

VICTORIA SCHOOL STUDENT HANDBOOK

vic.gssd.ca

<u>Motto:</u>	“Students Come First”
<u>Mission:</u>	Igniting a passion for learning through connections and opportunities for all in a safe and caring environment.
<u>Vision:</u>	The Future Starts Here
<u>Values:</u>	Belonging, Responsibility, Respect, Learning and Nurturing

2025 - 2026

Victoria School
Mrs. Kendra Simon, Principal

Box 609
512 West Avenue
Kamsack, SK S0A 1S0

Phone Number 542-2546
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Email vic@gssd.ca

Welcome to Victoria School

Victoria School is a Pre-Kindergarten to Grade 4 School with an enrolment of approximately 190 students.

We have a staff of 11 full-time and 1 part-time teacher. Our support staff consists of an Administrative Assistant, Library Technician, 2 Caretakers, 7.5 Educational Assistants, a Nutrition Worker, and an Indigenous Community Worker.

Victoria School has a Student Support Teacher and a Classroom Complexity Teacher who support diverse learning needs throughout our school. We are pleased to have access to several Professional Service Providers including: an Educational Psychologist, Occupational Therapist, Speech-Language Pathologist and School Counsellor who work within our building on a regular basis. These additional supports work with staff and students to support the needs of our diverse group of learners.

Our school is well equipped, featuring a resource center, student support room, kitchen, sensory room, play based classroom, and gymnasium.

Our aim is to provide our students with a safe, positive environment in which to grow and learn. We encourage parents, guardians, and the community to work closely with us to ensure the best possible learning opportunities for our students. If at any time you have questions or concerns you wish to discuss, please feel free to call the school.

We look forward to working with you and your children in the 2025- 2026 school year at Victoria School.

Victoria School Expectations

- 1) Students who eat lunch in school must have written permission or a phone call to leave the school grounds at noon. No student is allowed to leave the grounds at recess without permission from a teacher.
- 2) Students should wear appropriate clothing for weather conditions. Students are required to have 2 pairs of shoes at school, one pair for outside wear and one pair for appropriate gym use.
- 3) All students will go outdoors at recess and noon. Students may only remain inside if their teacher has received a note from the parents stating why the child is to remain indoors.
Note: In accordance with our weather policy, in cases of extreme weather conditions students will remain inside.

Early Dismissal

With the support of our School Community Council, Victoria School will hold early dismissals to provide professional development for staff. Pick up on the following days is 1:30 p.m.

Thursday, September 18th
Thursday, October 23rd
Thursday, November 20th

Thursday, January 22nd
Thursday, March 26th
Thursday, April 23rd

Friday, May 14th
Thursday, June 11th

Bell Schedule

8:40 - Outside supervision (children may not arrive before 8:30)
8:50 - Students assemble in classrooms
8:55 - Period 1 begins
10:40–10:55 - Morning Recess
12:05 - **NOON**
12:45 - Students assemble in classrooms
12:45 - Period 7 begins
1:55-2:10 - Afternoon Recess
3:10 - **Kindergarten** Dismissal
3:15 - Grade 1 and 2 Dismissal/Bus Bell
3:20 - Grade 3 and 4 Dismissal

Communicating School Information

Edsby – informing parents of what is happening at school.

Assemblies

Emergency Messages – CJGX 940 and 94.1 CRUZ FM (in case of school closure, bus cancellations)

SchoolMessenger (automated phone call & text from school or GSSD office, etc.)

Facebook: Victoria Elementary School

Website: vic.gssd.ca

Student Lunch Services (12:05 – 12:45)

We promote a **nut free school**. Please avoid sending foods with nuts, peanuts or peanut butter, food high in sugar, and high sugar drinks like pop/soda.

Students living in town should go home for lunch or make alternate arrangements.

All students are welcome to stay for hot meal days.

Chocolate Milk is available for purchase for \$1.00

Hot lunch program is provided by Victoria School on Tuesday, Wednesday, and Friday for \$5.00

Money is collected by 9:30am that morning upon order – NO late payments accepted.

Microwaves are not available to warm up food.

Student Fees

Student fees will be used to help cover the costs of essential student supplies, field trips, and special events we have in the school. These are due in September. Please contact the office to make alternate arrangements. We accept cash, cheque, School Cash Online payments, and e-transfer to vicschool@gssd.ca.

Kindergarten fees - \$25.00 per student

Grades 1 – 4 - \$30.00 per student

Student Supplies

Supplies needed are a labelled water bottle, indoor shoes, headphones, and an extra set of clothes labelled in a Ziploc bag. Essential school supplies will be supplied from the school. If extra supplies are needed, the classroom teacher will let you know in September.

Attendance

Students are expected to attend school regularly and punctually. When a student is absent or late the parent or guardian is requested to send a note or call the school detailing the reason for the absence or late arrival. Attendance will be one of our school goals this year.

Telephone Calls

Messages for students and staff can be left with the administrative assistant. Whenever possible, returned calls will be made during breaks rather than class time. Students are allowed to use the office telephone if we believe it is necessary.

Cell Phone Policy

Students are not allowed to bring cell phones to school. If a phone is sent for emergency purposes, it must remain in the office until the end of the day.

Alternate Plans

Please notify the school if your child is to go to an alternate place after school or is not going on their regular bus run. **If there is no note or phone call your child will be sent to their regular residence.**

Accidents

Students should report injuries to staff on supervision and/or the office. If the injury is serious or medical treatment is required parents will be contacted. Accidents requiring medical attention are reported to the Division Office. Applicable insurance forms will be sent to the parents by the principal or administrative assistant.

Accident Insurance

Student accident insurance may be obtained either through the accident insurance endorsed by Good Spirit School Division or through a private insurance plan. School insurance is made available to all students at the beginning of each school year.

Bikes

Students who ride bicycles to school are to enter and exit through the playground around the parking lot. Students will park their bikes in the bike racks and should use locks to secure them. Students must walk their bikes across crosswalks or when using the sidewalk. The bus loading zone and parking lot is off limits to bikes.

Drop-off and Loading Zones

Parents who drive their children to school may drop them off in front of the school after 8:35 am. There is no supervision of students until 8:40 am. **Please do not pick up or drop off students in the bus zone.**

Students are welcome to come at 8:30 a.m. when Morning Program is running. The Morning Program schedule will be posted on Edsby.

Locked Doors

All doors will be locked at 9:30 am. This is to ensure the safety of students and staff. To enter the school please ring the doorbell at the front door.

Medication

Parents are encouraged to administer all medications to their children. When necessary, medications may be administered at school. Parents must fill out an “Administration of Prescribed Medication” form at the office and make arrangements with the principal.

School Activities

School activities include and not limited to: field trips, Christmas concert, skating, swimming, school pictures, intramurals, morning gym program, safety patrol, play day, and winter games.

Nutrition Program

Breakfast and/or nutritious snacks are available to all children daily. Our hot lunch program runs on Tuesday, Wednesday, & Friday each week.

Victoria School Evaluation Policy

Philosophy

Evaluation of student achievement and progress:

- Is an integral part of the teaching/learning process.
- Is ongoing and continuous.
- Reflects the intended outcomes of the curriculum.
- Assists teachers in meeting individual needs and providing appropriate student programs.
- Encompasses a variety of techniques.

Assessment Techniques

Teachers may use a variety of evaluative techniques organized by:

- Assessment stations
- Self-assessments
- Group assessments
- Contracts
- Self and peer assessments
- Portfolios

Teachers may use a variety of methods of recording and evaluative instruments such as:

- Anecdotal records
- Observational checklists
- Rating scales
- Quizzes and tests
- Written assignments
- Presentations
- Homework
- Performance assessments
- Rubrics

Edsby gradebook will be used Gr. 1 to 4 to report your child's progress throughout the year in each subject area.

Communication with Parents

Victoria School uses two reporting periods for Grades K-4. The school year is divided into two terms: **January and June**. An outcome-based report is published on Edsby during these times.

Positive Behaviour Supports

Students are expected to:

- Attend school regularly.
- Follow classroom and school expectations as stated in the Victoria School Behaviour Matrix
- Participate in learning.
- Be responsible and accountable for their actions.

When Problems Arise:

- 1) **Problem Solving** – As parents and teachers we teach our children how to solve problems and encourage them to solve problems amongst themselves. When they are unable to work things out, they can seek the help of an adult to assist them. Victoria School students are taught the W.I.T.S acronym for problem solving. W – walk away, I – Ignore, T – talk it out, and S – seek help.
- 2) **Restorative Justice** – Parents and teachers play the largest roles in helping children learn appropriate social behaviors. Most of our children are self-disciplined and follow the expectations set out to guide them. On occasion some students have difficulty with their behavior. Children need to be: held accountable, taught the correct behavior, given the opportunity to restore themselves in the eyes of their peers, parents and teachers.
- 3) **Consequences** – When a student's behavior leads to disciplinary action the range of consequences are reprimands, student conference, parent contact, detention (recess/noon, before or after school), removal from class, removal of privileges, in school suspension, suspension.

Most discipline issues will take place within the classroom, hallway, or playground in a quiet and private manner.

Staff Members

Principal	Mrs. K. Simon
Student Support Teacher	Mrs. K. Spruyt
Administrative Assistant	Mrs. A. Cymbalisty
Library Technician	Mrs. R. Thomsen
Pre-Kindergarten	Mrs. C. Baker
Kindergarten	Ms. K. Lindsay
Grade 1	Ms. C. Logan
Grade 1/2	Ms. E. Jones
Grade 2	Mrs. N. Addis
Grade 3	Mrs. C. Aker
Grade 3/4	Mrs. J. Bergen
Grade 4	Mrs. N. Ruf
Classroom Complexity Teacher	Ms. A. Malowany
Physical Education	Mr. B. Schwartz
Educational Assistant	Ms. B. Dix
Educational Assistant	Ms. L. Fissel
Educational Assistant	Mrs. J. Nahnybida
Educational Assistant	Ms. S. Hilton
Educational Assistant	Ms. K. Luu
Educational Assistant	Mrs. M. Roll
Caretaker	Mr. D. Erhardt
Indigenous Community Worker	
Nutrition Worker	Ms. T. Saunders
School Counsellor	Ms. R. Chorneyko
Speech Language Pathologist	Mrs. J. Craig
Speech Language Pathologist Assistant	Mrs. B. Jones
Occupational Therapist	Mrs. M. Blight
School Psychologist	Mr. G. Scheffler