

Communication

The primary purpose of the Landmark Collegiate website is for communication with parents/guardians and students. The website is updated with daily announcements and events. Additionally, there are links to teacher wikis, school and teacher contact information, school activities, newsletters, school policy and procedures, Hanover School Division website and other useful education related sites.

Announcements

Daily Announcements are made as part of our opening exercises and are posted throughout the school and on the LC website.

Local Publications of School News

School news is published in *The Carillon*, *Steinbach online* and the *Landmark Voice*.

Telephone Interviews and Use of Email

Teachers may contact the parents at any time to report about student attendance, progress or behaviour. Parents may also contact the teachers and/or principals during the school year if they have any concerns. It is suggested that teachers and parents use email to communicate any questions, progress, assignments or tests, regarding a particular child

Road Sign

Important events are posted on the road sign.

Lines of Communication

If you have a concern with an issue in a particular classroom, please phone, write a note, or send an email to the respective teacher. Often this will help sort things out. If a teacher has a concern, they will do the same.

Regardless of the level on the following outline, the communication process remains the same:

- a) Start at the source.
- b) Clarify your concern.
- c) Discuss the concern with the other person.
- d) Resolve the concern (review after a set period of time).
- e) If the concern cannot be resolved, consult the next level.
- f) If necessary, a mediator can be arranged.

Regardless of the concern, remember the best overall interest of the child is our primary focus. Parents and school staff members may disagree about what is the best way to resolve an issue. Please remember that the school staff has a responsibility to look after the best interests of all children. The needs of the many may be different than the needs of a particular child. The most important consideration is to help parents and the school staff work together in the best interest of the students.

Levels of Communication

Level 1	Student
Level 2	Parents/Teachers
Level 3	School Based Administration
Level 4	Divisional Senior Administration
Level 5	Trustee(s)
Level 6	Provincial Government