

The Small School with a Big Heart

QUEENSTON SCHOOL

2026-2027

School Handbook

245 Queenston Street
Winnipeg, MB
R3N 0W6

Phone: 204-489-3423

Fax: 204-488-6839

Email: queenston@wsdl.org

School website: <https://www.winnipegsd.ca/queenston>



WINNIPEG SCHOOL DIVISION

Welcome to Queenston School

This handbook provides important information about Queenston School and serves as a helpful reference throughout the school year.

At Queenston School, we believe that students thrive when families, school staff, and the community work together. We are committed to creating a safe, caring, and inclusive learning environment where every child can grow academically, socially, emotionally, and physically. Guided by the Manitoba curriculum and the Winnipeg School Division values of joy, love and rigour, we provide engaging, student-centered learning opportunities that support the diverse needs and strengths of all learners.

The success and well-being of your child are priorities for our staff. We encourage families to be active partners in their child's education and welcome your involvement in school life. If you have any questions or require additional information, please contact the school office.

We look forward to working together to support your child's learning and success.

Brandi Bartok
Principal

Table of Contents

Winnipeg School Division Calendar.....	4
School Hours.....	6
Student Drop Off and Pick Up.....	6
Student Entrance and Exit Locations.....	7
Attendance and Punctuality.....	8
Safe Arrival Program.....	8
Outdoor Activities and Lunch Program.....	9
Snack Program.....	10
Bikes, Scooters, Skateboards.....	10
Cell Phones, Toys and Other Items.....	10
Patrols.....	11
Home and School Communication.....	13
Report Cards and Conferences.....	14
Visitors and Volunteers.....	14
Information About Your Child.....	15
Administration of Medication During School Hours.....	15
Accidents and Injuries.....	16
Code of Conduct.....	16
Class Lists.....	17
Parent Council.....	17

WINNIPEG SCHOOL DIVISION



2026/27 SCHOOL CALENDAR

REVISED APRIL 15, 2026

SEPTEMBER 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Labour Day	8 School Opens / Day 1 Non-Instructional	9 / Day 2	10 / Day 3	11 / Day 4	12
13	14 / Day 5	15 / Day 6	16 / Day 1	17 / Day 2	18 / Day 3	19
20	21 / Day 4	22 / Day 5	23 / Day 6	24 / Day 1	25 / Day 2	26
27	28 / Day 3	29 / Day 4	30 National Day for Truth & Reconciliation			

OCTOBER 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 / Day 5	2 / Day 6	3
4	5 / Day 1	6 / Day 2 Divisional In-service	7 / Day 3	8 / Day 4	9 / Day 5	10
11	12 Thanksgiving	13 / Day 6	14 / Day 1	15 / Day 2	16 / Day 3	17
18	19 / Day 4	20 / Day 5	21 / Day 6	22 / Day 1	23 / Day 2 Non-Instructional MTSPD Day	24
25	26 / Day 3	27 / Day 4	28 / Day 5	29 / Day 6	30 / Day 1	31

NOVEMBER 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 / Day 2	3 / Day 3	4 / Day 4	5 / Day 5	6 / Day 6	7
8	9 / Day 1	10 / Day 2	11 Remembrance Day	12 / Day 3	13 / Day 4	14
15	16 / Day 5	17 / Day 6	18 / Day 1	19 / Day 2	20 / Day 3 Non-Instructional	21
22	23 / Day 4	24 / Day 5	25 / Day 6	26 / Day 1	27 / Day 2	28
29	30 / Day 3					

DECEMBER 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 / Day 4	2 / Day 5	3 / Day 6	4 / Day 1	5
6	7 / Day 2	8 / Day 3	9 / Day 4	10 / Day 5	11 / Day 6	12
13	14 / Day 1	15 / Day 2	16 / Day 3	17 / Day 4	18 / Day 5	19
20	21 Winter Break Starts	22	23	24	25 Christmas	26 Boxing Day
27	28	29	30	31		

JANUARY 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 New Year's Day Winter Break Ends	2
3	4 / Day 6	5 / Day 1	6 / Day 2	7 / Day 3	8 / Day 4	9
10	11 / Day 5	12 / Day 6	13 / Day 1	14 / Day 2	15 / Day 3	16
17	18 / Day 4	19 / Day 5	20 / Day 6	21 / Day 1	22 / Day 2	23
24	25 / Day 3	26 / Day 4	27 / Day 5	28 / Day 6	29 / Day 1	30
31						

WINNIPEG SCHOOL DIVISION



2026/27 SCHOOL CALENDAR

REVISED APRIL 15, 2026

FEBRUARY 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 / Day 2	2 / Day 3	3 / Day 4	4 / Day 5	5 / Day 6	6
7	8 / Day 1	9 / Day 2	10 / Day 3	11 / Day 4	12 / Day 5	13
14	15 Louis Riel Day	16 / Day 6	17 / Day 1	18 / Day 2	19 / Day 3	20
21	22 / Day 4	23 / Day 5	24 / Day 6	25 / Day 1	26 / Day 2	27
28						

MARCH 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 / Day 3	2 / Day 4	3 / Day 5	4 / Day 6	5 / Day 1	6
7	8 / Day 2	9 / Day 3	10 / Day 4	11 / Day 5	12 / Day 6	13
14	15 / Day 1	16 / Day 2	17 / Day 3	18 / Day 4	19 / Day 5 Non-Instructional	20
21	22 / Day 6	23 / Day 1	24 / Day 2	25 / Day 3	26 GoodFriday	27
28	29 Spring Break Starts	30	31			

APRIL 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Spring Break Ends	3
4	5 / Day 4	6 / Day 5	7 / Day 6	8 / Day 1	9 / Day 2	10
11	12 / Day 3	13 / Day 4	14 / Day 5	15 / Day 6	16 / Day 1 Non-Instructional	17
18	19 / Day 2	20 / Day 3	21 / Day 4	22 / Day 5	23 / Day 6	24
25	26 / Day 1	27 / Day 2	28 / Day 3	29 / Day 4	30 / Day 5	

MAY 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 / Day 6	4 / Day 1	5 / Day 2	6 / Day 3	7 / Day 4	8
9	10 / Day 5	11 / Day 6	12 / Day 1	13 / Day 2	14 / Day 3	15
16	17 / Day 4	18 / Day 5	19 / Day 6	20 / Day 1	21 / Day 2	22
23	24 Victoria Day	25 / Day 3	26 / Day 4	27 / Day 5	28 / Day 6	29
30	31 / Day 1					

JUNE 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 / Day 2	2 / Day 3	3 / Day 4	4 / Day 5	5
6	7 / Day 6	8 / Day 1	9 / Day 2	10 / Day 3	11 / Day 4	12
13	14 / Day 5	15 / Day 6	16 / Day 1	17 / Day 2	18 / Day 3	19
20	21 / Day 4	22 / Day 5	23 / Day 6	24 / Day 1	25 / Day 2	26
27	28 / Day 3	29 / Day 4	30 / Day 5 Last Day of School			

School Day Hours

School Hours

Opening Bell: 8:50 am

Classes Begin: 9:00 am

Morning Recess: 10:20-10:35 am

Lunch: 12:00-12:55 pm

Afternoon Recess: 2:15-2:30 pm

Closing Bell: 3:30 pm

Student Drop Off and Pick Up

Adult supervision is available on the playground beginning at 8:45 am. Please do not leave students unsupervised before that time. Students must leave school grounds promptly at 3:30 pm to go straight home, daycare or to any after school arrangement that the parent/guardians have made.

For safety, **please do not use the staff parking lot for drop-off or pick-up.** It is designated as a no student zone by the Winnipeg School Division.

Please note that dogs are not allowed on school grounds.

School entry and exit times:

8:50 am entrance (Grades N/K-6)

11:30 am N/K dismissal

12:00 pm Grade 1-6 lunch dismissal

12:55 pm N/K-6 lunch entrance

3:30 pm N/K-6 dismissal

**Please note that all doors will be locked during the day, as per Winnipeg School Division Safe Schools recommendation. If you require access during the day, please use main door (Sheilah Sweatman Gym) on Queenston Street and use the doorbell.*

Student Entrance and Exit Locations

All classrooms have been assigned a specified entrance and exit location. The classroom teachers will greet students at this location at entrance times and escort students to this location at dismissal times.

Grade	Teacher	Entrance/Exit Location
Nursery/Kindergarten (am)	Ms. Dumond	Atrium doors (playground side)
Nursery/Kindergarten (pm)	Ms. Dumond	Atrium doors (playground side)
Grade 1/2	Mrs. VanWynsberghe	Front staircase (playground side)
Grade 1/2	Ms. Banks	Receiving doors (playground side)
Grade 3/4	Ms. Dolloff	Front staircase (playground side)
Grade 3/4	Mrs. DeRose	Front staircase (playground side)
Grade 5/6	Mrs. Abraham	Atrium doors (playground side)
Grade 5/6	Mrs. Dubois	Atrium doors (playground side)

Attendance

Regular attendance and punctuality are important factors in student success. We encourage families to ensure their child attends school every day and arrives on time. If your child will be absent or picked up before regular dismissal, please report the absence through the Safe Arrival system. Students arriving after 9:01 a.m. or 1:01 p.m. must sign in at the school office before going to class.

If attendance or punctuality becomes a concern, school staff will work collaboratively with families to support regular attendance and on-time arrival.

Safe Arrival Program

Safe Arrival is an absence reporting system that helps ensure all students arrive at school safely. Please ensure you have created a profile, as all student absences, early dismissals and late arrivals must be reported through this system. With **SafeArrival**, you are asked to report your child's absence in advance using any of these 3 convenient methods:

1. Using your mobile device, download and install the **School Messenger app** from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.ca>). The first time you use the app, select Sign Up to create your account. Select Attendance then Report an Absence.
2. Use the SafeArrival website, <https://go.schoolmessenger.ca>. The first time you use the website, select Sign Up to create your account. Select **Attendance** then **Report an Absence**.
3. Call the toll-free number 1-855-278-4513 to report an absence using the automated phone system.

Please contact the school office if you have technical issues with the system.

Outdoor Activities

Students spend time outside daily and are expected to dress for the weather. Recess will be held outdoors in most conditions, including light rain, and winter conditions until the temperature or wind chill reaches below -27°C per the Winnipeg School Division [Cold Weather Guidelines](#). In the event of high UV conditions, families are encouraged to apply sunscreen before school and teach children how to reapply it independently. For safety reasons, spray sunscreen is not permitted at the school.

Lunch

Lunch Program

- Lunch runs daily from 12:00 p.m. to 12:55 p.m.
- Students eat lunch in their classrooms and then enjoy indoor or outdoor recess, weather permitting.
- The lunch program is free for all Grade 1–6 students and is supervised by school staff.
- No registration is required. All students are automatically included unless a parent/guardian chooses to opt out.
- Please send a lunch that **does not** require heating. To help keep everyone safe, do not send foods containing nuts, peanuts, sesame seeds, or sesame oil (including hummus), as some students and staff have life-threatening allergies.

Opting Out of the Lunch Program

If you do not wish your child to participate in the lunch program:

- Email queenston@wsdl.org and cc your child's homeroom teacher by September 8, 2026.
- Include your child's full name, your name, and a request to opt out of the lunch program.
- Students must be picked up/leave school grounds promptly at 12:00.
- Ensure your child returns to school between **12:50 p.m. and 12:55 p.m.**

Changes to Lunch Plans

- Please establish a regular lunch routine for your child.
- If your child's lunch plans change, please notify the office and classroom teacher at least one day in advance by email.

Snack Program

Queenston School's Morning Snack Program is available to all students, per the [Universal Nutrition Program Guidelines](#).

We typically offer a rotation of the following foods: Mandarin oranges, whole or sliced apples, carrot sticks/cucumber slices and dip, grapes, cubed melon, yogurt tubes or drinks, cheese slices, crackers, granola bars and occasionally, muffins. You are welcome to send a snack for your child in addition to the snack program we offer.

Bikes, Scooters and Skateboards

Students are welcome to ride their bikes, scooters or skateboards to school. Upon arrival, these items are to be secured with a lock at the designated racks outside. We are unable to store them indoors due to limited space. No bicycle riding, scooter riding, or skateboard riding is permitted on the school's hard top.

**Please note that these items are brought to school and stored with parental discretion. The school does not assume responsibility for these items.*

Cell Phones, Toys and Other Items

Please note that students are not permitted to use cell phones between the hours of 8:50am – 3:30pm, including during recesses and lunch hours. This cell phone usage policy is aligned with the Manitoba Provincial Education guidelines for student cell phones in schools. Please do not send toys, electronics, trading items, sporting equipment or other valuables to school with your child. The school does not take responsibility if these items are lost, stolen or traded by your child.

Patrols

Queenston Patrols have been trained using the MPI guidelines and are there to help students cross the street safely. All students are expected to respect and listen to patrols at all times. School patrols are on duty as follows:

8:40 am – 8:55 am; 3:30 pm – 3:40 pm

Patrol Cold Weather Guidelines

*Please check the weather at Environment Canada Winnipeg Forks location**

-29°C or warmer (including windchill)	Regular Patrol Duty 8:40am – 8:55am 3:30pm – 3:40pm
-30°C to -34°C (including windchill)	Shortened Patrol Duty 8:45am – 8:55am 3:30pm – 3:35pm
-35°C or colder (including windchill)	Patrol Duty Cancelled **No patrols on duty at 8:50am COLD WEATHER CROSSING PROCEDURE (3:30pm) Patrols will meet students (who are walking without an adult and need to cross at Queenston, Brock or Kingsway) in the front patrol foyer at dismissal time (3:30pm). The patrols will then escort the students across the street and will then return inside. Patrols will not be stationed at a crossing post.

Home and School Communication

Please make sure your contact information is correct with the school. We rely on current email addresses for regular school event updates and current phone numbers in case of emergency.

A weekly reminder is sent out to all families each Friday, outlining events and providing important messages for the upcoming week. It is also posted to the school website. You can request a printed copy at the school office.

The school website has important information for families and can be found at:
<https://www.winnipegssd.ca/queenston>

The school website includes an electronic calendar that is updated regularly. Families can also subscribe to the calendar through their personal electronic calendars to stay up-to-date on school events.

Teachers maintain a SeeSaw account that they update at least once per week. SeeSaw messaging cannot be initiated by parents. If you need to reach a staff member our staff list/emails, along with class assignments are below to keep everyone connected.

Grade	Room	Teacher	Email
N/K	4 & 5	Holly Dumond	hdumond@wsd1.org
1/2	3	Catherine Banks	cbanks@wsd1.org
1/2	7	Tanys Van Wynsberghe	tvanwynsberghe@wsd1.org

Grade	Room	Teacher	Email
3/4	6	Christina Dolloff	cdolloff@wsd1.org
3/4	11	Tonia DeRose Foderaro	tfoderaro@wsd1.org
5/6	13	Adubunmi Abraham	adabraham@wsd1.org
5/6	12	Amanda Dubois	amdubois@wsd1.org
Music		Elizabeth Riel	lriel@wsd1.org
Phys Ed/ Innovation		Mitchell Kirkup	mkirkup@wsd1.org
Learning Support		Megan Sweatman	msweatman@wsd1.org
Learning Support		Neil Kumka	nkumka@wsd1.org
Head Secretary		Maija Remple	mremple@wsd1.org
Principal		Brandi Bartok	bbartok@wsd1.org

Report Cards and Conferences

Report cards are issued electronically in November, March and June. Additionally, there are several opportunities for families to come to the school and meet teachers and/or receive updates on their child's academic progress.

Open House/Meet the Teacher - the day prior to start of classes in September
Parent/Teacher Conferences - November
Student-Led Conferences - March

You are welcome to reach out to your child's teacher to make an appointment to discuss any concerns you may have about your child at any time during the school year.

Parents, Volunteers and Visitors

All parents, volunteers, and visitors are asked to enter the school through the main entrance doors (Sheilah Sweatman Gym) located on Queenston Street and use the intercom system to access the office. We welcome parents into the school and value open communication. To ensure productive conversations, we kindly ask that meetings with teachers and the principal be scheduled in advance so they can provide a private setting for discussion.

Volunteers play an important role in supporting our school community. If you are interested in volunteering, please visit the [Winnipeg School Division Volunteer Information website](#) for further details. Please note that all school volunteers must complete the application and background check process.

Information About Your Child

Both parents have the right to receive information about their child unless a court order restricts access. A copy of any court order related to custody, guardianship, visitation, or access to information must be provided to the school if you wish the school to comply with its terms. Otherwise, information regarding a child's progress will be shared equally with both parents. Families are responsible for keeping the school informed of any changes to legal guardianship, court orders, or student contact information.

Administering Medication During School Hours

In accordance with the Winnipeg School Division Policy, no medication of any kind is to be in student's possession at any time. Should it be required that a medication be administered to a student at school on a regular basis, a written health care plan will be developed and reviewed by the URIS nurse, appropriate school staff, along with the parent/guardian and then signed.

If a temporary prescription is required to be taken by the child at school, the parent/guardian is required to fill out an administration of medication at school form. Forms are available from the school's office.

Prescribed medication from a physician must be in its original pharmacy labeled container and include the the name of the medication, the dose, and the time of administration.

Accidents and Injuries

You will be notified by telephone of any serious injury to your child (cuts, sprains, breaks, head bumps, etc.) that requires medical attention. If we are not able to contact you during an emergency, we will contact the emergency contacts listed. Please keep your student contact information current with the school office, as these are the numbers and emails that we use to contact parents and guardians.

Code of Conduct

The Winnipeg School Division believes that effective student behaviour support focuses on teaching and reinforcing appropriate behaviours while addressing inappropriate behaviours through a range of restorative and disciplinary responses. Consequences are determined based on the individual student's needs, the nature and severity of the behaviour, and the student's ability to understand and learn from the situation. The divisional [Code of Conduct](#) outlines the responsibilities of students, staff, and parents/guardians in creating a safe, caring and inclusive learning environment. The development of positive social behaviours is most successful when families and schools work together. We encourage parents/guardians to partner with the school to support student growth, reinforce expectations, and promote a positive learning environment.

Staff at Queenston School use several resources to encourage kind, safe and inclusive behaviour at school, including Kids in the Know, Zones of Regulation and the Second Step Program. We also offer many opportunities for students to connect and develop positive leadership skills at school through clubs, assemblies and Learning Buddies.

The Winnipeg School Division has created several resources that may be helpful for parents: [Bullying Hurts Everyone: What parents of elementary students need to know](#), [Cyberbullying Hurts Everyone: What parents need to know about cyberbullying](#), [Internet Safety Resources](#), and [Responsible Use of Technology and Social Media](#).

Class Lists

Class lists are created each spring with the goal of establishing balanced learning environments that support the academic, social, emotional, and learning needs of all students. Factors considered may include academic needs, peer interactions, the placement of new students, class size, gender balance, classroom dynamics, and the needs of students requiring additional supports.

As many factors are considered in the placement process, we ask families to trust the professional judgment of school staff. Class changes will not be made after class lists are shared in June.

Families play an important role in supporting the class placement process by reinforcing that placements are carefully considered and designed to meet the needs of individual students while creating balanced classrooms for all. Families can help students view the placement process positively, encouraging them to see new classmates, and new learning environments as opportunities for growth and new friendships.

QSAC – Queenston School Advisory Council

QSAC is the parent council for Queenston School. QSAC is dedicated to supporting Queenston School initiatives to ensure that Queenston students have the best possible educational experience. QSAC welcomes all families to join QSAC meetings. Dates will be sent out in the Weekly Reminder, posted to the QSAC page on the school website and posted to the school website calendar.

QSAC executive includes:

Chair (qsacchair@gmail.com)

Vice Chair (qsacvicechair@gmail.com)

Secretary (qsacsecretary@gmail.com)

Treasurer (qsac.treasurer@gmail.com)