



LANDMARK ELEMENTARY STUDENT HANDBOOK 2023-2024

CONNECT WITH US



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PHONE: 204-355-4663



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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 201. We are proud of our school and work hard to create a positive and welcoming learning environment for our students and their families.

- We are committed to providing a safe place of care and learning for every child.
- We value building positive relationships and fostering a sense of belonging.
- We value the diversity and uniqueness of our students and their families.
- We believe in the potential of all children to contribute and thrive in our school and community.
- We value and promote strong academic growth for all students.
- We are committed to actively caring for our environment.
- We nurture the development of 21st Century Skills: creativity, communication, critical thinking, collaboration, character, and citizenship.

Our Mission

BELONG - LEARN - CARE

Landmark Elementary School is a community committed to providing a safe and caring learning environment, built on the foundation of belonging, where all children have the opportunity to contribute and thrive.

2022-2023 Landmark Elementary Staff

Position	Name	Position	Name
Principal	K. Koop	Early Literacy	L. Verinder
Resource	L. Daley	Music	K. Gordon
Head Secretary	M. Frischbutter	Phys. Ed.	V. Renaud
Secretary (Reception)	S. Herrmann	Counsellor	K. Penner
Librarian	J. Froese		
Classroom Teachers			
Kindergarten	J. Schmidtke AM A. Neufeld PM	Grade 4/5K	K. Krisko
Grade 1/2AV	K. Andersen (am) L. Verinder (pm)	Grade 5/6A	J. Armstrong
Grade 1/2R	K. Richter	Grade 5/6H	K. Hillier
Grade 3/4D	J. Dyck		
Grade 3/4G	T. Giesbrecht		
Educational Assistants			
EA	D. Berezowecki	EA	J. Richard
EA	P. Clark	EA	J. Betcher
EA	N. Friesen	EA	J. Plett
Custodial Staff			
Head	E. Fastershank	Assistant	I. Bresch

Daily Schedule

8:35	Playground supervision begins
8:50	Students enter the school
9:00-9:07	Morning Religious Exercises - for those students that have parent/guardian permission
9:08	Announcements and O Canada
10:40 - 10:55	Morning recess
11:55 -12:15	Lunch Time
12:15 -12:50	Lunch recess
12:55	Afternoon classes begin
2:20 - 2:35	Afternoon recess
3:37	Dismissal: Early bus students Student being picked up Late bus students and walkers

GENERAL INFORMATION

ABSENT OR LATE:

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

Call: 204-355-4663 or **e-mail:** les@hsd.ca

Attendance is taken at 9:08 AM and 12:50 PM. Parents/Guardians of children marked as absent without being parent-excused will be contacted to verify their child's whereabouts. If we can not get a hold of the parent/guardian, we will contact the emergency contact listed for the student. All late students must report to the General Office and obtain a late card before proceeding to their homeroom.

ARRIVAL/LEAVING TIME:

Playground supervision begins at 8:35 AM. Any students arriving before 8:35 will not be supervised, and responsibility for the student belongs to the parent/guardian. Students are permitted to enter the building when the 8:50 buzzer rings. Dismissal begins at 3:35.

Please ensure that your child's teacher knows hometime arrangements and that they are picked up on time. We need parental permission to send a child home with anyone other than a parent/guardian or an adult on their emergency contact list.

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.

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. It is then up to parents whether they enrol their children in a plan. Parents send the completed forms and payment directly to the insurance company.

ADMINISTRATION OF MEDICATION:

Parents/guardians of children needing medication during school hours must make special arrangements by completing the Administration of Prescribed Medication form. Medication must be in the original container with the dosage amount for the prescribed medication and delivered to the office by a parent or guardian. This process must be completed each year.

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 6:45 a.m. to 5:45 p.m. For more information and cost, please contact Sherry Quach: Phone at 204-355-9515 or email

LandmarkChildCareInc@gmail.com

BIKES/SKATEBOARDS/SCOOTERS:

Provincial Law requires all children under the age of 18 to wear helmets when riding bicycles. We strongly recommend that students lock their bikes when they park them at school. The school cannot accept responsibility for the 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, 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/guardians. 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 demerits.

BUS LOOP:

The bus loop is ONLY for BUSES, 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.

BUS PASSES:

It is the policy of the 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 during the school day. 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	Art Club	Choir
Volleyball	Basketball	Running Club		

COMPUTERS/INTERNET POLICY:

Students are expected to use responsible 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 parent will be required to grant permission in the Parent Portal.

COMMUNICATION:

Our school website is a great place to find information about our school - staff names, PAC information, up-and-coming events and much more! You can also follow our school's Instagram page at [landmark_elementary](#). We do our best to communicate promptly with our parent community through **BRIGHTARROW** messaging. 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.

CRISIS PLAN:

Landmark Elementary School has a Crisis plan with evacuation sites for Landmark Collegiate and Landmark Christian Fellowship. Parents/guardians are asked to provide the school with emergency contact numbers in case parents can not be reached. LES has a designated crisis team that is trained in Non-Violent Crisis Intervention and First Aid.

DRESS CODE:

Students are expected to come to school dressed in an appropriate manner which fosters learning and creates a safe, respectful learning environment. Students are not permitted to wear shirts, hats, jewellery, or carry

binders/bags with offensive slogans, suggestive pictures, advertisements, or symbols for alcohol or illegal drugs. Teachers and administration have the authority to enforce appropriate attire and address issues with inappropriate attire.

Students will have a pair of indoor shoes that they will wear inside the school.

EMERGENCY CONTACT:

To ensure student safety, each family is required to provide the school with a local emergency contact person who can come to the school in case of illness or a medical emergency.

HANOVER SCHOOL DIVISION ANNUAL CALENDAR:

Please check les.hsd.ca/calendar/ to stay updated with divisional and school events.

HOME/SCHOOL COMMUNICATION:

Most general information will be available on our school website: 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 **Seesaw** 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**. 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, they will be expected to participate in classes and go outdoors for all recesses.

LEAVE AT HOME ITEMS:

Please leave these kinds of items at home:

Electronics - cell phones, ipads etc

Toys that resemble any type of weapon

The school is not responsible for lost or stolen items.

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 12:50 PM. 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.

Hot lunches will be provided for purchase every week from October to May. Order will be placed ahead of time.

MEDICATION:

Hanover School Division has established medically-approved guidelines for the administration of medication in schools that ensure 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 HSD policy, are required to submit to screening procedures. Contact the office if you are seeking the appropriate clearances.

PARENT ADVISORY COUNCIL:

Landmark Elementary School and Landmark Collegiate have a joint PAC made up of parent volunteers, principals and teachers. The annual general meeting is held twice a year in September and May. Please see the Landmark Elementary School for updated information les.hsd.ca

RECESS:

All students are expected to go outside for fresh air and exercise. Exceptions are made only if there is a doctor's note stating that the child is well enough to be at school but has a condition requiring that they stay indoors. Another exception is in the case of heavy rain and/or extreme cold. Winter guidelines are:

-25-29 Celcius (with a wind chill) students stay indoors for all or partial recess.

-30 celsius or below (with a wind chill), students will stay inside for the whole recess.

In the case of multiple indoor recesses due to cold weather, teachers may choose to take their class outside for a 5-10 minute break if needed. At these times, the class will be closely supervised.

Please ensure that your child is dressed for the weather.

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 this 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 needs and yet disrupts classroom activities as little as possible.

School Closure Policy (due to weather):

When schools are closed due to extreme weather, parents/guardians will receive an automated phone message between the hours of 6:00 am - 8:00 am. Notice will be posted on www.hsd.ca and Twitter @HanoverSD. Closure announcements are also distributed to local media outlets such as AM 1250, Mix 96.7, 680 CJOB, SteinbachOnline.com and TheCarillon.com

STUDENT LEADERSHIP:

Our middle years students (grades 5 and 6) are encouraged to take on leadership roles in the school and are provided with various opportunities.

SCHOOL SUPPLIES:

Each student will pay a fee that covers most of what they will need for the year. Please see the school website for class-specific information les.hsd.ca

SCHOOL-WIDE BEHAVIOUR EXPECTATIONS:

Our goal is to have our students take care of each other and contribute positively to our school community. The overall expectation for our students is that they develop self-regulation so they can learn and those around them can learn. Through school-wide and classroom norms, the expectations for behaviours are clearly set and reviewed regularly. We will support students to learn to make good decisions, understand that they are responsible for their actions, and recognize the differences between appropriate and inappropriate behaviour. When mistakes happen, 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 a caring, respectful and safe way.

STUDENT DISCIPLINE:

At LES we will use a variety of management strategies to ensure that a productive and respectful learning environment is maintained. However, there are certain behaviours that we consider to be unacceptable, and we refer to them as bottom-line behaviours.

Examples of bottom-line behaviours are verbal or physical abuse, threats directed at students or staff members, bullying, gang activity/involvement of any kind, vandalism of property, theft, use of or possession of illegal drugs, bringing a weapon to school, or defiance.

Consequences are dependent on the type, severity and frequency of the behaviour and may include, but are not limited to, the following:

- Teacher/student discussion feedback on behaviour and circumstances (Reminder/warning)
- Teacher/student/principal discussion
- Related assignment or activity
- Removal of privileges
- Parent/guardian meeting
- Withdrawal from the classroom setting for a specified time
- School support team involvement/behaviour plan
- Replacement of damaged, lost or stolen property
- Student Services Support (clinician services required)
- Sent home for the remainder of the day as a break
- In-school suspension/Out of school suspension

In cases with 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.

Please also refer to the HSD website hsd.ca for detailed divisional policies.

When the student has returned to a calm and open-to-learning state, the student will be given the opportunity to fix their mistake as part of the learning experience. We want to return the student to their classroom strengthened from their experience. We respond to our students in a kind and consistent manner that honours their dignity throughout the process. We value working together with the parents/guardians to support the child.

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 School Division Board of Trustees.

TECHNOLOGY:

The goal of Hanover School Division is to achieve Deeper Learning through dynamic learning environments, collaborative learning partnerships, high-yield pedagogical practices, and by the leveraging of digital technology. Leveraging digital technology in our classrooms supports personalised learning, real time assessment, authentic rich learning contexts, and provides opportunities to connect families with their children's learning experiences. Students have the opportunity to explore beyond the walls of the classroom, share what they have learned, collaborate with others, and demonstrate their learning in a variety of ways.

Please see Hanover School Division's Responsible Use of Technology Policy for more information hsd.ca