

Woodlands Guide Elementary: Arrival Day

Goals:

- make the family feel welcome,
- set up a communication strategy,
- learn as much as possible about the student's background and situation,
- prepare the student/family for the start of classes

GOAL	STAFF STEPS	TOOLS
Make the Student Feel Welcome.	1. Friendly Greeting 2. Immediate access to home language via Language Line/speaker phone 3. Placement Paperwork 4. School information	Smile and Good Morning! "Welcome! This is Our School" sheet "(Student name) at (school name)" sheet ● Siblings in Building? ● Siblings at other sites
Set up a Communication Strategy	5. Establish preferred contact (cell? Email? English speaking friend/relative?) 6. "Language Line" orientation	Calling School card for Parents LL Orientation (Home language speaker explains language line to family, models and practices calling w/ family)
Establishing Background	7. Collect information from the family about schooling/literacy 8. Assess student skills	School History/Literacy Questionnaire Math Diagnostic Somali Reading/Writing Assessments
Prepare the student/family to start at the school	9. Bus information 10. Lunch account/codes 11. Backpack with supplies 12. Take picture of student for Essentials Card	

	13. Inform student of where to meet contact person Day 1	
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Internal Preparations:

- € Notify classroom teachers (Student Essentials Card)
- € Establish classroom buddy (classroom buddy instructions)
- € Assign locker (label with picture?)
- € Print Student Essentials Cards (picture/bus/lunch number) for contact person, teachers, staff

Woodlands Guide: First Day at School		
Goals: • Introduce student to the building, • Introduce the student to adult helpers, • Introduce student to his/her classroom, • Introduce student to school procedures		
GOAL	STAFF STEPS	TOOLS
Introduce Student to the Building	1. Contact person meets student at designated place 2. Walk student to breakfast and direct instruct meal procedure 3. Show student bathroom sign and practice identifying bathrooms	Student Essentials Cards (SEC - for staff and teachers)
Introduce the Student to Adult Helpers	4. Introduce student to primary adult helpers (Lunchroom, teachers)	[SEC for lunchroom, AE, ESL]
Introduce Student to Classroom	5. Accompany student to classroom 6. Introduce to teacher	[SEC for teacher(s)]

	7. Introduce to classroom buddy – ask buddy to help student put away belongings and find seat	Classroom Labels (w/ photo if applicable)
Introduce Student to School Procedures	8. Provide /explain visual schedule 9. Provide basic communication support 10. Teacher/buddy guide student through the day, referring back to visual schedule to reinforce	Visual Schedule for student Basic Communication Tool (BCT) for student

Woodlands Guide: Second Day at School		
<u>Goals:</u> ● Introduce student to the building, ● Introduce the student to adult helpers, ● Introduce student to his/her classroom, ● Introduce student to school procedures		
GOAL	STAFF STEPS	TOOLS
Introduce Student to the Building	1. Contact person meets student at designated place 2. Walk student to breakfast and direct instruct meal procedure 3. Practice identifying bathrooms	

Introduce the Student to Adult Helpers	4. Introduce student to other adult helpers (Nurse, security)	[SEC for nurse]
Introduce Student to Classroom	5. Accompany student to classroom 6. Practice greeting teacher, buddy 7. Ask student to show locker, put things away, show seat, visual schedule, and BCT	[Visual Schedule] [Basic Communication Tool (BCT)]
Introduce Student to School Procedures	8. Teacher/buddy guide student through the day, referring back to visual schedule to reinforce 9. ELD – School/classroom procedure instruction	[Visual Schedule] [Basic Communication Tool (BCT)]

Woodlands Guide: Third – Fifth Day at School		
Goals: • Orient student to expectations • Orient student to classroom procedures • Orient student to school procedures • ELD – Explicit instruction of procedures		
GOAL	STAFF STEPS	TOOLS
Orient Student to Expectations	1. [Student enters building, goes to breakfast]	

	2. Lunchroom staff support student w/ meal procedure	
Orient Student to Classroom Procedures	3. [Student goes to classroom, greets teacher/buddy, puts things away, eats b-fast] 4. Teacher/peers begin direct instruction of classroom norms and procedures (two per day) 5. Student Procedure Chart use	[Visual Schedule] [Basic Communication Tool (BCT)] Student Procedure Chart
Orient Student to School Procedures	6. Teacher/peers begin direct instruction of school norms and procedures (two per day) 7. Student Procedure Chart use	[Visual Schedule] [Basic Communication Tool (BCT)] [Student Procedure Chart]
ELD - Explicit Instruction of Procedures	8. ELD – School/classroom procedure instruction 9. Student Procedure Chart use	[Visual Schedule] [Basic Communication Tool (BCT)] [Student Procedure Chart]

Welcome! This is Our School



Woodlands Elementary School

1810 Maple Ave.
Huron, OH 44839



School

419-433-1234 ext. 3000

Say: "Can I speak to spanish speaking professional."



This is **Principal Brian Kucbel**. he is the leader of the school.



419-433-1234 ext. 3002

Email: bkucbel@huron-city.k12.oh.us

TBD

This is ?.

She/he is the **family liaison/other support.**

Email:

[Can SUBSTITUTE family liaison, Somali language staff, other supporter who can be available to parents]

(Student Name) at (Woodlands Elementary) School

	School Hours 7:30am – 2:35pm
Grade	_____ grade Room _____
(Picture of teacher)	Mr./Mrs. _____
	Bus # _____ Location _____
	Lunch _____

Siblings in the building:

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Siblings in Other HCS buildings:

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

How to contact school	Why contact school?
 419-433-1234 ext. 3000 Say: "Can I speak to spanish speaking professional."	 Student is sick.  Student has appointment.
 (www.huronhs.com)	 Problem in class or school.  Question about school.

Student Essentials Card

(Insert Student Picture Here)

Name

Grade

Teacher

Room #

Home Language

Bus #

Lunch Pin

Medical Note, if applicable:

Other Information:

- Parent Contact Information:
- School Liason to family:
- [Google Translate](#)

Student Essentials Card

(Insert Student Picture Here)

Name

Grade

Teacher

Room #

Home Language

Bus #

Lunch Pin

Medical Note, if applicable:

Other Information:

- Parent Contact Information:
- School Liason to family:
- [Google Translate](#)

Classroom Labels		
(Insert Student Picture) STUDENT NAME	(Insert Student Picture) STUDENT NAME	(Insert Student Picture) STUDENT NAME
(Insert Student Picture) STUDENT NAME	(Insert Student Picture) STUDENT NAME	(Insert Student Picture) STUDENT NAME
(Insert Student Picture) STUDENT NAME	(Insert Student Picture) STUDENT NAME	(Insert Student Picture) STUDENT NAME
(Insert Student Picture) STUDENT NAME	(Insert Student Picture) STUDENT NAME	(Insert Student Picture) STUDENT NAME
(Insert Student Picture) STUDENT NAME	(Insert Student Picture) STUDENT NAME	(Insert Student Picture) STUDENT NAME

VISUAL SCHEDULE

Student Name _____

7:25 - 2:45

Breakfast



(Insert times)

(Insert times)

(Insert times)

(Insert times)

(Insert times)

(Insert times)

(Insert times)

(Insert times)

(Insert times)

elementary



**May I go to
the restroom?**



Cafeteria



May I get a drink?



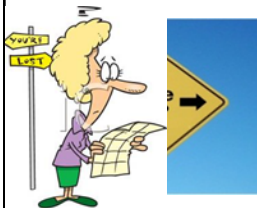
May I go to the nurse?

I am sick.



May I use the phone?

**I need to call my
mom.**



I am lost.

Can you help me?



I need a pencil.



I need a book.



**I need a piece of
paper.**



Classroom

Student Procedure Chart

[illegible]

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