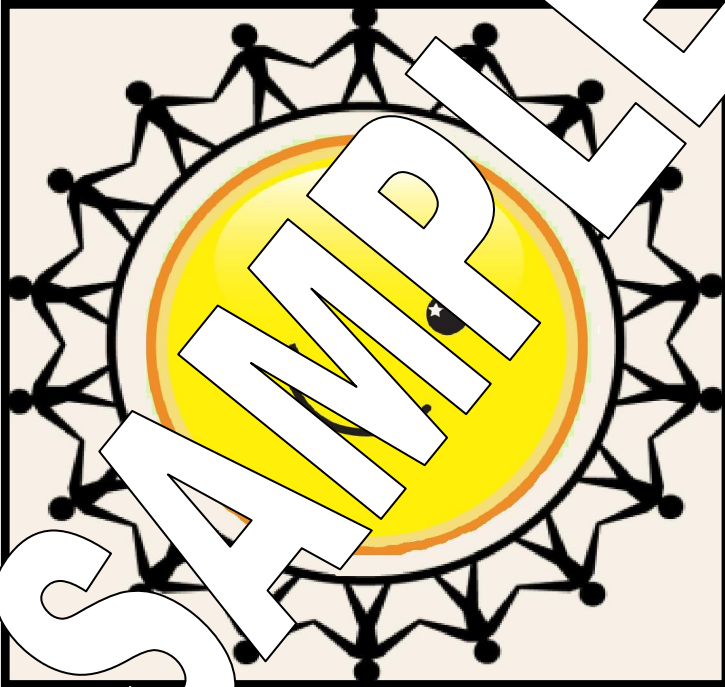


WINK!



Welcome International Newcomers Kit

YOUR STUDENT HANDBOOK

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VOCABULARY FOR YOU

WINK AWAY!!



**GOOD LUCK AND MAKE
THE BEST OF YOUR YEAR!**

PARENTS AND TEACHERS

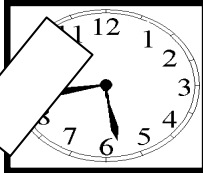
Your parents and teachers can help you throughout the school year. If you need help, are uncomfortable with something at school or just need someone to talk to, please go to your teachers and guidance counsellor. They will listen to you the best they can to help you or provide you with the resources and information you need!

"I will ask for help before my problems get out of control"



DAILY ROUTINE

In this section there should be a very clear and detailed schedule of how a day at your school is laid out. Including bell schedules, times for each period, when to be in home room, breaks and lunch, morning announcements and dismissal, etc



8:25am— Bell rings
time to go to homeroom. Room# _____

8:30am— 8:45am
Homeroom _____
Go to homeroom # _____
Listen quietly to the announcement.

8:45am— 9:00am
Period 1
Go to room # _____

9:00am— 9:15am
Announcement
have some time to read papers for periods 2

10:00am— 11:00am
Period 2
Go to room # _____

11:00am— 12:00pm
Period 3
Go to room # _____

12:00pm— 1:00pm
LUNCH (eat)

1:00pm— 2:00pm
Period 4
Go to room # _____

2:00pm— 3:00pm
Period 5
Go to room # _____

**Bell Rings for the end of the day!
END OF THE DAY!**

SCHOOL MAP

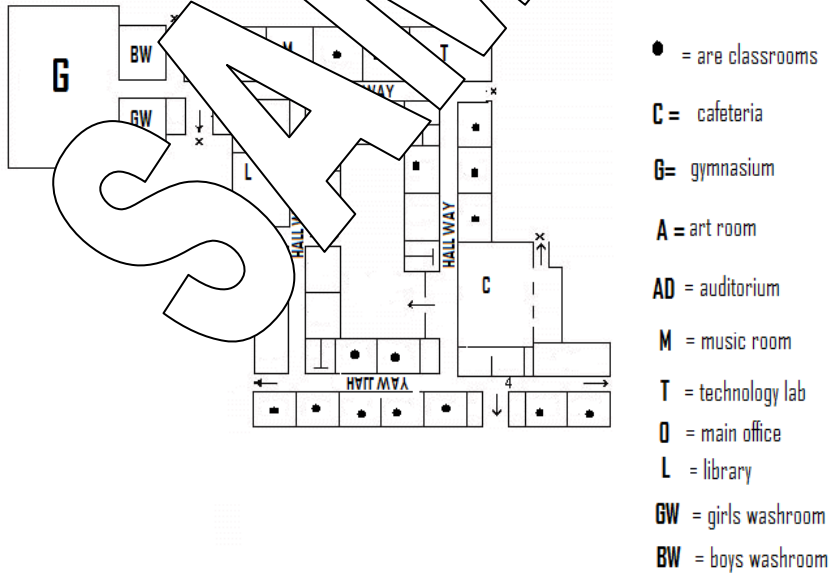
In this section, the school should provide a detailed and very user friendly map of the school. It should only include necessary details that will help students circulate through the school.

REMEMBER *Often students are coming to schools where they have only one teacher and are starting most of their day*

Some tips: Less is more!

Have a map for each floor so that new students will not be overloaded with information. The school should provide this booklet with the student and highlight rooms that are relevant.

This is a suggested format for creating a user friendly map for new students (this would represent a section of a school map to indicate the rooms that are most relevant to new students)



MAKING FRIENDS

Here are some tips on how to make friends at your new school:

- Join clubs and teams.
- Work and participate with your classmates.
- Introduce yourself to and find people who have common interests.
- Be respectful of others, their personal space and privacy.
- Engage in activities outside of school to meet new people.
- Be social and friendly.
- Practice your English skills whenever possible.
- Watch the TV series of "Friends" to learn about North-American culture and humor.



WINTER CLOTHING

How do you dress when its -20 degrees Celsius outside and +20 in your classroom? Add clothes to your body one layer at a time. By doing this, you can add or remove layers depending on the weather.

Inner Layer: This is the layer closest to your body. This should be a thermal layer (no cotton material.) Usually long underwear is best

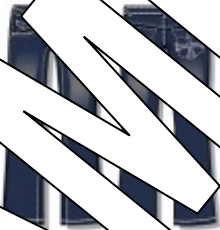


Thermal Shirt



Thermal Pants

Middle Layer: This is the middle layer. A sweater and pants. Heavy socks and warm shoes.



Long Sleeved Shirt

Outer Layer: This is the layer on the outside (jacket, hat, mittens, etc) You will want this to be waterproof and warm



Winter Jacket



Winter Hat



Scarf

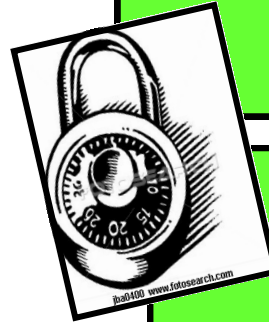


Mittens



Boots

LOCKER



Students need to have information about their lockers and often need to be shown how to open them using combination locks.

A description of locker policies should be included in the handbook as lock information. (Whether lockers are provided or students are expected to buy their own.)

LOCKERS BELONG TO THE SCHOOL BUT ARE PROVIDED TO STUDENTS. HOW THEIR BELONGINGS ARE STORED IS UP TO THE STUDENT.

LOCKERS SHOULD BE USED TO HOLD: Books, clothing, shoes, lunch/snacks, book bag, cell phones, etc.

DO NOT store in your locker (money or other expensive personal items, etc.....)

Any objects that are not allowed on school property should not be in lockers (alcohol, drugs, weapons, etc.....)



SAMPLE

POLICIES

It is assumed that the students will be provided with a student agenda outlining all school policies. We suggest that students be provided with information on the most problematic policies and have them clearly described.



NO SMOKING

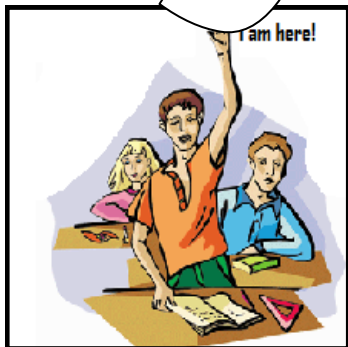
Every public place in New Brunswick, including schools, have no smoking policies (no smoking is ever allowed inside buildings). Schools also have areas where you can go outside to smoke. You will find these areas indicated in your school agenda. If you are unsure, it is best to ask your teachers. In New Brunswick, it is illegal to smoke tobacco under the age of 19.



If you are absent from school Monday to Friday and you miss a class or a day of school, it is your responsibility to bring an excuse the next day to inform your teachers. Your excuse should include the date you missed school, a detailed reason of why you were absent, and your signature. Your goal should be to have perfect attendance.

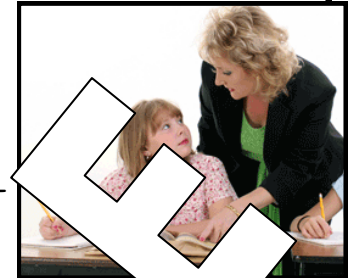
EXAMPLE EXCUSE

Dear, (teachers name)
Please excuse (Your Name) from school on (Date that you were not there). (Your Name) was not in school because of (Reason why you were not there, sick or an appointment)
Thank You (Parents Signature)



SOCIAL ETIQUETTE

EYE CONTACT— We use eye contact to let a person know we are listening and acknowledging them. When you want to seek someone's attention or when someone is seeking your attention, it is appropriate to look at them, (saying hello to someone, speaking with someone etc.)



PERSONAL SPACE— Canadian respect for other's personal space. We do not touch other people without their permission and we are comfortable standing at a certain length distance when speaking to one another.

GREETINGS — We have many ways of greeting people. Here are a few terms we use to make the difference in greeting friends and adults/teachers.

Greetings and responses between students and friends.

GREETINGS

"Hi, how are you?"
"Good morning"
"Good afternoon"
"What's going on?"
"What are you up to?"

RESPONSES

"Not to much"
"It's going good / bad"
"Not a whole lot"
"Nothing, you?"

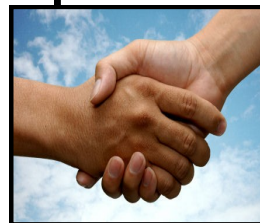
Greetings and responses between you and adults

GREETINGS

"Hi, how are you?"
"Good morning"
"Good Afternoon"
"Good day"

RESPONSES

"I'm good thank you"
"Good morning"
"Good Afternoon!"
"Good day"



RECYCLING

In an effort to take care of our environment, all schools and most public places in New Brunswick recycle! Around your new school and in classrooms you will see different containers. Some are for garbage and some are for items that can be recycled (recyclables).

Recyclable items are plastic / glass bottles (water bottles), juice containers (cardboard and plastic), and your school may recycle other items as well, so just ask if you are unsure!



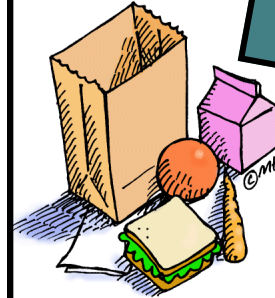
This represents recycling - anywhere you see this symbol you will know that it is a container for your recyclables!

This image represents that recycling bin.



Some recycling containers might look like this!

CAFETERIA / LUNCH TIME



In this section, the school should provide detailed information about what students do for lunch hour, such as information about leaving the property, cafeteria rules, hours of operation, etc.

Indicate the options for bringing lunches if they are allowed to be brought to the cafeteria. Also provide information about lunch room if applicable.

A brief menu of what the cafeteria offers would be very helpful for new students as it will give them a visual reference.

Also, since New Brunswick is moving towards healthier food policies, it is suggested that you provide students with information for healthy snacks and lunch to bring.

