



Student Handbook
2024 - 2025

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CALENDAR HIGHLIGHTS

Sept. 3	Admin Day (No Classes)
Sept. 4	First Day of Classes
Sept. 13	Strong Connections (Gr 7/8)
Sept. 16	Strong Connections (Gr 7/8)
Sept. 30	National Day for T&R (Schools Closed)
Oct. 14	Thanksgiving (Schools Closed)
Oct. 24	Fall Music Concert
Oct. 25	MTS PD Day (No Classes)
Nov. 5	HSD Public Board Meeting
Nov 7.	Remembrance Day Assembly
Nov. 8	Admin/PD Day (No Classes)
Nov. 11	Remembrance Day (No Classes)
Nov. 22	Admin/PD Day (No Classes)
Dec. 11	Christmas Concert
Dec. 20	Last Day of Classes Before Break
Dec. 23-Jan. 3	Christmas Break (Schools Closed)
Jan. 6	Schools Reopen
Jan. 7 - Jan. 10	Gr 12 Provincial ELA Exam
Jan. 21	Gr 12 Provincial Applied Math Exam
Jan. 22	Gr 12 Provincial Essentials Math Exam
Jan. 23	Gr 12 Provincial Pre-Calc Math Exam
Jan. 27 - Jan. 30	Exam Week (Semester 1)
Jan. 31	Admin/PD Day (No Classes)
Feb. 3	First Day of Semester 2 classes
Feb. 17	Louis Riel Day (Schools Closed)
Feb. 27	PD Day (No Classes)

Feb. 28	PD Day (No Classes)
Mar. 7	Admin/PD Day (No Classes)
Mar. 28	Last Day of Classes Before Break
Mar. 31-Apr. 4	Spring Break (Schools Closed)
Apr. 7	Schools Reopen
Apr. 14	Admin/PD Day (No Classes)
Apr. 18	Good Friday (No Classes)
May 15	School of Choice Deadline
May 19	Victoria Day (Schools Closed)
May 26 - May 29	Gr 12 Provincial ELA Exam
Jun. 10	Gr 12 Provincial Pre-Calc Math Exam
Jun. 11	Gr 12 Provincial Essentials Math Exam
Jun. 12	Gr 12 Provincial Applied Math Exam
Jun. 17 - Jun. 20	Exam Week (Semester 2)
Jun. 25	LC Graduation
Jun. 26	Last Day of Classes (Gr 7/8)
Jun. 27	Admin Day (No Classes)

LANDMARK COLLEGIATE STAFF

Principal

Marlin Adrian

Office Manager

Nicolle Moskven

Vice Principal

Jerrah-Lee Broesky

Library Support Specialist

Anna Neufeld

Learning Support / Guidance Counsellor

Reisa Horton

Educational Assistants

Claudette Van Berkel

Elaine Trudeau

Michelle Martin

Hannah Waldner

Charlotte Kehler

Bella Reimer

Teachers

Katherine Andres *(on leave)*

Lucas Enns

Matt Feakes

Melanie Friesen

Cameron Groenendijk

John Mullin

Jozanne McDonald

Ocean-Brae Nickel

Adrian Pecold

Jonathan Reimer

Stephanie Reimer

Melissa Robinson

Shane Shumsky

Jada Wieler

Custodians

Ed Wolfe

Lena Waldner

Home Ec / Tech Ed (off campus)

Danielle Cadieux

Lana Hagberg

Matt Molinski

Sean Wilms

COMMUNICATION

Good school-to-home communication is key to student success, helping parents and caregivers stay informed and involved in their child's education.

Stay informed!

- School website (www.lc.hsd.ca)
- Daily announcements
- Monthly newsletter
- Parent Portal
- School emails

Attendance

Please call us or use the Parent Portal to notify us if your child will be absent due to illness, appointments, or other reasons.

For extended absences, such as family holidays, please inform the school and your child's teacher(s) in advance.

Office hours: 8:00 a.m.- 4:30 p.m.

LINES OF COMMUNICATION

If there is an issue in a particular classroom, please phone or send an email to the teacher. Often this direct communication helps resolve issues.

Remember the best overall interest of the child is our primary focus regardless of the concern. Parents and school staff members may disagree about what is the best way to resolve an issue. Please remember that the school staff has the 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.

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

DAILY ROUTINE

ARRIVAL

Students are welcome to enter the building anytime after 8:30 AM. It is important that students do not arrive earlier, as there is no supervision before that time. Students are expected to be in their classrooms with their supplies, ready for attendance and announcements, by 9:00 AM. A warning bell at 8:57 prompts students to head to class.

SCHEDULE

GRADES 7-8

Period 1 9:00 - 10:10
Math/ELA instruction

Period 2 10:10 - 11:15
Math/ELA instruction

BREAK (11:15 - 11:25)

Period 3 11:25 - 12:00

Period 4 12:00 - 12:35

LUNCH (12:35 - 1:30)

Period 5 1:30 - 2:10

Period 6 2:10 - 2:50

BREAK (2:50 - 3:00)

Period 7 3:00 - 3:40

GRADES 9-12

Block 1 9:00 - 10:10

Block 2 10:10 - 11:15

BREAK (11:15 - 11:25)

Block 3 11:25 - 12:35

LUNCH (12:35 - 1:30)

Block 4 1:30 - 2:35

Block 5 2:35 - 3:40

LUNCH HOUR

During lunch hour, students are free to leave the school campus unless parents or guardians request that they remain. If you prefer that your child stay on campus, please notify the office. We assume students have permission to leave unless informed. While off campus, students are expected to behave respectfully and return on time for afternoon classes.

DISMISSAL

The school day ends at 3:40 PM for bus and town students.

SAFETY

SCHOOL BUILDING EVACUATIONS

If there is an emergency that requires school evacuation, students must follow their teacher's directions to the evacuation site. Students must move quickly and respond to the directions of staff. Students are required to remain with their class group. Students will return to the school when told it is safe to do so.

FIRE AND STORM DRILLS

A total of ten fire drills and two storm drills are practiced each school year to familiarize students with evacuation procedures.

EMERGENCY LOCKDOWN PROCEDURES

Landmark Collegiate has an emergency lockdown procedure in place. This procedure is practiced as a drill. This plan is in place for situations when it is unsafe due to dangerous intruders or dangerous situations in the community. The main purpose of the procedure is for students and staff to be aware of how they can be safe in such an event.

SCHOOL CANCELLATIONS

There may be times when school will be cancelled because of bad weather or due to some emergency. Hanover School Division automatically phones to inform families of school closures and posts the news on the HSD website: www.hsd.ca. School closing announcements will be made over the radio stations CHSM AM 1250 and MIX FM 96.7 at 6:30 a.m.

VISITORS

Parents/caregivers or visitors are asked to enter through the main doors and check in at the office. Please call ahead to make an appointment if you would like to meet with specific staff. Visitor parking is available in the school parking lot.

HEALTH

PHYSICAL EDUCATION

Physical fitness and healthy lifestyles are important! White-soled or non-marking-soled runners are required in the gym. Jewellery of any kind is not permitted during gym class, intramurals, or extracurricular activities. Students are asked to change their clothing for Phys Ed.

CONCUSSIONS

Parents are requested to inform the school if their child has a concussion so we can plan effectively for their return to learning and other activities. Any documentation, recommendations, or plans from a doctor regarding restrictions or measures for the child's gradual return should also be shared with the school.

STUDENT CARE TEAM

The student care team consists of the learning support teacher, school counsellor, principal, and vice-principal, who work with students, parents/caregivers, and classroom teachers. Together, they provide support, make necessary adjustments, and closely monitor each student's progress to ensure their academic and personal success.

LEARNING SUPPORT

The learning support teacher works with all students across every grade. Their role is to support teachers in planning and facilitating effective learning experiences for students. This includes helping students who need assistance with fundamental skills, supporting those who are performing at grade level, and providing additional challenges to those who require enrichment to further their learning.

GUIDANCE / COUNSELLING

The primary goal of a school counsellor is to help every student be successful at school. They work with whole classes, small groups, individual students, parents/caregivers, and teachers. They help students with positive learning behaviours (time management, study skills, and setting goals), positive social skills (peer relationships, family relationships, managing feelings, solving conflict, character education, self-esteem), and career development (self-identity, interests, and skills, career options).

Student concerns are kept confidential except in situations of child protection, potential harm, legal action, or consultation.

Grades 7-8 Students in grades 7-8 can request to meet with the guidance counsellor. The guidance counsellor and classroom teacher will coordinate an appointment time. The guidance counsellor will pick up students from class at their designated meeting time. "Drop-in" services are not available in grades 7-8.

Grades 9-12 Students in grades 9-12 can request to meet with the guidance counsellor. The guidance counsellor, student, and classroom teacher will coordinate an appointment time. Students are responsible for arriving at their meeting on time. Additionally, students in grades 10-12 may visit the guidance counsellor during a free period for "drop-in" consultations (subject to counsellor availability).

HSD STUDENT SERVICES

The Student Services team provides clinical and consultative services to students, their teachers, and their families. These services are intended to assist in making the school experience of every referred student as successful as possible. Services available include a speech-language pathologist, a psychologist, a social worker, and an occupational therapist. Landmark Collegiate's student care team may request clinical or consultation services when external support is needed to address student needs effectively.

ACADEMIC REGULATIONS

STUDENT EXPECTATIONS

Students are expected to attend class regularly and punctually, making the most of educational opportunities through active participation. They should come prepared by completing all required work and bringing the necessary materials.

COURSE SELECTION AND COURSE CHANGES

Each spring, students will select the courses they wish to take the following year. This is done in consultation with teachers and parents/caregivers. In grades 9-12, the guidance counsellor is also involved in guiding course selections.

Grades 7-8 Student schedules are structured around the compulsory courses mandated by Manitoba Education. For their elective class, students have the option to choose between Band and Art/Drama. Once chosen, students are expected to remain in their selected elective for the entire school year.

Grades 9-12 After the semester begins, any course changes, additions, or deletions must be processed through the office and require a parent's signature. Course switches or additions are only permitted during the first two weeks of the semester.

ACADEMIC HONESTY

Landmark Collegiate expects students to complete tests, exams, and assignments as evidence of their own learning. Therefore, all work submitted must be the student's own. Cheating and plagiarism are unacceptable. If a student is found to have cheated or plagiarized, parents/caregivers will be notified, and appropriate consequences will be enforced.

ASSIGNMENTS AND TESTS

Students are expected to complete all assigned work. Notebooks and other forms of written work should be neat and well-organized. Incomplete assignments and poor work habits typically hinder learning. Students should not expect tests or due dates to be changed due to being

unprepared. Exceptions can be made in cases of illness or extenuating circumstances by contacting the subject teacher.

REPORT CARDS

Grades 7-8 Report cards are issued at the end of each of the three terms. They are released through the Parent Portal in November, March, and June.

Grades 9-12 Report cards are issued at the mid-point and end of each semester. Mid-term report cards are issued in November and April, and final report cards in February and June.

ATTENDANCE POLICY

Daily school attendance is crucial for all students. Students who attend school regularly are more engaged in learning, have a greater sense of belonging to the community, and are more likely to obtain a high school diploma. If good attendance habits are not developed in the early years, absenteeism tends to increase by middle and high school, leading to lower academic achievement and a higher likelihood of dropping out.

Attending school every day should be the goal. Missing even two days a month results in the equivalent of one month of school missed over a year. A student with 90% attendance will miss four weeks of school annually, and those who miss 15 days per year will have missed an entire year of school by their senior year. (See Manitoba Education for more information.)

According to the Manitoba Public Schools Act, a child must attend school regularly from age seven until 18. Regular attendance is defined as missing five days or less throughout the school year. Students who miss 10 percent or more of the school year (approximately 15 days in total), including both excused and unexcused absences, are considered chronically absent.

ATTENDANCE PROCEDURES

1. Students who are unable to attend school for any reason are expected to have their absence explained by a parent/caregiver by a phone call to 204-355-4020 or through the Parent Portal before 8:45 am or as soon as possible.
2. Students who have an excused absence cannot remain on campus (in the school or on school grounds). They should be in the care of their parents off school property.
3. Students who are absent from school for any reason are expected to “catch up” on the learning activities missed during their absence. This is primarily the student’s responsibility. Staff are willing to assist in ensuring success, but students should show initiative.
4. Students who miss more than 20 minutes of a class (without explanation supported by parent/caregiver) will be marked absent for that period.

ABSENCE RESPONSE PROCEDURES

1. A student who is absent from a class shall be marked absent in PowerSchool. Parents can access live attendance data through the Parent Portal at any time of day.
2. Homes will be notified of any unexplained absence via automated systems.
3. Every time a student misses 3 classes in a course, teachers will call home and speak with parents/guardians to better understand the nature of the absences and proactively identify strategies to improve attendance. Teachers will connect with parents/guardians after 3, 6 and 9 absences in their course.
4. Formal written communication from the principal or vice-principal will be sent to homes following the 5th and 10th absence in any one course.
5. Parents will meet with the school team to discuss the barriers to attendance and strategies to re-engage students to the course or school.
6. Opportunities for make-up time may be provided. Other in-school interventions and appropriate alternative educational programming options will be explored.

MANITOBA EDUCATION DEFINITIONS

Unexcused Absence

Refers to any time a student is not present in class or not participating in a school-sanctioned activity (while not being on suspension/expulsion) without the mutual consent of the school principal and the parent.

Excused Absence

Refers to any time that a student is not present in class or not participating in a school-sanctioned activity (while not being on suspension/expulsion) with the mutual consent of the school principal and the parent.

Chronic Absenteeism

Where unexcused absences account for 10 or more classes in a single high school course or 10 percent or more of instructional days in Kindergarten to Grade 8 in a reporting period.

Severe Chronic Absenteeism

Where unexcused absences account for 20 or more classes in a single high school course or 20 percent or more of instructional days in Kindergarten to Grade 8 in a reporting period.

LATES

Students not in class at the start of each period will be asked to get a late slip from the office. Parents/caregivers can monitor lates through the Parent Portal. Students are expected to arrive at each class on time and with their required materials.

GRADUATION

COURSE REQUIREMENTS

Landmark Collegiate offers an academic program that will prepare students to enter post-secondary institutions or to move directly into the workforce upon graduation. Students in Manitoba require a minimum of 30 credits to graduate - often students end up with more. These credits are a mix of compulsory and elective courses.

Grade 9	Grade 10	Grade 11	Grade 12
ELA Math Phys Ed Social Studies Science + 4.5 electives	ELA Math Phys Ed Geography Science + 3 electives	ELA Math Phys Ed History of Canada (1) Gr. 11 elective + 3 electives	ELA Math Phys Ed (3) Gr. 12 electives
9.5 credits	8 credits	8 credits	6 credits

This is an example of a typical graduation pathway at Landmark Collegiate.

DIPLOMA RECOGNITION

MERIT Students who successfully complete a minimum of 34 credits in grades 9-12 will receive a Merit designation on their diplomas.

LAUREATE Students who achieve a minimum 80% average on their best 28 credits in grades 9-12 will receive a Laureate designation on their diplomas.

RESPONSIBLE USE OF DIGITAL TECHNOLOGY

Access to network services will be provided to students who agree to act in a considerate and responsible manner. All students and parents/caregivers are required to sign a form entitled "Student Acceptable Internet Use Agreement & Parent Permission Form" before getting access to computers and the Internet.

- Damage, tampering, vandalism, or other violations of the computer guidelines or the computer user's contract, including hacking, storing inappropriate files, and propagating viruses, may result in disciplinary action or suspension of computer privileges at the discretion of the school
- User IDs and passwords are for individual use and are not to be shared with other students.

- Internet filtering is implemented by GoGuardian. Web filtering and all activity on the computer is recorded regardless of whether using school or personal wifi.
- Computer access is a privilege that can be revoked if a student breaks the user contract.

CHROMEBOOKS

Grades 7-8 Students in grades 7 and 8 have access to the technology required for their everyday learning needs. This is facilitated by classroom teachers, with a supply of Chromebooks available for use during school hours. These devices are shared and managed within the classroom to ensure all students have the necessary tools for their studies.

Grades 9-12 Starting in grade 9, each student is issued a personal Chromebook, which they will use throughout their four years of high school. This personal device is provided to support their learning both in school and at home. Students and parents/caregivers will need to sign a User Agreement Form and pay an annual insurance fee of \$20. While the annual insurance is optional, it is strongly recommended to cover potential damages or issues with the device.

CELL PHONES

Grades 7-8 Hanover School Division has a cell-phone-free learning environment for all K-8 schools. Landmark Collegiate students in grade 7-8 are expected to leave their phones at home. Exceptions will be made for students with documented medical needs and other extenuating circumstances, ensuring necessary accommodations are in place. Exceptions must be reported to and approved by the principal or vice principal.

A cell-phone free environment creates a culture of attentiveness, active participation, and respectful interaction among students and teachers, significantly enhancing the learning experience. Students who bring a cell phone to school will be asked to check it in at the office until the end of the day. Non-compliance or repeated issues with a cell phone may lead to contacting the parent and/or appropriate consequences. Please visit www.hsd.ca for more information about this divisional policy.

Grades 9-12 To foster a focused and productive learning environment, each classroom has a designated "cell hotel" basket where students are invited to place their phones at the start of each class period. If a student opts not to use the cell hotel, their phone must remain on silent and stored away securely, such as in a backpack, and should not be visible during class. On occasion, a teacher may provide permission for students to use their personal device for educational purposes.

Students in grades 9-12 are permitted to use cell phones during lunch and free periods. They are expected to act responsibly and ethically while using their devices, following the school's general expectations for behavior and the divisional policy for online interactions.

Use of Earbuds and Headphones - All Students

During instructional time, students are expected to keep earbuds and headphones removed.

Teachers may grant permission to use them during appropriate times, such as independent work periods. This ensures students remain focused while allowing flexibility when it supports learning.

DISCIPLINE

Effective discipline is rooted in understanding the unique qualities of our students, building strong relationships, and promoting self-regulation. Our goal is to create a supportive environment where students develop into well-rounded, empathetic, and self-disciplined individuals who can contribute positively to their communities.

To achieve this, we establish clear and consistent school routines that guide student behaviour. Students will not be provided with an exhaustive list of rules. However, they are expected to make thoughtful decisions and consider the impact of their actions. We emphasize respect with each other, with adults in the building, and with property.

DISCIPLINARY PROCESS

Teachers manage the day-to-day discipline within the classroom by addressing minor issues directly and promptly. A variety of consequences will be used to ensure appropriate student behaviour. Teachers will be in contact with parents/caregivers when necessary.

For significant or recurring issues, students are referred to the principal or vice-principal for further disciplinary conversation and consequences. **Anytime a student is sent to the office for disciplinary reasons, they are required to hand in their cell phone until they are cleared to return to class.** Parents/caregivers will be contacted when necessary.

As much as possible, discipline issues will be handled on an individual basis, where all circumstances will be considered, including the welfare of the individual child, as well as the school. Follow-up to incidents will be reasonable, and in keeping with the nature of the offense.

For more information, please visit www.hsd.ca for a comprehensive overview of Hanover School Division's discipline policy (Student Discipline - JFA).

SCHOOL POLICIES

ALCOHOL AND ILLICIT DRUG USE

Possession, use of, or being under the influence of alcohol or drugs is not permitted under any circumstances for anyone while under the authority of the school, in attendance or upon returning to school, or during school-related extracurricular participation or attendance. Violation will involve communication with parents/caregivers, suspension from school, and possibly a referral to the school's addiction counsellor.

CONDUCT TO AND FROM SCHOOL

Students are under the authority of the school going to and leaving the school. Therefore, students are subject to school regulations concerning general conduct. This includes adhering to all bus rules as stated by the student's bus driver.

DRESS CODE

Everyone is asked to dress in a manner that is appropriate to a school setting and sets a tone for a respectful learning environment. Clothing choices should show respect for personal health and hygiene, respect for self and others, and be appropriate for the public learning space. The guidelines listed intend to help develop and protect the safety, self-confidence, self-respect, and self-esteem of all people who attend our school. Students in violation of any of the following policies will be asked to change their dress accordingly:

- Students will be dressed in some form of footwear, as bare feet are a health hazard in a public building.
- Clothing and accessories that may be offensive or degrading to others is prohibited. Eg: alcohol use, use of drugs, violence, profanity, gangs, prejudice, sexism, obscene pictures, and racism.
- Revealing clothing is not acceptable.
- Exposed undergarments are not acceptable.

These guidelines are representative but not exhaustive. Teachers and principals will make the final determination on what constitutes appropriate attire. Students who come to school dressed

inappropriately will be asked to remedy the situation by changing into different attire. If the problem persists, parents/caregivers will be contacted by the administration.

FIGHTING

Fighting and other aggressive behaviors are subject to disciplinary measures. Fighting will result in a school suspension. To avoid any misunderstanding, students are encouraged to follow a “hands-off” policy. Play-fighting is not permitted.

HARASSMENT

Landmark Collegiate affirms its commitment to maintaining a learning environment that is free from harassment at all times and supports the dignity and self-esteem of individuals.

Harassment of any individual will not be tolerated. Landmark Collegiate will follow the HSD Freedom from Harassment policy as outlined on the HSD website.

Students who feel they are being harassed by another student should report this to a staff member or to the principal immediately. Depending on the situation, the harasser will be given a verbal warning, parents/caregivers will be contacted, or it could become a police matter. Suspension of the harasser may occur at any point in the process.

ILLNESS

In cases of illness during the school day, students are to notify their teacher and immediately report to the office. Provision will then be made for the student to rest in the office or return home.

LOCKERS

Locks are available free of charge to keep student belongings safe. Students are advised to use their locks daily to reduce theft and loss of belongings. Combinations must be kept confidential. Only school locks are allowed on corridor lockers. Lockers are to be kept clean. Students who lose or damage their school lock, or who fail to turn in their lock at year-end, will be assessed a replacement charge. Lockers are the property of Hanover School Division and can be accessed by school personnel for inspection as needed.

TOBACCO USE

The use of tobacco and electronic smoking devices is prohibited on school division property. Students not adhering to this rule will face suspension.

VANDALISM AND DAMAGE

It is expected that students will take pride in their school and assist in maintaining an inviting atmosphere. Accidental damages to school property may be billed to the student, either in whole or in part, depending on the circumstances surrounding the situation. Vandalism will result in total restitution, and other disciplinary action may be taken. The matter may be reported to the RCMP.

ZERO TOLERANCE

Landmark Collegiate strives to create a safe environment for all. In addition to the school policies noted throughout this document, the following behaviours and actions are considered unacceptable and will not be tolerated on school grounds:

- Physical or verbal abuse of a staff member
- Overt insubordination and non-compliance
- Illegal activities