

École Springfield Heights School

At École Springfield Heights School, we embrace diversity, and are dedicated to providing a purposeful, inclusive education for all children in a safe and respectful learning environment.

**2023 - 2024
SCHOOL YEAR**

HANDBOOK

**Principal: K. Cressall
Vice Principal: C. Gillis**

School Office Hours
8:00 a.m. - 4:15 p.m.

505 Sharron Bay
Winnipeg, MB R2G 0H8
Telephone: 204-663-5078
Fax: 204-668-9285
Email Address: shs@retsd.mb.ca
Ecole Springfield Heights School Website: www.retsd.mb.ca/shs
Twitter: @eshs_RETSD



**Calendar dates and the contents of this handbook* are subject to change.
Public Health and Manitoba Education directives will supersede the printed contents of this
handbook. Updated information and calendar events are shared with families
by email and/or on the school website as it becomes available.**

École Springfield Heights School Calendar 2023-2024

September	5	Co-ordinated Day - No Classes All Day
	6	Kindergarten Staggered Entry Begins
	6	First Day for Grade 1-5 Students
	13	Meet the Teacher 5:00-6:30
October	3	Co-ordinated Day – No Classes All Day (Provincial Election)
	9	Thanksgiving Day (School Closed)
	20	Co-ordinated Day - No Classes All Day
November	10	Inservice Day-No School
	23	Learning Conferences (evening)
	24	Learning Conferences (a.m.) Co-ordinated Day - No Classes All Day
December	22	Last Day of Classes Before Winter Break
	21	2:30 p.m. Early Dismissal
January	8	Classes Resume (Day 1)
February	2	Co-ordinated Day - No Classes All Day
	19	Louis Riel Day (School Closed)
March	1	Inservice Day-No School
	14	Learning Conferences (evening)
	15	Learning Conferences (a.m.) Co-ordinated Day - No Classes All Day
	22	Last Day of Classes Before Spring Break (regular dismissal)
April	8	Classes Resume (Day 6)
	22	Co-ordinated Day - No Classes All Day
May	20	Victoria Day (School Closed)
June	7	Co-ordinated Day - No Classes All Day
	28	Last Day of Classes Before Summer Break 2:30 p.m. Early Dismissal

*Handbook Printed: September 2023

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ABOUT US

School Community

École Springfield Heights School (ÉSHS) is located in a quiet neighbourhood in North Kildonan but serves families from a wider area. We are a dual-track school, offering English and French Immersion programs with over 400 students attending from Kindergarten to Grade 5. These students are supported by over 40 staff members.

Our school initiatives are focused in the areas of Literacy, Wellbeing and Education for Sustainable Development from an equity perspective. We are working to ensure that every child is provided with the specific supports that they need in order to grow and be successful in all areas.

Vision Statement

Parents, Students, Teachers Working Together Toward Academic Excellence

Mission Statement

At École Springfield Heights School, we embrace diversity, and are dedicated to providing a purposeful, inclusive education for all children in a safe and respectful learning community.

History

Springfield Heights Elementary School opened in 1960 with 16 rooms of grade 1 to 8 students. 16 additional classrooms and a school board office were added in 1961. The playground behind the school was a natural forest. During the 60's, enrollment reached over 800 students. In 1967, the River East School Division #9 was created, and the school board office was transformed into the staffroom. Over the decades, many changes took place at Springfield Heights School. In 1969 the first kindergarten classes began. The Ukrainian Bilingual program started in 1980. The French Immersion program started in 1982. In 2013 the Grade 6 students moved to Middle School and Springfield Heights School became a Kindergarten to Grade 5 early years school. In 2020 the Ukrainian Bilingual program left Springfield Heights School as the Ukrainian Bilingual programs across the school division were amalgamated. In 2020, the school became a dual track school, and was renamed École Springfield Heights School.

Accessibility

"Standards for Student Services," a section of The Public Schools Act, requires schools to provide accessibility information to parents new to the school division. École Springfield Heights School is located on two levels. There are four entrances which are accessible. The main entrance is located off Sharron Bay. An elevator is located near the front door that provides access to the second level. All rooms on the first and second floor are wheelchair accessible. The school is equipped with two grooming rooms for students that have needs in this area. The playground is accessible to all individuals. The main play structure has a ramp. The parking lot in the back of the school has one dedicated accessible parking space. This space is located near the rear entrance to the school.

ACTIVITIES

Extracurricular

As an extension of our regular program, teachers volunteer to provide instruction and supervision in various activities. Students at École Springfield Heights School are very actively involved in many extra-curricular clubs.

Field Trips

ÉSHS believes that valuable learning can take place outside of the school building. Field trips are curriculum related and details including parent permission for individual trips will be sent home prior to each outing.

Student Leadership Teams

ÉSHS recognizes the value of student leadership and provides programs, which promote social responsibility and citizenship. Leadership opportunities included street patrols, bus patrols, kindergarten patrols, milk monitors, lunch monitors and grade 5 helpers for kindergarten orientation.

POLICIES

Attendance and Dismissal

Students are expected to be at school every day, on time and prepared to work to the best of their ability. If your child will be absent or late, please call the 24-hour school phone number at 204-663-5078. Students are considered late if they do not enter the school with their class at 8:55 a.m. or when returning for lunch at 12:55 p.m. Students arriving late either in the morning or at lunch must report directly to the office for attendance purposes. Please support your child in understanding the importance of being on time.

Please ensure that your children know the arrangements for after school before they leave home in the morning each day. This will reduce the number of interruptions to the learning environment that comes from delivering messages to children during class time.

When a student is leaving before regular dismissal time, a parent (or authorized adult) must come to the office to sign out the student. Once they are signed out, the student will be called to the office. Parents are asked to contact the principal if students have to miss school for extended periods of time (i.e. medical reasons, family vacation) during the regular school term.

In the event of an emergency please be aware that the school may have to close, resulting in children being sent home early. All parents are required to leave the name and phone number of someone to contact in case of an emergency. It is essential that parent and emergency contact information be kept up to date. Please advise us of any change of address or telephone number.

Clothing and Footwear

The River East Transcona School Division believes the best learning and behaving takes place in a safe, caring, and respectful environment. Students shall dress in a manner that is appropriate for a learning and working environment.

Student clothing should not interfere with the educational process. Hats and jackets are considered outside attire, and they are not to be worn in the school. Common sense standards of decency will prevail. At École Springfield Heights School this means that the following items are not acceptable: skimpy clothing, beach wear, bare mid-ribs, "short shorts", any clothing with inappropriate messages and any items depicting offensive language or messages that are deemed unacceptable. Undergarments should not be visible.

Footwear, with non-marking soles, must be worn at all times. Students must have two pairs of shoes. One pair remains at the school and is only worn inside. Outside shoes must be taken off at entrances and carried to the classroom. It is strongly recommended that students wear runners in the school. Parents and students are responsible for appropriate student attire.

In keeping with the division's objective to make all students and staff feel safe, welcome, and comfortable in the River East Transcona School Division, offensive images such as inappropriate slogans, racist, sexist, or demeaning pictures and/or words on clothing, handbags, backpacks, etc. are not permitted.

School Administrators will have the authority to address inappropriate attire in their schools.

Communication

The school website and newsletter are important communication tools between the school and families. Newsletters are published several times per year and are available on the school website. Email notifications and updates about school events and activities are sent to families who have provided email addresses on student registration forms.

Lost and Found

Should your child lose something, please remind them to check the lost and found items that are stored in the front entrance. Three times per year, lost and found items are sorted and displayed and all students are invited to look through the collection to identify any items that may belong to them. Keys, wallets, jewelry, etc. are kept in the front office for students to identify and claim. Any unclaimed items are donated to charity.

Media

When you are attending school events, River East Transcona School Division welcomes you to capture memories with photo or video. Please respect others' privacy and do not post photos or videos online that contain children other than your own.



Recess

Please be sure that your children are always dressed appropriately for the weather as all students will go outside for recess in the morning and afternoon for 15 minutes and for 30 minutes at lunch. Please do not request that your child stay in at recess since all supervision is assigned to the playground. A child who is too ill to go outside for recess should not be at school.

Indoor recess will only take place on days when the temperature or windchill reaches -27°C degrees or colder or on days when there is severe weather.

During indoor recess, students remain in classrooms to participate in indoor recess activities or are invited to join the walking club in the hallways.

We offer Polar Bear Recess to our students in grades one to five. Students with parent permission to participate in Polar Bear Recess may continue to go outside for recess in temperatures as low as -39° C. Students must be dressed appropriately. Students who are a part of the Polar Bear Recess Club can choose each recess whether to go outside or stay inside. If students go outside, they can choose to come back inside at any time. All students will remain inside when the temperature reaches -40°C.

Reporting

Student progress reports are posted to the RETSD Parent Portal at the end of each of the 3 terms. Learning conferences take place during term 1 and term 2. Additional meetings can be arranged at any time throughout the year by the parent, teacher, or administration as necessary.

School Hours

École Springfield Heights School operates on the six-day cycle. Each of the six school days is divided into eight class periods of 35 minutes each.

8:00 a.m. - 4:15 p.m.	Office Hours
8:55 a.m.	Student entry
9:02 a.m.	Morning Announcements
10:30 a.m. - 10:45 a.m.	Recess
11:55 a.m.	Lunch Recess
12:25 p.m.	Eat Lunch
12:55 p.m.	Classes commence
2:05 p.m. - 2:20 p.m.	Recess
3:30 p.m.	Dismissal

School Property

Students are responsible for the books, library materials, and school equipment issued to them. A fee may be assessed if the equipment is lost or damaged. Playground equipment is provided by the school for use during recess. Students should not bring their own playground equipment, toys or fidget tools to school, except when requested for a specific purpose by school staff.

Student Property












All electronic items such as iPads, cell phones, music devices and gaming systems are not allowed at school, unless requested by the teacher. At times, teachers will request that students bring their own device to school for educational activities. The school is not responsible for any damage or loss of any personal items.












BEHAVIOUR EXPECTATIONS













All students are expected to meet the three school expectations of Be Safe, Be Respectful and Be Responsible. Matrices are a visual representation of the expectations at École Springfield Heights School. There are classroom matrices that are created in each classroom by the teacher and the students. Additionally, there are matrices developed by staff to support students in school wide activities and common spaces. Matrices are posted in both French and English throughout the school.












School assemblies allow for the teaching of the expectations school wide and the recognition of students who successfully meet expectations. Student success is also celebrated as a community when students work together to earn school wide and classroom rewards. Follow up reinforcement of the expectations is completed in classrooms to further support student success in meeting expectations.










If students are having difficulty meeting expectations parents will be contacted to provide support for those students to work towards success.










SHS MATRICE GÉNÉRALE		
LA SÉCURITÉ	LA RESPONSABILITÉ	LE RESPECT
 Garde tes mains, tes pieds et ton corps à toi-même	 Fais de bons choix	 Utilise des paroles gentilles
 Reste avec ton groupe	 Fais ton travail et laisse les autres travailler	 Écoute
 Déplace-toi en sécurité	 Suis les directives	 Utilise une voix de niveau approprié
	 Sois prêt et à l'heure	 Prends soin des personnes, des places et des choses











SHS GENERAL MATRIX		
BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
 Hands, feet, and body to self	 Make good choices	 Use kind and polite words
 Stay with your group, in your area	 Do your job and let others do theirs	 Listen
 Move safely indoors and outdoors	 Follow adult instructions	 Use an appropriate voice level
	 Be prepared and on time	 Take care of people, places, and things








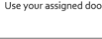


MATRICE ÉSHS POUR LES ASSEMBLÉES		
LA SÉCURITÉ	LA RESPONSABILITÉ	LE RESPECT
 Garde les mains et les pieds à toi-même	 Lève la main et attends	 Check 5:
 Allez directement à l'emplacement désigné	 Utilise un volume de 1 ou 2	 -Regarde
 Entrez et sortez calmement	 Écoutez l'orateur	 -Écoute
		 -Mains tranquilles
		 -Silencieux
		 -Asseyez-vous avec les jambes croisées











ÉSHS ASSEMBLY MATRIX		
BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
 Hands and feet to self	 Raise your hand and wait	 Check 5:
 Go directly in your assigned location	 Use a volume of 1 or 2	 -Look
 Walk in and out calmly		 -Listen
		 -Quiet hands
		 -Quiet mouth
		 -Sit criss-cross








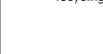

SHS MATRICE DE L'ENTRÉE		
LA SÉCURITÉ	LA RESPONSABILITÉ	LE RESPECT
 <p>Garde tes mains, tes pieds et ton corps à toi-même.</p>	 <p>Prends soin de tes choses</p>	 <p>Utilise des paroles gentilles</p>
 <p>Tiens la rampe</p>	 <p>Enlève et porte tes souliers</p>	 <p>Tiens la porte pour les autres</p>
 <p>Marche</p>	 <p>Va directement à ton endroit désigné</p>	 <p>Utilise une voix de niveau 1</p>

SHS ENTRY MATRIX		
BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
 <p>Hands, feet, and body to self</p>	 <p>Take care of your belongings</p>	 <p>Use kind and polite words</p>
 <p>Hold the rail on the stairs</p>	 <p>Carry your shoes to the classroom</p>	 <p>Hold the door for others</p>
 <p>Walk</p>	 <p>Go directly to your assigned location</p>	 <p>Use a level 1 voice</p>







SHS MATRICE DU COULOIR		
LA SÉCURITÉ	LA RESPONSABILITÉ	LE RESPECT
 <p>Garde tes mains, tes pieds et ton corps à toi-même</p>	 <p>Va directement à ton endroit désigné</p>	 <p>Utilise des paroles gentilles</p>
 <p>Tiens la rampe</p>	 <p>Utilise ta porte désignée</p>	 <p>Écoute</p>
 <p>Marche dans une ligne sur le côté droit</p>	 <p>Utilise ta porte désignée</p>	 <p>Utilise une voix de niveau 1</p>
 <p>Garde les yeux en avant</p>		











SHS HALLWAY MATRIX		
BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
 <p>Hands, feet, and body to self</p>	 <p>Go directly to your assigned location</p>	 <p>Use kind and polite words</p>
 <p>Hold the rail on the stairs</p>	 <p>Walk in a line on the right side</p>	 <p>Listen to adult instruction</p>
 <p>Walk in a line on the right side</p>	 <p>Use your assigned door</p>	 <p>Use a level 1 voice</p>
 <p>Eyes forward</p>		












SHS LA MATRICE DU DÎNER		
LA SÉCURITÉ	LA RESPONSABILITÉ	LE RESPECT
 <p>Mange ta nourriture</p>	 <p>Lave tes mains</p>	 <p>Utilise les paroles gentilles</p>
 <p>Reste à ta place</p>	 <p>Range ton sac à dîner</p>	 <p>Suis les directives des adultes et des moniteurs</p>
 <p>Suis les directives des adulte</p>	 <p>Mets tes déchets à la poubelle et le recyclage</p>	 <p>Reste à ta place et attend le signal avant de quitter</p>
		 <p>Utilise une voix de niveau 2 ou 3</p>

ÉSHS LUNCH MATRIX		
BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
 <p>Follow adult instruction</p>	 <p>Wash your hands once you're back from recess</p>	 <p>Listen to adult and student supervisors</p>
 <p>Eat your own food</p>	 <p>Put away your lunch kit.</p>	 <p>After recess, grab your lunch and go straight to your seat.</p>
 <p>Stay seated at your spot</p>	 <p>Throw away garbage and recycling</p>	 <p>Use a level 2 or 3 voice</p>

SHS MATRICE DE LA SALLE DE TOILETTES		
LA SÉCURITÉ	LA RESPONSABILITÉ	LE RESPECT
<p>Garde l'eau et</p>  <p>savon dans le lavabo</p>	<p>Va à la toilette</p>  <p>Tire la chasse</p>  <p>Lave tes mains</p>  <p>Retourne en classe</p>	 <p>Occupe-toi de toi-même et respecte l'espace des autres</p>  <p>Utilise une voix de <u>niveau 2</u></p>

SHS WASHROOM MATRIX		
BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
 <p>Keep soap and water in the sink</p>	<p>Go</p>  <p>Flush</p>  <p>Wash your hands</p>  <p>Go back to class</p>	 <p>Be private and respect the privacy of others</p>  <p>Use a level 2 voice</p>



ESH MATRICE POUR LA BOUCLE D'AUTOBUS		
LA SÉCURITÉ	LA RESPONSABILITÉ	LE RESPECT
<p>Garde tes mains et ton corps à toi-même</p>  <p>Debout au long de la clôture</p>  <p>Laissez l'espace de la clôture ouverte et propre</p>  <p>Habilles vous pour le temps</p> 	<p>Fait de bon(s)</p>  <p>Scopé à l'heure / Allez directement à votre ligne d'attente</p>  <p>Sortir par les portes appropriées</p>  <p>Prenez soin de vos affaires</p> 	 <p>Utilisez des mots gentils et respectueux</p>  <p>Écoutez aux autres et aux personnes</p>  <p>Utilise un volume de 2 ou 3</p>

ESH BUS LOOP MATRIX		
BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
<p>Hands, feet, and body to self</p>  <p>Stand along the fence. Leave open fence space clear</p>  <p>Stay in your busline</p>  <p>Dress for the weather</p> 	<p>Make good choices</p>  <p>Be on time/Go directly to your busline</p>  <p>Exit through the appropriate doors</p>  <p>Take care of your belongings</p> 	 <p>Use kind and polite words</p>  <p>Listen to adults and peers</p>  <p>Use a level 2 or 3 voice</p>

Lunch Program Expectations

All students who stay for lunch must be registered in the École Springfield Heights School Lunch Program. All students in the lunch program must follow the school wide expectations of Be Safe, Be Respectful and Be Responsible as well as the expectations specific to the lunch program as indicated on the lunch matrix. If students have difficulty meeting expectations, their privileges of eating lunch at school may be suspended. In that case, parents would be responsible for making alternate arrangements during the lunch hour.

SHS LA MATRICE DU DÎNER		
LA SÉCURITÉ	LA RESPONSABILITÉ	LE RESPECT
 Mange ta nourriture  Reste à ta place  Suis les directives des adulte	 Lave tes mains  Range ton sac à dîner  Mets tes déchets à la poubelle et le recyclage  Habille-toi pour la météo	 Utilise les paroles gentilles  Suis les directives des adultes et des moniteurs  Reste à ta place et attend le signal avant de quitter  Utilise une voix de niveau 2 ou 3

SHS LUNCH MATRIX		
BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
 Eat your own food  Stay seated at your spot  Follow adult instruction	 Wash your hands  Put away your lunch kit!  Throw away garbage and recycling  Get dressed for recess	 Use kind and polite words  Listen to adult and student supervisors  Stay at your spot and wait to be dismissed  Use a level 2 or 3 voice

Recess Expectations

SHS MATRICE DE LA RÉCRÉATION		
LA SÉCURITÉ	LA RESPONSABILITÉ	LE RESPECT
 Garde les mains, les pieds et le corps à toi-même  Utilise bien les structures et l'équipement  Reste dans ton endroit désigné  Habille-toi pour la météo	 Entre quand la cloche sonne  Range l'équipement  Pour résoudre un problème: Utilise tes mots  Utilise la roue de solution  Trouve et parle avec un moniteur  Parle avec un adulte	 Utilise des paroles gentilles  Écoute aux adultes et aux moniteurs  Suis les règlements de jeu, et démontre un bon esprit d'équipe

SHS RECESS MATRIX		
BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
 Hands, feet, and body to self  Use equipment and structure appropriately  Stay with your group, in your area  Dress for the weather	 Go in when the bell rings  Put equipment away  To solve problems: Talk to each other  Use the solution wheel  Talk to a peer mediator  Talk to an adult supervisor	 Use kind and polite words  Listen to adult supervisors and peer mediators  Play fair and show good sportsmanship

SHS MATRICE DE LA RÉCRÉATION EN HIVER		
LA SÉCURITÉ Garde la neige et la glace sur le terrain  Habilille-toi pour la météo  Garde tes mains, tes pieds et ton corps à toi-même  Reste avec ton groupe, dans ton endroit désigné 	LA RESPONSABILITÉ Entre quand la cloche sonne  Sois responsable de tes actions  Utilise la roue de solution  Inclus et coopère avec les autres 	LE RESPECT Utilise des paroles gentilles Écoute aux adultes et aux moniteurs   Respecte toutes les créations de neige Partage le terrain de jeu et la neige.  

SHS WINTER RECESS MATRIX		
BE SAFE Keep all snow, ice, and snowballs on the ground  Dress for the weather  Hands, feet, and body to self  Stay with your group, in your area 	BE RESPONSIBLE Go in when the bell rings  Own your actions and words  Use the solution wheel  Include and cooperate with others 	BE RESPECTFUL Use kind and polite words  Listen to adult supervisors and peer mediators  Respect all snow creations Share the play space and the snow  

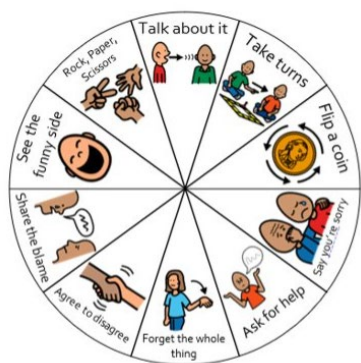
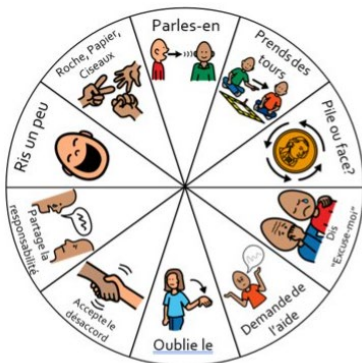
During recess, students sometimes have disagreements and minor conflicts that are isolated incidents. Students often refer to isolated incidents on the playground as bullying. Isolated incidents are not bullying. At École Springfield Heights School bullying is

- hurtful
- one-sided
- on purpose
- repeated

Repeated incidents that are bullying are taken seriously and dealt with by administration.

Solution Wheel

Students who are having a minor conflict on the playground will be directed to use the solution wheel. The solution wheel offers several strategies students can use to help solve their conflicts. The solution wheel is posted in classrooms. During recess, the solution wheel is displayed on the playground. Any situation that involves physical or verbal aggression will be referred directly to administration.



HEALTH

Administration of Prescribed Medication to Students

Preferably, parent/legal guardians should make arrangements with their physician to have prescribed medications administered outside of school hours. When it becomes necessary for a student to take any prescribed medication during school hours, it shall be in accordance with the following procedures:

- Authorization for the Administration of Prescribed Medication to Students (JLCD-E1) shall be completed by the parent/legal guardians.
- The first dosage of new medication shall not be administered at school.
- Medications must be delivered to the school by the parent/legal guardians or designated adult in the original pharmacy labeled container. The label must be on the container itself, such as medication bottle, tube, inhaler, and not merely on the package. If requested, pharmacies will provide two original pharmacy labeled containers. One container may be used exclusively in the school setting. It is recommended that this container be a blister pack dispenser.
- Medication shall be sent to the school in the proper dosage. If pills are to be taken in a dosage that is less than one pill, they must be cut to the appropriate size before being delivered to the school. Liquid medication shall be brought to school accompanied by a measuring device that shall provide the exact dosage.
- A one-month supply of medication should be provided to the school when medication is to be given over an extended period of time.

Only medication prescribed by a doctor can be administered by the school.

Documents to be completed by parents to authorize the administration of prescribed medication can be found at the following link:

[JLCD-E1 Administration of Prescribed Medication to Students](#)

Allergies

As there are an increasing number of students with life threatening allergies to nuts, school division policy states that parents are requested not to send items that contain nuts or peanuts to school with their children. More information can be found at the following link:

[JLCG-R2 Anaphylaxis Avoidance Strategies](#)

Injury/Illness

Should a child become injured or ill while at school, we will place a call to the parent/guardian. If we are unable to reach the parent/guardian, we will then contact the emergency contact provided by the parent/guardian. Please inform the school office of any changes to your address, contact phone number(s) or emergency contact information.

If an illness or injury is serious and we are unable to reach a parent/guardian, an ambulance will be called at the parents' expense.

Occasionally, we find that cases of communicable disease occur in our school. Once suspected or diagnosed, the child is required to stay home until treated. If a student is at school with a communicable disease, a letter will be sent to classmates when required by Public Health.

Mental Health

École Springfield Heights School is committed to supporting the development of positive mental health including building resiliency in students. Teachers have been trained to deliver Project 11, the True North mental health curriculum. Teachers have also been trained to deliver Mind Up, a mindfulness-based social and emotional learning curriculum. Grade 4 and 5 teachers explore strategies to support positive mental health using the Canadian Mental Health Association's Thrival Kits. Classrooms use the Zones of Regulation program to help the students understand and manage their emotions.

Nutrition

École Springfield Heights School recognizes its responsibility in co-operation with the home and community to encourage healthy lifestyles and acknowledge the important role that nutrition plays in the total development and performance of the individual. École Springfield Heights School also believes that the food served or sold in schools should reinforce good nutrition as emphasized in various government documents including the Manitoba Physical Education/Health Education Curriculum 2001.

Tobacco-Free Policy

The River East Transcona School Division is a smoke-free environment. Out of consideration for the health and well-being of students, staff, parents, and community members, smoking and/or the use of tobacco products or electronic vaporizer devices is prohibited on all school division property, including all buildings, grounds, and school division vehicles. (RETSD Policy ADC)

[ADC Tobacco Free Policy](#)

SAFETY

Bicycles, Scooters, Skateboards and Rollerblades

Students riding bicycles must remember to:

- wear a helmet
- always follow bicycle safety rules
- lock bicycles in the bicycle rack at the front of the school
- walk bicycles on school property including all the sidewalks around the school and the school yard

Students using a scooter, rollerblading, or skateboarding to school must remember to:

- wear a helmet
- follow all safety rules
- use sidewalks
- when rollerblading, change into regular footwear once they reach the school yard
- when skateboarding or using a scooter, put the skateboard or scooter into their backpack once they reach the schoolyard

Bus Evacuation

Each year, in early fall and late spring, the River East Transcona School Division Transportation Department carries out bus evacuation drills. The school bus drivers explain safety and bus evacuation procedures in case of an emergency. Bus patrols support the bus drivers and students throughout the evacuation drills.

Bus Students

Arrival - In the morning, a staff member meets the bus students at the front of the school and ensures all students make their way safely to the playground to wait for the entry bell.

Dismissal - At the end of the day, Kindergarten students are escorted to the bus by student bus patrols. All other students are dismissed from their classrooms, go out their designated door and meet at the bus loop.

Dogs

Dogs, (excluding service dogs), are not allowed on school property unless by special arrangement with administration.

Doors

Throughout the school day all doors are locked. Any parent or visitor arriving during the school day would enter the main door and report to the office.

Students must use the door designated for their classroom when entering and exiting the school.

Students leaving for lunch will leave out the front door. When returning from home after lunch, students should arrive at 12:55. When they arrive, students will enter in the front door and go directly to their classroom.

Emergency Evacuation

If at any time it is unsafe to remain in or re-enter the school, students will be evacuated to:

Evacuation Site: Princess Margaret School	Alternate Site: North Kildonan Community Centre
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If at any time, an extreme emergency situation, representatives of the Superintendent's Department would meet with parents and media at the following locations

Parent Location: North Kildonan Community Centre	Media Location: Springfield Heights Mennonite Church
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Fire Drills

We are required to have 10 fire drills per year. Regulations indicate that fire drills take place once a month during the school year, where practical. During a fire drill, all staff, students, and visitors practice the procedures that are put in place to ensure a safe, calm, and orderly exit.

Hold and Secure

In the event of an unsafe situation in the community, a "hold and secure" may be activated at the school. During a hold and secure, all outside school doors are locked and monitored to maintain the safety of occupants. No one is allowed to enter or leave the building. All regular student activities inside the school continue as scheduled. If the hold and secure occurs near dismissal time, students will remain in the school. We remain in a hold and secure until the police service contacts the school to give the 'all clear' when the unsafe situation is under control. We are required to have 2 hold and secure practices each year.

Lockdown

Lockdown refers to the restriction of movement of students and staff due to a threat of violence within the building. The objective of a lockdown is to secure occupants out of sight and in a safe location within the school. During a lockdown, doors will be closed and locked, and all students and staff will be seated quietly out of sight. If students are in the library, they will move into the music rooms for the lockdown. Prior to a lockdown practice, teachers will review procedures with the students. We are required to have 2 lockdown practices per year.

Patrols

Grade 4 and 5 students volunteer to take on the role of Safety Patrol. Patrols are under the direction of the Patrol Supervisor Teacher. They receive training before patrolling.

Our safety patrols are on duty for 15 minutes before and after school.

Student safety patrols are also on duty on all River East Transcona School Buses.

Patrols must be dressed appropriately for the weather, which in the winter, includes ski pants, boots, jacket, hat or hood and mittens or gloves. If patrols are not dressed appropriately, they will not go on post.

When the temperature or wind chill is between -27°C and -34°C, patrols will remain on post for 10 minutes. When it is between -35°C and -39°C, patrols will remain on post for five minutes. At -40°C and below, no patrols will be on duty.

Supervision

Once students arrive at school in the morning, they must remain on the school grounds. Supervision for bus students is provided starting at 8:30. Daycare staff supervise daycare students. All other students should not arrive until 8:45 when the number of staff on duty increases to be able to supervise the entire student population. Please ensure your child(ren) do not arrive at school before this time as there is no supervision. After school, teachers are on duty at the front and back of the school until 3:45, or until the last school bus leaves.

Traffic

The safety of our students continues to be of concern during morning drop off and after school pick up. The signs posted on the streets provide drivers information about where they can legally and safely park.

There are City of Winnipeg “No Stopping Signs” posted at the north corner of Sharron Bay and “No Parking Signs” posted at the south corner of Sharron Bay near the school. Please pay close attention to the instructions below from the Winnipeg Police Services.

According to Winnipeg Parking By-Law No. 86/2016, Section 10, no vehicle may be STOPPED at a place where stopping is prohibited by a traffic control device (such as a sign).

“No Stopping” zones: In these areas, stopping or parking is strictly prohibited. They are not considered loading zones and must remain clear at all times. (If there are no specifics such as dates and in-between times then the zone is enforceable 24hrs a day - 7 days a week).

“No Parking” zones: No vehicle may be parked in these areas however you are allowed to stop (pick up/drop off passengers). The vehicle is considered parked when the driver’s seat is unoccupied, or the vehicle is stationary beyond the loading or unloading process. “No Parking” zones are not Loading Zones. If parents/guardians choose to park and walk, the preferred and recommended option is to park legally in the vicinity of the school.

We would also ask that parent and guardians respect the private property of our neighbours. Driveways are not a public space for dropping off and picking up children.

The school parking lot is reserved for staff use only. The City of Winnipeg parking authority and police department help us monitor the traffic issues near the school.

Please put the safety of children over convenience.

Winter

When the temperature is -35°C and/or wind chill is -45°C or colder at The Forks, school buses will be cancelled. In the event that transportation is cancelled in the morning, this cancellation will apply for the whole day. A cancellation alert will be posted on the RETSD website and on twitter @RETSDtransport by 6:45 and the media will be alerted. If buses are cancelled for the

day, School Messenger will call and send a text and an email to the main contact in the student information system.

Schools very rarely close during inclement weather. However, if storm conditions develop during the day, it may be necessary to dismiss the students early, to return them home before the weather worsens. In the event that we do need to dismiss students early, please ensure that ALL contact information is always up to date.

PROGRAMS & SERVICES

We are a school committed to fulfilling the mission of River East Transcona School Division: to provide relevant, progressive educational programming and supportive services in a safe, stimulating learning environment. We care about and respect our students and aim to provide them with the education, guidance, and services they need to learn and progress to the fullest extent possible.

Curriculum

École Springfield Heights School offers a full spectrum curriculum as mandated by Manitoba Education for both English and French Immersion Programs.

English Program

In addition to the core subjects of English Language Arts, Mathematics, Science and Social Studies, the school also provides instruction in Physical Education and Health, Art, and Music for all kindergarten and grade 1 to grade 5 students. Students in grades 4 and 5 also receive instruction in Basic French.

French Immersion Program

French immersion is an official program of Manitoba Education. It follows a program of studies that is parallel to the English program and students are expected to meet the same outcomes.

- Teachers are bilingual and communicate in French to provide a French atmosphere for the children.
- Students spend most of each day immersed in French and over time they use it with increasing ease and precision.
- Communication between the home and school remains in English.

Early years (grades K–4)

Students receive instruction in French for approximately 80% of the school day (even more in kindergarten). Music, games, interactive reading, and technology all help to develop an ear for the language and build fluency.

Middle years (grades 5–8)

Students receive instruction in French for most of the school day (60–75%). They also have extracurricular events and cultural excursions to support their learning.

In addition to the core subjects of English Language Arts, Français (French Language Arts), Mathématiques (Mathematics), Sciences de la nature (Science), Science humaines (Social Studies), the school also provides instruction in Éducation physique et Éducation à la santé (Physical Education and Health), Arts visuels (Visual Arts), and Musique (Music) for all grade 1 to grade 5 students. In Grade 1 however, students receive Language Arts instruction in English only. In kindergarten, students are immersed in French and receive instruction in Mathématiques (Mathematics), Sciences de la nature (Science), Science humaines (Social Studies), the school also provides instruction in Éducation physique et Éducation à la santé (Physical Education and Health), and Musique (Music), and Arts visuels (Visual Arts).

Health Education

As outlined in the Phys.Ed./Health Education curriculum, your son/daughter will be receiving information in the following potentially sensitive content-Safety (Personal Safety) and Healthy Lifestyle Practices (Substance Use and Abuse Prevention, Human Sexuality). Parents should be aware that the curriculum is developmental and age appropriate. These outcomes are taught in English. Each classroom teacher has received training to ensure delivery of content with respect, sensitivity and thoughtfulness. Parents have the option to choose a school-based delivery or an alternative delivery for potentially sensitive content. Alternative delivery of potentially sensitive content is the responsibility of the parent.

Curriculum materials are available at <https://www.edu.gov.mb.ca/k12/cur/physhlth/> A Parent Information Handbook is also available. If you require any further information or would like a copy of the handbook, please call the school office at 204-663-5078.

Reading Recovery

Reading Recovery is a short-term intervention program for grade one students who are at risk in beginning reading and writing skills. For thirty minutes each day, a student in the Reading Recovery Program receives individual instruction from a trained Reading Recovery teacher. This instruction is based on individual strengths and needs. The goal of the Reading Recovery Program is to raise the child's reading and writing proficiency, so that he/she may work independently within the classroom setting. Selection to the Reading Recovery Program is based on assessments completed by the Reading Recovery teacher.

Student Services

Student learning needs are supported at École Springfield Heights School with a variety of resources. All student needs are considered when classroom teachers plan their learning activities. For students with specialized learning needs, resource teachers work with classroom teachers to create programs and plans based on observations and assessments. Divisional support services are also available as required. These specialists work collaboratively with teachers and parents to provide essential supports to our student population. If further supports are necessary, divisional, and school based personnel, along with parents, work with outside agencies to develop programs and materials for students.

A counsellor works in conjunction with the resource and classroom teachers to support students who may require extra support with a variety of social emotional needs.

COMMUNITY INVOLVEMENT

Lunch Program Committee

The Lunch Program Committee is a parent committee that, along with the school administration, is responsible for overseeing all aspects of the École Springfield Heights School Lunch Program including setting user fees to ensure a balanced budget, hiring staff, purchasing equipment and materials, and reporting on the program to parents at each Parent Advisory Council meeting.

The lunch program is a non-profit program which provides a safe, caring, and respectful environment for all students over the lunch hour. Parents pay fees to pay staff wages and training and to purchase supplies and equipment, including outdoor lunch recess equipment, and classroom games and toys for indoor lunch recess. The lunch program coordinator and lunch supervisors supervise students outside for lunch recess and inside while students eat lunch.

New members are always welcome. If you would like more information or are interested in getting involved, please call the school at 204-663-5078.

Parent Advisory Council (PAC)

The parent advisory council (PAC) is an active and committed group of individuals whose purpose is to foster the well-being and effectiveness of our school community and enhance student learning. Membership is open to all parents as well as residents in the catchment area who are interested in the education and well being of students.

The council participates in a variety of school activities, engages in fundraising projects, and organizes and co-ordinates various events. Parents will find that the École Springfield Heights School Parent Advisory Council provides a forum for discussion, a source of information for parents, and an effective means of communication between the school and community. All École Springfield Heights School Community families are invited to take part in our meetings and work with us to plan events and activities for our children and families.

New members are always welcome. If you would like more information or are interested in getting involved, please call the school at 204-663-5078.

Volunteers

École Springfield Heights School encourages parents, guardians, and community members to be involved as volunteers in the school. Volunteers can be important helpers in classrooms or assisting with special events or projects. Volunteers in school must have a recent Child Abuse Registry Check. This form is available in the school office and there is no cost for it to be processed. The Child Abuse Registry Check is valid for three years. All volunteers must also complete the Divisional Pledge of Confidentiality form. Volunteers are responsible for protecting any confidential information they may encounter while volunteering at the school by not sharing it with others. The Pledge of Confidentiality form is also available in the school office.

CODE OF CONDUCT



MISSION STATEMENT

To fulfill our purpose and in our journey toward our vision, River East Transcona School Division is committed to providing relevant, progressive educational programming and supportive services in a safe, stimulating learning environment.

CODE OF CONDUCT

The purpose of the code of conduct is to promote a safe, caring and inclusive school culture where high levels of achievement occur within a positive school environment. River East Transcona School Division believes everyone has the right to be treated with dignity and respect.

River East Transcona School Division staff, students, parents/guardians and community members will promote the development of beliefs and attitudes that foster a safe, caring and inclusive learning environment. Staff, students, parents/guardians and community members are to behave in a respectful manner and comply with the code of conduct.

- An active student voice will be encouraged in all schools.
- Community-school initiatives will be encouraged.
- A continuum of supports and services will be used to address the unique academic and behavioural needs of students.
- Problem-solving and conflict management skills will be developed.
- Parents/guardians will initiate discussion about their child through the classroom teacher or school administration.

ROLES AND RESPONSIBILITIES

The division believes that all staff, students, and parents/guardians have a responsibility to maintain a safe, caring and inclusive environment.

Principals will:

- Act as the disciplinary authority over the conduct of students while they are at school, on their way to and from school, and being transported by school bus.
- Address unacceptable student conduct, including bullying, cyberbullying and abuse of another student.
- Notify the parents/guardians, as soon as reasonably possible, when it's believed that the student has been harmed as a result of unacceptable behaviour.

Staff will:

- Provide relevant learning experiences based on the diverse needs of students.
- Approach the education of students in a respectful manner.
- Provide a classroom environment that is safe, caring and inclusive.
- Participate in creating a positive school culture.
- Communicate information about student progress, attendance and behaviour to students, parents/guardians and administration.
- Respect and demonstrate consideration for other cultures.
- Respect confidential information about students and staff.
- Support and implement proactive and reactive intervention strategies offered through a continuum of supports and services.

Students will:

- Be polite, respectful and co-operative to all people within the school community.
- Develop self-discipline.
- Resolve interpersonal conflicts and difficulties through discussions or by seeking assistance from school staff.
- Demonstrate and support a safe, caring and inclusive school environment.
- Respect that fellow students have a right to a school environment free from violence.
- Respect school property and the personal property of others.
- Dress appropriately according to the RETSD dress code policy.

Parents/guardians will:

- Recognize the authority of school staff to provide a safe, caring and inclusive environment.
- Communicate regularly with the school staff and advocate for their child's success.
- Ensure regular, punctual attendance and contact school staff when their child is absent.
- Support and work collaboratively with school staff to ensure their child's success and appropriate behaviour.
- Encourage the peaceful resolution of conflict and discourage disrespectful, violent or aggressive behaviour to solve a problem.

PROACTIVE STRATEGIES

The teaching and learning of expected student behaviour is an important part of being proactive and preventative. Staff and parents/guardians, as well as school plans, will encourage participation in activities that promote a safe, caring and inclusive environment.

The following are the key components in promoting a positive school climate. School staff will:

- Participate in creating a positive school culture.
- Implement a continuum of schoolwide behavioural supports.
- Develop, maintain and strengthen their working relationships with parents/guardians, community members, and organizations.
- Employ active supervision.
- Implement validated prevention and intervention programs.

INTERVENTION STRATEGIES

The division believes that effective student management teaches students appropriate behaviour and incorporates an appropriate range of consequences.

The division will apply a wide range of consequences for behaviour that interferes with safety, learning and work. Which consequences are applied will depend on the severity of the incident, the diverse needs of the student and the frequency of the behaviour. The following is a list of some options available when working with students regarding their behaviour:

Informal interview

School staff talk with the student to reach an agreement regarding the student's behaviour. The parents/guardians will be contacted, as required.

Parental involvement

Contact might be made with the parents/guardians to discuss the specific behaviour of the student and steps that are necessary to change the behaviour, unless police direct otherwise. The nature of contact could vary from a telephone conversation to a formal conference at the school with the parents/ guardians, the student and school staff.

Student involvement

Students who are 18 years of age or older must give their consent before parents are informed of the student's behaviour.

Formal interview

A conference is held with the student, the school team, and the parents/guardians to develop a plan for changing the student's behaviour.

School-based student services staff involvement

School-based student services staff may consult with divisional support staff when developing a behaviour intervention plan. Parents/guardians will be involved.

Detention

The student is detained at school for inappropriate behaviour. When detention exceeds 15 minutes beyond the regular school hours or causes a student to miss a school bus, the parents/guardians will be informed.

Withdrawal from classroom setting

The student is temporarily removed to an alternate, supervised location to complete their assignments when inappropriate behaviour is deemed to have a negative impact on the classroom environment.

Removal of privileges

The student's privileges are removed under certain circumstances and can include restriction of access to the playground, library, cafeteria, lunchroom, or extracurricular activities.

Restitution

The student and/or parents/guardians are required to compensate for damages caused by the student.

Behavioural/performance contract

In some instances, the student may be required to meet specific behavioural outcomes identified in a written contract. Such expectations are developed and agreed upon by the school, the parents/guardians, and the student. Such an agreement is documented with copies provided to all concerned parties.

Division-based student services staff involvement

Division-based student services staff might become involved to assist in developing appropriate proactive and reactive approaches for unacceptable behaviour. This plan might include a level of counselling or supports for the student that is beyond the school staff's capabilities. Parental/guardian permission will be obtained for assessments and/or interventions.

Outside agency involvement

In some circumstances, the student's behaviour may involve violation of the law (e.g. drugs, theft or assault) and police involvement will be required; parents/guardians will be informed immediately of any such action unless police direct otherwise. Other circumstances may require a referral to Manitoba Child and Family Services or other community-based programs/agencies. In all circumstances, the safety of the student and others will be the key factor for determining such action.

Suspension

Suspension is the temporary stopping of a student's right to attend school. When a student's conduct is deemed injurious to the welfare of the school or the school's educational purpose, suspension is sometimes necessary to ensure the safety of other students in the school. Suspensions are applied when other disciplinary measures have been found to be ineffective or when the student's behaviour disrupts the learning of others, endangers fellow students, teachers or school officials, or damages property.

In-school suspension

School administrators might assign a student to an in-school suspension. Teachers will provide the student with appropriate work during the in-school suspension. Parents/guardians will be contacted when such action is taken.

Out-of-school suspension

The following staff may approve an out-of-school suspension:

- A teacher may suspend a student from class for not more than two days.
- A principal may suspend a student from school for not more than five days.
- A superintendent or designate may suspend a student from school for not more than six weeks.

Expulsion

Expulsion is applied when a student's behaviour has been a serious danger to other students, teachers, school officials or school property, or when the behaviour has been shown to be habitual. Expulsion is a function of the board of trustees.

Violence Threat Risk Assessment (VTRA)

The purpose of the VTRA process is to use the best knowledge, skill and experience available to assess high-risk threatening behaviours so appropriate interventions can be identified to protect individuals from harm and ensure a climate of safety in schools and the community. All high-risk behaviours will be taken seriously and high-risk students will be assessed accordingly. When a high-risk threat to self-harm or harm others occurs, it is essential to assess safety, put in place required interventions to analyze appropriate next steps and determine appropriate consequences.

No student who has posed a threat of harm to themselves or others will be permitted to attend school until safety concerns have been addressed.

APPEAL PROCESS

River East Transcona School Division recognizes that, on occasion, concerns may arise. Parents/guardians of students may raise their concerns or appeal decisions as follows:

Appeals of disciplinary decisions

Students and parents/guardians must follow the board of trustees' established appeal process:

- The decision of a teacher is first to be discussed with the teacher. If the parties are unable to arrive at an agreeable solution, this decision may be appealed to the principal.
- The decision of the principal may be appealed to the assistant superintendent.
- The decision of the assistant superintendent may be appealed to the superintendent.
- The decision of the superintendent may be appealed to the board of trustees. A letter outlining the concerns should be sent to the board of trustees in care of the board chair.
- Exceptions are suspensions in excess of five days and expulsions. In these cases, the appeal goes directly to the board of trustees. These are explained below.

Appeals of suspensions or expulsions

- For suspensions over five days, parents/guardians have the right to make presentations to the board of trustees.
- The board of trustees has the authority to confirm or modify the suspension, or reinstate the student.
- Parents/guardians have the right to appeal a student expulsion to the board of trustees.

SAFE & CARING SCHOOL ENVIRONMENT

As citizens, we share a responsibility to work together to provide school environments where all students feel safe and respected, thereby allowing them to reach their full potential. River East Transcona School Division is committed to fostering inclusion for all people. The RETSD Code of Conduct is consistent with the Safe Schools Charter of Manitoba (Province of Manitoba, S.M. 2004. c. 24), which sets forth guidelines that apply to student and staff behaviour. Behaviours that will not be tolerated in schools and that will be dealt with immediately include but are not limited to the following:

- **Bullying:** a behaviour that is intended to cause, or should be known to cause fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation, or property. It is also behaviour that is intended to create or should be known to create a negative school environment for another person.
- **Cyberbullying:** bullying by means of any form of electronic communication, including social media, text messaging, instant messaging, websites, or email.
- **Abusing physically, sexually or psychologically in writing, verbally or otherwise.**
- **Inappropriate use of email, the Internet, digital cameras, cellphones, cellphone cameras, text messaging sent by cellphone, or other personal electronic communication devices, including accessing, uploading, downloading, or distributing material the school has determined objectionable; students taking photos, video recordings, audio recordings, or images of staff or students on school property without the permission of authorized school personnel.**
- **Discriminating unreasonably on the basis of any characteristic set out in subsection 9 (2) of the Manitoba Human Rights Code.**
- **Using, possessing, or being under the influence of alcohol, cannabis, or illicit drugs at school.**
- **Gang involvement on school property.**
- **Possessing a weapon as "weapon" is defined in Section 2 of Canada's Criminal Code.**

REFERENCES

The River East Transcona School Division Policy Manual can be viewed at: [Policies \(retsd.mb.ca\)](http://retsd.mb.ca/Policies)

Applicable policies include:

- Policy ACF—*Respect for Human Diversity*
- Policy BEDH—*Public Participation at Board Meetings*
- Policy IJND—*Computer Technology Use*
- Policy JICA—*Student Dress Code*
- Policy JICDAC —*Threat Assessment*
- Policy JICH— *Alcohol and Other Drug Use by Students*
- Policy JICJ— *Student Use of Student Supplied Personal Electronic Devices*
- Policy JKD— *Student Suspension and Expulsion*
- Policy KE—*Concern Protocol*

The Provincial Code of Conduct can be viewed at:

http://www.edu.gov.mb.ca/k12/safe_schools/pdf/code_conduct.pdf

The Public Schools Act can be viewed at:

<http://web2.gov.mb.ca/laws/statutes/ccsm/p250e.php>

or ordered from the Statutory Publications Office at 204.945.3103

[C.C.S.M. c. P250 \(gov.mb.ca\)](http://web2.gov.mb.ca/laws/statutes/ccsm/p250e.php)

The Safe Schools Charter of Manitoba can be viewed at:

<http://web2.gov.mb.ca/laws/statutes/2004/c02404e.php>

or ordered from the Statutory Publications Office at 204.945.3103.

This document serves as *fair notice* that incidents of threat to self-harm or harm others will be actively investigated. Because of the serious nature of such incidents, the investigation will continue even if the parents/guardians cannot immediately be contacted. Continued efforts will be made to contact the parents/guardians.

RIVER EAST TRANSCONA SCHOOL DIVISION POLICIES

All RETSD Policies can be accessed on-line by going to the school division website at [Policies \(retsdb.ca\)](https://www.retsd.mb.ca)

We reference the following policies to emphasize their importance and to make sure all students and parents are informed.

Policy JICA-Student Dress Code

[JICA-Student Dress Code](#)

Policy JICJ-Student Use of Student Supplied Personal Electronic Devices

[JICJ-Student Use of Student Supplied Personal Electronic Devices](#)

Policy JIH-Search

[JIH-Search](#)

Policy JLC-Head Injury-Concussion

[JLC-Head Injury-Concussion](#)

Policy KE-Concern Protocol

[KE-Concern Protocol](#)

Policy KE-R Concern and Complaints Procedures

[KE-R Concern and Complaints Procedures](#)

STUDENT DRESS CODE (RETS POLICY JICA)

The River East Transcona School Division believes the best learning and behaving takes place in a safe, caring, and respectful environment. Students shall dress in a manner that is appropriate for learning and working.

- (1) Dressing appropriately for learning and working is a learned behaviour, and education should be the primary response by schools.
- (2) Parents and students are responsible for appropriate student attire.
- (3) Offensive images such as inappropriate slogans, racist, sexist or demeaning pictures and/or words on clothing, handbags, backpacks, etc., are not permitted.
- (4) Students are prohibited from wearing gang colors, meaning those signs, symbols, or other identifying representations of gangs.
- (5) School administrators will have the authority to address inappropriate attire in their schools.

(Amended October 19, 2021)

STUDENT USE OF STUDENT SUPPLIED PERSONAL ELECTRONIC DEVICES (RETS POLICY JICJ)

The River East Transcona School Division recognizes that many students bring, and use personal electronic devices as a regular part of school and home life. Furthermore, the division recognizes the value such devices play for students, families, and schools in terms of teaching, learning and building global competencies such as communication, collaboration, creativity, innovation, citizenship and critical thinking.

RETS also recognizes the role that schools have in teaching and supporting responsible use of electronic devices.

(Amended Date: March 21, 2023)

SEARCH (RETSD POLICY JIH)

The River East Transcona School Division supports its teaching and administrative staff in the maintenance of proper order, discipline and decorum on the school premises, within divisional facilities, and also during the course of any divisional or school-approved activity on or away from the school campus.

Further, the River East Transcona School Division recognizes that students are entitled to privacy. However, it is acknowledged that school administration may consider a search necessary to maintain the integrity of the school environment and to protect students.

To this end, the River East Transcona School Division empowers the principal (or designate) to conduct reasonable searches of students' clothing, personal effects, lockers and vehicles. The school division will publicize its search policy annually.

(Review Date: January 9, 2019)

HEAD INJURY CONCUSSION (RETSD POLICY JLC)

The River East Transcona School Division recognizes that some students may sustain a head injury at school that results in a concussion, or may be attending school after a recent head injury that results in a concussion. The River East Transcona School Division acknowledges the serious nature of a concussion and how physical activity and cognitive activity during the recovery period may impact the student.

Staff or volunteers who become aware of a student who has suffered a head injury shall notify the parents/guardians as described in the concussion protocols. Parents should then have a medical practitioner examine the student and determine the extent of the injury. School administration shall also be informed immediately so that the protocols for Return to Learn/Return to Play can be implemented after medical notification is received.

In the absence of a note from a medical practitioner, school staff will exercise caution. This may include limiting or removing recess, active physical education time, school sports events, etc. until a doctor's note is produced clearing the student for full school activity involvement.

(Effective Date: February 20, 2018)

CONCERN PROTOCOL (RETSD POLICY KE)

The River East Transcona School Division is committed to positive, collaborative, and collegial relationships with all employees, parent(s)/guardian(s) and members of the community. The division acknowledges that from time to time concerns, questions or disputes may arise.

The River East Transcona School Division has established this policy, and the accompanying procedure, to ensure effective steps in communication of concerns and/or questions between parent(s)/guardian(s), adult students, members of the community and divisional staff and between staff members. Each member of the division's staff and the board of trustees shall follow the steps outlined in the procedure to support the effective and timely resolution of questions or concerns.

This policy does not supersede legislative, contractual or policy requirements such as:

- The Child and Family Services Act of Manitoba
- Children in Need of Protection (JLEB)
- Respectful Schools and Workplaces (GBAA)
- Contracted Agreements of the division
- Codes of Professional Practice

- Freedom of Information and Protection of Privacy Act
 - Personal Health information Act
- (Review Date: December 20, 2022)

CONCERNS AND COMPLAINTS PROCEDURES (RETSO POLICY KE-R)

The River East Transcona School Division has established this procedure to ensure effective steps in communication of concerns and/or questions between parent(s)/guardian(s), adult students, members of the community and divisional staff and between staff members. Each member of the division's staff and the board of trustees shall follow the steps outlined below to support the effective and timely resolution of questions or concerns.

The formal procedures for managing a concern or complaint are as follows:

- (1) Contact the person who is most directly involved and ask to speak to the person. If the individual is not available, leave a message including daytime and evening telephone numbers.
- (2) If the concern has not been resolved, contact the individual's supervisor. Complaints that are brought directly to the supervisor will be redirected to step one.
- (3) If the concern still has not been resolved, contact the superintendent or designate. If contact begins at the superintendent's department, it will be referred to step one.
- (4) Unless stipulated in one of the below referenced legislative, policy or contractual obligations, no person shall consider or act on a complaint that has not been explored at the appropriate administrative level.
- (5) A member of the board of trustees may assist the complainant in making the appropriate contacts required to complete steps one to three. They cannot contact staff directly in a personal attempt to resolve the problem.
- (6) In the event that the concern has not been satisfactorily addressed, an appeal of the superintendent's decision shall be handled by the board of trustees through written correspondence to the chair.
 - (a) When a written concern is received that names a staff member, the individual named will be notified and provided with a copy of the written concern and given an opportunity for explanation and written response.
 - (b) At any point in the complaint process, the individual named has the right to have an advocate present.
 - (c) All correspondence to the chair of the board of trustees will be reviewed at a board meeting. All personnel matters shall be dealt with in camera.
 - (d) Written response of the board of trustees' decision will be provided to the parties involved in the complaint.

This policy does not supersede legislative, contractual or policy requirements such as:

- The Child and Family Services Act of Manitoba
- Children in Need of Protection (JLEB)
- Respectful Schools and Workplaces (GBAA)
- Contracted Agreements of the division
- Codes of Professional Practice
- Freedom of Information and Protection of Privacy Act
- Personal Health information Act

(Amended Date: December 20, 2022)