



PARENT & STUDENT HANDBOOK

Landmark East School
708 Main Street
Wolfville, Nova Scotia B4P 1G4
902-542-2237
landmarkeast.org

Revised April 2026

WELCOME

This Parent & Student Handbook contains detailed and important information that will be critical to understanding how Landmark East School functions. This handbook also contains the rules and guidelines associated with Landmark East School's processes, therefore, it is important that parents and students are familiar with the contents. By attending Landmark East School, students and parents acknowledge agreement with the standards and policies presented herein.

Landmark East School is a very special learning environment for students who may have struggled in other schools. We believe in creating and maintaining a caring, safe, happy environment for children and adults who spend a major portion of their day in this shared space. A working partnership between parents and staff, for the benefit of all students, is the essence of the Landmark East School approach. It is important to support each other in a consistent and respectful manner that helps students focus on learning, free of the obstacles associated with conflict.

The staff at Landmark East School demonstrate a high degree of respect for all community members – students, parents, board members, guests/visitors and one another. Our approach to disciplinary-related matters is thoughtful and takes the individual into consideration and issues are dealt with on a case-by-case basis with a restorative approach.

Landmark East School has a Speech-Language Pathologist on staff as part of the collaborative team to support your child(ren)'s growth. Our Speech-Language Pathologist works to treat speech, language, social communication and cognitive-communication disorders in our students. Our students typically arrive already having a diagnosis and assessment, however, if and when necessary, the Speech-Language Pathologist will assess and diagnose. The case load is determined by the Speech-Language Pathologist in consultation with the Academic Directors.

Our Social-Emotional Learning Coordinator's role at Landmark East School is to promote responsibility, respect and civility throughout the school's student body by providing the resources and skills needed by students to enhance their ability to honour the rights of others and demonstrate appropriate behaviour in the context of social accountability.

Please note that Landmark East School does not have a Behavioural Therapist or Psychologist on staff. **[Refer to Appendix 1 – Student Profile, page 23]**

The Parent & Student Handbook is organized by listing topics alphabetically and is not exhaustive by any means. The handbook sets the tone and intention of approach to all things.

Yours,

Karen Fougere
Head of School

TABLE OF CONTENTS

GENERAL INFORMATION

Academic Honesty.....	6
Alcohol	6
Attendance	6
Borrowing and Lending.....	6
Cancellation of Classes, Delayed Start and Early Dismissal	6
Cell Phones and Other Smart Devices (including Smart Watches).....	7
Chromebooks (School Issued).....	7
Concerns (Process for Dealing with Concerns and Who to Contact)	7
Creating Safe Spaces	7
Day Student Accommodations	7
Delinquent Accounts.....	8
Designated Quiet Space	8
Dress Code.....	8
Drugs (Controlled Substances)	8
Energy Drinks	8
Expectations of Parents/Guardians	9
Fundraising.....	9
Graduation and Closing Program.....	9
Homework and Study Hall (Middle and High School)	9
Internet Use	9
Library and Text Books	9
Meals and Snacks.....	10
Medical Information.....	10
Medication.....	10
Nut Free (As Required).....	10
Off Limit Areas.....	10
Scent Sensitive.....	10
School Email Accounts	11
Search and Seizure.....	11

Security Cameras.....	11
Security Measures.....	11
Security of Valuable Personal Items	11
Smoking – Tobacco Products, E-Cigarettes, Cannabis, etc.....	11
Student Drivers	12
Student Expenses	12
Student Records.....	12
Transportation of Students in School Vehicles.....	13
Volunteers	13
Weapons.....	13

BEHAVIOUR

Abuse, Discrimination and Harassment.....	14
Behaviour.....	14
Bullying, Teasing, Intimidation and Threats.....	14
Self-Harm Behaviour	14
Stealing.....	14
Unacceptable Behaviour	15
Use of Abusive, Threatening, Taunting, Hateful/Intolerant or Vulgar Language.....	15

ADDITIONAL INFORMATION FOR BOARDING STUDENTS

Cancellation of Classes (due to inclement weather and/or power outages).....	16
Dormitory Closures (Holidays).....	16
Dress Code (Specific to Boarding Students).....	16
Electrical Appliances.....	16
Food.....	16
Laundry.....	16
Leaving Campus and/or Weekend Visit to a Student’s Home.....	16
Mailing/Shipping Address for Students.....	17
Meals.....	17
Medical Insurance Coverage for International Students.....	17
Medical Services	18

Medication (Specific to Boarding Students).....	18
Money.....	18
Pets in the Dormitory.....	18
Room Damage.....	19
Search and Seizure (Specific to Boarding Students and Dormitory Rooms).....	19
Sickness.....	19
Sign-Off Privilege.....	19
Smudging.....	20
Suspension of Privileges.....	20
Tampering.....	20
Travel Arrangements.....	20
Travel Documents.....	20
Visitors.....	20
Weekend Activities.....	21
Wi-Fi.....	21

APPENDICES

Appendix 1: Student Profile.....	23
Appendix 2: Daily Schedule.....	24
Appendix 3: Dress Code.....	25
Appendix 4: Cancellation of Classes, Delayed Start and Early Dismissal Policy.....	26
Appendix 5: Cell Phone and Smart Device Policy.....	29
Appendix 6: Creating Safe Spaces Policy.....	30
Appendix 7: Day Student Accommodations Policy.....	31
Appendix 8: Network Usage Policy.....	32
Appendix 9: Self-Harm Policy.....	34
Appendix 10: Abuse Policy.....	36
Appendix 11: Discrimination and Harassment Policy.....	38
Appendix 12: Code of Conduct.....	40

GENERAL INFORMATION

Academic Honesty

Cheating and plagiarism will not be tolerated and students in violation of this policy may be assigned a mark of “0” and be required to re-write the assignment. This includes the use of AI, such as *ChatGBT*, but not assistive technology as it pertains to a student’s learner profile.

Alcohol

Purchase, possession, distribution and/or use of alcoholic beverages of any kind while a student of Landmark East School (on or off campus) will result in immediate disciplinary action up to and including suspension or expulsion depending on the severity of the offence and previous occurrences. This may also result in the notification of such offence to the local police.

Attendance

In cases where a student is late or will be absent, parents/guardians must email student-absence@landmarkeast.org before 8:15 AM if a student will be late or absent. Day students should arrive at the school no later than 8:25 AM. First class starts at 8:30 AM.

[Refer to Appendix 2 – Daily Schedule, Page 24]

Borrowing and Lending

Students are not permitted to borrow or lend items to other students including money, electronics, sports gear, clothing or other belongings. Borrowing and lending can result in damage, lost items and unpaid debts, and may cause hard feelings. Landmark East School is not responsible for the loss or breakage of personal items that have been lent to another student, in any instance.

Cancellation of Classes, Delayed Start and Early Dismissal

Cancellation of Classes: Landmark East School will cancel classes should the conditions (such as weather, road, power outage, emergency situation, etc.) make it extremely difficult or dangerous for faculty, staff or students to be on campus, remain on campus or travel to the school.

Delayed Start: Some mornings may call for a delayed start with classes starting at 10:15 AM. Students can be dropped off at Landmark East School by 10:00 AM and classes will begin at 10:15 AM with Period 2 followed by Period 4. There is no Period 3 (Spark and PAL 11) on delayed start days. Reasons for a delayed start include:

- sufficient time for road conditions to improve
- clearing of parking lots
- more time to reach the campus
- the weather situation changes favourably

Early Dismissal: If weather conditions become dangerous/of concern during the day, students will be dismissed early and will need to be picked up from school. Parents/guardians would be notified by email as soon as possible.

For students who are transported to school by the Landmark East School van, in bad driving conditions parents will be notified by text or email by 6:30 AM if the van will not be traveling.

[Refer to Appendix 4 – Cancellation of Classes, Delayed Start and Early Dismissal Policy, page 26]

Cell Phones and Other Smart Devices (including Smart Watches)

Students (day and boarding) do not have access to their cell phones (or smart devices) from 8:30 AM to 4:45 PM Monday to Friday while in school.

- Day and boarding students bring their devices to the dining hall and turn them in by 8:25 AM
- Cell phones (and smart devices) are returned at 4:45 PM (or early departure when applicable)
- No devices (including Chromebooks and/or personal laptops) are permitted during meal times

Students may choose to leave their cell phones (and other devices) at home. If not, cell phones and other smart or gaming devices are collected upon arrival and placed in locked storage until the student leaves for the day (early dismissal, a scheduled doctor's appointment and/or at the end of study hall). Students who arrive late are asked to give their cell phones and other devices to the Administrative Assistant, Social-Emotional Learning (SEL) Coordinator or Head of School upon arrival.

If a parent/guardian has an urgent message for their child(ren), they can contact the Administration Office (902-542-2237 Ext 221).

[Refer to Appendix 5 – Cell Phone and Smart Device Policy, page 29]

Chromebooks (School Issued)

We recognize that many of our students have needs that are supported by the use of assistive technology. In keeping with that, Landmark East School strives to ensure each student has access to a school Chromebook, as required. Students who have their own laptop will be permitted access during the school day, as determined by their teacher. The cost of lost, stolen or damaged Chromebooks will be billed as a student's personal expense.

Students using their own devices (iPad/laptop) without permission from the classroom teacher and/or outside class time, will lose the privilege of bringing their devices.

Concerns (Process for Dealing with Concerns and Who to Contact)

- **Academic Issues:** All academic issues should begin with the student's teacher. If, after talking with the teacher, the issue is not resolved, the parents/guardians should contact the Elementary/Middle or High School Director. If the issue still is not resolved, the parents/guardians should contact the Head of School.
- **Boarding Life Issues:** All boarding life issues should begin with the Student Life Director. If the issue is not resolved, the parents/guardians should contact the Head of School.

Creating Safe Spaces

Each individual is responsible for their words and actions and need to take responsibility for their role in creating a safe space for themselves and those around them. This means that students are expected to use appropriate language, and refrain from aggressive and other inappropriate behaviour (such as hitting, pushing, throwing things, or horseplay). There will be zero tolerance for swearing and use of threatening or unkind language.

[Refer to Appendix 6 – Creating Safe Spaces Policy, page 30]

Day Student Accommodations

Day students must live with a responsible parent/guardian who will serve as a contact while the student is attending Landmark East School.

[Refer to Appendix 7 – Day Student Accommodations Policy, page 31]

Delinquent Accounts

The Debt Recovery Policy created by the Landmark East Association Board of Directors states that students may be denied admission to classes and/or participation in extra-curricular activities requiring a fee, if any/all accounts, including tuition and boarding fees, are not paid. It is the responsibility of the Head of School (or designate) to enforce this policy. Landmark East School reserves the right to pursue legal avenues to claim past due amounts and notify credit-reporting agencies.

Designated Quiet Space

The library is available (with permission from the Social-Emotional Learning Coordinator and/or Academic Directors) as a quiet space during lunch for students who require a calmer, low-stimulation environment as part of their well-being needs. This space is intended to support students who benefit from reduced noise and fewer social demands, and it is expected that all students using the library at this time will respect the quiet atmosphere. Otherwise, they will lose the privilege.

Dress Code

The Landmark East School dress code is based on the belief that our neuro-divergent learners should be comfortable in their learning environment. The dress code is based on comfortable, school-appropriate choices:

- shirts, tops and bottoms must ensure the chest area, midriff and undergarments are covered (e.g., no spaghetti straps, belly tops, tank tops, muscle tops or short shorts, etc.)
- clothes (including jeans) free of holes, rips or tears
- clothes free of controversial, degrading, or offensive messages, words, images, symbols, etc.
- clothes that fit comfortably
- Landmark East School Spirit wear items

Note: Blankets and pajama bottoms are **NOT** school appropriate.

Please note that coats and jackets are not worn during class. Outdoor clothing and boots are to be removed when inside buildings (particularly during inclement weather – like rain or snow) in order to reduce mud, snow, salt or sand being tracked through the school. Students must bring shoes to wear inside on days when boots are worn.

In keeping with the school's approach to disciplinary related matters, discussion and conversation are the first approach with students who do not comply. Persistent or intentional disregard for the dress code may result in disciplinary action. In the event of a disagreement in interpreting the dress code, the final decision rests with the Administration.

[Refer to Appendix 3 – Dress Code, page 25]

Drugs (Controlled Substances)

Purchase, possession, distribution or use of any drugs or associated paraphernalia, including the distribution of any prescription drugs while a student is under the care of Landmark East School staff will result in immediate disciplinary action, including but not limited to expulsion. This may also result in notification of such offence(s) to the local police.

Energy Drinks

Energy drinks are not permitted on campus at any time for any reason including when participating in off-campus school activities.

Expectations of Parents/Guardians

Landmark East School is committed to the values of truth, fairness, respect (for self, for others and for school property), collaborative partnerships, mutual trust and appropriate personal conduct. We strive to create a safe community environment. In keeping with our approach, we ask that parents interact in a respectful manner with all community members. To that end, there should be:

- No disciplining of other students
- No yelling, raised voices or confrontations
- No derogatory comments about students, parents or staff

We cannot stress enough the problems that arise when negative comments about students, other parents or staff are made by parents within earshot of their children. Furthermore, as a general rule, publicly expressed negative comments about any community or its members by someone who is a member of that community rarely serve any positive outcome.

Fundraising

Landmark East School is a non-profit organization with a philosophy of service; therefore, from time to time as required and at the discretion of the Head of School, students are required to participate in school fundraising activities, e.g. annual Walkathon.

Graduation and Closing Program

This event is a year-end commemoration for all Landmark East School students, families and staff. It is a powerfully moving celebration of the accomplishments made throughout the year, as well as an opportunity to highlight positive change and growth. We ask that all students Grades 3 to 12, their parents and staff attend.

Homework and Study Hall (Middle and High School)

The purpose of study hall at Landmark East School is to help students acquire efficient homework and study skills and to encourage each student to utilize these skills in order to gain greater independence and success in completing homework assignments. Attending study hall at Landmark East School helps students to complete homework assignments in a supportive environment. Students are required to apply their best effort for accuracy and quality in doing their homework.

All middle and high school students are expected to participate Monday to Thursday in the study hall program. Students in Grades 11 and 12 are given assignments in study hall that are graded and become part of their course mark. Friday study hall is used for students who have missed work (due to absence) or need to catch up on incomplete work. The Study Hall Coordinator communicates with families in advance of Friday study hall whenever there is a request from teachers. Study hall runs from 3:45-4:45 PM unless otherwise stated in the school calendar.

Internet Use

[Refer to Appendix 8 – Network Usage Policy, page 32]

Library and Text Books

Students may sign out books from the Landmark East School library. The cost of lost, stolen, damaged and/or overdue books and textbooks will be billed as a student's personal expense. All books and/or textbooks must be returned to the library by the last day of school. In the case of a student's permanent removal from the school, all books and/or textbooks must be returned before the student leaves the school.

Meals and Snacks

Nutritional, well-balanced meals are an important part of healthy living. Lunch is prepared for day and boarding students, as well as staff. There are a variety of meal options including a salad bar and, almost always, a soup option. Snack is served twice a day (in the morning and afternoon). Supper is provided for boarding students.

- It is mandatory for boarding students to come to the dining hall for all meals (unless they are sick), including breakfast.
- Day students may bring their own packed lunch if they have food allergies or particular dietary needs.
- Chips, chocolate bars and pop are not a substitute for a proper meal and should not be brought to school.
- If students bring a snack to school, we ask that the snack be a single-sized portion.
- Students are not permitted to order “take-out” during the week.

Medical Information

Parents must assist Landmark East School in looking after their child's health needs by providing the following:

- All details of the student's state of health (allergies, medications, etc.)
- Student's health insurance or medical plan number
- A pair of glasses for contact lens wearers
- Extra pair of eyeglasses (where appropriate)

Medication

Students are not permitted to have non-prescription or prescription drugs in their possession (e.g. Tylenol, cough medicine, vitamins, birth control pills, Midol, Nicorette, etc.) with the exception of asthma inhalers and/or an EpiPen. All non-prescription and prescription drugs must be kept in locked medical cabinets and be dispensed to students by a staff member.

Note: Students conspiring with others to possess, use or distribute prescription drugs will be subject to disciplinary actions.

Nut Free (As Required)

When there are students with a life-threatening allergy to nuts, the school, in consultation with parents, will work to ensure a safe and effective environment for all students. In these cases, notification will be emailed to parents/guardians/families requesting that only nut-free products/snacks/foods can be sent to their child(ren). This policy may be extended to pertain to other food allergies if needed.

Off Limit Areas

Unless supervised by staff, students may not be in the following areas:

- Balconies, fire escapes and roofs
- Behind the large dormitory (Currie House)
- Behind the small dormitory (Acorn)
- Inside or behind any outdoor buildings, including the dormitories and gymnasium
- Locker area (accessible only at appropriate times)
- Students are not permitted to enter the living quarters of any boarding student at any time

Scent Sensitive

Landmark East School is a scent sensitive school in consideration of those with allergies and sensitivities. All students, employees, volunteers and visitors are asked to refrain from wearing or using scented products in all buildings and school vehicles, including the dormitories.

School Email Accounts

Once a student leaves Landmark East School their assigned Landmark East School email address will be deactivated.

- The account of a student leaving during the school year will be deactivated on or before two weeks of departure.
- Students who are dismissed from the school will lose access to their accounts immediately.
- Graduates will have access to their account until August 1st of their graduation year to download and save any of their personal documents.

Search and Seizure

For safety and security reasons, and if Landmark East School has just cause for suspicion, it reserves the right to search a student's locker or personal belongings at any time.

Security Cameras

To help maintain a safe and secure environment for all students, staff, and visitors, Landmark East School uses security cameras in key areas throughout the campus. Cameras are located in high-traffic and common areas such as hallways, dining hall, shared student spaces and parking areas.

The use of security cameras supports student and staff safety, helps deter vandalism, theft and unauthorized access to the property, and may assist in reviewing incidents and safety concerns when necessary.

Security Measures

All school buildings have a series of security devices that are armed by the overnight security guard each night after lights out. These are present mainly for the benefit of students and help to ensure a safe secure living and learning environment. Any student found tampering (in any way) with these devices will be subject to disciplinary action.

Security of Valuable Personal Items

All day students are assigned a locker in the locker area. If a student chooses to use a lock on their locker, the combination must be provided to the Administrative Assistant. In order to ensure the security of personal items of value in the dormitories, boarding students are encouraged to lock their dormitory room.

Note: Landmark East School will not be held responsible for any personal items that are damaged and/or stolen as a result of not being properly secured in a lock box, locker or locked dormitory room.

Smoking – Tobacco Products, E-Cigarettes, Vapes, Cannabis, etc.

Smoking is not permitted by anyone on Landmark East School campus at any time. This rule is in effect for students during off-campus activities and travel time until the students arrive at their home or until they are under parental care. (Also refer to **Search and Seizure** above)

Possession and/or use and/or distribution of tobacco (including chewing tobacco) and/or cannabis and/or e-cigarettes, vapes, matches and/or lighters will result in disciplinary action up to and including expulsion.

Note: Students conspiring with others to possess, use, or distribute tobacco and/or cannabis and/or vape products will be subject to the same disciplinary actions.

Student Drivers

Students are not permitted to have cars, trucks, motorbikes or any other motor vehicle at Landmark East School unless the Head of School (or designate) grants special permission to the student. The vehicle must be parked at the back of the school by the side of the Currie House. Car keys must be turned in with the cell phone at 8:25 AM or upon arrival.

Students are not permitted to transport other students in their vehicle for any school sanctioned activity/event, including but not limited to ski club. Students are expected to travel as part of the group in vehicles organized/arranged by the school.

Students are not permitted to transport other students in their vehicle from school unless the school has received specific parental/guardian permission in writing for both the student driver and student passenger. This permission must be emailed in advance (at least two hours prior to the student leaving the school) to student-absence@landmarkeast.org and include the following information:

- Student's full name
- Name of person student will be travelling with
- Date(s) of travel
- Brief parent statement confirming permission

If this advance permission is not received, the student will not be permitted to travel with another student.

If a parent revokes permission, it must be in writing to student-absence@landmarkeast.org.

Student Expenses

Student expenses may include but are not limited to:

- School activities (e.g. field trips, winter carnival, skiing, etc.)
- School photos
- Art and Production Technology supplies
- Landmark East School's morning transportation service (day students)
- Weekend activities (boarding students)
- Haircuts, personal care and hygiene products, laundry detergent, school supplies, etc. (boarding students)
- Weekly allowance (boarding students without a bank card)

Monthly statements are emailed to parents. A valid credit card must be on file for each boarding student. Expenses for day students may be paid by Interac e-Transfer or credit card. Parents are required to complete a form at the beginning of each school year to confirm method of payment.

Student Records

Copies of information from a student's master file at Landmark East School including those originating from Landmark East School or a third party (i.e. outside agencies and/or professionals) will not be released without written parental consent (if the student is 19 years of age or under) or written consent of the student (if the student is over 19).

Transportation of Students in School Vehicles

At any time when traveling in school vehicles, students must abide by the following rules:

- Students may enter school vehicles only when a staff member is present
- Students must follow the driver's instructions at all times
- Students must remain seated while in the vehicle
- Noise level is to be kept to a minimum
- No shouting out of windows or putting arms, hands, etc. out of windows
- Food or drink is not to be consumed in school vehicles (containers remained closed)
- Students are responsible for keeping school vehicles clean during and after each trip
- Seat belts must be worn (Nova Scotia law)
- Students are not permitted to use Bluetooth speakers

Volunteers

Volunteers who work on the Landmark East School campus and/or transport Landmark East School students to/from events must undergo a criminal record check, a vulnerable sector check and Nova Scotia Child Abuse Registry Screening prior to volunteering or providing transportation. In addition, Form J (Motor Carrier Form) must also be completed and on file at the school.

Weapons

Students are not permitted to have in their possession any form of weapons (as determined by administration). Further, students are to refrain from using any item/object as a weapon intended to harm and/or threaten another person or themselves. Depending on the severity of the offense and/or previous occurrences, this will result in immediate disciplinary action up to and including expulsion and/or notification of the offense to the local police.

All knives are prohibited, including pocket knives and multi-tools as they can be seen as threatening and/or a weapon.

Possession of illegal weapons as defined under Nova Scotia and Canadian Federal law will result in immediate expulsion.

BEHAVIOUR

Abuse, Discrimination and Harassment

Abuse, discrimination or harassment by any member of the Landmark East School community will not be tolerated and may be investigated as a criminal matter and result in disciplinary action up to and including expulsion.

[Refer to Appendix 10 – Abuse Policy, page 36 and Appendix 11 – Discrimination and Harassment Policy, page 38]

Behaviour

Students at Landmark East School are expected to behave responsibly and to be courteous and respectful to others at all times. Students are also expected to understand that the behaviour of every individual student reflects upon the whole school community.

Students are responsible for maintaining positive behaviour in an effort to contribute to maintaining a safe and positive learning environment for students, faculty and staff. Faculty and staff encourage and acknowledge positive, cooperative and responsible behaviour by rewarding students with privileges. Faculty and staff also endeavour to change uncooperative or inappropriate behaviour through a restorative approach using counselling/coaching, student conferencing, student/parent collaborative conferencing and/or other disciplinary actions.

[Refer to Appendix 12 – Code of Conduct, page 40].

Bullying, Teasing, Intimidation and Threats

Bullying, teasing, intimidation and threats are not tolerated at Landmark East School and any student demonstrating this kind of serious, inappropriate behaviour will be subject to immediate disciplinary action. This may also be subject to an investigation by the local police (Royal Canadian Mounted Police). If a student perceives they are a victim of bullying, the incident must be reported to a staff-member-in-charge as soon as possible.

Note: Events that take place off campus are not the responsibility of Landmark East School.

Self-Harm Behaviour

Self-harm behaviour is inclusive of any action that could cause physical or emotional harm immediately or latently. Self-harm behaviours include: alcohol/drug abuse, anorexia/bulimia, self-mutilation, suicidal threats/attempts, actions/outbursts that result in self-injury.

[Refer to Appendix 9 – Self-Harm Policy, page 34]

Stealing

Any student involved in theft or conspiracy to steal on or off campus, or found to be in possession of stolen property, will be subject to the Code of Conduct sections 6 and 7. This may also result in notification of the local police (Royal Canadian Mounted Police).

[Appendix 12 – Code of Conduct, page 40]

Unacceptable Behaviour

Unacceptable behaviours are those that endanger the well-being of others and/or result in damages to property and/or significantly disrupt the learning environment. This includes and is not limited to:

- Bullying, teasing, intimidation and threats
- Intolerant or hate-based speech and/or action
- Stealing
- Physical altercations
- Violent actions
- Any action that threatens the psychological and physical safety of others
- The use of weapons or objects to threaten, intimidate, or harm another person

[For a complete explanation and subsequent consequences, refer to Appendix 12 – Code of Conduct, page 40]

Use of Abusive, Threatening, Taunting, Hateful/Intolerant or Vulgar Language

The use of abusive, threatening, taunting or vulgar language of any type by students will not be tolerated at any time and will result in disciplinary action. Such as but not limited to, detention, suspension, or expulsion.

ADDITIONAL INFORMATION FOR BOARDING STUDENTS

Cancellation of Classes (due to inclement weather and/or power outages)

On weekdays when classes are cancelled the following rules apply:

- Students are permitted to sleep in until 10:45 AM
- Students are not permitted in one another's dorm rooms (if they want to hang out together they need to be in the common area)
- A reminder that students are not permitted to order take-out during the week, even on days when classes are cancelled
- Medication will be given on or before 11:00 AM
- Students must attend lunch

Dormitory Closures (Holidays)

Twice during the school year, the dormitories are closed and all boarding students must leave the campus. This occurs in December and March (Refer to the current School Calendar for dates).

Dress Code (Specific to Boarding Students)

Students must wear the same or similar school-appropriate clothing to the dining hall for supper – no blankets or pajama bottoms. During activities and weekends, students can wear comfortable relaxing clothes.

[Refer to Appendix 3 – Dress Code, page 25]

Electrical Appliances

For safety reasons, students are not permitted to keep electrical appliances involved in cooking, heating or cooling in their dormitory rooms. Such items will be confiscated. Parents are asked to assist in this matter. However, students are permitted to have other electrical appliances in their dormitory rooms such as, but not limited to, hairdryers, curling irons, and shavers. Students are responsible for ensuring that these items are used and stored safely.

Food

For health and sanitary reasons, students may only be in possession of a very limited amount of personal food and drinks in their dormitory rooms, as determined by the Student Life staff. Excessive food found in a student's dormitory room may be confiscated. If food items become problematic (i.e. garbage, dirty dishes, etc.) the privilege may be revoked.

Boarding students are permitted to order take-out food for delivery on weekends ONLY. Orders must be placed before 8:00 PM.

Laundry

Each dormitory contains facilities for boarding students to do their own laundry weekly at no cost, according to a schedule. Students are instructed and then monitored in the correct operation of the washers and dryers and how to obtain the best results. Students must bring a laundry basket or laundry bag capable of holding a week's worth of laundry.

Leaving Campus and/or Weekend Visit to a Student's Home

All boarding students must be at school for all meals unless accompanied by a staff member, parent(s), relative or friend of the family (with parent permission). Before leaving campus, permission of the Student Life Director

or Head of School (or designate) must be obtained. Students can request advanced permission to miss a meal for sign-off. Supper is saved for the student upon return.

On weeknights, parents are asked not to plan outings with their child without informing the Student Life Director in advance. Special and advanced permission from parents and the Head of School (or designate) or the Student Life Director is required if a student wishes to leave campus with anyone, other than their parents.

Arrangements for weekend off-campus trips require parent permission emailed to the Student Life Director by the **Wednesday** prior to the weekend excursion.

Students are not permitted to rent and/or stay in hotels, motels or inns, etc. unless they are staying with their parents/guardians. Students are not permitted to stay in Acadia University residences with friends or relatives.

Boarding students who have been invited to a day student's home must have written parent permission from the day student's parents as well as their own parents. Written permission must be emailed to the Student Life Director no later than 3 days in advance of the off-campus visit.

If students wish to invite another student to their home for the weekend, permission from each parent must be emailed to the Student Life Director. Although, in general, it is left to the discretion of the parents involved as to whether the weekend visit is permitted, Landmark East School reserves the right to intervene and disallow a student to visit another student's home for the weekend if a staff member feels that there is reason for concern. In such cases, the Student Life Director will inform parents if there are apprehensions about the weekend visitation. All arrangements and permissions must be in place with the Student Life Director by the **Wednesday** prior to the weekend in question.

Mailing/Shipping Address for Students

Letters and packages for students should be addressed as follows:

Name of Student
c/o Landmark East School
708 Main Street
Wolfville, NS B4P 1G4

Note: All packages must be opened in front of a member of the Student Life team.

Meals

Boarding students are expected to be in the dining hall for all meals (including breakfast). In cases where a student is down sick, a meal tray will be provided.

Boarding students are not permitted to use their electronic devices at suppertime on Mondays-Thursdays.

Medical Insurance Coverage for International Students

All international students are required to have medical insurance coverage while attending Landmark East School if they do not have proof of Canadian medical insurance. Parents are encouraged to obtain student health insurance for their child from [Elite Student Protection](http://www.elitestudentprotection.com) (www.elitestudentprotection.com).

International students are encouraged to apply for Nova Scotia Medical Services Insurance (MSI). Students with a valid study permit may be eligible for MSI coverage after residing in Nova Scotia for 12 consecutive months as full-time students. Please contact the Student Life Director for details.

Medical Services

If a student needs a medical service while at Landmark East School, arrangements can be made for the student to attend an appropriate clinic in the local area. Any medical fees are the responsibility of parents.

In cases where the medical appointment is outside King's County, parents are responsible to organize transportation to and from the appointment, as well as pay the fee for transportation.

Medication (Specific to Boarding Students)

Students are not permitted to have non-prescription or prescription drugs in their possession (e.g. Tylenol, cough medicine, vitamins, birth control pills, Midol, Nicorette, etc.) with the exception of asthma inhalers and/or epi-pens. All non-prescription and prescription drugs must be kept in locked medical cabinets and be dispensed to students by a staff member.

Parents of Canadian students must contact Lawtons Drugs in New Minas to arrange refills for their child's medication. Medication will be issued in blister packs and parents are responsible for all fees. A Student Life team member will pick up the medication.

Parents must inform the Student Life Director in writing (email):

- If a student is currently taking medication or at any time is put on medication.
- If medication is to be discontinued, changed or initiated.
- If medication needs to be administered during school hours, parents must send clearly written directions (when, how much, for how long, etc.) with the medication.

Note: Medication will not be sent home with boarding students on weekends or holidays unless requested in writing (email) to the Student Life Director.

Money

It is recommended that students not keep any sum of cash larger than their allowance in their rooms. Parents and/or relatives should not send money to students. Landmark East School will not be held responsible for recovering or investigating the theft of money from students.

Students do not require bankcards for Landmark East School activities. Any large purchases required by a student can be organized through the school using the parent's credit card on file for their child's personal expenses.

Students receive their weekly allowance on Friday. Parents requesting that extra money be given to their child for a specific purpose must email this request to the Business Manager by noon on Thursday.

Note: Weekly allowances and other money will not be given to students if their previous month's expenses have not been paid.

Pets in the Dormitory

Students are not permitted to have pets in the dormitories. Animals can act as a reservoir for zoonotic pathogens that could potentially infect humans, as well as there is an increased risk of animal-caused injuries. The school must also be thoughtful of students and adults who have allergies, sensitivities and/or animal phobias.

Room Damage

Prior to departure in June, dormitory rooms will be inspected by a member of the Student Life team and the boarding students.

Note: Families will be billed for any damages incurred during the year as observed.

Search and Seizure (Specific to Boarding Students and Dormitory Rooms)

For safety and security reasons, and if the Student Life team members have just cause for suspicion, the staff member reserves the right to search a student's dormitory room. Random dormitory room searches may also be conducted from time to time.

Sickness

Boarding students who are sick at the beginning of the school day or who become sick during the day are assessed as objectively as possible by the Social-Emotional Learning (SEL) Coordinator. These students are expected to remain in bed until they are deemed healthy enough to go back to class. Where necessary, parents will be called to help assess the seriousness of the situation. In cases where a boarding student has an extended period of illness, it may be necessary for them to go home in order to receive proper care and medical attention.

Sign-Off Privilege

Boarding students may earn the privilege of signing off campus unsupervised. Landmark East School cannot be held responsible for any injuries sustained by students while off campus during unsupervised sign-off. Furthermore, Landmark East School staff and/or its Board of Directors are not liable for any actions of a student once they have signed off campus. Students with a cell phone must provide staff with their cell number before leaving campus that will allow communication to be maintained between the student and school personnel.

The sign-off privilege will be revoked if behaviour warrants. The student can earn back sign-off privileges.

Students are not permitted in any vehicles during sign-off. Students must walk to their destination. Students riding a bicycle, skateboard, scooter, etc., for transportation must wear a helmet (as per Nova Scotia law). Students are not to ride a bicycle, skateboard or scooter after dark.

Level 1:

- 2-hour sign-off on Saturday/Sunday afternoon with another student.

Level 2:

- 2 hours Friday evening
- 2 hours Saturday/Sunday morning, 2 hours Saturday/Sunday afternoon, 2 hours Saturday/Sunday evening
- Must return to the school at all mealtimes unless permission is granted in advance
- Must return by 9:30 PM on Friday, Saturday and Sunday night.

Level 3:

- Level 1 and Level 2
- 2 hours weeknights
- 3 hours Saturday/Sunday morning, 3 hours Saturday/Sunday afternoon, 3 hours Saturday/Sunday evening
- Must return by 9:30 PM

Note: Parents/guardians and/or the Student Life team may add restrictions to each level (e.g., Level 2 with another student only).

Smudging

Currently, there is no safe indoor location for students to perform smudging. Weather permitting, students may smudge in the gazebo. Matches and lighters will be kept by staff. Students are not permitted these items in their rooms.

Suspension of Privileges

Dormitory and Independent Off-Campus Privileges awarded to a student may be changed or suspended as a disciplinary action if warranted such as, but not limited to, disruptive and irresponsible behaviour and/or poor decision-making.

Tampering

Students are not permitted to make alterations to the bathroom fixtures, lighting, heating/cooling systems, or electric fixtures. Damage, as a result of tampering, will result in disciplinary action and billing to cover the cost of repair.

Travel Arrangements

Parents/guardians are responsible for making travel arrangements for their child. Travel arrangements must be emailed to the Student Life Director at least two (2) weeks prior to the day of travel.

Note: Landmark East School is not responsible for unaccompanied minors while traveling to and from the school.

The Student Life Director can arrange for transportation of students to and from the Halifax Stanfield International Airport with the costs paid by the parents.

Regular academic classes are held Monday to Friday until 3:45 PM and Study Hall is held until 5:00 PM Monday to Thursday unless otherwise noted on the School Calendar. An optional Study Hall is held on Friday. All boarding students must return to Landmark East School by 9:30 PM the day prior to start of/return to classes (which would typically be the Sunday).

Travel Documents

All travel documents (including passports, study permits, airline tickets, travel and health coverage) must be given to the Student Life Director for safekeeping immediately upon the student first arriving at school.

Visitors

Without exception, the Student Life Director must be informed of a pending student visitor at least one day in advance. No visitors (including other boarding students) are permitted in dormitory rooms other than parents/guardians and staff.

Given the dormitories are the home of the boarding students, we ask that visitors (including family members) not stay on campus too long. As a courtesy, a matter of confidentiality and a sense of comfort to all members of the boarding community, parents/guardians who are visiting their children must spend most of this shared time off campus, including but not limited to meals and time spent in their children's dorm rooms.

Parents visiting their children while on campus should be considerate and not to stay longer than 15 minutes in the shared common area of the dorm.

Weekend Activities

Weekend activities are planned as a means of making the boarding students' weekends an enjoyable experience, as well as feeling a part of the school community. Each student must sign up for and participate in at least one activity per weekend. Activities may include hikes, horseback riding, fine arts performances, sports, trips to museums, arts and crafts, movies, biking, bowling, skiing, etc. Any costs associated with weekend activities are billed as a student expense for those students who participated in the specific activities (Refer to **Student Expenses**). Activities that cost more than \$25.00 will require parental permission.

Wi-Fi

Free Wi-Fi is provided to students throughout the week.

- The school Wi-Fi is turned off at
 - 10:30 PM on Sunday, Monday, Tuesday, Wednesday, and Thursday evenings
 - Midnight on Friday and Saturday evenings

- The school Wi-Fi is turned on at
 - 8:15 AM on Monday to Friday mornings
 - 6:00 AM on Saturday and Sunday mornings

APPENDICES

Appendix 1: Student Profile

Appendix 2: Daily Schedule

Appendix 3: Dress Code

Appendix 4: Cancellation of Classes, Delayed Start and Early Dismissal Policy

Appendix 5: Cell Phone and Smart Device Policy

Appendix 6: Creating Safe Spaces Policy

Appendix 7: Day Student Accommodations Policy

Appendix 8: Network Usage Policy

Appendix 9: Self-Harm Policy

Appendix 10: Abuse Policy

Appendix 11: Discrimination and Harassment Policy

Appendix 12: Code of Conduct

STUDENT PROFILE

Landmark East School works with students in grades 3–12 (between the ages of 8 to 19) who have a diagnosed learning difference (including but not limited to Dyslexia, Dyscalculia, ADHD, ASD and general learning disabilities). They may also have difficulty acquiring literacy (reading and spelling) skills, written expression, mathematics, processing information, and executive functioning skills.

Our students have an average to above-average cognitive capacity, well-developed reasoning and comprehension skills, and may have reduced processing speed and/or working memory (as seen in their psychoeducational assessment). For many of our students, a mismatch between cognitive potential and skill is often reflected in below grade level performance in areas including reading, writing, computing, and organisational skills.

Students find their success at Landmark East School by fully engaging in their learning in small classes, with highly trained teachers who create individualised programming in a supportive and caring environment. Our students have the time, space and understanding they need to be successful.

Who Landmark East School Serves

Landmark East School is tailored to meet the needs of students who have one or more of the following primary diagnoses:

- SLD (Specific Learning Disability or Specific Learning Disorder)
 - With impairment in reading (dyslexia)
 - With impairment in written expression (dysgraphia)
- ADHD
- ASD
- Expressive Language Disorder
- Nonverbal Learning Disability
- Dyscalculia

Landmark East School May Not Be Suitable for All Students Who Learn Differently

Although each application is assessed individually to determine whether Landmark East School is able to provide the student with an appropriate individualised program, students with the following learning profiles are likely better served by other schools or programs that have the expertise to meet their specific needs:

- Intellectual disabilities
- Emotional and/or behavioural disorders
- Students with behaviour challenges related to anger and aggression
- Students with a history of physical violence
- Non-verbal
- Students who require ESL

Reviewed April 2026

DAILY SCHEDULE

(Monday to Friday)

7:30 AM	Wake-up for boarding students (personal alarms set)
7:45 AM	Boarding students go to breakfast (All boarding students must be in main building no later than 8:15 AM)
7:45-8:15	Breakfast served
8:15 AM	Day students arrive
8:25 AM	Cell phones/gaming devices/smart devices/smart watches turned in
8:30-9:15	Period 1
9:15-10:00	Period 2
10:00-10:45	Period 3 (Spark and PAL 11)
10:45-11:00	Nutrition break for all students
11:00-11:45	Period 4
11:45-12:30	Period 5
12:30-1:15	Lunch for all students
1:15-2:00	Period 6
2:00-2:45	Period 7
2:45 PM	Nutrition break for elementary students
2:45-3:30	Period 8
3:30 PM	Elementary students leave
3:30-3:45	Nutrition break for all middle and high school students
3:45-4:45	Study hall for students in middle and high school
4:45 PM	Day students leave (unless participating in evening activities)
4:45-5:00	Boarding students prepare for supper
5:00-5:30	Supper
6:00-7:00	Evening activities
7:00-7:30	Dorm room clean-up
7:30-9:30	Free time
9:30-10:00	Quiet time

DRESS CODE

Our neuro-diverse learners often have clothing sensitivities. In light of this, it is the expectation that students wear comfortable clothing throughout the week. However, it is important that clothes be **school appropriate**.

Guidelines for School Appropriate Clothing:

- Clothing (including jeans) free of rips, tears or holes
- Clothing free of controversial, degrading or offensive messaging, words, images, symbols, etc.
- Clothing (shirts, tops and bottoms) that ensures the chest area, midriff and undergarments are covered (e.g., no spaghetti straps, strapless tops, muscle shirts, off-shoulder shirts, belly tops, tank tops or short shorts, etc.)
- Hats may be worn in the main building (excluding the dining hall) as long as the face is visible
- Hoodies must not obstruct the face
- Landmark East Spirit Wear items

Note: Blankets and pajama bottoms are **NOT** school appropriate

SPARK Clothing:

- Shorts or yoga pants
- Cotton or breathable sports T-shirt
- Cotton socks
- Comfortable footwear – sneakers

Note: Students are permitted to wear SPARK clothing to school in the morning and then change into their school appropriate clothing after SPARK to be worn for the remainder of the day.

Special Occasions:

There are several events that take place during the school year when students are asked to dress more formally.

- **Walkathon Canvassing:** The annual walkathon is one of the major fundraising events for the Student Bursary Fund. Students, staff and parents work together to canvass local neighborhoods helping raise awareness and bursary funds. We ask students to dress in spirit wear when going canvassing as this helps build awareness in the community and identifies them as a Landmark East School student.
- **School Picture Day:** We ask that students dress a bit more formally for school picture day. **Tip:** Picture quality is improved if students choose a shirt/top that is a solid colour. In some cases, parents may prefer to have the school photo of their child wearing something with the school crest on it.
- **Graduation:** This is a semi-formal event (**no jeans or sneakers**). Students are asked to wear either:
 - dress pants and a long-sleeved shirt, with dress shoes, black socks (preferred) – a tie is optional;
 - OR
 - skirt and blouse, or dress and dress shoes

Reviewed April 2026

CANCELLATION OF CLASSES, DELAYED START AND EARLY DISMISSAL POLICY

The **purpose** of this policy is to:

- (a) establish guidelines for the decision-making process that may lead to cancellation of classes, delayed start to classes, or early dismissal; and
- (b) establish protocols for communicating a decision once made.

Cancellation of Classes

Landmark East School will cancel classes should the conditions (such as weather, road, power outage, emergency situation, etc.) make it extremely difficult or dangerous for faculty, staff or students to be on campus, remain on campus, or travel to the school.

Delayed Start

Some mornings may call for a delayed start with classes starting at 10:15 AM. Students can be dropped off at Landmark East School by 10:00 AM and classes will begin at 10:15 AM with Period 2 followed by Period 4. There is no Period 3 (Spark and PAL 11) on delayed start days. Reasons for a delayed start include:

- sufficient time for road conditions to improve
- clearing of parking lots
- more time to reach the campus
- the weather situation changes favourably

Early Dismissal

If weather conditions become dangerous/of concern during the day, students will be dismissed early and will need to be picked up from school. Parents/Guardians will be notified by email as soon as possible.

Making Decisions

Landmark East School is an independent school. Decisions to cancel classes, delay start time or dismiss students early are separate from the decisions of Annapolis Valley Regional Centre for Education (AVRCE) or any other school or business in the area. That is to say, there will be times when AVRCE has cancelled classes but Landmark East School is open. It is also important to note that parents/guardians are the final decision makers when it comes to sending (or not sending) their children to school when classes have not been cancelled.

Timing of Notification

Every effort will be made to communicate a firm decision as early as possible, taking into consideration that students and staff travel from a variety of distances from the school. Our goal is to communicate a decision whether to cancel classes/delayed start of classes by 6:30 AM.

Communications

Landmark East School will notify parents as soon as possible should a weather-related event or emergency situation disrupt regular campus operations. Notifications/communications will be made using the following methods:

1) Email notification

An email will be sent to all students, parents and staff indicating:

- classes have been cancelled, or
- there is a delayed start to classes (vans on a delayed start schedule).

2) Radio Public Service Announcements

Rewind 89.3 (www.rewind893.ca), AVR 97.7 (www.avrnetwork.com), CBC (www.cbc.ca).

For those times when AVRCE has cancelled school but Landmark East School remains open, an email notification will be sent indicating that classes are running as usual.

Sources of Information Used When Making a Decision

Every effort will be made to conduct a thorough search of the data before a cancellation of classes (or a delayed start) decision is made. At times, the situation may require a speedy decision to be made which will be based on the current available information in that moment (data that is subject to change and/or may be different in your area).

When making a decision, Landmark East School will rely on the advice and warnings of:

- RCMP
- Public Transit
- Nova Scotia Road Conditions/511
- Environment Canada
- Nova Scotia Power

[Environment Canada Weather Warnings](#) / Types of Alerts

The type of alert used depends on the severity and timing of the event:

- **Special Weather Statements** are the least urgent type of alert and are issued to let people know that conditions are unusual and could cause concern.
- **Advisories** are issued for specific weather events (like blowing snow, fog, freezing drizzle and frost) that are less severe, but could still significantly impact Canadians.
- **Watches** alert you about weather conditions that are favourable for a storm or severe weather, which could cause safety concerns.
- As certainty increases about the path and strength of a storm system, a watch may be upgraded to a **Warning**, which is an urgent message that severe weather is either occurring or will occur. Warnings are usually issued six to 24 hours in advance, although some severe weather (such as thunderstorms and tornadoes) can occur rapidly, with less than a half hour's notice.

Environment Canada weather warnings that will lead to a discussion regarding the possible cancellation of classes are as follows:

- Winter Storm Watch
- Blizzard Warning
- Blowing Snow Warning
- Snowfall Warning
- Heavy Snowfall Warning
- Winter Storm Warning
- Hurricane Warning
- Tropical Storm Warning
- Freezing Rain Warning
- Freezing Drizzle Warning
- Tornado Warning

Determining Factors

The safety of our students, staff and faculty is of paramount importance and so when making a decision to cancel classes the following factors will be considered:

- State of emergency or impending state of emergency
- Weather conditions (current and forecasted)
- Road conditions
- Availability of public transport
- Ability to access and use the campus safely
- Ability to maintain campus roadways, parking lots, paths, stairs and building entrances in safe condition
- Ability of emergency services to access the campus
- Disadvantages of sending individuals back into the weather once they have arrived on campus
- Anticipation that conditions will worsen or persist such that public transportation may not operate or roads may be closed as a result of storm conditions, which will make travel home unusually difficult or hazardous
- Forecasted changes in precipitation, wind, or road conditions

Reviewed April 2026

CELL PHONE AND SMART DEVICE POLICY

It is the responsibility of Landmark East School to ensure all students receive the best education possible, and to provide a school setting that supports healthy social and emotional development. Cell phones and other smart devices (which include smartphones, tablets, smartwatches, etc.) are great educational tools, however, they can also be a distraction to the individual and to the learning environment.

Cell phone apps are specifically designed to stimulate the reward centre of the brain by flooding it with dopamine – which is a chemical that makes people feel good. When this behaviour is continually repeated, it can lead to addiction. Further, the developing brain is far more susceptible to becoming addicted to the dopamine dump. Addiction can lead to isolation, loss of authentic human connection and has a negative effect on interpersonal skills and relationships amongst adolescents in particular.

The Policy

Students (day and boarding) do not have access to cell phones, gaming devices or any other smart devices from 8:25 AM to 4:45 PM Monday to Friday while in school.

- Day and boarding students bring their devices to the dining hall and turn them in by 8:25 AM
- Cell phones (and smart devices) are returned at 4:45 PM (or at early departure when applicable)
- No devices (including Chromebooks and/or personal laptops) are permitted during meal times

Students may choose to leave their cell phones (and other devices) at home. If not, cell phones and other smart or gaming devices are collected upon arrival and placed in locked storage until the student leaves for the day (early dismissal, a scheduled doctor's appointment and/or at the end of study hall). Students who arrive late are asked to give their cell phones and other devices to the Administrative Assistant, Social-Emotional Learning (SEL) Coordinator or Head of School upon arrival.

If a parent/guardian has an urgent message for their child(ren), they may contact the Administration Office (902-542-2237 Ext 221).

Chromebooks and Personal Laptops

We recognize that many of our students have needs that are supported by the use of assistive technology. In keeping with that, Landmark East School strives to ensure each student has access to a school Chromebook, as required. Students who have their own laptop will be permitted access during the school day, as determined by their teacher.

Inappropriate use of technology, including improper use of personal devices such as iPads/laptops, could result in a loss of the privilege.

Reviewed April 2026

CREATING SAFE SPACES POLICY

It is important to create a safe space for all members of the school community. Our words and actions can have a huge impact on the well-being of others and so we must each be responsible for our words and actions. It is incumbent upon all members of the community to be respectful and mindful of one another.

Inappropriate language (including, but not limited to, gestures, symbols, verbal - "F" bomb, name-calling, swearing, etc.) and disrespectful behaviour (including, but not limited to, swearing in response to a request, being dismissive of a request, answering in a flippant manner, etc.) can be highly offensive to students and staff. It can make people feel unsafe and erodes the positive culture we work so hard to create and maintain.

Using inappropriate language and disrespectful behaviours are a choice and, therefore, can be and must be controlled while on the school campus.

Students using obscenities, profanities, or inappropriate language will be subject to the following disciplinary measures:

- For each offence: The staff member will remind the student that the use of inappropriate language is not acceptable and an email is sent to SEL.
- The third notification to SEL will result in a detention.
- The sixth notification to SEL will result in a detention and an email sent to parents.
- The ninth notification to SEL will result in an in-school suspension (loss of social privileges throughout the day and school work completed in a separate room). Parents will be notified.
- Subsequent Offences: Out-of-school suspension. Parents will be notified.

Students exhibiting disrespectful behaviour will be subject to the following disciplinary measures:

- 1st Offence: Staff member addresses it and notifies SEL. The student may or may not be given detention depending on how the restorative/educational/ "intention to do better" conversation goes.
- 2nd Offence: Staff member addresses it, notifies SEL and the student will be given a detention. An email will be sent to the parents.
- 3rd Offence: Staff member addresses it, notifies SEL and the student will serve an in-school suspension. Parents will be notified.
- Subsequent Offences: Out-of-school suspension. Notice issued to parents.

Reviewed April 2026

DAY STUDENT ACCOMMODATIONS POLICY

Whereas Landmark East School (the “School”) endeavours to ensure that all students are treated fairly and equally and that all students are reasonably protected from any risk of harm, the School has established the following policies pertaining to day student accommodations:

- 1) Day students must live with a parent, legal guardian, or responsible adult relative over the age of 25 years (such a responsible relative must be chosen by the parent/guardian and will hereinafter be referred to as the “designated caregiver.”) In the event that a student does not reside with a legal guardian, but instead lives with the “designated caregiver” chosen by parents, sections 2-7 will be in effect.
- 2) It is the responsibility of all day students and their parents to inform themselves of the School’s policies and to follow those policies on and off campus. It is the responsibility of each designated caregiver to take reasonable measures to ensure the day student follows the School’s policies.
- 3) The School will provide each designated caregiver with an introduction to school policies and offer some introductory training in the mentoring and monitoring of any student under their care as well as the protocol for incident reporting. Each designated caregiver shall be provided with a 24-hour emergency contact number for the School.
- 4) From time to time it may be necessary for a day student to reside with someone other than the designated caregiver(s). In such an event, the day student will provide the School with notice of such alternate intentions no less than 30 days prior to such living arrangements commencing and the School, at its sole discretion, shall have the ability to determine the suitability of such alternate living arrangements. Once an alternative living arrangement is deemed acceptable, the proposed caregiver shall become a designated caregiver for the purpose of the implementation of all policies pertaining to day students. In the event that no suitable caregiver is available, the student will be required to move into the School’s residence or to return home until the designated caregiver is again available. Parents/guardians will be responsible for any/all expenses incurred for the change in living arrangements.
- 5) It is within the School’s rights to perform:
 - a) site visit(s) to the proposed caregiver’s residence;
 - b) interviews of the designated caregivers;
 - c) up to three reference checks per designated caregiver; and
 - d) end of year interview with the student about conditions of her/his living situation.
- 6) At the sole discretion of the School, the arrangements for a day student living with a designated caregiver may be reassessed by the School on an annual basis prior to the commencement of the school year.
- 7) Although the School shall exercise its discretion diligently, it shall not be responsible or liable for any loss, injury, or damages sustained by the day student while not on School premises and/or while under the care of a designated caregiver. To be clear, a day student shall be deemed to be in the primary care of the designated caregiver once the day student is off the premises of the School, unless the student is participating in an organized School activity.

Reviewed April 2026

NETWORK USAGE POLICY

Students rely on a variety of information sources including the Internet to support and extend their learning as prescribed in the Nova Scotia Department of Education Public School Program. Landmark East School encourages students to access educational information resources through various media technologies, including the Internet. The school recognizes, however, that students need guidance in their exploration of the Internet so that these experiences will be healthy, safe and educationally relevant.

Landmark East School will provide clear guidelines for acceptable use of school networks and the Internet by students. These guidelines will be consistent with the Nova Scotia Department of Education Public School Program Internet Access and Use Policy and provide a framework for the appropriate use of the Internet while supporting student learning.

Guidelines

The use of the Landmark East School network and access to the Internet is a privilege. Unacceptable use may result in disciplinary action, including the suspension or cancellation of access privileges. Students should understand that the loss of access privileges may negatively impact on requirements for course work for which they are responsible.

User Responsibilities

1. Personal information which identifies users, such as pictures, addresses, telephone numbers, parents'/guardians' names, will not be publicly web-published.
2. Users will not install/run applications on Landmark East School computers that have not been approved for use by authorized school staff.
3. Users will not play games or engage in the use of instant messaging services during instructional time without prior approval of authorized school staff.
4. Users will not use the Landmark East School network to access, review, upload, download, store, print, post or distribute pornographic, obscene or sexually explicit material, or materials that use language or images that advocate violence, harassment or discrimination toward other people.
5. Users will not use the Landmark East School network to transmit or receive abusive, profane, vulgar, rude, threatening or disrespectful language or images.
6. Users will not use the Landmark East School network to gain unauthorized access to information resources or to access another person's materials, information or files.
7. Users will only use email accounts provided to them by Landmark East School. Users will not use anonymous email accounts such as Hotmail, Yahoo, etc. for school-related work or communication unless authorized by staff to do so.
8. A user will not attempt to gain unauthorized access to the Landmark East School network or any other network through the Landmark East School network, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
9. Users will not attempt to connect unauthorized hardware to the Landmark East School network without the express permission of Landmark East School IT Support Team.
10. Users will not use the Landmark East School network to violate copyright laws or usage licensing agreements and will not plagiarize works they find on the Internet.

11. Users will not download or transfer pirated software to or from any school computer.
12. Users will not use the Landmark East School network for unauthorized commercial purposes including product advertising and to offer goods and/or products for sale.
13. Users will adhere to other guidelines that individual schools adopt in response to specific requirements of their environment. Such additional guidelines will be communicated in a manner consistent with the normal running of the school.

Limited Expectation of Privacy

1. By authorizing the use of the computer network, Landmark East School does not relinquish control over materials on the network or contained in files on the network. Users should expect only limited privacy in the contents of personal files on the Landmark East School network.
2. Routine maintenance and monitoring of the Landmark East School network may lead to a discovery that a user has violated this policy.
3. An individual investigation or search will be conducted if Landmark East School personnel have a reasonable suspicion that the search will uncover a violation of this policy.
4. Parents or guardians have the right at any time to review the contents of their child's files.

Reviewed April 2026

SELF-HARM POLICY

Landmark East School has a duty of care to take all reasonable steps to protect the safety and well-being of students. In situations involving self-harm or risk of self-harm, the school will prioritize immediate safety, respond in a timely and appropriate manner, and involve qualified professionals and families as needed, while respecting the student's dignity and privacy.

Definition:

Self-harm refers to any intentional behaviour or actions where a student causes, or expresses intent to cause, harm to their own body or safety. This includes behaviours that may result in immediate or delayed physical injury.

Self-harm behaviours may include, but are not limited to:

- Self-injury (e.g., cutting, burning, hitting oneself)
- Suicidal ideation, threats, or attempts
- Actions that place the student at significant and immediate risk of harm

Note: Other health-related concerns such as substance use and/or eating disorders may involve elements of self-harm but are addressed through separate support and intervention processes (unless there is an immediate risk to the student's safety).

Procedure:

Immediate Safety and Supervision

1. A staff member will remain with the student and ensure they are not left alone.
2. A staff member will assess for immediate risk. Where there is imminent danger or serious concern for the student's safety, emergency medical services (911) will be contacted without delay.
3. A staff member will provide first aid within the scope of their training as required.
4. The immediate environment will be made as safe as possible by clearing the area and removing objects that may pose a risk (if possible).

Assessment and Initial Support

5. A staff member will assess and document the student's physical and emotional status using available school-based tools (e.g., 0-10 risk scale) and request additional support staff when they are available.
6. The student will be offered age-appropriate support resources (e.g., Kids Help Phone, Mental Health Crisis Line, etc.).
7. Where there is ongoing concern, reasonable steps will be taken to limit access to items that may pose a risk, using the least intrusive measures necessary.
8. Increased supervision will be implemented relative to the level of risk (e.g., open door, frequent check-ins – every 15-20 minutes, or continuous supervision).

Notification and Shared Responsibility

9. The Student Life Director (or designate) will be informed as soon as possible and will coordinate the response, including notifying the Head of School.
10. The Student Life Director (or designate) will contact parents/guardians in a timely manner, unless there is a compelling reason to delay (e.g., immediate medical intervention required).

Ongoing Support and Planning

11. The school will work with the student, family, and appropriate professionals to develop a plan to support the student's safety and well-being.

12. Continued enrollment in the boarding program is contingent on the school's ability to reasonably ensure the safety of the student and others. Where this cannot be achieved, alternative arrangements (including a temporary return home) may be required until it is determined that the student can safely return.

Revised April 2026

ABUSE POLICY

Students, employees, parents, volunteers, visitors and independent contractors have the right to be in an environment that is free from abuse. To ensure a safe environment, Landmark East School will not tolerate any behaviour by its students, employees, parents, volunteers, visitors and independent contractors that constitutes any form of abuse (including but not limited to: physical, emotional, sexual, verbal, psychological, neglect or harassment).

Complaints of such abuse will be taken seriously and be dealt with according to the regulations of the Nova Scotia Children and Family Services Act (1990; 2017 edition).

The Head of School of Landmark East School (or the designate) has the responsibility of ensuring the implementation, oversight and enforcement of this Policy.

Definitions:

Abuse as defined in Section 62 of the Nova Scotia Children and Family Services Act (1990; 2017 edition) includes the following areas of definition. Further, it is the misuse of power by others (usually in a position of trust) to make the victim vulnerable.

- **Physical Abuse:** is defined as all non-accidental physical injuries that are due to intended forceful actions of others
 - e.g. including, but not limited to, hitting, shaking, pulling, throwing, kicking, choking, strangling or unwarranted use of restraints
- **Emotional Abuse:** is defined as an incident or pattern of behaviour used by others that may diminish the victim's sense of identity, dignity and self-worth
 - e.g. including, but not limited to, threats of physical harm, name calling, habitual scapegoating, intimidation, insulting comments, bullying or cyber bullying
- **Sexual Abuse:** infliction of unwanted sexual contact on a person by forcible compulsion
 - Contact Sexual Abuse – e.g. including, but not limited to, unwanted touching or fondling, penetration (or attempt to) with a body part or other object to vagina, anus or mouth
 - Non-Contact Sexual Abuse – e.g. including, but not limited to, grooming, encourage watching pornographic videos, propositioning, exhibitionism
- **Verbal Abuse:** is defined as a form of psychological/mental abuse involving the use of oral, gestured and written language or communications directed toward another individual
 - e.g. including, but not limited to, harassing, labelling, insulting, scolding, rebuking, excessive yelling at or towards another individual, name calling, swearing at, taunting, teasing, humiliating remarks, exploitive behaviour, intimidation, manipulation
- **Neglect:** is defined as any lack of care or behaviour that may cause significant harm to a child's development, leads to a failure to provide necessary services or endangers the child in any way
 - e.g. including, but not limited to, withdrawing basic necessities as a form of punishment, failing to assess and respond to changes in health status, refusing or withdrawing physical or emotional support

Procedure:

- 1) Any incidents of abuse towards students by another student will be investigated through disciplinary channels within the Landmark East School Code of Conduct. The parents/guardians of the student will be notified and, depending on the severity of the abuse, the child will face disciplinary actions which may include internal suspension, external suspension or expulsion from Landmark East School.
- 2) Any incidents of abuse towards staff/volunteers by students will be investigated through disciplinary channels within the Landmark East School Code of Conduct. The parents/guardians of the student will be notified and the child may face suspension or expulsion from Landmark East School.
- 3) All adult members of the Landmark East School Community have a legal obligation to report suspected abuse of a child directly to Child and Family Services. Landmark East School policy recommends that this be done in conjunction with the Head of School.
 - a. When an investigation has begun by Child and Family Services, the student and/or employee/volunteer will be suspended with pay until the investigation has been completed.
 - b. If an employee/volunteer has been charged with a criminal offence involving students of any age, that employee/volunteer will be suspended until an investigation is complete and the charges have been disposed of.
 - c. Upon the completion of the Child and Family Services/RCMP investigations, the Head of School will review the assignment/status of the employee in question.
 - d. In the event of proven false accusation, the accuser will be treated as an offender and the offender will face disciplinary action as appropriate.
- 4) To protect the interests of the complainant, the respondent, witnesses and Landmark East School, all disclosures will be maintained as confidential, except where disclosure is necessary for the purpose of investigating the complaint, taking disciplinary measures or as required by law.
- 5) The Landmark East Association Board of Directors must be notified of any complaint in any situation where criminal charges are contemplated or civil action is threatened. Other instances are to be reported to the Board of Directors at the discretion of the Head of School.

Approved October 3, 2023
Landmark East Association

DISCRIMINATION AND HARASSMENT POLICY

Landmark East School will provide a safe environment for its students, employees, parents, volunteers, visitors, and independent contractors, and will not tolerate discrimination or harassment of any kind.

The *Nova Scotia Human Rights Act* protects everyone from discrimination and/or harassment.

The Head of School of Landmark East School (or the designate) has the responsibility of ensuring the implementation, oversight, and enforcement of this Policy.

Rationale:

Students, employees, parents, volunteers, visitors, and independent contractors have the right to be in an environment that is free from discrimination and harassment. To ensure a safe environment, Landmark East School will not tolerate any behaviour by its students, employees, parents, volunteers, visitors, or independent contractors that constitutes discrimination or harassment. Complaints of such will be taken seriously and be dealt with accordingly.

Definitions:

Discrimination is defined as the unfavourable treatment by any means of someone based on prejudice, which illegally or unreasonably distinguishes them from others, including, but not limited to discrimination by sex, age, religion, political belief, disability, race, colour, nationality, sexual orientation, marital/family status, or any previous conviction that has been pardoned.

Harassment is defined as a physical, verbal, or cyber incident or pattern of behaviour that is unwanted, and offends, intimidates, or humiliates someone. An incident of harassment can be determined to have taken place if the harasser is deemed to have known that the behaviour was offensive or unwelcome to the victim, including, but not limited to sexual innuendos, threats, language of hatred or incitement to hate, unnecessary touching, racist displays or jokes, suggestive or offensive remarks or materials, or patronizing or demeaning behaviour.

Procedures:

- 1) All persons who feel they have been discriminated against or harassed, have the right to have their perceived discrimination or harassment respected and taken seriously.
- 2) Consequences for reported incidents of discrimination and/or harassment among students are dealt within the Landmark East School Code of Conduct (see 'Inappropriate Behaviour'). The student's parents/guardians may be notified.
- 3) Where safely possible, the victim of discrimination or harassment should notify the person responsible for the offending behaviour that their actions are unacceptable or hurtful, and need to stop, and are encouraged to report the incident to a staff member immediately.
- 4) If the victim of the offense feels unable or unwilling to confront the alleged offenders themselves, they should immediately notify a staff member-in-charge of their concerns.

- 5) In cases where there is clear evidence of discrimination or harassment, Landmark East School has a duty to address and remedy the effects.
- 6) Any Landmark East School Community Member who has been found to have harassed another person, will be subject to disciplinary action, up to and including termination of employment or expulsion according to the procedures as set out in the 'Grievance Policy and Procedure' (Employee Policy Manual and Directors Manual).
- 7) In the event of proven false accusation, the accuser will be treated as an offender, and the offender will face disciplinary action, as appropriate.

This policy shall be reviewed annually to best ensure practices are being incorporated.

Approved October 3, 2023
Landmark East Association

CODE OF CONDUCT

1.0 Introduction

The goal of Landmark East School is to be a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents/guardians, faculty and staff have the right to be safe and feel safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put the safety of others or oneself at risk.

Landmark East School's Code of Conduct encourages positive student behaviour. All members of the school are expected to behave responsibly and are required to be courteous and respectful to fellow students, faculty and staff at all times. The faculty and staff at Landmark East School are expected to encourage and acknowledge positive behaviour.

Landmark East School believes that every student has the right to an education without disruption, along with the equally important responsibility not to deny this right to or interfere with any other student. Landmark East School's Code of Conduct is designed to help students understand there are consequences for their actions, that they are required to take responsibility for their actions and to develop problem-solving abilities and self-discipline.

2.0 Definitions

- (a) "Parents" means parent(s) and/or guardian(s)
- (b) "School Community" means students and parents/guardians, faculty, staff and the Head of School who are engaged to provide services at Landmark East School, as well as volunteers, visitors, contractors and any persons who have contact with students, faculty and staff in the school setting.
- (c) "Head of School" means the Head of the school or their designate.
- (d) "School Leadership Team" means the Head of School, Elementary School Director, Middle School Director, High School Director, Student Life Director or designate, Literacy Coordinator, Technology Coordinator, Study Hall Coordinator, Admissions Coordinator, Head Duty Coordinator, Head Cook and Social-Emotional Learning Coordinator.
- (e) "Administration Team" means the Academic Directors, Student Life Director, and Head of School.
- (f) "Inappropriate/Unacceptable Behaviour" means types of behaviours that are disruptive to the safety of the school community and/or living and/or learning environment of the school and/or endanger the well-being of others. These types of behaviours are subdivided into two categories based on their degree of seriousness:
 - (1) Disruptive behaviour (refer to section 6.2)
 - (2) Severely disruptive/illegal behaviour (refer to section 6.3)
 - (3) Criminal behaviour (refer to section 6.4)
- (g) "Prohibited Items" refers, in general terms, to any weapon or sexually explicit material that are deemed by the Head of School to be prejudicial or disruptive to the safety or living/learning environment of the school community.
- (h) "Detention" means students are to sit quietly in an assigned place and, in some cases, may be assigned academic work to do, particularly if the detention being served is due to having been

removed from an academic class for misbehaviour. Detentions take place during a student's free time, as determined by staff. Detention includes loss of electronics.

- (i) "Weekend Restriction" means the restriction from participation in off-campus activities for boarding students who exhibit inappropriate behaviour during the weekend or who have been subject to other disciplinary action, such as internal suspension during the week, may be placed under weekend restriction. Weekend restriction means being confined to (or restricted from being in) dorm rooms during free time, having an early bedtime, being closely supervised by faculty and staff during off-campus activities, etc.
- (j) A "Discipline Committee" is comprised of members of the Administration and the Social Emotional Coordinator.
- (k) "Internal Suspension" means the social and physical isolation of a student from the student population during meal times and free times throughout the day. Students are usually permitted to attend academic and Spark/Physically Active Living classes and study hall; however, the Head of School or a member of the School Leadership Team has the discretion to exclude the student from classes and study hall.
- (l) "External Suspension" means the social and physical isolation of a student from the student population by serving a suspension away from Landmark East School for a designated period of time. During the period of an external suspension, the student is not permitted on the property of Landmark East School and is not permitted to participate in any activities associated with Landmark East School, including those that happen off school property.
- (m) "Expulsion" means the physical removal of a student from the school for the remainder of the academic year, or permanently, and carries the same restrictions as an External Suspension.

3.0 Guiding Principles

- 3.1 The expectations for appropriate behaviour defined in Landmark East School's Code of Conduct apply to all members of the school community.
- 3.2 To support a safe, secure and healthy school environment, all members of the school community must abide by three universal principles:
 - 3.2.1 Show respect for the rights, property and safety of themselves and others;
 - 3.2.2 Accept personal responsibility for their behaviour in order to maintain a safe and productive learning environment; and
 - 3.2.3 Honour the rights of others through learning and demonstrating appropriate behaviour in the context of social responsibility.

4.0 Roles and Responsibilities

- 4.1 It is the duty of the Head of School to ensure that reasonable steps are taken to create and maintain a safe, orderly, positive and effective learning environment. In carrying out this duty, it is expected that the Head of School will:
 - 4.1.1 Determine the appropriate consequences for inappropriate behaviour by taking into account knowledge of the school environment, patterns of behaviour among students, the impact of inappropriate and/or unacceptable behaviour on the school

- environment and other information pertaining to the maintenance of a safe, orderly, positive and effective learning environment;
- 4.1.2 Follow procedures as described in Landmark East School's Code of Conduct;
- 4.1.3 Ensure Landmark East School's Code of Conduct reflects a proactive and sustained approach toward developing positive student behaviour; and
- 4.1.4 Ensure that a formal meeting will be held to examine resources that can be made available to support the student's success when a student's behaviour or suspension pattern becomes chronic.
- 4.2 It is the duty of all faculty and staff at Landmark East School to take all reasonable steps necessary to create and maintain an orderly and safe learning environment. In carrying out this duty, staff must:
 - 4.2.1 Involve students in the development and understanding of classroom and/or student dormitory expectations;
 - 4.2.2 Practice methods to resolve conflict in a peaceful manner;
 - 4.2.3 Employ strategies to recognize and reinforce appropriate behaviours in their classrooms and/or the student dormitories;
 - 4.2.4 Communicate to students the possible consequences of inappropriate and/or unacceptable behaviour;
 - 4.2.5 Communicate with parents regularly or whenever there is a clearly perceived need;
 - 4.2.6 Apply Landmark East School's Code of Conduct and classroom expectations consistently;
 - 4.2.7 Report to the one of the Academic Directors and/or the Social-Emotional Learning Coordinator if the situation persists or involves a potential threat to the safety of members of the school community; and
 - 4.2.8 Engage in and seek out professional development opportunities to develop skills and strategies in classroom and behaviour management to promote appropriate behaviour.
- 4.3 Students are expected to contribute to an orderly and safe learning environment. To carry out this responsibility, students are required to:
 - 4.3.1 Take responsibility for their behaviour when they are on or off school campus and participating in school-related activities, including sign-off, and while traveling in a vehicle operated by Landmark East School;
 - 4.3.2 Respect the rights, property, sexual orientation and cultural diversity of others;
 - 4.3.3 Learn and practice methods to resolve conflict in a peaceful and respectful manner;
 - 4.3.4 Comply with Landmark East School's Code of Conduct and classroom expectations; and
 - 4.3.5 Attend school regularly and be punctual.
- 4.4 Parents have a duty to support their children in achieving learning success. In carrying out this duty, it is expected that parents will:

- 4.4.1 Support their children’s teachers, as well as school faculty, staff and administration, in their efforts to provide an education and positive learning, teaching and living environment for their children;
- 4.4.2 Reinforce the need for, and value of, appropriate behaviours;
- 4.4.3 Communicate regularly with Landmark East School staff in a collaborative and respectful manner;
- 4.4.4 Ensure that their children attend school regularly and are punctual; and
- 4.4.5 Provide the school with accurate and timely information about their children and their learning needs.

5.0 Promoting and Recognizing Appropriate Behaviours

- 5.1 Landmark East School’s Code of Conduct encourages appropriate behaviours. Strategies are designed to:
 - 5.1.1 Increase the potential for each student to achieve academic and social success (preparedness, use of effective listening skills, productive work habits, etc.);
 - 5.1.2 Promote goodwill and harmony among members of the school community (inclusion, acceptance, respect, fairness, responsibility, accountability, etc.); and
 - 5.1.3 Increase the potential for the student to be an active contributing member of society (involvement in civic and social opportunities/events, involvement in co-curricular activities, etc.).
- 5.2 Appropriate student behaviour should be recognized and reinforced by all members of the school community.

6.0 Responding to Inappropriate and Unacceptable Behaviour

- 6.1 General Principles
 - 6.1.1 A range of proactive interventions should be used to promote the desired changes in student behaviour. Appropriate consequences will be initiated when non-compliance with behavioural expectations persists.
 - 6.1.2 Consequences will be appropriate for each individual student.
 - 6.1.3 Consequences will be based on consideration of all relevant information about the student received by Landmark East School from parents, previous schools attended by the student and qualified medical and psychological professionals.
 - 6.1.4 Consequences will reflect the frequency, severity and intensity of the inappropriate or unacceptable behaviour and will make sense to the students, as much as possible. Consistency, appropriateness and fairness should be evident to the student and his/her parents.
- 6.2 “Disruptive behaviour” is defined as behaviour that is not frequent or serious enough to significantly interrupt the learning environment of Landmark East School, endanger the well-being of others or damage school property.

- 6.2.1 Consequences for disruptive behaviour will be determined within the context of Landmark East School's Code of Conduct in order to balance the needs of the individual offending student and the school community as a whole.
- 6.2.2 Consequences will be chosen from a range of options to produce constructive behavioural change.
- 6.2.3 Appropriate consequences for disruptive behaviour include, but are not limited to:
- Notification of parents
 - Parent conference(s) with teacher(s) or member(s) of the School Leadership Team, as appropriate
 - Counselling
 - Repair of damaged property
 - In-school time-out
 - Detention
 - Internal suspension
 - Restitution
 - Community service
 - Suspension from sports and other extra-curricular activities
 - A verbal or written apology
- 6.3 "Unacceptable/severely disruptive/illegal behaviour" is defined as behaviour that is frequent, repetitive, or serious enough to significantly disrupt the learning environment of the school, endanger the well-being of others, or damage school property.
- 6.3.1 Unacceptable/severely disruptive/illegal behaviour must never be ignored and immediate action must always be taken to bring a stop to the behaviour.
- 6.3.2 Appropriate consequences for unacceptable/severely disruptive/illegal behaviour include, but are not limited to:
- Notification of parents
 - Detention
 - Internal or external suspension
 - School Leadership Team/parent conferences
 - Community service
 - Restitution
 - Counselling
 - Repair of damaged property
 - Expulsion
 - Notification and action by law enforcement officers
- 6.3.3 Additional action in the form of an intervention may be designed in order to produce a constructive behavioural change.
- 6.4 "Criminal behaviour" is defined as behaviour that is an offense under the law. A student who is charged for a criminal offense will be expelled immediately. A student accused of a criminal offense will be suspended until an investigation is completed.

7.0 Suspensions or Expulsions Practice and Procedures

7.1 Internal Suspensions

7.1.1 If the length of an internal suspension is less than one (1) school day, the Administration Team is not required to notify the student's parents; however, the school's Administration Team may contact the parents at their discretion.

7.1.2 If the length of an internal suspension exceeds one (1) school day, the school's Administration Team must contact the student's parents to discuss the situation.

7.2 Meeting with Administration Team for Internal Suspensions

7.2.1 A student will be interviewed by members of the Administrative Team for exhibiting unacceptable, severely disruptive or illegal behaviour.

7.2.2 The goal of having the student meet with the members of the Administrative Team is to seek a solution to the problem by having the student recognize the need to change their unacceptable/inappropriate behaviour and/or to recommend disciplinary action to the Head of School, such as internal/external suspension or expulsion.

7.2.3 Where a student has been suspended pursuant to subsection 7.2.1 (internal suspension) or 7.3.1 (external suspension), the student will meet with the members of the Administrative Team to have the student recognize the need to make a positive change in the behaviour or to consider further disciplinary actions.

7.2.4 The grade appropriate Academic Director will notify parents and update them regarding the situation and subsequent consequences.

7.2.5 In the case of ongoing unacceptable behaviours, a meeting will be organized with the appropriate academic director, Head of School and parents to discuss a collaborative plan for moving forward.

7.3 External Suspensions

7.3.1 Where a student persistently engages in behaviour that is frequent, repetitive or serious enough to significantly disrupt the learning environment of the school, endanger the well-being of others or damage school property to affect injuriously the proper conduct of Landmark East School or the welfare or education of other students at Landmark East School, the Head of School may immediately suspend the student externally for a period of less than seven (7) school days.

7.3.2 The Administration Team will conduct a thorough investigation.

7.3.3 The pertinent members of the Administration Team will meet to discuss appropriate consequences.

7.3.4 The Head of School will notify the student and parent(s).

7.3.5 In some cases, and if parents request, a meeting will be held to discuss further.

7.4 Expulsions

7.4.1 Expulsion may result from ongoing severely disruptive/ongoing unacceptable or illegal behaviours and/or an event that endangers or threatens the well-being of others or self.

- 7.4.2 When such a case occurs for a boarding student, the student will be removed immediately from campus and isolated in their dormitory room subsequent to an investigation.
 - 7.4.3 The Administrative Team shall conduct a thorough investigation.
 - 7.4.4 The pertinent members of the Administrative Team will meet to review the findings of the event/situation.
 - 7.4.5 The Head of School will make the final determination based on the evidence provided by the investigation.
 - 7.4.6 The Head of School will meet with the parents to discuss the reasons for the expulsion.
 - 7.4.7 Parents are welcome to appeal the decision by providing reasons in writing to the Head of School.
 - 7.4.8 The Head of School will meet with the Administrative Team to discuss the information provided by the parents and determine if the expulsion will be withdrawn.
 - 7.4.9 The Head of School will be the final arbiter in all matters and their decision will be final. The Head of School will relay this decision to the parents.
- 7.5 Expulsion for Criminal Activity
- 7.5.1 A student who is charged for a criminal offense will be expelled immediately. The Head of School will notify parents/guardians.

Updated April 2026

