



# LANDMARK ELEMENTARY STUDENT HANDBOOK 2019-20

CONNECT WITH US



EMAIL : [les@hsd.ca](mailto:les@hsd.ca)



PHONE: 204-355-4664



WEBSITE: [les.hsd.ca](http://les.hsd.ca)



TWITTER: @LESHanover



INSTAGRAM: [landmark\\_elementary](https://www.instagram.com/landmark_elementary)  
[#leslearns](https://www.instagram.com/leslearns)

# Welcome to LANDMARK ELEMENTARY

Landmark Elementary School is a K-6 school with a student population of approximately 218. We are part of the Hanover School Division, which has its offices in Steinbach. The original building was constructed in 1990-91 and was added to twice. It consists presently of 9 classrooms, a large music room, gym, resource area, learning commons, multi-purpose room, and a computer lab.

## Our Mission

*“Landmark Elementary School is a community developing lifelong learners who DO THEIR BEST, CARE FOR OTHERS, and BUILD their DREAMS.”*

## Our Target

**Preparing All of Our Kids for a Productive and Wholesome Life in the 21st Century**



## **Deeper Learning at Landmark Elementary**

Learning becomes deeper when

- 1) teachers have a *deliberate focus* on the *big ideas* they want their students to take away from the learning experience;
- 2) teachers empower students to enhance all areas of engagement, including academic, social, emotional and intellectual engagement;
- 3) teachers use proven and innovative pedagogical practices, leverage digital, establish strong learning partnerships and create inspiring learning environments.

## 2018-2019 Landmark Elementary Staff

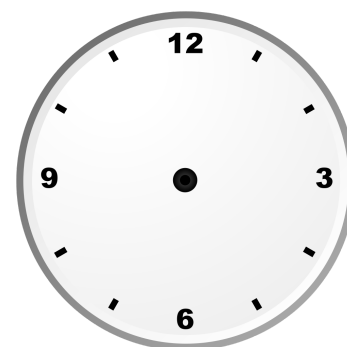
<b>Principal</b>	K. Koop	<b>Early Literacy</b>	L. Verinder
<b>Resource</b>	L. Daley	<b>Music</b>	K. Gordon
<b>Head Secretary</b>	M. Frischbutter	<b>Phys. Ed.</b>	K. Sokolowski
<b>Secretary (Reception)</b>	S. James	<b>Counsellors</b>	J. Moffatt
<b>Librarian</b>	J. Froese		K. Penner
<b>Classroom Teachers</b>			
<b>Kindergarten</b>	J. Ens	<b>Grade 5M</b>	R. Malech
<b>Grade 1AV</b>	K. Andersen (am) L. Verinder (pm)	<b>Grade 4/5K</b>	K. Krisko
<b>Grade 1/2R</b>	M. Reimer	<b>Grade 5/6A Homeroom Gr. 5 and 6 ELA, Art, Social Studies</b>	J. Armstrong
<b>Grade 2/3MS</b>	J. Schmidtke J. Moffatt	<b>Grade 6H Homeroom Gr. 5 and 6 Math, Science &amp; French</b>	K. Hillier
<b>Grade 3/4G</b>	T. Giesbrecht		
<b>Educational Assistants</b>			
<b>EA</b>	D. Berezowecki	<b>EA</b>	L. Donkersloot
<b>EA</b>	P. Clark	<b>EA</b>	J. Betcher
<b>Custodial Staff</b>			
<b>Head</b>	M. Neufeld	<b>Assistant</b>	H. Townsend

### GENERAL OFFICE HOURS

Monday - Friday: 8:15 - 4:15

#### School Day Hours

- 8:50 Buzzer: Students enter the school
- 9:00 Buzzer: Students in homeroom or religious exercises (parent approved)
- 9:05 Buzzer: Transition
- 9:08 Buzzer: Announcements and O Canada start the day



- 9:10 Classes begin
- 10:40 Morning recess break until 10:55
- 11:55 Lunch break until 12:15
- 12:15 Lunch recess until 12:45
- 12:50 Afternoon classes (except kindergarten) begin
- 1:00 Afternoon kindergarten begins
- 2:20 Afternoon recess break until 2:35
- 3:35 End of classes
- 3:37 Early bus students are dismissed
- 3:41 Late bus students and walkers are dismissed

## **GENERAL INFORMATION**

### **Absent or Late:**

Parents/Guardians are asked to contact the school if their child will be absent or late.

**Call:** 204-355-4663 or **e-mail:** [les@hsd.ca](mailto:les@hsd.ca)

Attendance is taken at 9:08 AM and 12:50 PM. Parents/Guardians of children who are marked as absent without being parent-excused will be contacted to verify the whereabouts of their child. All students who are late must report to the General Office and obtain a late card before proceeding to their homeroom.

**ACCIDENTS & ILLNESS:** Staff will respond to medical situations (several members have basic first aid training), contacting parents as circumstances require. Outside medical assistance will be sought if this becomes necessary. The Public Health nurse is consulted when dealing with childhood infectious diseases, such as measles, influenza, and pink-eye.



**ACCIDENT INSURANCE:** While our school division carries basic student accident insurance, it is still strongly recommended that families purchase broader coverage if they do not have private insurance. During the first week of school, information and an application form for general student accident insurance are sent home. It is then up to parents whether they enroll their children in a plan. Parents send the completed forms and payment directly to the insurance company.

### **BEFORE AND AFTER SCHOOL CHILD CARE:**

Landmark Child Care Inc. is situated right in Landmark Elementary School and is a licensed child care for children from kindergarten to age 12. Hours are Monday - Friday, from 7:00 a.m. to 5:45 p.m. For more information and cost, please contact Sherry Quach: Phone 204-355-9515 or email [LandmarkChildCareInc@gmail.com](mailto:LandmarkChildCareInc@gmail.com)

**BIKES/SKATEBOARDS/SCOOTERS:** For safety reasons, we encourage parents to consider the following before allowing their child(ren) to bike to and from school. We strongly recommend that they follow all rules of the road, wear a CSA approved helmet, and place and lock their bike at the racks. The school cannot accept responsibility for theft or damage of bicycles. We do not allow skateboards and scooters at school because of safety concerns and storage space limitations. If scooters or skateboards are ridden to school, they must be stored and, preferably locked, at the bike racks.

**BUSING:** When travelling on a school bus, students are expected to: talk quietly, be courteous to the bus driver, follow the driver's directions, keep the aisles clear, and stay seated for the entire bus ride. If a problem occurs on the bus, the bus driver will fill out a "Student Misconduct on Bus" form. The form is then handed to the principal who will make contact with the student's parents. A copy of the division's bus policy is sent home outlining the reporting system and how future misconduct reports will affect the student's bus privileges.



*DID YOU KNOW... for the safety of children, no one is allowed to pass the school bus when it is about to load or unload passengers.*

**In Manitoba, if you are convicted of passing a stopped school bus that has its stop arm(s) extended and red loading lights flashing, you could now face a fine of \$673.65 and 2 demerits.**

**BUS LOOP:** The bus loop is reserved for BUSES ONLY, Monday to Friday, from 8:30 to 9:00 am and 3:30 – 4:00 pm. Families dropping off or picking up their children or staying for an extended period of time may use the visitor section of our parking lot or the street according to the signs posted. Students are not allowed to walk, be picked up, or dropped off in the parking lot unless they are supervised by an adult.

**BUS PASSES:** It is the policy of Hanover School Division Transportation Department to limit daily home-school bus transportation for assigned bus students only. In rare emergency situations, bus passes signed by the school principal may be issued at the principal's discretion. Parents or a designate must, however, contact the principal to explain why the exception is needed.

**CLUBS and INTRAMURALS:** Students of all ages have periodic opportunities to participate in clubs and/ or intramural sports. Some of our past activities have included:

Build-It Club	Craft Club	Board Game Club	Puzzle Club	Move-It Club
Chess Club	Lego Club	Recorder Club	ORFF Club	Choir
Volleyball	Basketball	Ultimate Frisbee	Running Club	

Most of these take place during the lunch recess, but some are offered after school. Watch for information from the school.

**COMPUTERS/INTERNET POLICY:** Students are responsible for good behaviour on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behaviour and communications apply. The network is provided for students to conduct research and may also include communicating with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. Use of the Internet and other computer networks will take place in teacher supervised settings. Before a student is permitted to access the

Internet, the student and his or her parent or guardian will be asked to complete and return the form entitled Responsible Use of Technology Agreement.

**COMMUNICATION PROTOCOL:** If you have any questions or concerns about your child, what is happening in the classroom or in the school, always contact your child's teacher first. Teachers do what they can to resolve issues and abate concerns regarding their students.

**DRESS CODE:** Students are expected to come to school dressed in good taste and appropriately. (Weather conditions, which are often changeable, should be kept in mind.) Students may be asked to change or cover up if wearing clothing which is deemed inappropriate. We want our school to be a place where work and learning occur in a respectful atmosphere. Students are not permitted to wear shirts, hats, jewelry, or carry binders/bags with offensive slogans, suggestive pictures or advertisements or symbols for alcohol or illegal drugs.

**EMERGENCY CONTACT:** To ensure student safety each family is required to provide the school with a local emergency contact person who is able to come to the school in the case of illness or a medical emergency.

**ENERGY DRINKS:** Energy drinks are not permitted at school or on a school event due to the possible adverse effects on children. Pop drinks may be brought for lunch or field trips if necessary, but will be stored temporarily if students are drinking from them before school or at recess times.

The school has two bottle-filling water fountains to allow students access to fresh, good-tasting water. Reusable bottles can be filled quickly and easily, and students are encouraged to bring a reusable bottle, labeled with their names, for this purpose.



**FOOTWEAR:** Our school has a two-shoe policy which requires students to change from their outside shoes or boots into a second pair of shoes or runners that stay at school. Keeping our floors as clean as possible is respectful of everyone. Bare feet are not acceptable at any time for reasons of health and safety.

**HOME/SCHOOL COMMUNICATION:** Most general information will be available on our school website: <http://les.hsd.ca>. **Classroom letters**, sent home by our teachers, may include more class-specific information on upcoming events, special projects, specific topics of study, etc. The school uses a variety of apps such as **REMIND, SEE SAW and BRIGHTARROW** to communicate directly to parents' devices. **Phone calls** are another way to keep in touch if you have questions or concerns. In most cases you will be asked to leave a message since teachers return calls during their breaks. **Report cards** are sent home for each student in November, March and June through the **PARENT PORTAL**. Parents who wish to receive a hard copy will need to notify the school office. It is important that all families attend the first **parent-teacher interviews** scheduled for the end of Term 1, in November. This meeting is for teachers and parents/guardians to review the student's progress to date, to discuss academic achievements/concerns, as well as to address any behaviour concerns that may have arisen.

**ILLNESS:** Students who are ill should not be at school. If the child is well enough to be at school, he/she will be expected to participate in classes as well as go outdoors for all recesses. Exception is made for students who become sick during the school day and cannot be picked up. Those students will be isolated in the medical room to prevent contagion to others. Exception will also be made for those who have been advised by a doctor that the outdoor environment is detrimental to the child's health. In the latter case, a doctor's note is required.

**LUNCH:** Lunch at school is a privilege for all town students and bus students. As outlined in our division policy, failure to comply with school policies/rules may result in the suspension of lunch privileges. Students who lose their lunch privileges are the responsibility of their parents during the lunch hour break from 11:55 AM

to 12:45 PM. Bus students are not allowed off campus for lunch unless their parents have made arrangements to pick them up for lunch or are sending them to a prearranged location where an adult will supervise them. A note or direct contact with the school is required. Full responsibility for the student during that lunch period then lies with the parent.

**MEDICATION:** Hanover School Division has established medically-approved guidelines for the administration of medication in schools that ensures the safety of students. Prior to the administration of any medication by staff, parents must contact the school and complete all the necessary procedures and relevant forms. Our school does not administer over-the-counter medications such as Tylenol, Aspirin and cough syrup.

**PARENTAL INVOLVEMENT:** Learning is very much a shared responsibility. Research has found that family involvement in schools increases student achievement, and encourages and guides students' well-being. There are a variety of ways that parents can get involved in class and school programs, such as being helpers in the classroom or on special outings, special events, and PTA activities.

***All school volunteers, by H.S.D. policy, are required to submit to screening procedures. Contact the office if you are seeking the appropriate clearances.***

**SCHOOL ACCESS:** While we need and value the contributions and support of our school community, it is important that all of our students and staff feel safe at school. One way we maintain safety is to always be aware of who is in our building, whether that be maintenance workers, social workers, friends of staff, parents or volunteers. It is for that reason that we ask **all** visitors, **including parents/guardians**, to report to the office before going elsewhere in the school. Our office staff will be happy to help you or direct you in a way that meets your need and yet disrupts the classroom activities as little as possible.

**STUDENT LEADERSHIP:** Our middle years students (grades 5 and 6) are encouraged to take on leadership roles in the school and are provided with a variety of opportunities. Students who have a passion for social justice and environmental issues apply to be on the WE Team which is responsible for two campaigns each school year. Students who enjoy working with younger students may sign up for lunch monitoring or refereeing intramurals. Others who enjoy helping run activities and being a positive role model may become part of the Student Leadership.

**SCHOOL WIDE BEHAVIOUR EXPECTATIONS:** The overall expectation for our students is that they develop self-control and will become responsible and accountable for their actions. Through modeling and instruction, our goal is to have our students learn to make good decisions, understanding that they are responsible for their actions, and recognizing the differences between appropriate and inappropriate behaviour. Missteps require restitution of some kind. All staff and students are expected to 'make things right' to the best of their ability. Of central importance is that everyone in our school behaves in ways that are caring, respectful and safe.

**STUDENT DISCIPLINE:** Staff members will use a variety of management strategies to ensure that a productive and respectful learning environment is maintained. These may include: warnings, precision commands, student/teacher conferences, peer mediation, interviews/phone calls with parents, behaviour monitoring programs, timeouts, loss/removal of privileges, work detentions/assignments, referrals to the resource program or Student Support Services, in-school suspensions, or out-of-school suspensions.

Examples of misconduct that will not be tolerated at school include: verbal or physical abuse, threats directed at students or staff members, bullying, gang activity/involvement of any kind, fist fighting, vandalism of property, theft, use of or possession of illegal drugs, bringing a weapon to school, or defiance.

In cases where there has been serious misconduct, major disciplinary consequences, possibly including in-school or out-of-school suspensions, will follow. Suspensions are a matter to be taken seriously. Typically, unless the misconduct is of a grave nature or has taken place repeatedly, an in-school suspension is used to bring behaviour into line. Out-of-school suspensions are often several days in duration but may be longer if

offences continue to occur. Parents and the HSD Superintendent are notified immediately whenever the principal or teacher suspends a student out-of-school.

***DISPUTE RESOLUTION PROCEDURES:*** Parents/guardians should appeal directly to the teacher (or principal) who made a disciplinary decision concerning their child if they wish to dispute it. In the event that the issue with a teacher is not resolved, an appeal may be made to the principal. If the issue is not resolved at the school level, an appeal may be made to the Superintendent of Schools. Only after all normal dispute resolution procedures or formal channels have been exhausted may parents exercise their right to appeal to the Hanover S.D. Board of Trustees.