

# École Springfield Heights School

## School Handbook

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.

School Office Hours

8:00 a.m. - 4:00 p.m.

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Winnipeg, MB R2G 0H8

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École Springfield Heights School Website: [www.retsd.mb.ca/shs](http://www.retsd.mb.ca/shs)



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***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.***

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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 460 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, Numeracy, Wellbeing, and Education for Sustainable Development from an equity perspective. We work to ensure that every child is provided with the specific supports they need 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 gender diverse hygiene rooms with accessible washrooms. The playground is accessible to all. The parking lot in the back of the school has one dedicated accessible parking space with a ramp and accessible doorway located nearby.

# 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 involved in many extra-curricular clubs.

## **FIELD TRIPS**

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 ADVISORY GROUP**

The Student Advisory Group is another important leadership opportunity at ÉSHS. Students are nominated by their classroom teachers and peers to represent their class. Two students from each class are invited to participate. The Student Advisory Group meets monthly with school administration to provide feedback, share ideas, and collaborate on ways to make ÉSHS an even better place to learn and belong. Through this group, we intentionally elevate diverse student voices and foster an inclusive, equitable environment where all perspectives are valued and respected.

## **STUDENT LEADERSHIP TEAMS**

We recognize the value of student leadership and provide programs that promote social responsibility and citizenship. Leadership opportunities include street patrols, bus patrols, kindergarten patrols, library helpers, and Grade 5 helpers for kindergarten orientation. In addition, each grade level in the school is responsible for one task that supports our community, such as recycling, technology support, playground equipment monitoring, cleaning the playground, and ensuring hallways are clear of boots and shoes.

# Policies

## **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. 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.

Students must have two pairs of shoes. One pair to wear to and from school and for outdoor activities. Outside shoes must be taken off at entrances and carried to the classroom. Students must have a second pair of shoes; running shoes with non marking soles, to wear indoors and leave at school. Running shoes are also recommended for outdoors as they are the safest footwear for recess and outdoor gym activities. Slip on footwear with little support such as crocs are not safe footwear for school. Students have a greater likelihood of tripping, slipping and falling if they are wearing slip on footwear. 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, emails, and newsletters 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**

Please label all student items so they can be returned to students when the items are misplaced. Should your child lose something that is not labelled, please remind them to check the lost and found collection. Each week, a picture of lost items are sent home in the e-memo to families. Please contact the office if you see items that belong to your child. Each month, any unclaimed items are sent to Flavie-Laurent Centre which provides items free of charge to people in need. Keys, wallets, jewelry, etc. are kept in the front office for students to identify and claim.

## 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 as reported at The Forks National Historic Site of Canada according to the Government of Canada Weather information site ([www.weather.gc.ca](http://www.weather.gc.ca)) or on days when there is severe weather.

During indoor recess, students remain in classrooms to participate in indoor recess activities. In the River East Transcona School Division, Polar Bear Recess can be made available to students. During Polar Bear Recess, students are able to go outside for recess in temperatures as low as -39° C. Students must be dressed appropriately and 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. To participate in Polar Bear Recess all students must have parent permission. All students will remain inside when the temperature reaches -40°C. Polar Bear recess is offered only when adequate supervision is available. If we are able to offer Polar Bear Recess to students, permission slips will be sent home.

## 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.

<b>8:00 a.m. - 4:00 p.m.</b>	Office Hours
<b>8:55 a.m.</b>	Student entry
<b>9:05 a.m.</b>	Morning Announcements
<b>10:30 a.m. - 10:45 a.m.</b>	Recess
<b>11:55 a.m.</b>	K-3 Lunch, Gr 4-5 Lunch Recess
<b>12:25 p.m.</b>	K-3 Lunch Recess, Gr 4-5 Lunch
<b>12:55 p.m.</b>	Classes commence
<b>2:05 p.m. - 2:20 p.m.</b>	Recess
<b>3:30 p.m.</b>	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.

## STUDENT ATTENDANCE

Regular attendance and on time arrival at school has a significant impact on the academic and social emotional success for all children. Parents have an important role in supporting their children to be at school every day, on time and prepared to work to the best of their ability. We monitor attendance rates and work with families to support regular attendance.

- In the event that your child is absent, please inform the school office by calling 204-663-5078 (anytime 24 hours/day) to leave a message or by sending an email to [shs@retsd.mb.ca](mailto:shs@retsd.mb.ca). If reporting by email, we encourage families to use the school office email address shown above.
- If your child is absent and we have not received a call or email from a parent, it is part of our safety protocol to contact the parent.
- Parents are required to keep all emergency contact information up to date, advising the office staff of any change of address or telephone number in case of emergency, including early school closure.
- Parents are required to contact the principal if there is a need for a student to be absent from school for an extended period of time (i.e. medical reasons, family vacation) during the regular school term.

## STUDENT ENTRY AND EXIT PROCEDURES

Expectations and policies regarding the safe entry and exit of students during regular hours are outlined in the safety section of this handbook. To help us safely manage entry and exit at times other than 8:55 entry and 3:30 exit, we ask parents to follow the procedures outlined below.

- When arriving or leaving, students will make their way to and from their classrooms either on their own or accompanied by school staff. Parents must remain in the front lobby or office when escorting a child coming in late or picking them up early.

### Late Student Entry

- Students are considered late for attendance purposes if they do not enter the school with their class at 8:55 a.m. or return after lunch by 12:55 p.m. Please support your child in understanding the importance of being on time.
- Please inform the school office when your child is expected to be late by calling 204-663-5078 (anytime) to leave a message or by sending an email to [shs@retsd.mb.ca](mailto:shs@retsd.mb.ca)
- When your child arrives at school, they must enter the school by using the front doors. It is necessary for the child to report to the office. If you are not walking your child into the school, please remind them that checking in at the office is mandatory, that this is an important safety protocol and they cannot walk directly to their classroom.
- Please support children in demonstrating their independence and confidence by making their way to and from the office to their classroom on their own. If they require support, school staff will support them during this transition as needed.

### Student Dismissal - Changes to End of Day Routine

- School staff are aware of, and support, your child's regular dismissal routine (bus, daycare, parent pick up etc.) When there is a change, it is important for your child to know ahead of time. It is also important for school staff to know the plan for that

day. This will help to reduce the number of interruptions to the learning environment that comes from delivering messages to children during class time.

- Parents must advise the school if a student is not taking the bus. If parents have not informed the school and the student is unaccounted for in the bus attendance, the bus is held up while staff search for the missing student. As a result, children will be dropped off late at all subsequent stops.

#### Student Pick Up – Anytime Before Regular Dismissal (3:30 p.m.)

- Notify the teachers and office staff as soon as possible about any plans where your child would be picked up early from school. This will help teachers prepare for your child's exit in a timely manner to ensure they are ready to leave when you arrive to pick them up.
- Enter the school through the front doors and report to the office when arriving to pick up your child. School staff will direct you to complete a 'sign out' form for your child and get the child to the office if they aren't already waiting. Parents must remain in the front lobby or office when escorting a child coming in late or picking them up early.

#### Student Pick Up – Change of Authorized Person

- If arrangements have been made for someone other than the regular authorized person (parent/guardian or daycare provider) to pick up a child, parents must contact the office to inform them of the arrangements. If we have not received this information from the parent/guardian, school staff will call to confirm the arrangements. We cannot accept this information from the student.
- Parents are asked to inform anyone picking up their child that they will need to present identification.

## **STUDENT PROPERTY**

The school provides equipment for students to use on the playground and in classrooms. If students have specific individual needs for educational purposes, the school will supply the required equipment. Students should not bring their own playground equipment, toys or fidget tools to school, except when requested for a specific purpose by school staff. Students are expected to leave their personal mobile devices at home. This includes cellphones, or any personal devices that can be used to connect to the internet (e.g., smartwatches, tablets, cell phones, laptops.)

## **TECHNOLOGY**

Manitoba Education and Early Childhood Learning cellphone guidelines state that Kindergarten to Grade 8 students are expected to leave their personal mobile devices at home.

Staff model responsible personal electronic device use for students by thoughtfully limiting personal electronic device use in the learning environment to school-related matters.

Teaching and learning about being a responsible digital citizen continue in all grades and classes. Our schools have access to a variety of technology that supports students in being creators, designers, and critical thinkers.

As partners in your children's education, the conversations that you have at home are crucial in that teaching and learning. Here are some resources that may be helpful:

- [MediaSmarts: Helping Kids Get a Healthy Start with Phones](#)
- [MediaSmarts: Helping Young Kids Get a Healthy Start with Devices](#)
- [RETSD TV Healthy Cellphone Use](#)

**VISITOR ACCESS**

Exterior doors are locked except for the front doors. Visitors report to office and sign in. RETSD employees must always display their RETSD identification. Other visitors will receive a visitor tag that must always be visible. Any adults in the building without an identification or visitor tag will be directed to report to the office.

# 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.

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:  -Regarde
 Allez directement à l'emplacement désigné	 Utilise un volume de 1 ou 2	 -Écoute
 Entrez et sortez calmement	 Écoutez l'orateur	 -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:  -Look
 Go directly in your assigned location	 Use a volume of 1 or 2	 -Listen
 Walk in and out calmly	 Listen to the speaker	 -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 une voix de niveau 1</p>	 <p>Eyes forward</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 a level 1 voice</p>	 <p>Eyes forward</p>
 <p>Eyes forward</p>		

SHS LA MATRICE DU DINER		
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 diner</p>	 <p>Suis les directives des adultes et des moniteurs</p>
 <p>Suis les directives des adultes</p>	 <p>Mets tes déchets à la poubelle et le recyclage</p>	 <p>Utilise une voix de niveau 2 ou 3</p>
	 <p>Reste à ta place et attend le signal avant de quitter</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>
	 <p>Reste à ta place et attend le signal avant de quitter</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>

ÉSHS MATRICE POUR LA BOUCLE D'AUTOBUS		
LA SÉCURITÉ	LA RESPONSABILITÉ	LE RESPECT
<p>Garde les mains et les pieds à toi-même</p>  <p>Dehors au long de la clôture</p>  <p>Laissez l'espace de la clôture ouverte délogées</p>  <p>Habillez-vous pour le temps</p>	<p>Fait de bon(s) choix</p>  <p>Sortir par les portes appropriées</p>  <p>Prenez soin de vos affaires</p> 	 <p>Utilisez des mots gentils et respectueux</p>  <p>Écoute aux adultes et aux patrouilles</p>  <p>Utilise un volume de 2 ou 3</p>

ÉSHS 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 bus line</p>  <p>Dress for the weather</p>	<p>Make good choices</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 patrols</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 DINÉR		
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 diner   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	LA RESPONSABILITÉ	LE RESPECT
 Garde la neige et la glace sur le terrain   Habille-toi pour la météo   Garde tes mains, tes pieds et ton corps à toi-même   Reste avec ton groupe, dans ton endroit désigné	 Entre quand la cloche sonne   Sois responsable de tes actions   Utilise la roue de solution   Inclus et coopère avec les autres	 Utilise des paroles gentilles Écoute aux adultes et aux moniteurs   Respecte toutes les créations de neige Partage le terrain de jeu et la neige.   Respecte toutes les créations de neige Partage le terrain de jeu et la neige.

SHS WINTER RECESS MATRIX		
BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
 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	 Go in when the bell rings   Own your actions and words   Use the solution wheel   Include and cooperate with others	 Use kind and polite words   Listen to adult supervisors and peer mediators   Respect all snow creations Share the play space and the snow   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. The ambulance claim can be submitted through the Universal Student Accident Insurance plan secured by your School Division. Please contact the school office for further information.

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 may be sent to classmates if required by Public Health.

Sickness is part of a normal childhood—the average child has 6–12 illnesses a year. It can be challenging to balance your child's attendance with the risk of spreading illness to others at school.

There are three key reasons to keep your child home from school:

1. Fever over 38°C (100.4°F)
2. Contagious illness or rash
3. Not well enough to participate in class

## ADDITIONAL GUIDELINES

- Fever usually indicates the body is fighting infection. A child with a fever over 38°C (100.4°F) should stay home until the fever is gone for 24 hours.
- Children can attend school with a mild sore throat unless they show additional symptoms, like a fever, vomiting, or abdominal pain.
- A child with a cough need not be kept from school unless it is interfering with sleep or their ability to take part in activities.
- Runny noses and coughs can continue for up to two weeks after a cold. Children can return to school once they no longer have a fever.
- Itchy or scaly rashes may be contagious. If a child with a rash looks ill or is having trouble swallowing or breathing, they should see a doctor.
- Children who are repeatedly vomiting should stay home until it stops, and they are eating normally.
- Children with diarrhea should stay home until stools have been normal for at least 24 hours.
- If you're uncertain or have any questions about your or your child's health, call [Health Links - Info Santé](#), a bilingual phone-based program within the Provincial Health Contact Centre. Registered nurses provide assessment, triage, and health-care advice to individuals of all ages calling from within Manitoba.
- Remember, frequent handwashing with soap and water remains the most effective way to prevent the spread of contagious diseases.

## MENTAL HEALTH

École Springfield Heights School is committed to supporting the development of positive mental health including building resiliency in students. Classrooms use the Zones of Regulation program to help the students understand and manage their emotions. All classrooms have a Chill Zone for students to take a break in the class if needed. All teachers will deliver the Sources of Strength program which supports student understanding of their personal sources of strength.

## 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.

The Manitoba Government has implemented the **Universally Accessible School Nutrition Program**. This initiative's main goal is to ensure that no child goes through the school day hungry, helping them focus better and perform well in their academic year. This program is meant to fill gaps. Springfield Heights is also supported by grants from the Child Nutrition Council of Manitoba which allows us to further supply nutritious food for children. These programs offer food to supplement what is offered from home. Parents and caregivers should continue sending food with their child, knowing the programs will address any additional needs. Parents should also remind students that the snacks are available for students who are still hungry after they have eaten all of their own food.

## 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. (RETSO Policy ADC)

[ADC Tobacco Free Policy](#)

# SAFETY

## AIR QUALITY

When the air quality index is 10+, students will be kept indoors, and outdoor activities will be cancelled. Information from Environment Canada about air quality can be found [here](#)

## 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
- Electric bicycles are not allowed for student use at school.

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
- \*Electric scooters are not allowed for student use at school.

## 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. This includes during morning drop off and after school pick up.

## DOORS

Throughout the school day all exterior doors are locked except for the front doors. An exterior door with access to the playground will be unlocked at recess, and at other times when a teacher has a class of students outside, to allow access to the school for students and staff. All parents and visitors who may arrive during the school day will enter the front door and report to the office. Parents need to remain in the lobby and not proceed to the classrooms.

Students must use the door designated for their classroom when entering and exiting the school. Parents and siblings need to make arrangements to meet students at their dismissal doors or at a designated spot outside.

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 once the bell rings, 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: Chief Peguis Middle School
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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, inside 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.

Patrols will not be on post due to restrictions from air quality, construction near a post, or any situation that occurs that could jeopardize their safety.

## **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. Students not arriving by school bus should not arrive at school before 8:45. 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 parents and guardians respect the private property of our neighbours. Driveways are not a public space for dropping off and picking up children.

Crosswalks are not a place to drop off students. Using a crosswalk to drop off students puts the safety of our patrols and all students using the crosswalks in jeopardy.

The school parking lot is reserved for staff use only. Please follow the instructions posted on the sign at the parking lot entrance.

The City of Winnipeg Parking Authority and police department help us monitor the traffic issues near the school.

Please put the safety of our students, their families, and our staff over convenience by following the traffic regulations.

### **WINTER WEATHER**

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. The transportation department uses the StopFinder App to deliver texts and emails about bus delays, route cancellations, and cancellations due to extreme weather. These messages will go directly to the child's primary contact with a cellphone number and email address in the system. Please ensure your information is up to date with a cellphone number and email address for the primary contact.

The transportation department also provides these notifications on their X (Twitter) account—you can follow them at [@RETSDtransport](https://twitter.com/RETSDtransport). For those without an X (Twitter) account, these tweets are automatically posted on the "[Transportation Notifications \(Bus Delays\)](#)" webpage.

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. If we do need to dismiss students early, please ensure that ALL contact information is always up to date.

### **VISITOR ACCESS**

Exterior doors are locked except for the front doors. Visitors report to office and sign in. RETSD employees must always display their RETSD identification. Other visitors will receive a visitor tag that must always be visible. Any adults in the building without an identification or visitor tag will be directed to report to the office.

# 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 fully progress.

## 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)

In Kindergarten, French is the language of instruction for 100% of the time. From Grade 1 to Grade 4, French is the language of instruction for 75% to 80% of the time. Music, games, interactive reading, and technology all help to develop an ear for the language and build fluency.

## MIDDLE YEARS (GRADES 5–8)

In grades 5 and 6, French is the language of instruction for 75% to 80% of the time. For Grades 7 and 8, French is the language of instruction for the majority of the time, from 50% to 86%. 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), Sciences 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), Sciences humaines (Social Studies). The school also provides instruction in Éducation physique et éducation à la santé (Physical Education and Health), 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 and treated with sensitivity and respect for the diverse values of our community. Lessons are taught by trained teachers who are well-prepared to meet these learning outcomes. Please see [Potentially Sensitive Outcomes in Health Education \(K-12\)](#) for a grade level list of potentially sensitive outcomes in the Manitoba curriculum.

All students are automatically enrolled in **school-based delivery**, which means they will participate in the school-based delivery of potentially sensitive outcomes as outlined by the Manitoba Education curriculum. In addition, we encourage collaboration between home and school, with family follow-up and conversations to supplement and support the learning at school. Parents may choose the **alternative delivery** option if the content conflicts with family, religious, or cultural values. In doing so, parents are assuming responsibility for an alternative, home-based delivery of the potentially sensitive outcomes for their child. Students whose parents have chosen the alternative delivery option will be provided a space other than the classroom and an unrelated learning project to complete during the instruction periods when potentially sensitive outcomes are discussed.

Parents or guardians who prefer the alternative delivery option or require further information can contact their child's teacher by email or phone to discuss these preferences.

## LITERACY SUPPORT

Literacy support provides short-term support for grade one students who are at risk in early reading and writing skills. For thirty minutes each day, a student receives individual instruction from a trained literacy support teacher. This instruction is based on individual strengths and needs. The goal of literacy support is to raise the child's reading and writing proficiency, so that the student may work independently within the classroom setting. Selection to receive literacy support is based on assessments completed by the literacy support 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 and classroom teachers collaborate 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 is a non-profit program which provides a safe, caring, and respectful environment for all students over the lunch hour. Parents pay fees to cover all operating expenses of the program. The lunch program coordinator and lunch supervisors supervise students outside for lunch recess and inside while students eat lunch.

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 commitment for this committee is to attend one meeting a month, in person or online, and support the coordinator from afar in organizing the program. There are no daytime commitments with this committee.

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 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**

Parent and non-parent volunteers can also be important helpers in classrooms or assisting with special events or projects, or coaching. If you're interested in volunteering at our school, please contact us.

# 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 JIC- Code of Conduct: Shared Commitments for Safe and Caring Schools**  
[JIC Code of Conduct Shared Commitments for Safe and Caring Schools](#)

**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](#)