



LANDMARK ELEMENTARY SCHOOL

Student Handbook

Important

The purpose of this handbook is to inform students and parents of the policies and procedures at Landmark Elementary School for the 2017-2018 school year

Website: les.hsd.ca
Email: les@hsd.ca



Welcome to Landmark Elementary School

Landmark Elementary School is a K-6 school with a student population of approximately 230. 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 life-long learners who DO THEIR BEST, CARE FOR OTHERS, and BUILD their DREAMS.”

Our school highly values and promotes:

- Academics
- Participation in physical education and the performing/visual arts
- Awareness and appreciation of individual differences and cultural diversity
- Respect (for self, others, and property)
- Personal responsibility

GENERAL OFFICE HOURS

Monday to Friday – 8:15 AM – 4:15 PM
 School Principal – Mrs. Val Ginter
 Head Secretary – Mrs. Monica Frischbutter

SCHOOL HOURS

8:35 AM	– The first school bus arrives to drop off students
8:50 AM	– Students line up to enter the building
9:00 AM	– Religious Exercises (Bible Reading/Prayer)
9:08 AM	– Opening Exercises (O Canada/Announcements)
9:10 AM	– Morning Classes begin
10:40 AM	– Morning Recess Break
11:55 AM	– Lunch
12:15 PM	– Lunch Recess
12:45 PM	– Students return from lunch recess
12:50 PM	– Afternoon Classes begin
2:20 PM	– Afternoon Recess Break
3:35 PM	– End of classes
3:37 PM	– Early bus students are dismissed
3:41 PM	– Late bus students and walkers are dismissed

2017-18 Teaching and Administrative Staff

Position	Name	Position	Name
<i>Principal</i>	V. Ginter	<i>Counsellor</i>	K. Penner
<i>Resource</i>	D. Young	<i>Early Lit Support</i>	L. Verinder
<i>Secretary(FT)</i>	M. Frischbutter	<i>Music</i>	K. Gordon
<i>Secretary(PT)</i>	B. Lindsay	<i>Phys. Ed.</i>	K. Penner
<i>Librarian</i>	J. Froese	<i>Phys. Ed.</i>	K. Sokolowski
Classroom Teachers			
<i>Kindergarten</i>	J. Ens	<i>Grade 3/4</i>	K. Krisko
<i>Grade 1A V</i>	K. Andersen (am) L. Verinder (pm)	<i>Grade 4/5</i>	R. Malech
<i>Grade 1/2R</i>	M. Reimer	<i>Grade 5/6 Homeroom Gr. 5 and 6 ELA, Soc. St. and Art</i>	J. Armstrong
<i>Grade 2/3MS</i>	J. Schmidtke(am) J. Moffatt (pm)	<i>Grade 6 Homeroom Gr. 5 and 6 Math, Science and French</i>	K. Hillier
<i>Grade 3</i>	T. Giesbrecht		

GENERAL INFORMATION

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 enrol their children in a plan. Parents send the completed forms and payment directly to the insurance company.

BIKES/SKATEBOARDS/SCOOTERS: For safety reasons, we encourage parents to consider the following before allowing their child(ren) to ride bikes 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.

DID YOU KNOW...The 2016 ParticipACTION Report Card on Physical Activity for Children and Youth released its annual report card on Physical Activity for Children and Youth, giving Canadian kids a grade of “D” in the category of active transportation and a grade of D- for overall physical activity!



SUGGESTION? If it really is too far for the students to walk to school, why not drop them off a block or two from the school and let them walk the remainder of the way? This would contribute to their daily physical activity with the added bonus of reducing vehicle congestion around the school – making the area around the school safer for all of our kids!

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.

CALL BACK PROGRAM: 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. Parents/Guardians are asked to contact the school if their child will be absent or late. An email is sufficient.

Late or Absent?

CALL: 204-355-4663

OR

EMAIL: les@hsd.ca

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 "[Student Internet Acceptable Use Agreement & Parent Permission Form](#)".

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. Clothing items which are too revealing, such as muscle shirts, tops which are backless, strapless, too short at the waist and/or scooped too low in the front, as well as very short shorts or skirts, do not promote the kind of environment we are seeking to create. Also, 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.

DID YOU KNOW...Sports drinks (eg. Gatorade) are NOT the same as Energy drinks (eg. Red Bull, Monster, Rock Star). While sports drinks may be helpful in some circumstances, energy drinks are considered dangerous by many reports. THE BEST BEVERAGE is still water.

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. Bare feet are not acceptable at any time.

HOME/SCHOOL COMMUNICATION: Most general information will be available on our school website: <http://les.hsd.ca> . Our twitter feed will be visible on our website as well. **Classroom letters**, sent home by our teachers, may include more class-specific information on upcoming events, special projects, specific topics of study, etc. The **Student Agenda Book** is used daily at school by grade one to four students and is an excellent way for parents to keep up-to-date with what is going on in their child's class. Teachers of grade 5 and 6 students, and the office staff will use a **free app called REMIND** in order 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 via email. 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. Appointment times for interviews will be indicated in the *Principal's Comment* box on the report card.

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.

LATES: All students who are late must report to the General Office and obtain a late slip before proceeding to their homeroom. Time may be made up during recess break, the lunch hour, or after school.

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 11:55AM to 12:45PM. 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, 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.

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. We expect them to “fill” each other’s “bucket” and never “dip”. (See www.bucketfillers101.com). 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 (see table on page 8).

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, time-outs, 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.

SCHOOL BEHAVIOUR EXPECTATIONS OF STUDENTS

Expectations	Respect Ourselves	Respect Others	Respect Property
All Settings	<ul style="list-style-type: none"> • Be on task. • Give your best effort. 	<ul style="list-style-type: none"> • Respect authority. • Be kind and help others. • Keep hands and feet to yourself. • Share and include others. • Use appropriate voice levels and language. 	<ul style="list-style-type: none"> • Reuse, recycle and compost. • Clean up after yourself. • Use only what you need to use. • Take care of your own belongings.
Hallways and Walkways	<ul style="list-style-type: none"> • Walk to stay safe. 	<ul style="list-style-type: none"> • Use quiet voice (whisper) in the hallways. 	<ul style="list-style-type: none"> • Keep all hallways and walkways clean. Pick up trash and put it in the trash bins.
Playground	<ul style="list-style-type: none"> • Have fun and include others in games and activities. 	<ul style="list-style-type: none"> • Play safe. • Share equipment and space. • Take turns. • No put-downs. 	<ul style="list-style-type: none"> • Dispose of litter. • Recycle when appropriate. • Use playground equipment properly and bring it inside at the end of recess.
Washrooms	<ul style="list-style-type: none"> • Always flush, and wash your hands. 	<ul style="list-style-type: none"> • Respect the privacy of others. 	<ul style="list-style-type: none"> • Please help keep the washroom clean by flushing and turning off water taps when finished.
Shared Learning Spaces	<ul style="list-style-type: none"> • Decide on and set out all of the resources you will need. 	<ul style="list-style-type: none"> • Use a quiet voice, and do not interfere with the work of others. • Follow the rules specific to each area. 	<ul style="list-style-type: none"> • Take care of all resources and furniture. • Clean up any mess you make. • Put everything back where it belongs so others can find what they need. • Push in chairs before leaving.
Assembly	<ul style="list-style-type: none"> • Sit in one spot so you can focus. 	<ul style="list-style-type: none"> • Be an active listener. • Use appropriate applause only. • NEVER boo. 	<ul style="list-style-type: none"> • Do not touch the sound or projection equipment without permission.
Buses	<ul style="list-style-type: none"> • Follow all safety rules. 	<ul style="list-style-type: none"> • Keep voices down. 	<ul style="list-style-type: none"> • Take care of the seats.