

**ÉCOLE SPRINGFIELD HEIGHTS SCHOOL  
PARENT/GUARDIAN INFORMATION HANDBOOK**

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***Parents, Students, Teachers Working Together  
Toward Academic Excellence***



**MISSION STATEMENT**

***École Springfield Heights, a dual-language elementary school, is dedicated to fostering and celebrating the potential of the whole child, in a safe, diverse and respectful community of lifelong learners.***

***Together we are École Springfield Heights School.***

# INTRODUCTION

## **Appropriate Educational Programming**

The River East Transcona School Division is committed to the development of a foundation of educational best practices, supported by current research on learning and behaving.

The division supports Manitoba Education's, commitment to fostering inclusion for all people. Students with and without special needs should experience school as similarly as possible.

*Inclusion is a way of thinking and acting that allows every individual to feel accepted, valued and safe. An inclusive community consciously evolves to meet the changing needs of its members. Through recognition and support, an inclusive community provides meaningful involvement and equal access to the benefits of citizenship.*

*In Manitoba we embrace inclusion as a means of enhancing the well being of every member of the community. By working together, we strengthen our capacity to provide the foundation for a richer future for all of us. (Manitoba Education, Citizenship and Youth, Philosophy of Inclusion, 2001).*

### ***The River East Transcona School Division adopts the core values and beliefs expressed by Manitoba Education:***

- All students can learn, in different ways and at different rates.
- All students have individual abilities and needs.
- All students want to feel they belong and are valued.
- All students have the right to benefit from their education.
- All students come from diverse backgrounds and want their differences to be respected.
- Students learn in different places and locations.
- All students have the right to appropriate educational programming.
- The provincial curriculum should be the starting point for educational programming.
- Parents and students must be involved in the individual education planning process.
- The Individual Education Plan (IEP) is the basis for decision-making for students with exceptional learning needs.
- The number of individuals involved in a student's planning will increase as the complexity of the needs increase. *(MECY, Standards for Student Services, 2006)*

In the River East Transcona School Division student needs are addressed through a continuum of supports and services. A range of personnel, programming, and placement options is available to address the diverse needs of students.

## **Respect for Human Diversity** *RETS Policy ACF*

The River East Transcona School Division recognizes that the underlying principle of Human rights is the recognition of the individual worth and dignity of every person. Furthermore, the school division believes in and adheres to the principles and beliefs enshrined in the Manitoba Human Rights Code.

All members of the River East Transcona School Division community have the right to learn and work in a safe and inclusive school environment that respects human diversity in all its forms encompassed in the Manitoba Human Rights Code to support an inclusive school environment that respects human diversity, the division will provide opportunities for training and professional development that increases the capacity of staff to teach and support pupils on issues regarding all aspects of human diversity. Furthermore, the school division will accommodate pupils who wish to establish and lead groups or activities that promote respect for human diversity and a positive school environment that is inclusive and accepting of all pupils.

## School Mascot

The ÉSHS mascot is a dolphin named *Skipper*, an intelligent, friendly and cooperative animal, who reflects the qualities we appreciate in our students. Skipper's image appears on many school publications and newsletters.

## School Priorities for 2021- 2022

1. To Maintain a Respectful, Safe and Inclusive School Culture for Students and Staff
2. To Strengthen Reading and Writing Achievement and the Understanding of the Aboriginal Perspective
3. To Strengthen Mathematics Achievement

## Trustees and CEO/Superintendent of Education

The River East Transcona School Division's (RETS) Administration Building is located at 589 Roch Street, Wpg, MB, R2K 2P7, Telephone 204-667-7130, Fax 204-661-5618.

### Trustees are:

**Ward 1** Colleen Carswell  
Jerry Sodomlak - (chair)

**Ward 2** Rod Giesbrecht  
John Toews

**Ward 3** Brianne Goertzen  
Keith Morrison – (vice-chair)

**Ward 4** Peter Kotyk  
Susan Olynik

**Ward 5** Michael West

**CEO/Superintendent – Mr. Kelly Barkman**

## SCHOOL ORGANIZATION AND ADMINISTRATION

### Appointments, Pick-ups and Visitors

All visitors are asked to report to the office during school hours. Notes are requested to explain a child's absence from school unless the school has been notified ahead of time.

### Before and After School Care

*Skipper's Scholars*, a before and after school program, provides daily care for ÉSHS students between the hours of 7:00 and 9:00 a.m. and 3:30 and 6:00 p.m. For information on options of care, program fees and registration, call *Skipper's Scholars* at 204-396-4203.

### Bus Evacuation

Each year, in early fall and late spring, the River East Transcona Transportation Department carries out bus evacuation drills. Patrols, along with a school bus driver, explain safety procedures and show students how to evacuate a bus in an emergency.

### Child Custody Form

If there is a court order that limits the rights of one parent regarding custody or visitations, the original order will be submitted to the office so that a copy can be made for reference. Unless this is done, access to either parent cannot be denied.

## Cold Weather Guidelines for Schools

Sometimes, severe weather requires us to make changes to busing, outdoor recess, and safety patrolling to keep your children safe.

### Busing:

When the temperature is  $-35^{\circ}\text{C}$  and/or wind chill is  $-45^{\circ}\text{C}$  or colder at The Forks, metro Winnipeg school divisions (RETSD included) cancel buses for the entire day – but schools usually remain open.

We will post a cancellation alert on the RETSD website homepage if buses are cancelled and alert the media. If we have not posted a cancellation alert by 6:45a.m., buses are running.

### Indoor Recess:

When the temperature or wind chill is between  $-25^{\circ}\text{C}$  and  $-27^{\circ}\text{C}$ , a shortened recess period may be warranted. When it is below  $-27^{\circ}\text{C}$ , recess is usually moved indoors. This is at the discretion of the principal.

### School Patrols:

When the temperature or wind chill is between  $-27^{\circ}\text{C}$  and  $-34^{\circ}\text{C}$ , patrols will remain on post for 10 minutes. When it is  $-25^{\circ}\text{C}$  to  $-39^{\circ}\text{C}$ , patrols will remain on post for 5 minutes. When it is  $-40^{\circ}\text{C}$  and below, no patrols will be on duty.

### School Closures:

Schools very rarely close due to winter weather.

### Winter Clothing:

Please ensure that your child comes dressed appropriately for the weather each day. When the temperature or wind chill is between  $27^{\circ}\text{C}$  and  $-34^{\circ}\text{C}$ , warm winter clothing is essential, and facial protection is recommended. When it is below  $-34^{\circ}\text{C}$ , facial protection is essential, and it's recommended that children avoid going outdoors unaccompanied – skin will freeze in less than 10 minutes.

## Drop Off and Pick-Up

The school parking lot is reserved for staff use only. Visitors may park on Kingsford or Mark Pearce Avenues.

Parents/guardians are requested NOT to drop-off or pick-up child(ren) in the parking lot or directly in front of the school as it is unsafe. Parents may drop-off or pick-up child(ren) in designated areas.

## Emergency Closing

Procedure with Respect to Emergency School Closing and/or Cancellation of Transportation During Severe Weather Conditions.

In the event that it is necessary to close schools and/or cancel transportation because of severe weather conditions, the following procedure will be followed:

1. The decision to close schools and/or cancel transportation will be made by the Superintendent in consultation with the Director of Transportation.
2. The decision will be communicated to the media and will be placed on our divisional website:
  - **CBC AM 990 & FM 98.3 CFWM FM 99.9 BOB FM**      **CKMM FM Hot 103.1 CITI FM 92.1**
  - **CJOB AM 680 CHIQ FM Groove 94.3**      **CJKR FM Power 97 CKY FM 102.3 Clear FM**
  - **CKMM FM Hot 103.1 CITI FM 92.1**      **CFRW AM 1290 QX104 FM 104.1**
  - **CKSB (French) FM 90.5 CTV (CKY TV)**
3. Everyone is asked to listen to the media for announcements regarding school closing and/or cancellation of transportation.
4. If it is necessary to close schools or bus students home **early** during the school day because of severe weather conditions, schools will be contacted by phone by the Superintendents Department.
5. In the event that transportation is cancelled in the morning, this cancellation will apply for the whole day.

## Fire Drills / Lockdown Drills / Hold and Secure Drills

Fire department regulations state that all schools must hold 10 fire drills per school year. These drills are taken very seriously and all students are trained to exit the school as though there was an emergency. The River East Transcona School Division requires that all schools practice two lockdown drills per year and one hold and secure drill.

### In the event that it is unsafe to re-enter the school, students and staff will be evacuated to:

North Kildonan Community Club  
1144 Kingsford Place  
Phone: 204-663-5028

Alternate site: Princess Margaret School  
367 Hawthorne Avenue  
Phone: 204-663-5073

## Fundraising

ÉSHS school follows the fundraising guidelines set out in RETSD policy. Door-to-door selling is not allowed. The funds are used by the school to purchase equipment and supplies or to defer the cost of specific field trips or special activities to enrich school programs. Every effort is made to keep these requests for funds reasonable. The ÉSHS Parent Advisory Councils also support our programs with fund raising activities.

## Late Slips

Students who arrive late to school are required to report to the office for a late slip before going to class.

## Lost and Found

All supplies, equipment and clothing are requested to be labelled with a child's name. **Students are requested not to bring toys and valuables to school.** The school cannot be responsible for personal items that are lost or damaged. There is a lost and found box in the front hallway. Please encourage your children to check the box periodically to retrieve lost articles. During student led conferences, lost and found articles will be displayed on tables in the hallway near the front lobby. At the end of each reporting period, all unclaimed items will be donated to a charitable organization.

## Milk Program

The option to purchase milk to accompany a child's lunch is available. Milk cards and tickets are available for purchase in the school office from October to May.

## Newsletters

Throughout the school year, our newsletter, *The Springfield Splash*, is sent home to keep parents/guardians informed of student learning, activities and upcoming events.

## Open House

Each September we host an Open House for Parent(s)/ Guardian(s) so that they may be introduced to staff and visit their child's classroom. This evening is designed to give an overview of the classroom program as well as to provide an opportunity for questions regarding school topics.

## Parent Advisory Councils

ÉSHS encourages parental involvement in education. The ÉSHS Parent Councils' role is advisory only. The Councils' operation and composition are governed democratically, and executive officers are elected annually in the spring. Monthly meetings are held in the school library.

The Council is a volunteer organization dedicated to:

1. increasing the educational opportunities for our students
2. improving the relationship and communication between parents and school personnel.

## Report Cards and Parent Teacher Conferences

Teachers are continually assessing and evaluating the progress of their students. Assessments and evaluations are based on observations, conversations and products. The progress will be formally reported to parents/guardians in November/December, March and June by report card posted on the Parent Portal. Student Led Conferences are scheduled to coincide with the November/December and March reporting periods. Parents/guardians are invited to contact their child's teacher at any time during the school year regarding any questions or concerns they may have. Two-way communication between home and school is essential.

## Safe Arrival Procedures

This procedure is designed to ensure child safety. If a child is going to be absent or late arriving to school, the school should be notified in advance (prior to 9:00 a.m.) by **calling the school at 663-5078 and leaving a message on the answering machine**. If the school has not received prior notification of a child's absence, parents/guardians will be contacted as soon as possible. Students are not to arrive before 8:30am each morning and bussed students will not exit from any bus until 8:30am to ensure that our supervisory staff are in place **ÉSHS Supervisory Staff begin at 8:30am each morning and are on duty after school for 10 minutes after the dismissal bell**.

## School Calendar

A yearly calendar of school events is published at the beginning of each school year. Important dates are also highlighted in our school newsletters and on our school website.

## School Hours

School operates on a six-day cycle as follows:

<b>a.m. entry bell</b> .....	<b>8:55 a.m.</b>
morning announcements .....	9:03 a.m.
a.m. recess.....	10:20 - 10:35 a.m.
lunch.....	11:45 a.m. - 12:15 p.m.
lunch recess.....	12:15 - 12:45 p.m.
<b>p.m. entry bell</b> .....	<b>12:45 p.m.</b>
p.m. recess .....	1:55 - 2:10 p.m.
<b>p.m. dismissal</b> .....	<b>3:30 p.m.</b>

**Please note:** With the exception of the front doors, all doors are locked during school hours.

## School Pictures

Pictures of all students and staff are taken early in the school year. Purchase of these packages is optional.

## Smoke-Free Environment

Since January 2007, all R.E.T.S.D. buildings, vehicles and grounds are smoke free.

## Students Staying After School

If a student is to remain at school after normal school hours to participate in extra-curricular activities or to receive extra assistance, parents/guardians will be notified.

## Update of Information for Our Records

Parents/Guardians are requested to keep the school up to date by informing us of any changes to their email address, cell phone number, business, home, sitter or emergency phone numbers and/or addresses.

## User Pay Lunch Program

ÉSHS has a User Pay Lunch Program. The program provides a safe, supervised environment during the lunch period on a not-for-profit basis, within the guidelines of both the River East Transcona School Division and ÉSHS.

Students are not allowed to leave school property unless accompanied by parent(s) or guardian(s). Supervision is provided to ensure safety for students who remain at school for lunch.

## Volunteers

The school welcomes the support and help of volunteers. Many programs and teachers solicit the help of volunteers individually. Often, as a school, we request assistance for some school-wide programs. The programs may vary and reflect both teacher's needs and school goals. New volunteers will complete an orientation booklet provided by the school at the beginning of the year. All volunteers will be required to apply for a Child Abuse Registry Check and complete a divisional Confidentiality Pledge with Administration. (please contact the school office for details).

## INSTRUCTIONAL PROGRAMS

### English Program

ÉSHS offers the English language curriculum from Kindergarten to grade five.

The English language program is enhanced through a wide variety of extra-curricular experiences such as field trips, assemblies, guest speakers, and cross-grade sharing opportunities.

Our programming includes:

- Language Arts
- Science
- Mathematics
- Social Studies
- French: Communication and Culture (Gr.4-5)
- Music
- Art
- Physical Education and Health Education

**Note:** Permission forms are required to participate in the Potentially Sensitive Outcomes of the Health Curriculum.

### 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 per cent 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 per cent). They also have extracurricular events and cultural excursions to support their learning.

## French: Communication and Culture

The French courses aim to provide all students in Manitoba with quality French instruction which enables them to communicate in the French language and to appreciate francophone cultures.

The goals of the courses are to give students the opportunity to:

- Acquire the necessary language skills to communicate in French
- Value the learning of French as a tool for personal, intellectual, and social growth
- Demonstrate an appreciation of the Francophone cultures
- Further develop intercultural communication skills that are essential to all global citizens

## Home Reading Program

Children and parents alike are encouraged to participate fully in the Home Reading Program. Books from the classroom library and the school library are available to be taken home on a regular basis. It is widely recognized that children benefit when literacy related activities are a regular part of family routines.

## Kindergarten Information

Registration begins on the first Monday in March for the following school year. Students must be 5 years of age on or before December 31<sup>st</sup> of the year in which they register. When registering parents are requested to bring:

Schools **must** request proof of residency when processing a student's registration new to the school division – please note that **two** of these are required:

- Driver's License
- Manitoba Health Card (as a reminder we can use this to verify residency however no copy can be retained)
- Tenancy agreement (duly signed)
- Offer to purchase documents (completed with signatures)
- Utility bill (name and corresponding address)

Following registration, parents of Kindergarten students will be contacted by letter during the summer.









## Library

### Library Learning Commons:

Our Library Learning Commons is a place where everyone is a learner, and everyone is a teacher. Staff and students can participate in collaborative learning through inquiry projects and problem-based learning.

**Library Classes:** The student borrowing period for all books and magazines is a six-day cycle. During scheduled library classes students can borrow up to 3 books. If students do not return their books on the due date, they are not allowed to sign out another book. If a student has only returned one book, then they will be allowed to borrow one book. No student should have more than 3 books signed out at one time.

In dealing with overdue materials, the library asks that teachers have students write reminders in their agenda to return material as soon as possible. If the overdue material is not returned in a reasonable period of time, a letter will be sent home to the parent or guardian.

SHS LIBRARY EXPECTATIONS		
BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
 Hands and feet to yourself	 Look after the library and materials	 Use kind and polite words
 Walk	 Carry books to classroom	 Listen
	 Follow adult instructions	 Use a level 2 voice

## Music Education

From Kindergarten to grade 3, music provides multi-activity songs and singing games to establish a beat, develop motor skills, explore dramatic play, experience instrument playing individually and in an ensemble.

The grade 4-5 program provides a wider variety of music playing opportunities combining recorder playing, singing, movement, listening and Orff instruments in meaningful class projects and performances. Students participate in many



experiences throughout the year to help them develop an appreciation of music making. Students have opportunities to perform in class and choir groupings, participate in music festivals, receive guest artists in the school and attend performances outside of school.

## Physical Education

- Physical Education at ÉSHS uses many activities to develop a physically active & healthy lifestyle for all students.
- An outdoor and gymnasium based program is offered. Students should dress appropriately to participate indoors or outdoors. This depends on the weather for outdoor classes.
- Grades 3-5 students are expected to wear a suitable T-shirt or sweatshirt with shorts or sweatpants and non-marking gym shoes.
- Parents are requested to send a note if their child is unable to participate in Physical Education classes.
- Students are strongly encouraged to participate in the intramural program. As well, the school participates in many of the Divisional sports activities each year.

## STUDENTS

### Assemblies












ÉSHS may have assemblies to celebrate learning and special occasions. Parents/guardians may attend these assemblies.

### Behaviour Expectations at Springfield Heights

In accordance with divisional priority #3 Safe and Caring schools, staff will use the *Positive Behaviour Interventions and Supports framework*, along with a continuum of supports and services to address the unique academic and behavioural needs of all students.

ÉSHS has developed school-wide expectations, matrices, and lesson plans for all of our common learning areas (playground/recess, library, entry, and hallways). Teachers are expected to purposefully teach and practice these expected behaviours with their classrooms at the beginning of each school year, after each school break, and when our data indicates we need to 'blitz' certain areas or behaviours.

ÉSHS focuses on the following three areas as outlined in the ÉSHS General Expectations Matrix – Be Safe, Be Responsible, Be Respectful.

SHS GENERAL EXPECTATIONS		
BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
 Hands and feet to yourself	 Make good choices	 Use kind and polite words
 Stay with your group in your area	 Do your job and let others do theirs	 Listen
 Walk	 Follow adult instructions	 Use a level 2 voice
	 Be prepared and on time	 Take care of people, places and things

### Bicycles, Rollerblades and Skateboards

Students are permitted to ride bicycles to school. Bicycles must be securely locked in the racks provided in front of the school. Owners assume all responsibility relating to theft or damage. Helmets are required as indicated in provincial law. Students are not allowed to come to school on **roller blades, skateboards, or scooters**. Shoes with wheels built into them **are not permitted** in school.

The RETSD Code of Conduct is consistent with the Safe Schools Charter of Manitoba. We share a responsibility to work together to provide a school environment where all students feel safe and respected, allowing all students to reach their full potential.

# Patrols

## The Public Schools Act and School Patrols

The school patrols have been in operation for over 50 years. According to Section 48 of The Public Schools Act, a school board may establish, operate, maintain and regulate a system of patrols for the protection of children from traffic accidents.

The River East Transcona School Division Board of Trustees has determined that each school is responsible to: establish, operate, maintain and regulate a system for the better protection of children from traffic accidents by the use of patrols; select as patrols boys and girls attending the school who volunteer for the purpose, and instruct, direct and control those so selected for, in and about the performance of their services as patrols.

### Members of the school patrol team are responsible for:

- controlling, directing, and instructing students in crossing the streets and highways at or near the school.
- earning the respect of the children they are crossing (patrols must act with self-discipline).
- representing the school and acting appropriately on their post.
- assisting teachers, parents and police in instructing school children about safe practices on streets and highways at all times and places.

## Bus Patrols

Bus patrols are the school bus driver’s helper. Their job is to keep students safe while they are riding the bus and while they are getting on and off the bus. They also make sure the students behave, so the driver can concentrate on driving.

Students should always wear a patrol vest while they are on duty so students will know they are there to help them.

## Kindergarten Patrols

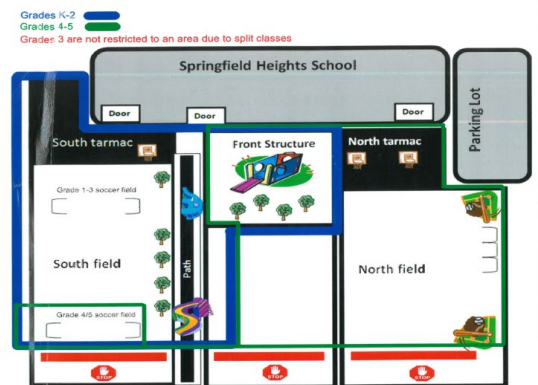
Patrols also supervise the Kindergarten entrance area the front of the school. In addition, patrols provide assistance on school buses. Please emphasize to your children the importance of their cooperation with all patrols. Grade 4 and 5 students who are selected for the Safety Patrol Team are instructed and directed about the performance of their duties as patrols.

## Safety Patrols

Children attending ÉSHS are crossed by Safety Patrols at busy corners at the following times: 8:40 a.m., 11:45 a.m., 12:35 p.m. and 3:30 p.m. Each patrol will be at their post for 10 minutes.

## Recess, Bus & Playground Supervision

All students are expected to go outside for recess. Recess times are 10:20 to 10:35 a.m., lunch 12:15 to 12:45 p.m. and 1:55 to 2:10 p.m.



### At recess, students, with adult support, are expected to:

- Follow the recess matrix.
- Use the solution wheel to solve conflicts.
- Ask an adult on the playground for help to solve conflicts when they happen.

SHS RECESS MATRIX		
BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
<p>Hands and feet to self</p> <p>Use equipment &amp; structure appropriately</p> <p>Stay in designated area</p> <p>Dress for the weather</p>	<p>Come in when the bell rings</p> <p>Put equipment away</p> <p>To solve problems: talk to each other</p> <p>use the solution wheel</p> <p>talk to a peer mediator</p> <p>talk to an adult supervisor</p>	<p>Use kind and polite words</p> <p>Listen to adults</p> <p>Play fair &amp; show good sportsmanship</p>

## **School Attire**

### ***Student dress code as per RETSD 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.

Parents and students are responsible for appropriate student attire.

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, this means that the following items are not acceptable: skimpy clothing, beach wear, bare mid-riffs/open back tops, “short shorts”, any clothing with inappropriate messages and any items depicting offensive language or messages that are deemed unacceptable. Under garments should not be visible. Footwear (with non-marking soles) must be worn at all times. 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, as clearly outlined, above.**

Good judgement should be used by students and parents in selecting appropriate attire for changing weather conditions, keeping in mind that outdoor recess is an important activity.

***Upon entering the school, headgear (i.e.) hats, bandanas, toques, etc.) should be removed.***

## **Student Leadership Teams**

ÉSHS recognizes the value of student leadership and provides programs, which promote social responsibility and citizenship. Some examples of Leadership Teams are: Safety Patrols, Conflict Mediators, Milk Monitors and Lunch Monitors. Activities are planned throughout the school year to reward Leadership Team members.

## **EDUCATIONAL SERVICES**

### **Reading Recovery**

Reading Recovery is an early short-term intervention program for six year old children who are “at risk” in beginning reading and writing. Reading Recovery students participate in an intensive, daily, 30-minute lesson with a trained Reading Recovery teacher at our school.

### **Tier Two Student Support Services Team**

Resource teachers and a Guidance Counsellor are available to provide assistance to students who have learning and behaving needs not being met by regular programming. The resource teachers and counsellor consult and plan with and for teachers and EA’s.

### **Vision and Hearing Screening**

As required by the River East Transcona School Division, all students are screened for vision and hearing. Hearing is checked in Kindergarten and in grade 1. Vision is checked in Kindergarten and in grades 3 and 5. Where necessary, reports are provided to parents and recommendations are made for further testing by specialists.

## **TRANSPORTATION**

### **Bus Cancellations**

If buses are cancelled, an alert will appear at the top of the home page of the RETSD website. If, by 6:45 a.m., we have not announced or posted a cancellation alert, buses are running.

If transportation is cancelled in the morning, this cancellation will apply for the whole day.

The general rule is if the actual temperature at The Forks (as posted by Environment Canada at about 6:10 a.m.) reaches or exceeds -35°C or the wind chill reaches or exceeds -45°C, we cancel buses for the whole day but schools usually remain open. All metro Winnipeg school divisions follow one system, based on this rule.

Major radio stations and local television stations will also announce busing cancellations (they usually broadcast cancellations about every 15 minutes, refer to Page 3 – Emergency Closing).

### **General Information**

Parent(s) and guardian(s) who qualify for bus transportation must apply to have their children bused to school. Applications are available in the school office or online.

The Transportation Department makes all decisions relating to transportation. Any questions should be addressed to the Transportation Department of the River East Transcona School Division at 204-669-0202.

## **HEALTH SERVICES**

### **Injury and Illness**

If a child is ill or injured at school, staff will call parents/guardians or emergency contact. First aid will be administered as required. If we are unable to reach parents/guardians and the illness or injury is serious, a staff member will accompany the child to the hospital by ambulance.

### **Public Health**

ÉSHS staff have access to the service of a public health nurse for consultation on an as needed basis.

### **Student Medication (from Administrating Medication to Students pamphlet – RETSD)**

To ensure the safety of students who require medication during school hours, River East Transcona School Division has established medically approved policies, procedures and guidelines. (Administration of prescribed medication procedures Policy JLCD-R)

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

The understanding and co-operation of parents/guardians is important to effectively ensure the safety of all students.

The school is not responsible for the safe-keeping of medication that is not administered by school personnel.

For the safety of your child, it is important that all information is current. Please make sure you contact school personnel with any changes, such as telephone numbers and medical information.

*Revised June 2021*