Welcome Team

*Jobs and Responsibilities*

 Keep up with your **folder.**

When the office calls to let your class know that a new student has arrived:

 Go to the office and **greet** the new student and his or her parents.

 You can say, **“Hi! Welcome to Blackwell Elementary. My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_. I’m from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ class, and I will walk you down to your new classroom.”**

On the way to class, you can tell the new student that you are really glad that he or she is in your class, and ask if you can answer any questions.

 Once you and the new student get to class:

 a. **Introduce** him/her to the class.

 b. Go over your **class routines**.

 c. Be his or her **buddy** for lunch, recess and/or specials (for at least a week).

 d. Help the new student get to know others.

 e. Give him/her the Welcome Booklet to take home and learn more about our school.

When your teacher gives you time, take the new student on a **tour** of the school with the **Bingo card**. Explain the Bingo card, and help him or her get the spaces signed.

*Classroom Routines*

*Try to answer the following questions for the new student:*

*What should I do when I get to school?*

*Where do I put my things?*

*What are the rules of the classroom?*

*When and how do we go to lunch?*

*What about art, music, and P.E.?*

*What should I do during dismissal?*

*What other routines should I know about?*

**BLACKWELL ELEMENTARY**

**NEW STUDENT BINGO CARD**

Find the people and places listed below and have them initial the correct block. After 10 minutes, see how many names you can get and then go back to class. Have Fun!

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| B | I | N | G | O |
| Principal | Assistant Principal | Music Teacher | School Nurse | Classmate |
| Clerk | P.E. Teacher | *Free Space* | Custodian | Counselor |
| Media Center | Art Teacher | Secretary | Teacher | Lunchroom |

Welcome to Blackwell!