

Springfield Heights

505 Sharron Bay Winnipeg, MB R2G 0H8 P. 204-663-5078 F. 204-668-9285 Email: shs@retsd.mb.ca

Principal

Tanis Ziprick

Vice-Principal

Carrie Gillis

SHS Lunch Program

Kathy Holmes shslunchprogram@gmail.com

Skipper Scholars Before & After School Program P. 204-396-4203

Little Skippers

Kindergarten Daycare P. 204-294-1083

Transportation Department

P. 204-669-0202

School Hours

 Entry bell
 8:55am

 Announcements
 9:03

 AM recess
 10:20-10:35

 Lunch
 11:45-12:45

 PM recess
 1:55-2:10

 Dismissal
 3:30pm

Office hours

8:00am - 4:00pm

In Service Days

Friday, October 22 Friday, November 12 Friday, November 26 Friday, January 21 Friday, February 4 Monday, March 4 Friday, March 18 Friday, April 25



The Springfield Splash

A message from Administration:

How we have enjoyed the beautiful Fall weather so far! Students and staff have been already hard at work, making the most of outdoor and indoor learning moments here at Ecole Springfield Heights School. We are following a very similar protocols to what we were following last year when we were in "yellow", including having individual classes stay in "cohorts", hand sanitizing/hand washing at regular intervals each day, maintaining social distancing to the best of our ability, and staying home when we are feeling ill. Please refer to our Re-entry Plan, posted on our website:

<u>Springfield Heights School - École Springfield Heights School (retsd.mb.ca)</u> We follow this plan diligently, in order to keep our students, staff and families well). When we each make a concerted effort to respect and follow the plan that is outlined, we create a calm, caring atmosphere for our students that promotes their safety and good health.

We have already had our first PAC meeting on line. The platform we use for these meetings is Teams through Microsoft Office. This is the same platform that we use for each of our classes when they are on line. Our Parent Advisory Council represents both the French Immersion and English language programs – one parent council coming together to support all students at ÉSHS. If you are interested in becoming an active member of PAC, please contact Mrs. Ziprick at tziprick@retsd.mb.ca. PAC is always looking for new members. Even though this year looks differently, with regards to meeting in person, our Parent Advisory Council is planning and working on behalf of our students to help better their school experience. Consider joining!

As well, our User Pay Lunch Program executive, along with administration, have met many times, as we interview for Lunch Supervisors. We have hired several new supervisors so far, but look to hire a few more. Please consider applying for this position, as we actively work to ensure we have a student/ supervisor ratio that aligns with the divisional recommendation. If you are not able to apply for this position, please past the posting on to those you know that may feel this is a great fit. Please see our website for more details.

It's been a productive two months so far. Our students and staff have enjoyed participating in Orange Shirt Day together (on line on TEAMS), with our guest, Ms. Lisa Aymont Hunter. Our classes created beautiful rocks, in bright orange, with individual messages written on each rock, to show our support for Indigenous families that have been impacted by Residential Schools. As well we had our Terry Fox walk, which was done with individual classroom cohorts.

Here are a few pieces of importation information for you to be aware of:

- ÉSHS sends out a weekly E-memo to families every Friday. This is a quick way to get weekly information, as well, you can review the information found on our school website. If you do not have your email address on record with the school, please email Mrs. Hicks in the office at shicks@retsd.mb.ca to provide her with a current email address. Having a current email address will be helpful for families to view their child(ren)'s report card.
- We also have a new Twitter account, which outlines upcoming dates or news at ESHS. Please follow us at: eshs RETSD
- Please carefully review the information on our Halloween protocol at ÉSHS. This has been sent to families already through E-memo , and will continue to be included in the weekly E-memo (generally sent out each Friday) until Halloween.
- Please ensure you are not sending your child(ren) to school when they are ill. Staff will also be following these guidelines and will not be coming to school when they are ill. A new graphics poster was just sent to families last week by e-memo. As well, it is posted on our website. By working together, and referring to the flow charts that have been sent to families (found in this newsletter on page 2, we can keep each other safe and healthy throughout the school year. Note: Unvaccinated students, as outlined on the graphics poster, must stay home if they are ill OR showing signs of COVID. If they have a member of their household that is ill OR showing signs of COVID, they must also stay home, until 24 hours have passed for all symptoms to stop.

We always love reading through ÉSHS's newsletters and trust that you will as well! Thank you for taking the time to read important information, programming details and updates on what has been going on in our school this past month, and in the months to come.

Sincerely,

Mrs. Ziprick & Ms. Gillis

When Can Students Attend School?

Children who are well—with no symptoms of COVID-19—should go to school

FULLY VACCINATED STUDENTS must stay home if they...

- Are ill or showing symptoms of COVID-19
- · Are waiting for results of a COVID-19 test
- · Have tested positive for COVID-19
- · Have been directed by Public Health to self-isolate

UNVACCINATED OR PARTIALLY VACCINATED STUDENTS must stay home if they...

- · Are ill or showing symptoms of COVID-19
- · Are waiting for results of a COVID-19 test
- Have tested positive for COVID-19
- Are a close contact to a positive COVID-19 case
- · Have a household member who:
- Is sick or showing symptoms of COVID-19
- Is waiting for results of a COVID-19 test
- Has tested positive for COVID-19
- Is a close contact to a positive COVID-19 case
- Have been directed by Public Health to self-isolate
- Have a household member who is self-isolating due to domestic or international travel

Please access the COVID-19 screening tool here: https://sharedhealthmb.ca/covid19/screening-tool/

Questions? Call Health Links – Info Santé: 204-788-8200 • 1-888-315-9257







What Should I Do if My Child is Sick?



Students should stay home from school if they are sick, no matter how mild the symptoms. If your child comes to school with any COVID-19 symptoms, the school will immediately isolate the student and call parents to pick them up.

If students have one symptom from the Column A or two from Column B, they should immediately get tested for COVID-19.

Column A

Do you have a new onset, or worsening, of any ONE of the following symptoms?

- Fever > 38°C or think you have a fever or chills
- Cough
- Sore throat/hoarse voice
- Shortness of breath/breathing difficulties
- Loss of taste or smell
- Vomiting or diarrhea for more than 24 hours

Column B

Do you have a new onset, or worsening, of any TWO of the following symptoms?

- Runny nose
- Muscle aches
- Fatigue
- Conjunctivitis (pink eye)
- Headache
- Skin rash of unknown cause
- Nausea or loss of appetite
- Poor feeding (if an infant)

When Can My Child Return to School?

If your child gets tested for COVID-19 and is:



Negative: They can return to school after 24 hours of being symptom-free.



Positive: Public Health will provide guidance regarding what is required before your child can return to school.

If your child is sick and you decide not to get tested for COVID-19 the student must self-isolate for 10 days from symptom onset plus 24 hours of being symptom-free before returning to school.





Orange Shirt Day

Students and staff at École Springfield Heights School participated in a school-wide activity for Orange Shirt Day. Each student received a unique and special rock and to paint

orange and wrote messages of love and hope to acknowledge the survivors and lost children of residential schools.

Each classroom had an opportunity to take their rocks outside to reflect on their learning about truth and reconciliation. The students placed their rocks on the ground together, as a community of learners, to show their belief that every child matters. Classroom teachers took photographs of this meaningful project to be displayed in the front foyer of our school. At École Springfield Heights School, we honour the lost children and survivors of residential schools, their families and communities. We will continue to create a rich learning environments for students, to embrace and promote conversations about truth and reconciliation.



We believe every child matters.







Staying Safe at École Springfield Heights School

Has your child been talking about bubble space or walking around like a monster at home? If so, it might be because they are practicing social distancing!

Each classroom has been working very hard on keeping distance from one another. One way we can social distance is by staying in our own bubble space! What does a bubble space look like? Try putting your arms out and then moving them from side to side. This is your bubble space. Another way we can social distance is by using "monster" or "zombie" arms which means putting your arms out in front of you so that you're not touching anyone.

At ÉSHS, we are very busy washing and sanitizing our hands throughout the day to get rid of germs. Our students are doing a fabulous job at hand washing! Students have been counting to twenty or singing happy birthday in their head to know when its time to stop. We have hand sanitizer accessible to students at doorways and in each classroom to help get rid of germs too!

We have staggered recess times and designated play areas to ensure we are social distancing on the playground. Students have adjusted well to the staggered recesses and have been creative in outdoor play! Each classroom has been given some equipment to use and have been learning how to use them appropriately. We have been talking about how important it is to keep hands and feet to self so everyone is happy and safe. Students are allowed to take a mask break outdoors, as long as they are social distancing from others.

Each classroom has been talking about how to be safe, responsible and respectful in both indoors and outdoors at school. We use the General Matrix to help us learn and remember the expectations at school. Although this school year looks a bit different, there are similarities. ÉSHS will continue to be a safe, responsible and respectful environment. -SIS Team

Stay in Your Bubble



Physical Education

Terry Fox

On September 24th ÉSHS hosted our annual Terry Fox Assembly and neighborhood/field walk.

Thank you to everyone who donated to this cause to continue Terry's legacy of raising funds to support Cancer research. As of October 4th, we have raised \$720.00 to support Terry's dream!



PE Classes Outdoors

September was a beautiful month outdoors and students were enjoying having PE classes outside in the sun! As we head into the cooler Fall months, please remember to dress appropriately for the weather.

Virtual Book Fairs

SAVE THE DATE!

Dear families,

Mark your calendars! The fun and excitement of a Scholastic Book Fair is coming to our school! To adapt to our changing needs, Scholastic has developed a Virtual Book Fair to provide an opportunity for our students and families to experience the joy of reading together.

So save the date! Our Scholastic Virtual Book Fair will take place on November 15th- November 29th 2021.

Halloween

Our staff are already anticipating Halloween activities for students and are thinking creatively about how to keep students safe and healthy, while still enjoying the day together. Our theme this year is "safety over convenience".



For FRIDAY, OCT 29, 2021

- Teachers will be creating Fall and/or Halloween experiences and activities to be done throughout the day that include curricular connections. They will include regular parts of any typical day as well.
- We will not be having our traditional school Halloween Parade in the gym, to prevent cohorts from crossing paths, and to ensure we follow the quidelines from the province of reducing the number of people that gather.
- Instead, classrooms will be meeting "virtually" on Teams in the afternoon, where they will have a brief opportunity to share their costumes (if they choose to wear one and feel comfortable sharing). Students will be staying in their own classrooms, with their cohort, for this virtual assembly. This will include all K-5 classes in attendance that day.
- Please do not send any treats/goodie bags/packages for your child to share with their classmates. While we appreciate generosity, we want to limit the amount of items our students will be handling, the way we do on any typical school day.
- Teachers will also not be providing any treats/goodie bags/packages for their students, to limit the amount of items our students will be handling.
- Students are welcome to bring their own special snack from home for the afternoon celebrations that teachers will be having in their classrooms. Keep in mind that we continue to be a nut free school.
- If your child chooses to wear a costume, they must wear the costume to school for the entire day. We want to prevent moments where students are using the washrooms for changing, in order to prevent cohorts from crossing paths. If your child goes home for lunch, you may wish to have them change into their costume when at home.
- For our Kindergartens that attend school on alternate even days, their Fall and/or Halloween experiences will occur on Thursday, October 28, 2021. While they will not be able to participate in the Teams virtual assembly the following day, our Kindergarten teachers will be lining up other ways for these students to showcase their costumes on Teams with other classrooms.
- Please remember the following quidelines when selecting a costume for your child, as posted in our newsletters and e-memos in past years:
- Costumes must be appropriate for K-5 students within a school setting
- Costumes and accessories cannot be violent in nature (e.g. knives, blood, swords, axes, guns, light sabers, etc.)
- Costumes must not present as scary to children (e.g. characters from horror movies, characters that are violent)
- Costumes must not be graphic in nature (e.g. inappropriate sayings displayed that would not align with our dress code, as listed in our parent handbook in the student agenda, page 10, in line with policy JICA)

Your River East Transcona School Division Trustees

Ward 1 Colleen Carswell

204.222.1486 ccarswell@retsd.mb.ca Jerry Sodomlak (chair) 204.999.1409

isodomlak@retsd.mb.ca

Ward 2

Rod Giesbrecht 204.661.5984 rgiesbrecht@retsd.mb.ca John Toews 204.663.0475

itoews@retsd.mb.ca

Ward 3 Brianne Goertzen

204.955.6782 bgoertzen@retsd.mb.ca Keith Morrison (vice-chair)

204.795.3357 kmorrison@retsd.mb.ca

Ward 4 Peter Kotyk

204.668.4181 pkotyk@retsd.mb.ca

Susan Olynik 204.661.6440 solvnik@retsd.mb.ca

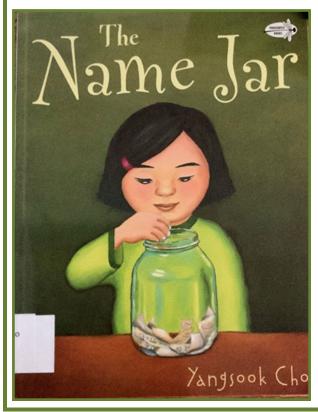
Ward 5

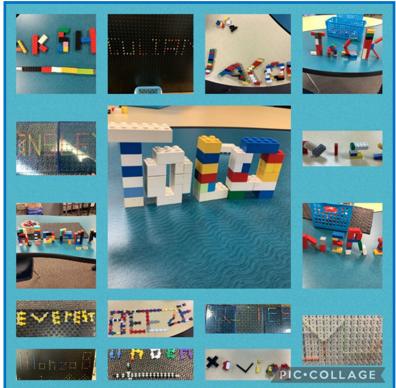
Currently Vacant

Library Commons

Many classes have had a chance to visit our library makerspace for STEAM classes. STEAM stands for science, technology, engineering, art and math. For our first project we read the book The Name Jar, by Yangsook Choi. In this book they discuss the importance of your name, it's meaning and pronunciation. We all learned that when someone mispronounces our name it is important to respectfully correct people. When we finished the story students were able to choose materials in the makerspace to write their name. Some classes also did math activities related to their names and some were able to share what their name meant.

What is the special meaning behind your child's name?





Don't forget!

Pictures for Odd Day Kindergarten students & re-takes are scheduled for:

Wednesday, November 24, 2021 (Day 1)



ÉSHS Patrol Information

We would like to welcome our grade four and five students to the Springfield Heights Safety Patrol Team! We are over 70 strong this year. You may have recognized the patrols out in our community wearing their bright yellow vests. We have finished all our training and hope to have a successful year helping our bus students, our students who walk home to and from school and kindergarten students getting to and from school safely. We rely on these children to help us with this important responsibility. So, a big thank you to them all! I would also like to thank the drivers in our community for taking extra care around our school buses and patrol posts before and after school.

We are hoping to be able to resume some of the fun events patrols have experienced in the past but of course we will be planning based on what the provincial and divisional regulations reflect at that time.

As the weather cools, and with winter on it's way, there are guidelines as to when the street patrols can go out and for how long when the air is a certain temperature. Please refer to the cold weather guidelines below for the restrictions regarding our street patrols.

Windchill

-27 °C to -34 °C

It is recommended that time on post not exceed 10 minutes. Warm clothing is essential. Facial protection is recommended.

-35 °C to -40 °C

It is recommended that time on post not exceed five minutes. Posts located more than a five-minute walk from the school will not be patrolled. Warm clothing and facial protection is essential.

Below -40 °C

No student patrols on post. The school will notify the students and parents of this abbreviated patrol schedule.

If you have any questions, concerns or compliments regarding our patrols please do not hesitate to call us at the school at 204-663-5078 or by emailing us (see below). We are looking forward to working with this responsible group of children this year!

Your patrol supervisor team,
Ashley Brown – <u>abrown3@retsd.mb.ca</u>
Colette Jorgensen – <u>cjorgensen@retsd.mb.ca</u>
Kristyn Okaluk – <u>kokaluk@retsd.mb.ca</u>
Brin Ledger – <u>bledger@retsd.mb.ca</u>
Ashley Cole – acole2@retsd.mb.ca





RETSD is on Facebook and Twitter!
Like and follow us to stay up-to-date on what's happening in the division.





ÉSHS Dates to Remember 2021-2022

Monday, October 4	Coordinated Day	NO CLASSES
Monday, October 11	Thanksgiving Day	NO SCHOOL
Tuesday, October 19	PAC Meeting (on Microsoft Office Teams)	6:30 PM
Friday, October 22	Coordinated Day/ MTS PD Day	NO CLASSES

NOVEMBER

Thursday, November 11	Remembrance Day	NO SCHOOL
Friday, November 12	Report Card Prep	NO CLASSES
Tuesday, November 16	PAC Meeting (on Microsoft Office Teams)	6:30 PM
Wednesday, November 24	Re-takes & Picture Day for Odd day Ks - Day 1	9:00 AM
Thursday, November 25	* Student Led Conferences	Evening only
Friday, November 26	* Student Led Conferences - morning	NO CLASSES
	* on Microsoft Office Teams *TBD	
Friday November 26	PD for Staff - afternoon	NO CLASSES

DECEMBER

Wednesday, December 22 Last Day of Classes - Dismissal 1 Hour Early

CHRISTMAS BREAK Thursday, December 23 - Wednesday, January 5

JANUARY

Thursday, January 6	School Re Opens	Day 4
Tuesday, January 18	PAC Meeting (on Microsoft Office Teams)	6:30 PM
Friday, January 21	Coordinated Day	NO CLASSES

FEBRUARY

Friday, February 4	Coordinated Day	NO CLASSES
Tuesday, February 15	PAC Meeting (on Microsoft Office Teams)	6:30 pm
Monday, February 21	Louis Riel Day	NO SCHOOL

MARCH

Friday, March 4	Report card prep	NO CLASSES
Monday, March 7	* Kindergarten Registration starts	8:00 am
	* In person OR by email *to be determined*	
Tuesday, March 8	PAC Meeting (on Microsoft Office Teams)	6:30 pm
Thursday, March 17	* Student Led Conferences	Evening only
Friday, March 18	* Student Led Conferences - morning	NO CLASSES
	* on Microsoft Office Teams *TBD	
Friday, March 18	PD for Staff - afternoon	NO CLASSES
Friday, March 25	Last day of classes before Spring Break - Regular Dismissal Time	

ÉSHS Dates to Remember 2021-2022

SPRING BREAK	Monday, March 28 – Friday, April 1	
APRIL		
Monday, April 4	School Re Opens	Day 6
Friday, April 15	Good Friday	NO SCHOOL
Tuesday, April 19	PAC Meeting (on Microsoft Office Teams)	6:30 PM
Monday, April 25	School Planning Day	NO CLASSES
MAY		
Thursday, May 12	Kindergarten 22-23 Stay & Play - Tentative	4:30 - 5:30 pm
Tuesday, May 17	PAC Meeting (on Microsoft Office Teams)	6:30 PM
Monday, May 23	Victoria Day	NO SCHOOL
JUNE		
Tuesday, June 14	PAC Meeting (on Microsoft Office Teams) Tentative	6:30 PM
Wednesday, June 22	Grade 5 Farewell Assembly - Tentative	
Thursday, June 30	Report Cards Open on Parent Portal	By end of day
Thursday, June 30	Year End Assembly - Tentative	9:30 AM
Thursday, June 30	Last Day of School - 2:30pm Dismissal	
	(1 Hour Early)	

SUMMER BREAK!!

ALLERGY ALERT

École Springfield Heights School in a **NUT FREE** School, which includes all tree nuts.

Please be advised that our school has students who have severe allergic reactions to nut products.

- **Nutella does contain Hazel nuts.
- **It should not be sent to school.

Thank you for helping to protect those students with allergies by not sending food that contain nuts to school. Look for the Nut free symbol on products you purchase and send to school.







If you have a concern...

Your child's school will always try to make the learning experience a positive, safe and happy one for its students. However, if you have a concern or an issue, please don't hesitate to let the school know. Open communication between home and school is very important.

The RETSD Board of Trustees stresses the steps shown below must be followed if concerns are to be properly addressed. The trustees' role is to hear all sides of the concern before making a decision on any appeal, to be the link between parents and the division, and to help with divisional processes and policies (such as this concern protocol). They realize that there is no greater advocate for your child than you, the parent.

Here are the steps to follow if you have a concern:

Talk to the person most directly involved—your child's teacher. If you must leave a message, please be sure to provide a day and evening phone number where you can be reached.

If talking to the teacher doesn't resolve the issue, talk to the principal.

(The majority of parental concerns are resolved at either of the first two steps)

If you've talked to the principal and, over a period of time the issue still has not been resolved, call the superintendents department.

If your concern is not resolved by the superintendents department, you can make an appeal in writing to the board of trustees.

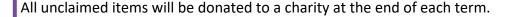
The board of trustees will hear your appeal either in person or in writing, whichever you prefer.

For more information, visit: www.retsd.mb.ca > Your RETSD > Policies > Policy KE—Concern Protocol; Policy KE-R—Concerns and Complaints Procedures

Lost and Found

There are a large number items in the lost and found bin.

Please remind your children to check the lost and found for their missing items.





School Bus Cancellation

Beginning this winter, school divisions in metro Winnipeg will be using the temperature at The Forks as the indicator of severe weather. Previously, metro divisions checked the temperature at the Winnipeg Airport.

The general rule is that if the wind chill is -45 C or colder at The Forks (as posted by Environment Canada at about 6:10am), all Winnipeg school divisions cancel buses for the whole day but schools usually remain open.

If buses are cancelled, an alert will be posted on the RETSD division website home page. Major radio stations and local television will also announce busing cancellations.

Cold weather also impacts school patrols. If the wind chill is between -27C and -34C, a patrol's time at their post is not to exceed 10 minutes. If the wind chill is between -35C and -40C, patrols will only be at their posts for five minutes, and posts more than a five-minute walk from the school will not be patrolled.

There will be no patrols on their posts when the wind chill is -40C or colder.

The decision to keep students indoors at recess is at the discretion of the principal when the wind chill is -27C or colder.

Medical Concerns

To ensure the safety of students who require medication during school hours, RETSD has established medically approved policies, procedures and guidelines. School personnel will administer medication, but only under strict guidelines and only when it is deemed essential to enable a student to attend school.

Before school personnel will administer any medication, parents/guardians are required to contact the school and complete all necessary forms and procedures.

For further information please contact Mrs. Ziprick.



Booster Seats

The provincial law requires children to remain in booster seats until they are at least 145 cm (4' 9") AND 36 kg (80 lb.) OR nine years old.

Given that schools will have students (possibly up to Grade 3) who do not meet the above criteria, it will not be possible for schools to transport these students in private vehicles (unless the vehicle belongs to the parent/guardian of the child being transported). This is inclusive of field trips and transporting individual or small groups of students to various functions/events. If you have any questions on this matter, please contact your school principal.

Safety First — Student Drop off and Pick up Guidelines

We continue to review practices and procedures to ensure the safety of students, staff and visitors at Springfield Heights. Safety procedures are as follows:

- 1. Please make sure that students do not arrive at school before 8:45 am. Supervision starts at this time.
- 2. Parents can stop, drop off, and pick up students on Sharron Bay or the North Kildonan Community Club Parking Lot. However, do not park on Sharron Bay directly in front of the school. Students must use a crosswalk when exiting the front of the school or meeting waiting parents on Sharron Bay. A reminder that Parents are asked to pick up or drop off students outside of the no stopping signs on Sharron Bay or on Mark Pearce Avenue or Kingsford Avenue.
- 3. All parents/guardians arriving to school to pick up their child(ren) at the end of the school day are asked to wait outside their child(ren) exit door. This is to prevent disruptions to classes still in session and ensure that strangers are not given access to students.
- 4. When children leave school early for appointments, etc. the parent or guardian is required to sign a form at the office with the child's name, date, parent name (printed). If parents are not known by front office staff, identification will be requested.
- 5. At dismissal time, Kindergarten Grade 5 will exit their rear designated doors.

Thank you for your cooperation and understanding. We appreciate your support in helping keep all students safe!

River East Transcona School Division Policies

Life-Threating Allergies

Many Springfield Heights students have extreme allergies to different foods, in particular nuts and any nut product, oil or flour. The allergies range from mild to life threatening. Some children may have a reaction if an item is even in their proximity.

As a nut-safe school, please do not send nuts or food containing nuts to school at any time.

Anaphylaxis Policy

The division recognizes that some students attending schools may require the administration of medication in response to an acute allergic reaction. Therefore for the safety of students, staff, and parents/guardians, —Anaphylaxis Procedures and —Anaphylaxis Avoidance Strategies must be followed within the division.

The complete policy is available on the website at: www.retsd.mb.ca/site/about/policylj/JLCG-R1 and JLCG-R2. You may also get a copy at the office.

Drug and Alcohol Policy

As you may be aware, the Division has a policy on drug and alcohol use. The complete policy is available on the web at: http://www.retsd.mb.ca/site/about/policy/j/JICH.pdf. The policy has been adopted in the interest of the health, safety, social and emotional well-being of all students. The policy outlines 3 key areas: prevention, intervention and consequences. Families are encouraged to become familiar with this policy and contact the school with any questions or concerns.

Search Policy

In addition, the Division has a policy guiding actions in the event a student and/or his/her possessions require searching. The complete policy is available at www.retsd.mb.ca/site/about/policy/j/JIH-R.pdf.

Families are encouraged to become familiar with these policies and contact the school with any questions or concerns.

THANK YOU for helping us provide a safe environment for all our students.

RETSD's Code of Conduct revised

RETSD's Code of Conduct is central to the division's commitment to fostering safe, caring and inclusive schools. Originally created in 2008, the code was recently revised to more closely align it with the new Code of Conduct produced by Manitoba Education and Advanced Learning. The main changes include a revised definition of bullying and the addition of new technology terms.

The new Code of Conduct will be distributed to all students this fall, either in printed form or as an entry in their student agenda. The code can also be found on the division website at http://www.retsd.mb.ca/Lists/Publications/code conduct.pdf