

Acknowledgements

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Suggestions

We welcome suggestions and comments for future editions of this Guide. Our address is:

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Please Note:

Although every effort has been made to ensure the accuracy, currency, and reliability of the content, the Association for New Canadians or the Department of Citizenship and Immigration Canada do not offer any guarantees in this regard.

Questions

If you have any questions about the information in this guide, call the Association for New Canadians Toll Free Settlement Information Line at **1-877-666-9650**

Key:

ANC = Association for New Canadians
SWIS = Settlement Workers in the Schools
ESL = English as a Second Language

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Education in Newfoundland and Labrador *

All children between the ages of 5 – 16 must attend school in Canada. Classes are held from the beginning of September until the end of June and usually run from 9:00 am in the morning until 3:00 pm in the afternoon.

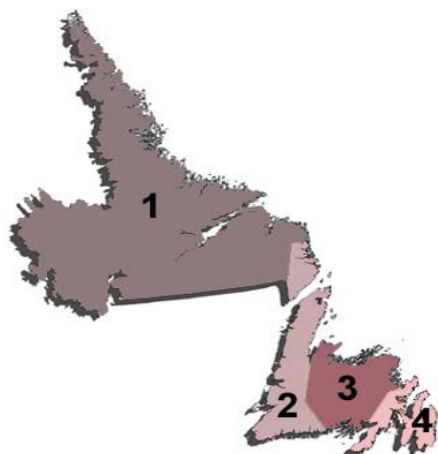
There are three levels in the Canadian Public School System:

1. Elementary School – Kindergarten to Grade 6;
2. Junior High School – Grades 7 – 9; and,
3. Senior High School – Grades 10 – 12

Public schools are funded by the federal government and administered by the provincial government. **You do not have to pay to attend publicly funded schools.** There are also private schools which parents must pay for their child to attend.

All schools offer the same core programs. Some schools offer specialized programs such as English as a Second Language (ESL) or Co-operative Education.

The Public School System is divided into five (5) districts. Four (4) of the districts are English-speaking and one (1) is French-speaking. The French speaking district includes the entire island.



District 1 – Labrador
District 2 – Western
District 3 – Nova Central
District 4 – Eastern
District 5 – Conseil
Scolaire (entire province)

*This information was provided by the Department of Education website: <http://www.ed.gov.nl.ca/edu/>

Registration

Your child will start school only after completing the registration process. You must register your child at the school designated by the School Board. Most of the time, your child will attend the school closest to where you live.

Before registering your child for school, you must have the following documentation:

1. Proof of Student's Age – You will need one (1) of the following translated into English:
 - Birth Certificate
 - Passport
 - Landed Immigrant Status
2. Proof of Address – You will need one (1) of the following:
 - Copy of a Bank Statement
 - Telephone Bill, Electricity Bill or a Lease/Rental Agreement with your name and address

3. Proof of Guardianship

- This is required if the student is under the age of 18 and is **not** living with a parent

4. Proof of Immigration Status – You will need one (1) of the following:

- Canadian passport
- Record of Landed Form
- Confirmation of Permanent Residence
- Permanent Residence Card

5. MCP Number

The Association for New Canadians (ANC) can help you with the registration process and arrange for a meeting with the school principal or teacher. For more information contact the *ANC Main Office at (709) 722-9680* or the *Settlement Workers in the Schools Program (SWIS) at (709) 722-0921*.

Contact Information

When you register your child for school, you must provide the school with your address, home and work telephone numbers, as well as the name and telephone number of a friend or family member who can be contacted in case of an emergency. Make sure that you notify the school if you move or change your telephone number.

Children Should Know Their:

- *full name;*
- *home phone number;*
- *home address;*
- *parent or guardian's full name; and,*
- *emergency contact's full name and phone number.*

It is important that parents have school contact information. This would include school telephone numbers, principal/vice-principal names, teacher names and school website.

Student Placement

The school system in Newfoundland and Labrador starts with Kindergarten and finishes with Grade 12. Students are placed in grades depending on their age.

In order to attend Kindergarten, your child must be 5 years of age on or be turning 5 by December 31 of the year they begin. Elementary school students (Grades K-6) are usually between the ages of 5 and 11. Junior High students (Grades 7-9) are usually between the ages of 12 and 14. High School students (Grades 10-12) are usually between the ages of 15 and 17.

Multi-age Education

Some schools have students of two or more grades learning together in the same classroom. This is called multi-age education. Multi-age education can be the choice of the individual school or can result from having a low student population. For example, in areas of the province that have a low population, schools may combine different grade levels in the same classroom or students may be bussed to a nearby city or town to attend school.

Kindergarten

The first year of school is called Kindergarten. Children usually start Kindergarten at the age of 5. In Kindergarten, children attend school for half a day. Kindergarten class may be in the morning or in the afternoon. Some schools have a schedule where children attend school in the mornings for two weeks, and the following two weeks attend school in the afternoons.

Registration for Kindergarten begins every spring in the calendar year before Kindergarten starts. Registration is advertised in local newspapers and on your School District's website. (See Appendix I at the end of this Guide for School District Contact information)

***Please note: There is no ESL program for Kindergarten children.**

Kinderstart Program

In Newfoundland and Labrador, children can participate in the *KinderStart Program* the year before Kindergarten (children aged 4). All elementary schools in Newfoundland and Labrador have a *Kinderstart Program*.

When you register your child for Kindergarten, you will be informed about the *KinderStart Program*. The Program consists of a series of eight one-hour orientation sessions for children and parents designed to ease the transition into the school environment. Children registered for Kindergarten will attend *KinderStart* in their designated neighbourhood school.

French Immersion Programs

There are four (4) French programs in Newfoundland and Labrador public schools:

- Under the ***Early French Immersion Program***, your child will be taught all subjects in French from Kindergarten until Grade 2. After Grade 2, the amount of French instruction will decrease as the amount of English language instruction will increase.
- Under the ***Late French Immersion Program***, students in Grade 7 have 75% of their classes taught in French. The amount of French instruction decreases after Grade 7.
- Under the ***Core French Program***, French Language makes up 10% of the regular course load in Grades 4 through 9.
- Under the ***Intensive Core French (ICF)***, students in Grade 6 receive a larger amount of French instruction for half of the school year.

ESL Classes

The English as a Second Language (ESL) Programs are managed by the School District in your area. Some schools have ESL programs and others do not. Contact your local school district for schools in your area that offer ESL programs.

When a child requiring ESL support is enrolled in school, the Principal will ask the School District for support. It may take some time to assign an ESL teacher. You can discuss choosing a school with a Settlement Counsellor from the Settlement Workers in the Schools Program. They can fax the registration information to the appropriate school and ask for an appointment for you to meet with an ESL teacher. If you need an interpreter, a SWIS worker will try to arrange one for you. ***You can contact a SWIS worker by phone at (709) 722-0921.***

****Please note: Availability of some ANC services is limited to the St. John's area. If you live in an area of the province where these services are not available or if you are unable to meet with an ANC counsellor, then you can meet with a guidance counsellor from a nearby school. Together you can select an appropriate school that has experience with ESL. If you need more information or have any questions, call:***

The Association for New Canadians' Settlement Support
Line at 1-877-666-9650.

Settlement Workers in the Schools (SWIS) Program

The Settlement Workers in the Schools (SWIS) Program is designed to help children and youth integrate into the Newfoundland and Labrador school system. The SWIS Program is available in several schools in the St. John's area (See Appendix II for a list of schools in the St. John's Area that offer the SWIS Program).

Services offered by SWIS include:

Orientation

- *Helping with registration of new students*
- *Orientation to text books, school supplies, homework, report cards, transportation, etc.*
- *Introducing and explaining school policies*

Identification of Needs

- *One-on-one meetings with students and/or parents when they first come to school to identify needs*
- *Regular communication with school staff about your child*

Information

- *Providing help and guidance to children and parents*
- *Helping parents become involved in the school and community*

Interpretation and Translation

- *When applicable, assisting with arrangements for translation services*

Counselling

- *Providing counselling to students or parents who are having difficulty adjusting to their new school and/or community*

For more information on services offered by the SWIS Program, contact a SWIS worker at 709-722-0921.

Please note: If you live outside the St. John's area or if there is not a SWIS worker at your child's school, you can call or e-mail the Association for New Canadians for advice or assistance:

E-mail: ancinformation@nfld.net or swis@nfld.net

Phone: 1-877-666-9650 (toll-free)

Guidance Services

Most schools offer guidance services and programs. Guidance services and programs can help with the personal, social, emotional, spiritual, and career development needs of students.

Parents can also contact the Guidance Counsellor for advice and support related to their child's development.

Guidance Counsellors are also available to help students with their move from elementary to junior high; from junior high to senior high; and from senior high to university/college.

Anxiety

Children are often worried about starting classes at a school in a new country. Worrying can affect the way that your child thinks and feels. This can have a negative affect on their school work.

It is important to talk with your child about how they feel and encourage them to talk to you about school. Tell your child that being worried is normal and that it may take some time to adjust to their new environment.

Special Needs

Some children may need extra help at school. For example, if your child has a learning or physical disability they may require special classes.

If your child has a disability, contact your child's school or local school board for more information on programs and services available.

Medical Needs

School staff will assist your child if he or she requires help administering medication or other medical services during the school day.

In order to use this service, you must provide the school with a note from your family doctor explaining the medical condition of your child and what assistance he or she would require while at school.

Safe and Caring Schools

The purpose of the Safe and Caring Schools Policy is to provide a learning environment that is respectful and safe for all students. The Safe and Caring Schools Policy goals are to promote:

- A positive school environment that is respectful and caring of everyone;
- Fair and balanced school policies that support a positive school environment by reducing bullying, racism, violence and harassment; and,
- A curriculum that recognizes and encourages equality, safety, understanding and respect.

The following behaviours are considered unacceptable under this Policy:

- Harassment, intimidation, violence;
- Discrimination based on economic status, race, religion, sex, marital status, physical disability, mental disability, political opinions, colour, sexual orientation, or age;
- Distributing hate materials (i.e.: hate literature)
- Using, possessing or distributing illegal substances;
- Any behaviour that threatens the health and safety of any person; or,
- Any other behaviour under the Criminal Code of Canada.

For more information on the Safe and Caring School Policy, please visit the Newfoundland and Labrador Government website at:

www.ed.gov.nl.ca/edu/dept/safesch.html

Dealing with Concerns

When students feel another student has treated them unfairly, they should report it to the teacher. Students should not try to resolve the problem without a teacher.

If you have any concerns about whether your child is being treated fairly at school, it is important that you speak to the teacher and/or school principal. If the problem is not solved, you can bring your concerns to the School Superintendent at your local school board.

In Canada, it is against the law to discriminate or harass people based on economic status, race, religion, sex, marital status, physical disability, mental disability, political opinions, colour, sexual orientation, or age.

Code of Conduct

Schools often have a Code of Conduct that explains school rules and regulations. These rules are sometimes posted inside the school. If they are not posted, you can ask the principal for a copy of the school's Code of Conduct. It is important that you and your child become familiar with these rules and regulations. Anyone taking part in a school activity is expected to follow the Code of Conduct – this includes students, parents, volunteers, teachers and other school staff.

Discipline

Schools can discipline students in several ways. Depending on the severity of the students' behaviour, the school may choose one of the following disciplinary measures:

- *Detention: this is when a student is held after school for a short period of time.*
- *Suspension: a school may suspend a student from:*
 - *one or more class periods;*
 - *one or more courses or school programs;*
 - *school;*
 - *riding the school bus; or,*
 - *participating in school activities.*

A student suspension can be no longer than 30 school days in total in a school year.

- *Expulsion*: this is when a student is not allowed to return to school until the following school year.*

**Expulsion occurs when a student continues to be disobedient and does not show improvement in their behaviour at school.*

The school principal usually decides whether or not to detain, suspend or expel a student from school, and can sometimes decide the length of a suspension. The principal can consider many factors in this decision, including the severity of the behaviour, whether or not the student understands the consequences of his or her behaviour, and whether or not a crime has been committed. Parents will be contacted if their child is suspended or expelled from school.

Behaviour that can result in Suspension or Expulsion from School or Police Action:

- *Fighting*
- *Verbal abuse(e.g., swearing)*
- *Having drugs or weapons*
- *Robbery*
- *Use of a weapon to cause bodily harm, or to threaten harm*
- *Vandalism*
- *Sexual Assault*

It is important to encourage your child to follow the rules and behave properly both inside and outside the classroom.

Tips to Encourage Good Behaviour:

- *Talk to your child about school rules*
- *Remind them that there can be serious consequences if they behave poorly*
- *Tell teachers that you want to be told about any concerns they have regarding your child's behaviour*

Smoke Free Schools

Medical research clearly shows that tobacco smoke is a major health hazard. Schools in Newfoundland and Labrador do not allow smoking on their property and all school related activities must be tobacco-free. These rules apply to students, staff and parents.

School Council

Every school has a school council. School councils are made up of parents, community members and school staff. The council discusses school policies and procedures. Most meetings are open for parents to attend.

Tips for Getting Involved

- *The school can give you the contact information of the School Council chairperson. Contact the chairperson and tell them you would like to be involved.*
- *Attend School Council meetings regularly.*
- *Speak up at meetings to help the School Council learn more about the needs and concerns of newcomer students and their families.*

Report Cards

Report cards/progress reports are given out two times during the school year and once more at the end of the school year. Report cards/progress reports tell parents how their child is doing in each class. Sometimes parents have to meet with their child's teacher to pick up the report card. Other times the report card is sent home with the child and the meeting is scheduled at a later date.

Following Students' Progress Between Report Cards

It can sometimes be difficult to keep track of your child's progress in school. Report cards are one way to follow your child's school work, but it is important that you stay up to date about your child's progress. Speak with your child regularly about their school work, attend all

parent-teacher interviews and contact your child's teacher if you have any concerns.

Teachers' Meetings

At the beginning of the school year or when report cards are handed out, parents are invited to come to school and meet with their child's teacher. Parent/Teacher interviews are a time when parents can talk about their child's school work and academic progress with the teacher. These meetings are very important and, if possible, both parents should attend these meetings.

Questions to Ask the Teacher:

- *What are my child's strengths and weaknesses?*
- *How much time should my child spend doing homework?*
- *How does my child relate to other students?*
- *Does my child show special interest in any subject?*
- *Is there anything I can do to help my child with school work at home?*
- *What courses should my child consider for next term?*

A SWIS worker or guidance counsellor can assist you in preparing questions for teachers' meetings.

School Holidays

Public schools in Newfoundland and Labrador run from the beginning of September until the end of June. During this time there are several holidays when children do not attend school.

There are eight (8) public holidays in this province. These public holidays are Easter Sunday, Victoria Day, Thanksgiving Day, Remembrance Day, Boxing Day, St. Patrick's Day, St. George's Day, and Orangeman's Day.

There are also five (5) statutory holidays: Christmas Day, Good Friday, New year's Day, Memorial/Canada Day, and Labour Day. The *Shop Closing Act* applies on those days. That means most stores have to be closed. The exceptions to the law are some pharmacies (drugstores), convenience stores, gas stations and restaurants.

Apart from statutory and provincial holidays, there is a vacation from the end of December until the first week of January (Christmas Break), as well as a short vacation at the beginning of April (Easter Break).

***Please Note:** *Most elementary schools send home a monthly calendar with their child that outlines the activities for each week and any upcoming school holidays. If your child is in elementary school, it is a good idea to check your child's book bag for school calendars, notes, and/or homework.*

Missing School or Class

Students are expected to attend school everyday and arrive before classes begin. It is important that your child attend class as the teacher keeps a record of students who are absent and reports them to the school office.

By law, students under 16 years of age must attend school regularly. However, if your son or daughter will be absent from school (e.g., doctor's appointment), you must call the school office before the start of classes to inform them that your child will be not be attending.

Sick Days

If your child is sick and needs to stay home, the school requires that you call them to explain your child's absence. You must call the school in the morning for each day that your child will be away. Many schools also require that parents provide a signed note when a student returns to school.

Sample Note to Teacher

Dear Ms. Jones,

Please excuse my son, John Smith, from yesterday's classes. He was sick and was unable to attend school.

Sincerely,

Jack Smith

If your child must leave school during school hours (e.g., for a dental appointment), you must notify the teacher or secretary. If a student becomes sick or has an accident at school, the school will contact you. If parents cannot be reached, the school will call your emergency contact.

Sometimes you will need a doctor's note to confirm that your child is sick. If your child should get very sick, he or she should be kept at home until a doctor allows him or her to return to school.

***Please note:** *No child under the age of 12 is to be left at home without a parent or guardian.*

Emergency School Closures/Snow Days

When the weather is bad (e.g., snow storms), schools are sometimes closed for the day. The school may also be closed for a half day – either in the morning or afternoon – depending on the weather.

It is a good idea to listen for school closure announcements on the radio when the weather is stormy. Radio stations will start making announcements at around 7:00 am. They also make announcements about field trip cancellations due to bad weather.

If you are unsure whether or not school is going ahead, you can contact the school or your local School District by phone or check their website for information on school closure. (See Appendix I at the end of this Guide for School District Contact information)

Professional Development Days

Schools sometimes hold professional development days for teachers. These are days when teachers learn new teaching methods and classroom techniques. Students do not attend school on these days. Schools will inform parents in advance of professional development days.

Holy Days and Religious Accommodation

If requested, schools will try to accommodate the religious practices of your family. Religious practices include religious holy days, dress and prayer.

It may be a good idea for you to meet with your child's teacher, vice-principal or principal to discuss what accommodations are needed.

You must also contact the school if your child is observing a religious holy day and will not be attending school.

Dress Codes and Seasonal Dress

All schools have a dress code that students must follow. Clothes must be clean and free from obscene or rude messages and imagery.

Students must bring gym clothes on days when they have physical education classes. Gym clothes may include:

- T-shirts
- Shorts/Track pants
- Sneakers

Students have outdoor breaks and activities at various times throughout the school day so it is important to dress your child according to the weather. Most schools also require that students have separate indoor and outdoor shoes, especially during the winter.

The island of Newfoundland has a marine climate, which means the surrounding ocean influences it. Temperatures range from an average of 15 degrees Celsius (C) in July to -5 in January. Rainfall amounts range from 30 inches in the northwest to 60 inches on the south coast. The entire island is covered by snow in the winter, with the largest snowfall in the north-eastern part. There is fog on the east and southeast coasts, especially in the spring and early summer.

Labrador is between 10 to 15 degrees colder than Newfoundland during the winter. The average temperature is -7°C, but it is colder at night. The summer is usually shorter and cooler than on the island, with temperatures ranging from 10°C to 20°C.

Some Tips on How to Dress Your Child According to the Weather:

In winter: Coat, snow pants, gloves or mittens, a hat that covers ears, scarf, boots

On rainy days: Raincoat or water proof jacket, rain boots, umbrella

On sunny days: light, breathable clothing, hat, sunscreen

Learning in a Canadian Classroom

Teachers use different methods to help students learn including lectures and discussions, question and answer sessions, research, group work, field trips, tests, quizzes, exams and individual projects.

Students are expected to take part in classroom discussions and, sometimes, speak in front of other students (e.g., presenting a book report or project to the class). If your child is not comfortable presenting in front of large groups of people, you can discuss the issue with your child's teacher or principal. Accommodations can often be made to resolve this issue.

Projects

In many classes, teachers ask students to complete a project. Students are to pick a topic, research the topic, and write a paper or present a report to the class. Teachers can help students choose a topic and organize their projects. Sometimes students work together in groups on a project.

Some of these teaching methods may be unfamiliar to newcomer students. Here are some suggestions to help your child with his or her transition into their new school:

- *Tell your child that if they do not understand something in class, to ask the teacher for help.*
- *Talk to your child about their school work. Discussing classroom topics at home is good practice for them.*
- *Find out about after-school activities. After-school sports, clubs and music programs are open to all students. These programs provide a good opportunity for newcomer students to make friends and practice their English in a group setting (e.g., the ANC offers the Homework Club at various schools)*

Field Trips

*Teachers will sometimes arrange for students to visit different places around the community such as a museum or community event. These outings are called "field trips." The school requires parents' permission for students to attend a field trip. Students will bring home a permission form for you to sign. Sign the form as soon as possible and return it to the school with your child. *Please Note: There may be a cost associated with some field trips.*

Curriculum

In Newfoundland and Labrador, all public schools follow the same curriculum. The curriculum describes all subjects and courses taught in school. The Department of Education is responsible for the school curriculum. In Newfoundland and Labrador, the Kindergarten to Grade 12 school curriculum includes the following subject areas:

- Art
- Career Education (High School)
- Co-operative Education (High School)
- French
- Economic Education (High School)
- Enterprise Education (High School)
- Family Studies (High School)
- Guidance (Junior High School)
- Health

- Home Economics (Junior High)
- Skilled Trades (High School)
- Mathematics
- Music
- Physical Education
- Religious Education
- Science
- Social Studies
- Technology Education (Junior High and High School)

School Supplies

Schools usually give students a list of supplies that parents are required to buy. Some schools sell part or all of these supplies at a discount to parents, other schools do not. If school supplies are not available in the school, you must purchase them. Most department stores, drug stores and Dollar stores carry school supplies.

Textbooks

On the first day of school, teachers provide students with a list of books that they will need for each of their classes. Most schools provide textbooks free of charge. However, the textbooks remain the property of the school and are to be returned at the end of the school year in good condition. Students may be charged money for the textbooks if they are returned in poor condition.

Sometimes schools do not provide textbooks. If the school does not provide textbooks free of charge, you will have to pay for them. Some schools sell new and used textbooks at the beginning of the school year. You can also buy used textbooks from a local used bookstore.

Homework

Teachers often send assignments home with children to be finished by the next school day. This is called homework. You should expect your child to have homework every night. The amount of homework depends on the grade that your child is in. For example, students in elementary school have less homework than students in junior or senior high school.

The ANC also offers a Homework Club for newcomer students. This program provides assistance to newcomer children who are studying English as a Second Language. This program provides homework assistance and reinforces language and literacy skills. The Homework Club is offered throughout the school year in the St. John's Area.

After School/Summer Enrichment Programs for Youth

The ANC offers an After School Enrichment Program to help newcomer students with their school work. The program is offered two times a week, after school, at Holy Heart of Mary Regional High in St. John's. Contact the Association for New Canadians for more information on this program.

A Summer Enrichment Program is also offered during the summer months. This program focuses on English and Math skills, as well as community awareness and career development. It consists of in-class instruction and field trips around the city.

Access to Computers

Most schools have computers that students can use at certain times during the day. School computers are to be used for educational purposes during class time; however, personal use is sometimes allowed as long as it does not interfere with school work.

Schools can monitor school computer use by both students and staff. Schools may also block or limit the use of some Internet sites.

Students can also access computers at public libraries or community centers. These computers are open to the public and can be used for free during operating hours.

Lockers

Each student is given a locker at the beginning of the school year. The lockers are property of the school and are to be cleaned out at the end of the school year.

In elementary school, lockers usually do not have locks. In junior and senior high school, all lockers must have a lock. Schools usually sell the lock they want students to use. In some schools, students may have to share a locker.

The locker should not be used to store valuable items. The school is not responsible for stolen or damaged locker contents.

Breakfast Program

Some elementary and junior high schools have a breakfast program for students. This program provides a breakfast for students at school, before classes begin in the morning. There is no cost for this service. Not all schools have a breakfast program. Contact your child's school to see if this service is available. If your child takes part in the breakfast program, they must be at school 30 minutes before the start of class.

Lunch

Children in elementary school are not allowed to leave school grounds at lunch time without written permission from a parent or guardian. If your child stays at school for lunch, he/she can bring a lunch from home or buy lunch at school.

Some elementary schools have a lunch program for students. A lunch is provided to students on a "pay if you can" basis. This means that if parents can afford to pay for the lunch, you will be charged a fee for the food. If you cannot afford to pay the fee, the hot lunch will be provided to your child free of charge. Contact the school to find out if they have a lunch program and whether or not you are required to pay.

Most junior and senior high schools allow students to leave school grounds at lunch. Students can also choose to stay at school to eat their lunch or buy a lunch in the school cafeteria.

Nutrition Policy/Healthy Eating

The school system in Newfoundland and Labrador initiated a Nutrition Policy in 2006. The Policy follows that all food served to students in the schools must be nutritious and healthy. The Nutrition Policy includes

school breakfast programs, recess breaks, lunch breaks, vending machines, cafeterias, canteens, fundraisers, and all other food sold or distributed in the school.

The Nutrition Policy also encourages that lunches brought from home follow these guidelines. It is important that your child has a healthy and nutritious lunch.

The benefits of healthy eating include:

- Better overall health
- Lower risk of disease
- A healthy body weight
- Feeling and looking better
- More energy
- Stronger muscles and bones

When preparing a lunch for your child, it is important to include a variety of healthy foods. Children and teenagers learn and focus better when eating from the four food groups listed in *Eating Well with Canada's Food Guide*. For a copy of Canada's Food Guide, visit Health Canada's website at: www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php

3 Steps to Packing a Healthy Lunch:

1. *Include foods from Canada's Food Guide:*
 - a. *Vegetables and fruits (fresh, canned, frozen or dry)*
 - b. *Grain products (whole grain breads, pastas, rice and other grains)*
 - c. *Milk and alternatives (2%, 1% or skim milk, yogurt, cheese)*
 - d. *Meat and alternatives (lean meat, fish, poultry, dried peas and beans, lentils, tofu, nuts, seeds and eggs)*
2. *Offer reasonable sized portions.*
3. *Limit foods and drinks high in calories, fat, sugar, or salt such as:*
 - a. *Cakes, doughnuts, pastries, cookies and pies*
 - b. *Pop and fruit "drinks"*
 - c. *Potato chips, chocolate, candy and bars*

School Bus Transportation

Some students have access to free bus transportation to and from school. This bus service is provided by the School Board and is separate from public bus transportation. To be eligible for bus transportation you live must live more than 1.6 kilometres from your neighbourhood school. Parents are responsible for bringing their young children to the bus stop at the correct time.

Contact your child's school or SWIS worker for more information on bus routes and schedules. Children under the age of 12 should be accompanied to school by a parent or guardian if school bus transportation is not provided.

***Please Note: Transportation is **NOT** available for summer school, night classes or any other school related activity outside the regular school hours.**

City Bus Transportation

In St. John's and Mount Pearl, the public bus system is provided by MetroBus. The cost for riding the bus is \$2.25* for adults and \$1.75* for children 12 years and under. Contact MetroBus for schedule and route information at (709) 722-9400.

In Corner Brook, the public transportation system is provided by Murphy's Transportation. The cost for riding the bus is \$2.50* for adults and \$1.25* for children 12 years and under. You can contact Murphy's Transportation at (709) 634-3345 for schedule and route information. (*Prices as of March, 2009)

Older children can take the city bus system by themselves but must be shown how to take the routes both to and from school.

High School Graduation Requirements

Students must obtain a minimum of 36 credits in order to graduate from high school in Newfoundland and Labrador. Most students complete 14 credits each year for a total of 42 credits over three years. Students must complete high school before continuing their education

at a university or community college. In some cases, students need a fourth year of high school in order to complete all the credits required for graduation.

For more information on graduation requirements consult with a guidance counsellor at your child’s school or contact a SWIS worker at [709-722-0921](tel:709-722-0921).

Please note: If you live outside the St. John’s area or if there is not a SWIS worker at your child’s school, you can call or e-mail the Association for New Canadians for advice or assistance:

E-mail: ancinformation@nfld.net or swis@nfld.net
 Phone: [1-877-666-9650](tel:1-877-666-9650)

In order to graduate from high school, students must obtain credits in each of the following subject areas:

Subject Area	Required # of Credits
Language Arts	
English Language Arts	6 credits
Optional Language Arts	2 credits
Mathematics	4 credits
Science	4 credits
Social Studies	
World Studies	2 credits
Canada Studies	2 credits
Career Education*	2 credits
Fine Arts	2 credits
Physical Education	2 credits

Other Required Credits	
Enterprise Education, French, Religious Studies, Technology Education, Family Studies**	4 credits
Any Subject Area	6 credits
Total	36 credits

**These courses sometimes include a work placement at a local business or company.*

***Students must complete courses from any TWO of these categories. Students may also use French credits towards this requirement.*

Notes:

- 1. Twenty (20) or more total credits must be obtained beyond Level 1;*
- 2. Nine (9) or more credits must be obtained beyond Level 2. At least 5 of these credits must be obtained in the Newfoundland and Labrador Senior High School Program; and,*
- 3. Students cannot use more than 4 local course credits (including alternate courses) to contribute to the 36 credits to graduate.**

** This information was provided by the Department of Education website:*

<http://www.ed.qov.nl.ca/edu/>

Students Who Are 18 Years of Age or Older

Students who are 18 years of age or older are legally adults in Canada. If the student is 18 years of age or older, school information is given to the student and not the parents.

If you want to receive information from the school, such as report cards or letters from the teacher, students must sign a form in the school office giving you permission to receive information from the school.

English Language Requirements – University and College

Universities and some community colleges require students who have lived in Canada for less than 4 or 5 years to take the Test of English as a Foreign Language (TOEFL) or a similar language test in order to determine their level of understanding in English.

The Association for New Canadians offers a TOEFL preparation course to help clients prepare for this test. You can call or visit the ANC for more information about the TOEFL Preparation Course.

Most universities also require that students complete specific English courses in high school before admission. For more information, check the admission requirements of the university or community college where your child is applying.

Support Programs for ESL Students

The Association for New Canadians (ANC) offers the Language Instruction for Newcomers to Canada (LINC) Program to help adult learners (18 years of age or older) gain the necessary skills to settle and integrate successfully into Canadian society. The LINC Program focuses on developing the reading, writing, speaking and listening skills of newcomer and includes both classroom and computer assisted learning. The ANC also offers weekly evening ESL and pronunciation classes for eligible clients. Additionally, the ANC's Acquiring Experience, Integrating Skills (AXIS) division offers several employment assistance programs and services to eligible clients. Contact the ANC for more additional information:

Association for New Canadians

P.O. Box 2031, Stn. C

144 Military Road

St. John's, NL, A1C 5R6

Phone: (709) 722-9680/1-877-666-9650

Fax: (709) 754-4407

E-mail: settlement@nfld.net

Memorial University offers a 12-week intensive English Program 3 times per year and a 5-week English Language Summer School each July. In addition, English for Special Purposes and custom designed courses are available for groups. A fee is associated with this program. Contact Memorial University for additional information on program costs:

English as a Second Language Program

Memorial University

St. John's, NL, A1B 3X9

Phone: (709) 737-8740

Fax: (709) 737-8282

Website: <http://www.mun.ca/esl>

E-mail: esl@mun.ca

The College of the North Atlantic offers English as a Second Language program in St. John's and in Corner Brook to address language training for a variety of academic, personal and social goals. ESL courses in listening, speaking, reading and writing are offered at five levels: Beginner, Intermediate I, Intermediate II, Advanced I and Advanced II. Students enrolled at the Advanced Levels are offered the opportunity to enrol in College credit courses as part of their ESL study.

A fee is associated with this program. Contact the College of the North Atlantic for more information on program costs:

College of the North Atlantic

P.O. Box 169

St. John's, NL, A1C 5P7

Phone: (709) 758-7284

Fax: (709) 758-7304

Website: <http://www.cna.nl.ca>

Appendix I – School District Contact Information

School District Contact Information

Labrador District School Board

E-mail: www.lsb.ca

District Office (Lab. East)

P.O. Box 1810, Stn. "B"

Happy Valley-Goose Bay, NL

A0P 1E0

Canada

Tel: (709) 896-2431

Fax: (709) 896-9638

Regional Office (Lab. West)

669 Tamarack Drive

Labrador City, NL

A2V 2V2

Canada

Tel: (709) 944-7628

Fax: (709) 944-3480

Western School District

E-mail: www.wnlsd.ca

District Office - Western School District

P.O. Box 368

10 Wellington Street

Corner Brook, NL

A2H 6G9 Tel: (709) 637-4000

Fax: (709) 634-1828

Stephenville Regional Office

P.O. Box 5600

Stephenville, NL

A2N 3P5

Tel: (709) 643-9525

Fax: (709) 643-9235

Lower Cove Regional Office

P.O. Box 82

Lower Cove, NL

A0K 2V0

Tel: (709) 475-2232

Fax: (709) 475-2809

Nova Central School District

www.ncsd.ca

District Headquarters

203 Elizabeth Dr

Gander, NL A1V 1H6

Tel: 709-256-2547

Fax: 709-651-3044

Regional Education Office

P.O. Box 70

Grand Falls-Windsor, NL A2A 2J3

Tel: 709-489-2168

Fax: 709-489-6585

Eastern School District

E-mail: www.esdnl.ca

**Eastern Regional Office
(Headquarters)**

Suite 601, Atlantic Place

215 Water Street

St. John's, NL · A1C 6C9

Tel: (709) 758-2372

Fax: (709) 758-2706

Burin Regional Office

P.O. Box 4000

Marystown, NL · A0E 2M0

Tel: (709) 891-6100

Fax: (709) 891-6106

Western Regional Office

P.O. Box 500

Bay Roberts, NL · A0A 1G0

Tel: (709) 786-7182

Fax: (709) 786-7040

Vista Regional Office

356 Memorial Drive

Clareville, NL · A5A 1P4

Tel: (709) 466-3401

Fax: (709) 466-1823

Conseil Scolaire Francophone Provincial de Terre –Neuve-et-Labrador

E-mail: conseil@csfp.nl.ca

Conseil scolaire francophone provincial de Terre-Neuve-et-Labrador

65, Chemin Ridge, Suite 212

Saint-Jean (Terre-Neuve-et-Labrador)

A1B 4P5

Sans frais : 1-888-794-6324

Téléphone : (709) 722-6324

Télécopieur : (709) 722-6325

Appendix II - St. John’s Schools that offer the SWIS Program

**St John's and Area Schools that offer the Settlement
Workers in the Schools (SWIS) Program**

High School:

Holy Heart Regional High School

Junior High School:

Brother Rice Junior High

Elementary Schools:

- Virginia Park Elementary
- Vanier Elementary
- Bishop Feild Elementary
- McPherson Elementary
- St. Theresa's Elementary
- Rennie's River Elementary
- McDonald Drive Elementary
- Mary Queen of Peace Elementary
- St. Andrew's Elementary
- Larkhall Academy
- St. Mary's Elementary
- St. Matthew's Elementary
- Holy Cross Elementary
- Hazelwood Elementary
- Cowan Heights Elementary
- Bishop Abraham Elementary

Your Child's School Information

Child Name:

School Name:

School Address:

School Telephone Number:

Homeroom Teacher Name:

Grade:

Principal Name:

Vice-Principal Name:

School Bus Number:

Morning: _____

Afternoon: _____

Your Child's School Information

Child Name:

School Name:

School Address:

School Telephone Number:

Homeroom Teacher Name:

Grade:

Principal Name:

Vice-Principal Name:

School Bus Number:

Morning: _____

Afternoon: _____

Your Home/Personal Information

Parent/Guardian Full Names:

Children’s Full Names:

Home Address:

Day Telephone Number: _____

Evening Telephone Number: _____

Mobile Phone Number: _____

Emergency Contact Name and Telephone Number:

Notes