voluntary gift to The Appleby Fund. These gifts directly benefit our students, ensuring comprehensive personal development inside and outside of the classroom. All donors are recognized annually, unless anonymity is requested and a tax receipt is issued for all donations. Providing an exceptional education requires a continuous commitment to investing in the school's programmes, employees and facilities. To learn more about how you can support Appleby, please visit www.appleby.on.ca/giving/waystogive.

> **E-mail communication?**

Appleby College uses e-mail as its primary communication method. We cannot emphasize enough the importance of having your current e-mail address(es) on file. Please inform the school promptly at bioupdates@appleby.on.ca if your e-mail address(es) changes.

> **Where is Appleby's IT help desk?**

The Williams Information Technology Centre is located inside the Samuel Academic Resource Centre (library). It is open Monday to Friday from 8:00 a.m. to 5:00 p.m. E-mail: support@appleby.on.ca. Phone: 905-845-4681, ext. 106.

> **Where can boarder information be found?**

Information on Boarding Life can be found on the Appleby College website at the following address: www.appleby.on.ca/reslife.

> **Where can we find medical insurance for international and out-of-province students?**

Each out-of-province student requires proof of insurance coverage. Immediately fill out your child's [Accident Insurance coverage](#) and read the brochure on [Medical Insurance](#) available on the Appleby College website.

> **Where can I regularly find event information?**

Appleby This Week (ATW), an electronic newsletter, is delivered by e-mail to parents, students and employees every Monday. It is imperative that you read ATW each week to stay informed about all school happenings. You can also check the school calendar on www.appleby.on.ca.

> **Can day students eat breakfast or dinner?**

Breakfast and dinner is for boarding students only. Day students are provided lunch daily. If, on occasion, a day student needs to eat breakfast or dinner, you or a teacher involved should notify Wagih Ibrahim at wibrahim@appleby.on.ca beforehand. Should the need arise with regularity, please contact the Business Office to make necessary payment arrangements.

> **If I want to enlist the help of a tutor or extra help for my child, how do I do this?**

Peer and professional tutors are available through the Guidance Department upon the recommendation of the subject teacher. Should you want to get a tutor for your child, please contact the respective teacher and they will fill out a request for a tutor and have you sign a form for a professional tutor if required. All departments offer extra help for students.

Frequently Asked Questions: First Day of School

> **When do students arrive on the first day of school?**

All students need to arrive at the school by 8:30 a.m. If your child is being driven to school, please drop them off at the front of the Nicholas Arts Centre area. Please note that we have a no-idle policy.

> **Where do students meet after being dropped off?**

Advisors will share with students which room they are meeting in on the first day of school. Other classrooms will be listed on the student's timetable. Staff and students will also be available to help direct new students to their classrooms.

> **Do students wear uniforms on the first day of school?**

Yes, all students should be in "first dress". This includes an Appleby blazer, plain white or solid light blue dress shirt, Appleby tie, grey pants or Appleby kilt, and black, navy blue or dark grey socks with pants, or navy blue knee-high socks or plain navy blue opaque tights with a kilt. New students receive a tie on the first day of classes.

> **Do students bring laptops?**

Students should bring laptops on Day 1.

> **When are timetables and co-curriculars distributed?**

Timetables will be available via Appleby's education management system BBK12 on Monday, September 11. Fall co-curriculars will begin September 11 and Upper and Senior School students will sign up at 4:00 p.m. For Middle School co-curriculars, students will sign-up during the day on Monday, September 11 and begin on Tuesday, September 12. Students pursuing athletic co-curriculars should come prepared to play in proper gym uniform.

> **What if students have timetable issues?**

Visit the Guidance Office located in the Beasley Guidance Centre during free time (e.g., lunch, recess, after school, spares).

> **Is gym clothing required on the first day of classes?**

For Upper and Senior School students, yes. Fall athletic co-curriculars begin on Monday, September 11. Middle School students will sign up for co-curriculars on September 11 and begin on Tuesday, September 12.

> **Do students bring course books?**

No books are needed on the first day of school. All books should be purchased through the Canadian School Book Exchange by visiting <http://www.csbe.net> prior to the first day and brought on Tuesday, September 12.

> **When is summer reading assessed?**

Summer reading MUST be completed by Day 1. Students will be assessed during the first few weeks of school on their summer reading and are encouraged to read as many books listed on the course list as possible to prepare for the upcoming academic year.

> **Bus schedule concerns?**

For complete information on bus routes and times, you can access the Transportation site via the school's education management system's Resources page. E-mail bus@appleby.on.ca with any questions.

> **When do students receive locks for their lockers?**

Locks will be distributed to new Middle School students by their Home Form Advisors at Orientation (Thursday, September 7). Upper and Senior School students will receive their locks mid-September. Students are not permitted to bring their own but will be able to purchase one from the Day Student Coordinator for their House. Students are encouraged not to share their lock combinations with their peers.

> How will I know who my child's advisor is?

Each student at Appleby is assigned a faculty advisor. Families will receive an e-mail from their child's advisor on Tuesday, September 5. On Wednesday, September 6 at the New Parent Night, you will have the opportunity to meet with them. Advisors meet with their advisor group weekly. Your child's advisor is the 'go to' person and first point of contact for updates on your child's progress and any questions you might have.

> What is the correct protocol for reporting a student absence?

To report a student lateness e-mail attendance@appleby.on.ca and provide the student's full name, reason for lateness and anticipated time of arrival. Students must sign-in at main reception when they arrive on campus. To report an early leave e-mail attendance@appleby.on.ca and provide the student's full name, the time they will be leaving school and the reason. Students must sign-out at main reception before leaving campus. To report a student absence e-mail attendance@appleby.on.ca and cc their Advisor. Please provide the full name of the student, the reason for the student being absent and their anticipated date of return. If the student is feeling unwell, e-mail attendance@appleby.on.ca and cc the Health Centre Nurses at nurses@appleby.on.ca. Please provide the full name of the student.

Need to Update Your Contact Information?

At Appleby College, e-mail is used as the primary means of communication with the school community. This includes receiving the weekly *Appleby This Week* e-newsletter as well as any important communications shared with parents over the course of the school year. Examples include school closure notices due to inclement weather, availability of report cards, and special event invitations.

To inform the school of any contact information updates, please e-mail bioupdates@appleby.on.ca.

Should you wish to review the contact information currently on file for your child, you can access your child's contact card via Appleby's education management system – BBK12. Instructions on how to access your child's contact card are outlined below.

How to Access Your Child's Contact Card

1. Visit the following link to access Appleby's education management system: <https://appleby.myschoolapp.com>. Once you have selected this link you will need to enter your Blackbaud ID.
2. Click on your child's photo and name located in the top left corner of the screen. Should you have more than one child attending Appleby, please hold your cursor over 'Children' located in the top left corner of the screen. The names of your children attending the school will appear as a drop-down menu below.
3. Please select the name of the student whose profile you wish to view and click on it. This will take you to your child's profile page. Directly below your child's photo and name you will see a menu of items. Stay on this page and click on 'Contact Card'.
4. Should you have information to update please contact bioupdates@appleby.on.ca.

Campus Map

