



LANDMARK ELEMENTARY SCHOOL

STUDENT HANDBOOK

2026-27

CONNECT WITH US



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PHONE: 204-355-4663



WEBSITE: les.hsd.ca
landmark_element



INSTAGRAM: #leslearns

Welcome to LANDMARK ELEMENTARY

Landmark Elementary School is a K-6 school with a student population of approximately 200. 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 Global Competencies: creativity, communication, critical thinking, collaboration, connection to self, 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.

2026-2027 Landmark Elementary Staff

DAILY SCHEDULE	
8:35	Playground supervision begins
8:55	Students enter the school
9:00-9:05	Morning Religious Exercises - for those students who have parent/guardian permission
9:08	Announcements and O Canada
10:35 - 10:50	Morning recess
11:50 - 12:10	Lunch Time
12:10 - 12:50	Lunch recess
12:55	Afternoon classes begin
2:20 - 2:35	Afternoon recess
3:35	Staggered Dismissal Order: 1) Early bus students 2) Students being picked up 3) Late bus students and walkers

DAILY PROCEDURES

ABSENT OR LATE:

Parents/Guardians are asked to contact the school if their child is absent or late. This can be done through the Parent Portal, by email, or by phoning the office.

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

Attendance is taken at 9:05 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 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 8:55 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 will follow the agreed upon "default" hometime plan unless the classroom teacher/office has been informed of a change. We need parental permission to send a child home with anyone other than a parent/guardian or an adult on their emergency contact list. All changes to end-of-day plans should be communicated to the office before 3:20 pm to ensure a safe and smooth end of day for all students.

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.

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 11:50 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.

LES IS A "NUT AWARE SCHOOL"

At LES we are committed to providing a safe environment that is inclusive for all children. In common with most other schools, we have a number of children with nut allergies. Landmark Elementary School is 'Nut Aware'. We do not describe the school as being 'Nut Free' because we can't guarantee that students or adults have not brought nuts, or traces of nuts, into the building. We ask that you are aware of this policy and take care to make sure your child's lunch does not contain nut items that would put someone else's child in danger.

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

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

-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.

are Monday - Friday, from 6:45 a.m. to 5:45 p.m. For more information and cost, please contact Julie Pert: Phone at 204-355-9515 or email LandmarkChildCareInc@gmail.com

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

TRANSPORTATION

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.

BUS LOOP:

The bus loop is ONLY for BUSES, Monday to Friday, from 8:30 -9:00 am, 11:20-11:35 am (Kindergarten bus) 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.

BICYCLES, SKATEBOARDS, AND SCOOTERS

- **Helmets:** By provincial law, anyone under 18 must wear a helmet when cycling.
- **Bicycles:** Please lock your bike when parked at school. The school is not responsible for any theft or damage.

Skateboards & Scooters: Due to safety and storage limitations, these are not permitted for use on the school grounds. If you ride one to school, please ensure it is stored and locked at the bike racks.

COMMUNICATION

Our school maintains active communication with families through the website (les.hsd.ca), Instagram (@landmark_elementary), and messaging apps like BRIGHTARROW and Seesaw. If you have questions or concerns, please contact your child's teacher directly.

- **Phone Calls:** Please leave a message, and teachers will return your call during their breaks.

POSITIVE PROBLEM SOLVING:

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

- **Report Cards:** Distributed in November, March, and June via the Parent Portal.
- **Parent-Teacher Interviews:** The first interviews are held in November to discuss student progress.

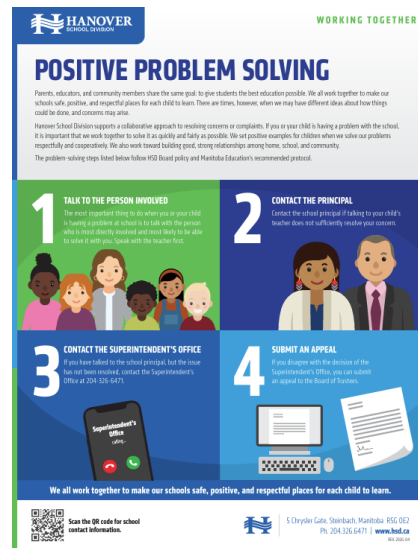
HANOVER SCHOOL DIVISION CALENDAR:

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

SCHOOL CLOSURE POLICY AND COMMUNICATION (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. Closure announcements are also distributed to local media outlets such as AM 1250, Mix 96.7, 680 CJOB, SteinbachOnline.com and TheCarillon.com

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.



EMERGENCY & MEDICAL

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.

MEDICAL ACCIDENTS:

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.

STUDENTS WITH HEALTH NEEDS

Please contact Karlie Krisko kkrisko@hsd.ca (Learning Support) if your child carries an inhaler or an epi-pen or has any other medical condition that could require emergency procedures or care at school.

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.

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. We practice fire evacuation, lockdown, and tornado drills throughout the year so staff and students are aware and know the procedures for these types of emergencies.

ADMINISTRATION OF MEDICATION:

We follow Hanover School Division guidelines to ensure student safety:

- **Prescription Medication:** If your child requires medication during school hours, please contact the office to complete the required *Administration of Prescribed Medication* form. This must be renewed annually.
- **Requirements:** Medication must be in its original container and delivered to the office by a parent or guardian.

Over-the-Counter Medication: We do not administer non-prescription medications (e.g., Tylenol, cough syrup).

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.

TECHNOLOGY

COMPUTERS/INTERNET POLICY:

Students must use school wifi responsibly, following the same behavior rules as in the classroom. The network is for research and communication, used only under teacher supervision. Access requires parent permission via the Parent Portal. Failure to use wifi appropriately could result in a student losing access to the network for a given time.

USE OF SCHOOL DEVICES:

Hanover School Division uses digital technology to enhance learning. It helps personalize education, supports collaboration, and connects students to real-world learning experiences inside and outside the classroom.

The use of devices is for intentional, educational purposes and in combination with a variety of other learning methods and tools.

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

PERSONAL COMMUNICATION DEVICES

Expectations for **personal communication devices at LES**, are in line with guidelines from **Manitoba Education and Early Childhood Learning** and **Hanover School Division**.

Students are not permitted to bring any personal communication devices to school.

This includes:

- Cell phones
- Smartwatches or devices with messaging or calling capabilities
- Any personal device that can be used for communication

The purposes of these policies:

- Keep students focused on learning
- Encourage positive, face-to-face interactions
- Reduce issues related to online communication and privacy during the school day

	If you need to get a message to your child during the day, the office is always happy to help. If a student does bring a device to school: • It will be kept at the office for the rest of the day • A parent/guardian will need to pick this device up from the office You can review the full policies here: • Hanover School Division Technology Use Policy: • Manitoba Education – Safe and Responsible Use of Technology:
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BEHAVIOUR & SCHOOL EXPECTATIONS	
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. LEAVE AT HOME ITEMS: Please leave these kinds of items at home: • Electronics - cell phones, ipads, gaming devices etc • Toys that resemble any type of weapon • Trading Toys such as Pokemon Cards or Hockey Card collections • Skateboards, heelies (shoes with wheels), or scooters The school is not responsible for lost or stolen items.	STUDENT DISCIPLINE LES uses various management strategies to maintain a respectful learning environment. Certain unacceptable actions are considered "bottom-line behaviours." Bottom-Line Behaviours • Verbal or physical abuse and threats • Bullying or cyber-bullying • Vandalism, theft, or gang activity • Possession of weapons or illegal drugs • Defiance toward staff Disciplinary Consequences Serious misconduct results in disciplinary action. In-school suspensions are typically used for recurring or significant issues. Out-of-school suspensions are reserved for grave or persistent offences; parents and the HSD Superintendent are notified immediately in these cases. Restorative Approach Once a student is calm, they are given the opportunity to fix their mistake. We aim to return students to the classroom strengthened by the learning experience, ensuring they are treated

SCHOOL-WIDE BEHAVIOUR EXPECTATIONS:

Our goal is for students to develop self-regulation to support their own learning and that of others. We clearly set and review expectations to help students make good decisions, take responsibility for their actions, and understand the difference between expected and unexpected behaviour. When mistakes occur, we work to 'make things right.' We use Zones of Regulation, Kimoichis, Social Thinking, and Circle of Security to teach students and respond to behaviours in a caring, respectful, and safe way.

with kindness and dignity while working closely with parents.

Unexpected Behaviours	Expected Consequences	Encouraging Appropriate Behaviour
<u>Level I Behaviours</u> Examples of level 1 behaviours are • Running in building • Unsafe/rough play • Littering • Spitting • Failure to follow classroom/playground beliefs. • Classroom disruption/excessive noise • Uncooperative behaviours • Disruptive transitions • • Hands-on/ Play fighting • Non-directed profanity • Out of assigned area • Put-downs/name-calling • Inappropriate displays of affection	<u>Level I Consequences</u> Level I Consequences for Level 1 behaviours may include but are not limited to: • Verbal discussion • Loss of privileges • Time out with supervision • Clean up duty	<u>As A Student:</u> • Know what is expected: Belong-Learn-Care • Follow the expectations • Take responsibility for your actions • Encourage others to act appropriately <u>As A Parent:</u> • Know what is expected. Read the information in this handbook • Praise your child for their positive efforts • Help your child take responsibility for their actions <u>As a Classroom Teacher:</u> • Know what is expected and reinforce it • Develop class expectations with the students and review LES norms • Be consistent, fair and firm in expectations
<u>Level II Behaviours</u> Here are some possible examples of Level II behaviours: • Repeated Level I behaviour • Aggression – verbal and physical	<u>Level II Consequences</u> • May include verbal correction, loss of privileges, a formal behavior plan, time-outs, or cleanup duties.	

<u>Level III Behaviours</u> Level III behaviours could include: • Chronic Level II behaviour • Stealing • Physical aggression • Vandalism • Possession of inappropriate and potentially unsafe objects • Intimidation/verbal threats • Harassment/bullying • Verbal abuse/directed profanity • Disrespect, non-compliance or defiance toward adults • Assaultive behavior • Cyber-bullying	<u>Level III Consequences</u> May include financial restitution for damages, formal behavior plans, referrals for specialized programming, in-school suspension, or out-of-school suspension. (Staff may also initiate an Assessment of Risk to Others (ARTO) in consultation with HSD Student Services). Please also refer to the HSD website hsd.ca for detailed divisional policies.	• Praise students for consistent effort <u>As a School:</u> • Make the expectations clear • Affirm students who exhibit appropriate behaviours • Communicate with parents • Be consistent, firm and fair with correction • Recognize the need to restore relationships between the victim, the offender, and LES community
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FAMILY CONNECTION TO SCHOOL

PARENTAL INVOLVEMENT:

Learning is a shared responsibility. Family involvement consistently boosts student achievement and well-being. We welcome parent volunteers for classroom support, field trips, 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 TEACHER ASSOCIATION:

Landmark Elementary School and Landmark Collegiate have a joint PTA 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

SCHOOL ACCESS:

To ensure student and staff safety, all visitors—including parents and guardians—must report to the main office immediately upon arrival. Office staff will direct you to your destination, ensuring minimal disruption to classroom learning.

ASSEMBLIES AND SPECIAL EVENTS:

Our staff and students love to show caregivers what happens at LES. We will often invite parents to join us for our regular assemblies and for special events throughout the year.