

How to Help EL Newcomers

First Things First

- Assign a buddy to show student around school
- Assign a classroom buddy (in each class if necessary)
- Ensure student is aware of how to use the bus - provide a card with students bus number and stop for student on first day
- Explain to student how to get help from an adult at school
- Identify the names/positions of people she/he encounters in school (e.g., various teachers, aides, principal, librarian, secretary) - [see Newcomer link on RSD's ELL Webpage for a PPT Template](#)
- Label common school items in classroom

Create a welcoming kit (if possible) including:

- Teacher information: Classroom location and phone number
- School rules and school's attendance policy, including phone numbers parents should call when their child will be absent
- School website
- Student Schedule - [see Newcomer link on RSD's ELL Webpage for a Visual Schedule Template](#)
- Lunch menu/information
- Bussing information School Calendar
- School Supplies
- Volunteer opportunities

Go over the following to ensure your student is prepared to be successful in his/her new school:

Getting Around at School

- How to ask to go to the bathroom. When is he/she able to use the restroom?
- Locations of the playground, the cafeteria, the gym, and their classes, main office, the nurse's office, the counselor's office, and so on. You might also consider making a simple picture map of the school.
- The names of a few key people, especially yours
- A daily schedule
- When does school start/end?
- When is lunch period? When are recess periods or breaks?
- What are the dates of holidays and school closures?

School/Classroom Procedures

- What are the school rules?
- What do students do when they enter/exit class?
- When and where does a student hand in his/her homework?
- What does a student do
 - In an emergency?
 - If he's/she's tardy/absent?
- How should students address you?

- Does a student need to raise his hand to be acknowledged?
- What should the student do if they don't understand something?
- What is the school's policy and procedure for discipline?

Lunch/Breaks

- Where do students go to eat?
- What does he/she need to do if they want to buy lunch at school? How to get a lunch if they can't afford one?
- What is the procedure in the cafeteria?
- Where are students allowed to go during breaks? In elementary schools, are there particular play areas for specific age groups?
- Are there any places they may not go?
- How do the students know when it is time to go back to class?
- When is a student allowed to go to his locker?

Getting Home

- If a student is being picked up by a family member, what is the procedure?
- Who has permission to pick up the student from school.
- What should the student do if they don't come?
- Where is a phone if the student needs to call his/her parents or other family members?
- If a student rides the bus to and from school, where does he/she wait for it? What is the bus number?
- How does he/she tell the driver where he needs to be let off?