



# Doon Public School

## STUDENT HANDBOOK

1401 Doon Village Road  
Kitchener, Ontario N2P 1A8

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**\*\*ATTENDANCE (519) 748 1341 Dial 1 \*\***

or email [doo-attendance@wrdsb.ca](mailto:doo-attendance@wrdsb.ca)

<http://doo.wrdsb.on.ca>

**Principal: Mrs. B. Stewart**

**Vice-Principal: Mr. R. Day**

**Office Manager: Mrs. S. Ralston-White**

**Guidance: Mrs. K. Lussier**

**Child and Youth Worker: Mrs. K. Atkin**

### **Mission Statement:**

*Dedicated to the pursuit of academic excellence and personal growth through caring and connecting partnerships. A safe, caring and respectful learning environment ensures success.*

It is our aim at Doon Public School to provide the best possible education for our students. We strive to provide a positive, inclusive, encouraging and stimulating atmosphere that will give you the opportunity to question, learn, experience and grow to your fullest potential. You are encouraged to take an active role in creating a friendly and respectful environment by greeting people in the hallway with a smile, polite nod, or friendly hello.

With the co-operation of parents, students and teachers, the years at Doon Public School should be memorable and enriching. We look forward to another fantastic year and hope all families get involved.

**8:30 Entry Bell**

**8:30 – 9:00 Period 1**

**9:00 - 9:30 Period 2**

**9:30 - 10:00 Period 3**

**10:00 – 10:30 Period 4**

**10:30 – 11:10 Nutrition Break #1**

**11:10 - 11:40 Period 5**

**11:40 - 12:10 Period 6**

**12:10 – 12:40 Period 7**

**12:40 – 1:10 Period 8**

**1:10 – 1:50 Nutrition Break #2 (Lunch)**

**1:50 - 2:20 Period 9**

**2:20 - 2:50 Period 10**

**2:50 – Dismissal**

**Outdoor supervision begins at 8:15am. Students should not arrive prior to this time.**

## CODE OF STUDENT CONDUCT

### Electronics (Cell phones, iPods, mp3's cameras)

- The WRDSB Personal Devices Acceptable Use Policy that is included in the initial Student Registration package outlines and supersedes all rules and expectations.
- Students may use personal electronic devices when invited to do so by a teacher. All devices are to remain in lockers or pockets until invited to take them out for educational purposes.
- Devices are not to be used in the hallways, locker rooms, or school yard during Nutrition Break.
- Due to risk of loss or theft, students are solely responsible for their personal devices if brought to school. The school provides digital devices for learning within the classroom and cell phones are not a requirement.

### Student Expectations and Responsibilities

- Show respect for ourselves, other people, and property
- Actively promote pride in and support of the school
- Complete all assignments by the due date and to the best of his/her ability
- Do not interfere in any way with other students' right to a safe learning environment.

### Class Transition

- Move directly to their next class, **without stopping at your lockers**, or the washroom.
- Carry only the books, materials and equipment necessary for the next periods between nutrition break/dismissal. For safety reasons, backpacks or large sports bags are not permitted in the halls or on the stairs. This can result in student falls and injuries.

## BUS TRANSPORTATION

The purpose of the school bus is to transport eligible children between school and their designated home pick-up or drop-off point. Non-bus students are **not** to ride home to a friend's house. Bus transportation is a privilege and all bus rules must be followed for the safety of all passengers. Failure to do so will result in the removal from the bus for an extended amount of time. For those bus students who would occasionally like to walk home, written permission from a parent/guardian is required.

## INCLEMENT WEATHER PROCEDURE

### Student Transportation

Website: <http://stswr.ca>

In case of inclement weather, please listen to the radio, check the Board website ([www.wrdsb.on.ca](http://www.wrdsb.on.ca)) or Twitter feed (@wrdsb) for bus cancellations or school closures. Bus delays may be found on the transportation website (<http://transportation.stswr.ca>). Please do not call the school because our lines must be free to receive emergency information. Please keep the office informed of any changes to personal contact information (e.g. phone numbers, emergency contacts). We rely on this information to contact parents/guardians in case of emergency

## BICYCLE SAFETY

Some of our students ride bicycles to school during the nice weather. Appropriate safety measures should be taken by all students that are riding their bicycles to school. It must be pointed out that the school is **NOT RESPONSIBLE** for losses or damages to personal property. Therefore the use of locks is encouraged. Students are expected to avoid playing by the bicycle racks and are encouraged to respect the personal property of others.

## STUDENT DROP OFF & PARENT PARKING

**The school parking lot is closed from 8:10 – 8:40 am and 2:40 – 3:10 pm.**

- It is recommended for all students to walk to and from school if distance and ability are not a factor.
- Parents, please to drop your student off at the end of the driveway (Doon Village Rd.) If for health reasons or the student is carrying lots of equipment then we ask parents to drive to the top of the traffic circle and drop the student off in the bus circle **before 8:15 a.m.**
- **DO NOT enter, park or turn around in the staff parking lot.** Vehicles get blocked, the designated wheelchair spot is blocked and delivery vehicles get stuck.

#### **LATES AND ABSENCES**

**ABSENCES: 570-8104 - ext # 3498**

Parent(s)/Guardian(s) need to phone the school prior to 8:30 a.m. on the day a student is absent. An answering machine is available 24 hours a day.

**LATES:**

When arriving late, all students must report to the office, to be signed in by parents, or with a note signed by parents to explain the reason for being late.

When students are on time they do not interrupt the learning process for their peers, or the teaching by their teachers.

**EARLY DISMISSAL:**

In the event of illness or injury, students should report to the office in order for office staff to communicate with teachers and contact parents. Students are not to use personal devices to contact their parents from class.

**VACATION OR SHORT TERM ABSENCES:**

In the event that students are removed from school for five (5) or more days in a row, parents are required to notify the principal in advance by completing the 'Temporary Student Withdrawal'

available in the office. This outlines the responsibility for missed work.

#### **SAFE WELCOME PROGRAM**

The Safe Welcome initiative involves the locking of all doors in elementary schools. All visitors (parents, vendors, and central Board staff) will access the main doors to the school using an intercom system.

The main doors will be monitored between the office hours of 8:00am and 3:30pm.

#### **MEDICATION**

A form devised by the Waterloo Region District School Board must be completed if prescribed medications are to be administered by school personnel. Only medications with the original prescription label attached are to be administered. No other medications (such as Tylenol or Advil) can be given to students by school staff.

#### **ALLERGY ALERTS**

Some students at Doon have sensitivities and even epipens for various allergies. To avoid severe reactions, please refrain from bringing peanuts, peanut oils, latex, or cologne/perfumed scents to school.

**The office must know if any student carries an epi-pen or inhaler/puffer.**

#### **LUNCH PROCEDURES**

**Students are not permitted to leave the school property during the lunch break** without **written** consent of a parent/guardian. This privilege extends to first Nutrition Break only. Students **must** always sign out at the office before leaving the school and sign back in upon return.

#### **DOON DRESS CODE**

Personal cleanliness is an important part of healthy living as it reflects respect for yourself. The wearing of appropriate clothing shows respect for us and others. To assist students we have shared the following guidelines:

- clothing must be worn in such a fashion that undergarments are not visible, no undershirts
- no bandanas, kerchiefs or head bands representing an affiliation, either on the head area or displayed visibly
- hats may be worn to school but not in the school facility.

We appreciate your support as we provide a comfortable learning environment for our students.

### **GUIDANCE AND COUNSELLING**

Students may access Ms. Lussier, our Guidance teacher, and/or Ms. Atkin, our Child & Youth Worker, by going to the Guidance Office (next to the library). If no one is immediately available, students have the option of going back at a later time or letting the main office or teacher know that they would like to connect.

### **PHYSICAL EDUCATION**

You are encouraged to purchase and wear the school P.E. uniform and running shoes that tie securely. A gym bag is recommended in which to carry gym clothes. Any student who cannot

**Students & Parents/Guardians:** Please sign below indicating that you have read and understand this document as it represents the expectations of the Waterloo Region District School Board and Doon Public School:

Student Signature: \_\_\_\_\_

Parent/Guarding Signature: \_\_\_\_\_

participate, due to injury or illness is required to bring a note explaining the circumstances. A doctor's note will be required if a student is missing an extended period of P.E. classes. You should leave all valuables and electronic items in your locker or at home.

### **RESOURCE CENTRE**

#### **Borrowing Materials**

Students may sign out up to 4 books for a 3 week period. These items may be renewed at the end of the 3 week period if the student still needs them. Students are responsible for all items they sign out and will be charged for lost or damaged books.

The resource centre is a place for quiet reading and working on assignments. Students not respecting this will be sent back to class or outside during nutrition breaks.

### **LOCKERS**

Grade Eight students will have their own locker and Grade Seven students will share a locker. Students may provide their own combination lock or a combination lock may be purchased from the school. Locks combinations will be kept on file in the office. Lockers are the property of WRDSB and accessible to administrators at any time.



## Daily Schedule

DAY	1	2	3	4	5	6
PERIOD 1						
PERIOD 2						
PERIOD 3						
PERIOD 4						
PERIOD 5						
PERIOD 6						
PERIOD 7						
PERIOD 8						
PERIOD 9						
PERIOD 10						