



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

What You Need to Know About Welcoming and Hosting International Students and Educators:

*A Guidebook for OCDSB
Administrators and Teachers*



2019-2020

OCENET CONTACT # 613-239-0314

LONG TERM PROGRAM (1-2 semester(s) per academic year)
(440 Albert Street, Suite C315)

Name	Contact	Phone 613-239-0314	E-mail
Geoff Best	Executive Director	x2100	geoff.best@ocdsb.ca
Anne-Marie Bereza	Marketing	x2103	annemarie.bereza@ocdsb.ca
Minsook Kang	Marketing	x2107	minsook.kang@ocdsb.ca
Kevin Orange	Finance and Operations	x2101	kevin.orange@ocdsb.ca
Vicente Conte	Office Administrator	x2102	vicente.conte@ocdsb.ca
Dahlia Liwsze	Project Coordinator	x2106	dahlia.liwsze@ocdsb.ca
Eunyoung Shin	Admissions	x2104	eunyoung.shin@ocdsb.ca
Alejandra Guidi	Admissions	x2105	alejandra.guidi@ocdsb.ca
Chau Hoang	Admissions	x2114	chau.hoang@ocdsb.ca
Jill Doherty	Academic Advisor	613-266-8532	jill.doherty@ocdsb.ca
Donna Bass	Academic Advisor	613-983-2094	donna.bas@ocdsb.ca
Susana U-Leong	Academic Advisor	x2102	susana.u-leong@ocdsb.ca

SHORT TERM (less than one semester), GROUPS, TEACHER TRAINING, AND EXCHANGE PROGRAMS (440 Albert Street, Suite E123)

Name	Contact	Phone 613-239-0314	E-mail
Constantine Ioannou	Program Director	x2109	constantine@ocdsb.ca
Katherine Noble	Program Administrator	x2110	katherine.noble@ocdsb.ca
Insook Bowman	Program Administrator	x2111	insook.bowman@ocdsb.ca
Kari Hanes	Project Lead	x2112	karen.hanes@ocdsb.ca
Sean Oussoren	International Education Coordinator	X2108	sean.oussoren@ocdsb.ca

YOUNG PEOPLE'S LANGUAGE SCHOOL (440 Albert Street, Suite W141)

Name	Contact	Phone 613-239-0314	E-mail
Greg Duggan	Director of Studies	x2113	greg.duggan@ocdsb.ca
Chau Hoang	School Administrator	x2114	chau.hoang@ocdsb.ca

GENERAL INQUIRIES

Name	Contact	Phone 613-239-0314	E-mail
OISP	Vincente Conte	x2102	vicente.conte@ocdsb.ca
OIPE	Katherine Noble	x2110	katherine.noble@ocdsb.ca
YPLS	Chau Hoang	x2114	chau.hoang@ocdsb.ca

****For inquiries from parents for information about international student programs, direct them to www.ocenet.ca (translations in many languages available)**

TABLE OF CONTENTS

The Ottawa-Carleton Education Network	4
The OCENET Network	6
Our Network	7
Acceptance Process	10
Orientation and Welcome	11
Living Arrangements (applies to both long-term and short-term students)	12
The Canada Homestay Network	12
Student Expectations	14
Academic Expectations	14
Attendance Expectations	14
Roles of OCDSB Schools	14
Welcoming International Students and Visiting Educators	14
Best Practices: An Exemplary Approach at Bell High School	15
School Operations Information on the Database By School	16
Timetabling	17
Possible Courses by Level of ESL:	18
Points to consider when counseling International Students	18
Checklist of course selection topics for discussion with students	19
Communication With Parents	19
Student Success	20
School Involvement	20
School Transfer	20
Returning Students	21
Study Permits	21
International Student Code of Conduct	22
Withdrawal	23
Lynch-Getty Global Student Award	24
Post-Secondary Scholarships for International Students	24
Differences with the Short Term/Group Program Students	24
Teacher Training Programs:	26
International Student Exchanges for Canadian Students	27
OCDSB International Certificate Program	27
International Certificate Program Post-Secondary Scholarships	28
Friendship Schools	28
OCDSB/OCENET International Study Abroad Bursary	28
Lynch-Getty Global Student Award	28
Appendix 1: Student Participation Agreement	29
Student Participation Agreement	29
Terms and Conditions	29
Appendix 2: Backgrounder Info by Country for International Students Attending OCDSB Schools	31
National Education Systems	31
Appendix 3: OCDSB International Student Transfer Form	33

THE OTTAWA-CARLETON EDUCATION NETWORK

The Ottawa-Carleton Education Network (OCENET) works with schools and teachers around the world to improve learning opportunities for children and adults. Our international network of educators collaborates in many ways to meet the challenges of our changing world.

OCENET is a non-profit organization is governed by a Board of Directors chaired by the of Director of Education of the Ottawa-Carleton District School Board (OCDSB). OCENET is closely affiliated with the OCDSB and works exclusively with OCDSB schools in recruiting, placing and supporting international students and visiting educators.

OCENET'S GOALS ARE TO:

- ✓ Create a global network of educators and students who can share their knowledge and expertise
- ✓ Enhance the scope of Ottawa-Carleton District School Board educational programs
- ✓ Offer financial support to facilitate the Ottawa-Carleton District School Board's goals
- ✓ Create a local network of teachers and schools in the Ottawa region to share knowledge and experience
- ✓ Provide a forum for Ottawa students and teachers to meet and learn from international students and teachers
- ✓ Foster the development of intercultural competency in OCDSB students and staff, as well as amongst visiting students and educators
- ✓ Promote opportunities for Canadian students and educators to engage internationally.

OCENET: YOUR SCHOOL'S INTERNATIONAL LEARNING PARTNER

- ✓ International Student Placement and Support
- ✓ International Certificate Program
- ✓ School Partnerships (K-12)
- ✓ Student Exchanges
- ✓ Cultural Competency Workshops
- ✓ International Teacher Training
- ✓ Global Education Support.

BENEFITS OF ACCEPTING INTERNATIONAL STUDENTS AND EDUCATORS:

- ✓ **Global Awareness**
 - Meaningful intercultural relationships are built with the presence of international students and educators in our schools.
 - The opportunities for international students and educators and Canadian students and educators to learn from each other is mutually beneficial and promotes global citizenship and understanding.
 - Many international students attend OCDSB schools for several years, and many graduate with Canadian students, and then choose to continue their post-secondary education at Canadian universities and colleges.

✓ **School Benefits**

International students pay tuition fees to attend high school. This amount covers the cost of their education and provides the OCDSB with revenues to help support local programs.

- International students are included in the school enrollment figures and generate staffing accordingly.
- International programs add many full-time teachers at OCDSB schools.
- Currently, monies generated from the Ottawa International Student Program (OISP) program are providing additional sections of ESL instruction at the secondary level.
- International programs provide program support in keeping with the 2019-2023 Strategic Plan and School Learning Plans.
- Each school receives a stipend per student per semester directly from OCENET for each international student the school hosts.
- Short-term and Group Program students as well as extended placements for visiting educators include an honorarium to the school.

OCENET's offices and classrooms are located at the Albert Street Education Centre, 440 Albert Street.

For over 20 years, OCENET has worked together with Canada Homestay Network to provide safe and comfortable accommodations with a Canadian family to visiting international students and educators. Canada Homestay Network is a not for profit society. (See www.canadahomestaynetwork.ca)

Canada's public educational system is renowned world-wide for its high standard of education. More and more public school boards across Canada are recruiting international students. OCENET and the OCDSB have developed their international student and teacher training programs over the past 20 years and are recognized for their quality programs.

More information about international education in public schools across Ontario can be found at the Ontario Association of School Districts – International at www.oasdi.ca. Information about international education in public schools across Canada can be found at the Canadian Association of Public Schools – International at www.capsi.ca.



THE OCENET NETWORK

OCENET has a network of connections around the world which includes educational agents, government organizations, schools, and universities.

Ottawa International Student Program (OISP):

OISP guides international students from their first explorations into overseas learning opportunities to choosing schools, arranging homestay and supporting students while they attend school in Ottawa. Ottawa's reputation as a safe, green city with abundant recreational opportunities and an excellent school system makes it a top choice for both parents and students.

OISP offers international students the opportunity to learn alongside Canadian students in public elementary and secondary schools in the Ottawa-Carleton District School Board. We help prospective students submit their applications and fees, provide orientation services and smooth their transition into their school and community.

OISP is responsible for long-term international students (1-2 semesters per academic year) in OCDSB elementary and secondary schools.

Ottawa International Projects and Exchanges (OIPE): *Short-Term and Teacher Programs*

OIPE promotes personal development through cross-cultural education. Our programs for Canadian and overseas students and teachers and visiting delegations of educators are creating a network of learning around the world, including an increasing number of friendship schools.

We invite international students to join our Summer English Explorer (English as a second language and activities) programs and Global Classroom (school integration) during the school year.

OIPE's teacher-training programs offer specially designed courses for international teachers of English and other educators who use English in instruction. We also offer Administration and Leadership programs for principals and leaders.

OIPE also welcomes international delegations on fact-finding or exchange missions for short visits (half day or longer).

OIPE is responsible for a variety of short-term individual and group programs, including:

- ✓ **Short-term international student groups who are placed within one or several schools across the OCDSB**
- ✓ **Individual short-term students who usually start their program at the beginning of each semester or possibly at other times within the school year**
- ✓ **Teacher training and placement programs where teachers are placed in schools to observe/collaborate and learn from/with OCDSB colleagues**
- ✓ **Study tours and delegations who visit the OCDSB over the course of a day to a week, receiving presentations about educational best practices in OCDSB schools**
- ✓ **Summer English Explorer program for international students spending part**

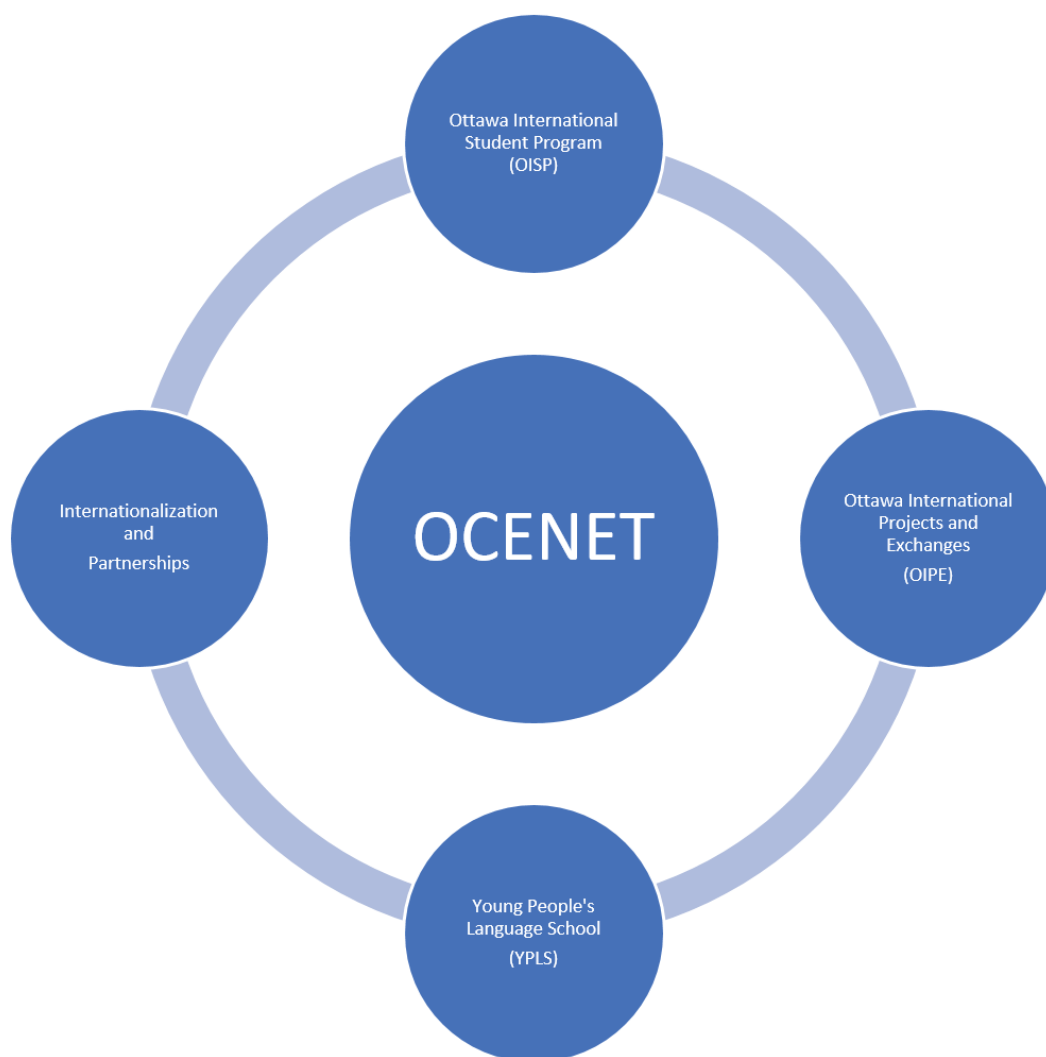
of the summer in Ottawa, receiving language and cultural enrichment at the Albert Street Education Centre.

Young People's Language School (YPLS)

YPLS is located in the Albert Street Education Centre and supports international students who want to develop their English language and cultural skills before attending a Canadian secondary school.

YPLS is responsible for providing English language skills to international students who need supplemental language acquisition prior to attending OCDSB secondary schools.

OUR NETWORK



OCENET CONTACT # 613-239-0314

**LONG TERM PROGRAM (1-2 semester(s) per academic year)
(440 Albert Street, Suite C315)**

Name	Contact	Phone 613-239-0314	E-mail
Geoff Best	Executive Director	x2100	geoff.best@ocdsb.ca
Anne-Marie Bereza	Marketing	x2103	annemarie.bereza@ocdsb.ca
Minsook Kang	Marketing	x2107	minsook.kang@ocdsb.ca
Kevin Orange	Finance and Operations	x2101	kevin.orange@ocdsb.ca
Vicente Conte	Office Administrator	x2102	vicente.conte@ocdsb.ca
Dahlia Liwsze	Project Coordinator	x2106	dahlia.liwsze@ocdsb.ca
Eunyoung Shin	Admissions	x2104	eunyoung.shin@ocdsb.ca
Alejandra Guidi	Admissions	x2105	alejandra.guidi@ocdsb.ca
Chau Hoang	Admissions	x2114	chau.hoang@ocdsb.ca
Jill Doherty	Academic Advisor	613-266-8532	jill.doherty@ocdsb.ca
Donna Bass	Academic Advisor	613-983-2094	donna.bas@ocdsb.ca
Susana U-Leong	Academic Advisor	x2102	susana.u-leong@ocdsb.ca

**SHORT-TERM (less than one semester), GROUPS, TEACHER TRAINING, AND
EXCHANGE PROGRAMS (440 Albert Street, Suite E123)**

Name	Contact	Phone 613-239-0314	E-mail
Constantine Ioannou	Program Director	x2109	constantine@ocdsb.ca
Katherine Noble	Program Administrator	x2110	katherine.noble@ocdsb.ca
Insook Bowman	Program Administrator	x2111	insook.bowman@ocdsb.ca
Kari Hanes	Project Lead	x2112	karen.hanes@ocdsb.ca
Sean Oussoren	International Education Coordinator	X2108	sean.oussoren@ocdsb.ca

YOUNG PEOPLE'S LANGUAGE SCHOOL (440 Albert Street, Suite W141)

Name	Contact	Phone 613-239-0314	E-mail
Greg Duggan	Director of Studies	x2113	greg.duggan@ocdsb.ca
Chau Hoang	School Administrator	x2114	chau.hoang@ocdsb.ca

GENERAL INQUIRIES

Name	Contact	Phone 613-239-0314	E-mail
OISP	Vincente Conte	x2102	vicente.conte@ocdsb.ca
OIPE	Katherine Noble	x2110	katherine.noble@ocdsb.ca
YPLS	Chau Hoang	x2114	chau.hoang@ocdsb.ca

****For inquiries from parents for information about international student programs, direct them to
www.ocenet.ca (translations in many languages available)**

OCENET PROGRAMS & SERVICES

OCENET International Student Programs at a Glance

Program	Services
Ottawa International Student Program (OISP)	✓ long-term international students in OCDSB elementary and secondary schools
Ottawa International Projects and Exchanges (OIPE): <i>Short Term and Teacher Programs</i>	<ul style="list-style-type: none"> ✓ short term international student groups ✓ individual short term students ✓ teacher training with school placements ✓ study tours and delegations of international educators ✓ Summer English Explorer programs for international students
Young People's Language School (YPLS)	✓ English language skill development prior to attending OCDSB secondary schools

OCENET offers a wide variety of programs and fulfills many roles in the process of placing international students and educators in OCDSB schools:

- ✓ Recruitment of international students and teachers at educational fairs and through approved educational agents both locally and overseas
- ✓ Administration of the many stages of the application process, including assistance with application forms, student visas, contact with the student's school overseas, and payment of tuition fees
- ✓ Pre-arrival online assessment of English language skills conducted before the student comes to Canada
- ✓ Initial welcome for students to the Ottawa area, with OCENET staff often greeting new students and educators at the airport
- ✓ Orientation sessions prior to attending their OCDSB schools
- ✓ Assessment of each student's English language level and level of math readiness is conducted shortly after arrival in Ottawa
- ✓ Admission package with relevant academic information provided to schools
- ✓ Academic Advisors assigned to each secondary school
- ✓ On-going support services from OCENET staff.



ACCEPTANCE PROCESS

- ✓ Students send OCENET (OISP) a completed application form and transcripts of their marks for the last two years.
- ✓ Each application is reviewed before a student is accepted. Students must have at least a low B average overall to be considered for acceptance. Additional information on the Admissions Requirements can be found at: <http://www.studyottawa.ca/website/page/show/admission-requirements?lang=en&docID=6>
- ✓ Students can indicate 3 school choices on their application form and are generally placed in a school of choice.
- ✓ When students have paid their tuition fees, they are sent a formal acceptance letter. A copy of this letter is sent to Admissions and the receiving school. Students staying longer than 6 months need this letter to obtain a study permit from Citizenship and Immigration Canada.
- ✓ Custodianship
Students under the age of 18 must have a custodian who is responsible for them in an emergency. Students do not have to live with their custodian. Brenda St. Jean from Canada Homestay Network acts as the custodian for students participating in the OISP homestay program. Custodians can also be relatives or friends providing they are Canadian citizens.

ADMISSION PROCEDURES

- ✓ **Pre-registration (spring)**
International students, once accepted, can be pre-registered at their designated school. If students apply early enough, the OISP office will communicate with the school contact to request that these students be given a tentative timetable before the start of school.
- ✓ **Immunization**
All international students must be immunized. Ottawa Public Health will contact students who require immunizations. OCENET helps families to complete immunization requirements during the application process.
- ✓ **Assessment**
Soon after arrival in Ottawa, international students are assessed in English and in mathematics before starting at school.

Students who are NOT coming to graduate may be given more flexibility in their course selection.



ORIENTATION AND WELCOME

OCENET runs an orientation session during assessments which provide students and visiting educators with the following:

- ✓ Name and location of their assigned schools
- ✓ Daily schedule, standard practices, and organization of an Ontario school
- ✓ Suggestions for adapting to their Canadian homestay family
- ✓ Ways to address health and safety issues as well as medical emergencies
- ✓ Addressing the phases of culture shock and adapting to Canadian culture
- ✓ Information on basic routines and services, including bus routes and banking
- ✓ OCDSB Code of Conduct
- ✓ OCENET Student Participation Agreement (see Appendix 1) for students which requires regular attendance and requires students to become involved in school extracurricular clubs and sports teams
- ✓ Review expectations and tips on how to be successful in school both academically and socially
- ✓ Review of the online learning application that students receive upon acceptance to the program
- ✓ Students and visiting educators also receive a city bus tour that provides some historical and cultural background information.

In order to encourage cross-cultural friendships amongst the long-term international students, OCENET also offers optional excursions throughout the school year to international students including trips to Toronto and Niagara Falls, Montreal, and ski trips. More information and dates of excursions can be found at http://www.studyottawa.ca/website/upload/documents/OTTAWA_Orientation_Handbook_201819_web.pdf

STUDENT ADMISSIONS PROFILE

For each new student, the school will receive an envelope containing (this profile will be prepared by OCENET staff and sent shortly after the student arrives at their assigned school):

- ✓ Student Profile
- ✓ Report with recommended ESL or English level and mathematics readiness level for non-ESL schools (can be downloaded immediately after assessment shortly after arrival in Ottawa)
- ✓ Student grades for the last two years from the home country
- ✓ Writing samples from the OCENET assessments.

ACADEMIC ADVISORS — SECONDARY SCHOOL PLACEMENTS ONLY

OCENET Academic Advisors serve an essential role in supporting international students in OCDSB schools by providing a liaison between OCDSB schools and OCENET. The Academic Advisors are experienced ESL language specialists who conduct the initial language and mathematics assessments as well as on-going academic support to international students during the school year. This partnership with the school involves monitoring report card results and attendance, and generally assisting students in being successful. This process involves reporting to OCENET staff and to Canada Homestay Network International as well as to teachers, guidance counsellors, parents, and educational agents.

Academic Advisor	Schools
DONNA BASS donna.bass@ocdsb.ca (613) 983-2094	Adult, Bell, Canterbury, Gloucester (except for Mandarin speakers), John McCrae, Lisgar, Longfields Davidson, Merivale, Ridgemont, SRB
JILL DOHERTY jill.doherty@ocdsb.ca (613) 266-8532	A.Y. Jackson, Brookfield, Cairine Wilson, Colonel By, Earl of March, Glebe, Hillcrest, Nepean, Sir Wilfrid Laurier, West Carleton, Woodroffe
SUSANA U-LEONG susana.u-leong@ocdsb.ca (613) 239-0103	Additional support for Mandarin speaking students

LIVING ARRANGEMENTS (APPLIES TO BOTH LONG-TERM AND SHORT- TERM STUDENTS)

International students have different living arrangements. Some live with a relative or family friend and others live with a homestay family. The OISP program students use The Canada Homestay Network, a not for profit organization, to recruit host families; coordinate the placement of students; and provide ongoing support for students and families.

Not all international students are in homestay with The Canada Homestay Network. **However, some students are being served by homestay companies arranged by an educational agent or friends.** These different companies may not have similar standards of service, care and interaction with the students. If you have any concerns about the safety of our students, please contact us at the OCENET office (613-239-0314).

THE CANADA HOMESTAY NETWORK

The majority of international students and visiting educators use homestay accommodations. The Canadian host family has an important and essential role in providing a comfortable home, food and support.

All international students and visiting educators who arrange homestay through OCENET are provided with accommodation through the Canada Homestay Network, and each international student or visiting educator has an assigned Relationship Manager to liaise with the international student or educator, the host family, the school and with OCENET.

Note: International students, regardless of age, cannot live alone while they are in secondary school.

Should you have any concerns regarding a homestay placement arranged through OCENET or if you know a family that would be interested in hosting an international student, please contact:

Brenda St. Jean

Tel: 613-686-6764 Ext. 2040

Email: ocenet@canadahomestaynetwork.com

See the inside back cover of this guidebook for the assigned Relationship Manager and contact information by school. Note that the assigned Relationship Manager sees only students who are provided with homestay accommodations through the Canada Homestay Network and will meet with students at school on a regular basis.

CANADA HOMESTAY NETWORK CONTACT # 613-686-6764

For LONG-TERM PROGRAM [1-2 semester(s) per academic year]

Staff Member	Position	Phone 613-686-6764	Email	Schools/Program
Carlos Anis	Relationship Manager	x2221	canis@canadahomestaynetwork.ca	Cairine Wilson SS Ridgemont HS Emily Carr MS Brookfield HS
Meaghan Bailey	Relationship Manager	x2235	mbailey@canadahomestaynetwork.ca	Glebe CI YPLS Lisgar CI Canterbury HS Hillcrest HS
Josette Delorme-Pierre	Relationship Manager	x2067	mjdpierre@canadahomestaynetwork.ca	Sir Wilfrid Laurier SS Colonel By SS
Leah Odada	Relationship Manager	x2220	lodada@canadahomestaynetwork.ca	John McCrae SS West Carleton SS Bell HS Earl of March SS
Humaira Popal	Relationship Manager	X2238	hpopal@canadahomestaynetwork.ca	Woodroffe HS AY Jackson SS D. Roy Kennedy PS Nepean HS Longfields-Davidson HSS Sir Robert Borden HS Merivale HS
Hilary Rust	Relationship Manager	x2045	hrust@canadahomestaynetwork.ca	Gloucester HS
Suzanne Zeidan	Relationship Manager – Floater	x2245	szeidan@canadahomestaynetwork.ca	All programs/schools

For SHORT-TERM PROGRAMS [less than 1 semester]

Lina Sua	Relationship Manager	x2055	lsua@canadahomestaynetwork.ca	Short-Term Groups and Individuals
----------	----------------------	-------	--	-----------------------------------

For ALL PROGRAMS

Katitlyn Poisson	Regional Lead	x2066	kpoisson@canadahomestaynetwork.ca	All Programs
------------------	---------------	-------	--	--------------

*** Please reach the Relationship Manager assigned to each school by calling 613-686-6764 and use their extension OR by emailing the RM directly and using the student's name and school in the subject line.

STUDENT EXPECTATIONS

ACADEMIC EXPECTATIONS

International students and their parents sign a participation agreement in which they agree to obey school rules and strive to maintain a C+ average.

- ✓ International students must take a full timetable.
- ✓ They can drop one course only with permission from OCENET.
- ✓ They can change a course only with one or more teachers' approval.
- ✓ They are subject to course prerequisites like other students.

ATTENDANCE EXPECTATIONS

In the participation agreement, international students agree to attend school on a daily basis. Regular attendance is a premise for their having a study permit.

- ✓ International students are subject to the same rules as Canadian students.
- ✓ It is important to explain the school's attendance and late policy. Give them a written copy of the rules.
- ✓ They must bring a written note from their host family or custodian each time they are absent. The over 18 age exemption does **NOT** apply to international students. International students are visitors and subject to OISP rules.
- ✓ Frequent absenteeism should be reported to the International Student Program office and the student's parents via email.

Note: Make academic and attendance expectations clear to students' families and homestay hosts.

ROLES OF OCDSB SCHOOLS

While the OCENET orientation provides international students and visiting educators with general and basic information, the school needs to provide more specific details. The initial welcome and contact with the assigned school is extremely important and will help the international student or educator adjust to their new learning environment. The importance of a new international student's first impressions of their new school cannot be underestimated.

WELCOMING INTERNATIONAL STUDENTS AND VISITING EDUCATORS

Each school is responsible for organizing its own orientation and welcome for international students that will be overseen by the established school contact. It should include the following:

- ✓ Tour of the school by a teacher with help from an international student from the school
- ✓ Including international student in orientation activities for new students eg. BBQ, Link Crew activity, etc.
- ✓ Assigning "buddies" from the previous year's international or ESL student population to help the new students in the first few weeks
- ✓ Providing updated timetables
- ✓ Explaining how the timetable works

- ✓ Arranging for payment of student activity fees if required (most schools waive this fee)
- ✓ Assigning lockers and providing combination locks; special locker bay for international students
- ✓ Stating important school rules and information and providing a written copy to the students
- ✓ Communicating to teachers the arrival of a new international student with his/her profile information (see introduction sheet at end)
- ✓ Encouraging students to get involved in extra curricular activities and showing them where events and announcements are posted in the school
- ✓ Provide full year international students with a yearbook.

Note: Please be aware that unlike newcomer immigrant students, the OCENET international students do NOT have family members or an advocate to support them on a daily basis.

BEST PRACTICES: AN EXEMPLARY APPROACH AT BELL HIGH SCHOOL

International Students arriving for Semester 1 — Near the end of August

By the time they enter our school at the end of August for registration, we've got the international student packages ready, their timetables have been partially prepared, we've got locks on their lockers and assigned them to locker bay areas depending on the grade. We try to mix the international students with the rest of the student population. In the information packages we prepare, we've tried to cover everything the new international students require, and take time during the information session to review busing, school events, clubs, sports, and how classes and the timetable work

We have OCENET students come into Bell at a specific assigned time. For the initial visit to Bell HS, we really emphasize the importance of the new international student coming with a host parent or guardian or parent. When they don't it delays their paperwork, which in turns delays their Presto Card, plus it also can mess up their timetable.

*We welcome them into our conference room and go over the paperwork with them from our information package. There are many questions to answer. One by one the students see their Student Services counsellor to help choose their courses. After they are done with counsellor they get setup with a Student Ambassador who tours them around the school, shows them their classes and answers any questions they may have about Bell HS and Canadian schools in general. Each international student also gets set up with their locker. We try to match the OCENET students with Ambassadors who speak their language. Every international student also receives a Bell HS Sweatshirt. We try to get this all done end of August before classes start so they are ready on the first day of Semester 1. As any new international students come to Bell HS over the semester, we continue to follow the same process and call our Student Ambassador's from class to assist. We also get the new international students to take a photo of their **HOT PINK** Sheet with their locker and combo number so they don't forget.*

We give our Ambassadors Volunteer hours for this service. Our Students Ambassadors are chosen by our Student Services Department each spring for the next year. They are amazing and sometimes the OCENET international students serves as our Student Ambassadors.

Counsellors at Bell HS are open to the OCENET international students returning later in the week to possibly change their schedule. Often they either did not realize what the course they chose was all about, or they don't understand it. We do our best to accommodate them and be patient. We also have an ongoing ESL Helper Club that meets weekly.

International Students arriving for Semester 2 — During Exams

We basically do the same thing as we do for the Semester 1 intake, though the timing is much tighter. Students cannot get a tour or lockers during exam time, so we give them a sheet which reminds them to come on the 1st day of Semester, to meet in Student Services and to meet their Student Ambassador. It is quite hectic, but works well

We also take their photos in Sem 2 to be added to Trillium as they have missed the Fall Sem 1 picture day. Our process has evolved and been refined over the years; all of these steps are designed to ensure the students feel comfortable and well supported.

**Thank you to Jeff Hemstreet, Lisa Thumm and Jane Flook from Bell High School*

SCHOOL OPERATIONS INFORMATION ON THE DATABASE BY SCHOOL

- ✓ Number of international students attending the school
- ✓ Number of international students pending
- ✓ Student's country of origin
- ✓ Student's assessment results (The recommended level in both subject areas will be available to the designated school via the OCENET website immediately after the assessment)
- ✓ Student's ESL level
- ✓ Homestay information.

FINDING INTERNATIONAL STUDENT INFORMATION

Online Access: www.studyadmin.ca/ocenet/ocenet_school

School Name	User Name	Password
Bell	bellhigh	
Brookfield	brookfield	
Earl of March	earlmarch	
Glebe	glebe	
Gloucester	gloucester	
Hillcrest	hillcrest	
John McCrae	johnmccrae	
Longfields Davidson	longfields	
Nepean	nepean	
Rideau	rideau	
Ridgemont	ridgemont	
Sir Wilfrid Laurier	wilfrid	
Woodroffe	woodroffe	

To obtain your username and password, please contact Kevin Orange at 613-239-0314, x2101. Go to https://www.studyadmin.ca/ocenet/ocenet_school

Example:**Login Username:** woodroffe**Password:** *******Instructions:**

- ✓ Under *Students* on the right-hand side, click on school year and then click on the academic year (ex. 2019–2020).
- ✓ Click on the *Pending* tab to see new and returning students. You can see the on-line English assessment results beside the names. This information can help you to pre-timetable.
- ✓ Click on individual student names to see different kinds of information. When you click on the *General* tab you will see the application form which includes last grade completed, grade applied for, English level indicated and interests.
- ✓ Under the Assessment tab, click on Profile and use this information for Timetabling.

TIMETABLING

Consider the goals of the student. Is the goal to complete the OSSD? Are there specific requisite courses for return to their country?

Course assignments will depend on the assessed level of English and Mathematics. Please see Appendix 2: Background Information by Country of International Students attending OCDSB Schools.

On the on-line assessment summary there will be a recommendation for the level of English and the recommended readiness level for Mathematics. A readiness level of 60% for MPM2D indicates that the student is marginally ready for Grade 10 Academic math. It might be prudent to encourage the student to take MPM1D first semester and MPM2D second semester in order to establish a firm foundation in the English vocabulary of the math curriculum and unaccustomed emphasis on word problems.

For students who are ESL AO/BO level, it is highly advisable to assign courses where the student can acclimatize and make connections with other students, in courses such as PPL or AVI. These courses also allow a student to acquire vernacular English that may not be used in classroom settings.

There may be certain compulsory courses that a country of origin will prescribe. In most cases, a letter on school letterhead at the end of the stay will cover the apparent discrepancy between the required course and the assigned course (e.g. Required course: Global Perspectives; assigned course: CHC2PS — a letter will indicate that events and historical perspectives of an international nature were covered).

Discretion and judgment will allow the counselor to assign courses that will be within the reach of the new student while satisfying their educational needs and long-term planning. It is important to impress upon the student the need to have a firm foundation in both English language skills and prior levels of mathematics or science in order to attain the desired level of success by graduation.

Note: Inquire if returning international students have paid their fees for September prior to issuing a timetable.



A Possible ESL AO/BO Timetable

Semester 1	Semester 2
ESLAO (BO) MPM1DS AVI2O PPL (<i>age appropriate placement</i>)	ESLBO (CO) CGC1PS SNC1DS TDJ2O, AWC3O (<i>level depending on age</i>)

A Possible ESL CO/DO Timetable

Semester 1	Semester 2
ESLCO (DO) CHC2PS MPM2D(S) PPL, AVI, TDJ	ESLDO (EO) MCR3U SCH3U BAF3M, TEJ3M, HFN2O

POSSIBLE COURSES BY LEVEL OF ESL:

ESLAO/BO: ADA1OS, AVI1O, AVI2O, ATC2O, AWA2O; BTT1OS, BTT2OS; PPL2O/3O, PAF2O

ESLCO/DO: CGC1PS, CHC2PS; BAF3M, BTT2OS; ISC2O, ICS3U, TEJ2O, TEJ3M; MPM1DS, MPM2DS, MCR3U; SNC2DS, SCH3U, SPH3U; HFN2O, HIR3C, CGG3O, FSF1PS

ESLEO/ENG2D: Regular English courses with age appropriate placement in PPL

Students are often eager to skip a level of ESL, a choice that usually affects performance in the subsequent levels of English as well as other courses. A measured, consistent progression through all the levels of ESL and prescribed ENG levels will be the most beneficial in determining final outcomes of course evaluations and final marks used for admission to post-secondary institutions.

Note: *Students who are not coming to Canada to graduate can be given latitude in their school course placement.*

POINTS TO CONSIDER WHEN COUNSELING INTERNATIONAL STUDENTS:

- ✓ During the school year, the OCENET Admissions Coordinators, Alejandra Guidi or Eunyong Shin, may contact you regarding a student's progress. It is important that a response be provided as promptly as possible since the initial request likely comes from a parent. Effective and efficient communication can be established by keeping an e-mail list of the international students in your GEM address book.
- ✓ OCENET students understand that the school will communicate with host parents and parents regardless of the student's age; continued communication beyond 18 years of age will help to ensure ongoing support and encouragement of the student's efforts.
- ✓ If the student is here for one semester or one year only, they may require certain compulsory courses for return to their educational jurisdiction. This requirement will be stated in the assessment report. Schedule the student into the nearest appropriate course and level that will allow success; a letter on school letterhead addressing required elements can alleviate concern over a perceived gap in course content.
- ✓ Certain cultural groups may exhibit a more reserved demeanour and may not self-advocate in the same manner as Canadian students. School personnel will find it advisable to connect with these students *on a regular basis* to confirm appropriateness of placement and degree of adjustment.

- ✓ The concept of a guidance counselor is new to many of our international students. They will not tend to seek teacher help but will rely on friends for much of their information. The goal in counseling international students is to help them be successful in our school system.
- ✓ Check on students from time to time to see how they are doing. It is important to consider not only the student's academic progress and attendance, but also social life, mental health, and adaptation to Canadian culture. International students who are not doing well rarely cause trouble at school; they tend to avoid school altogether.

For additional information: Please see Appendix 2: Backgrounder Information by Country for International Students attending OCDSB Schools.

CHECKLIST OF COURSE SELECTION TOPICS FOR DISCUSSION WITH STUDENTS:

- ☐ Course selection (include how prerequisites work)
- ☐ Educational plan that provides pathway to goal
- ☐ Credit check - inform them of equivalencies granted; explain compulsory and elective courses
- ☐ Changing and dropping courses, importance of deadlines (note OISP rules- students should have a full timetable)
- ☐ University applications and deadlines (whether to use 101 or 105D form)
- ☐ Summer school, night school and Saturday morning credit courses offered through Continuing Education cost international students \$500 per course
- ☐ Students should only be approved for night school if they cannot get a required course in the daytime
- ☐ On-line courses should be discouraged.

Note: Provide students with a written summary of what you say at each meeting to ensure understanding.

COMMUNICATION WITH PARENTS

OISP sends report cards and progress letters to parents after each reporting period if students are failing one or more courses. School staff members are encouraged to email parents directly about student concerns and to contact host families. Depending upon the degree of concern and in conjunction with the student's school, a Letter of Concern (e.g., academic challenges, language competency, attendance, etc.) will be emailed mid semester to the student's parents.



STUDENT SUCCESS

All international students are expected to share their progress with both their parents and their host families (SEE *International Student Code of Conduct*). In some circumstances, arrangements for tutoring may need to be made.

SCHOOL INVOLVEMENT

What can the school do to help its international students?

- ✓ School Involvement — **Remind students that involvement in a school activity, sport or club is compulsory. See APPENDIX 1: Student Participation Agreement or visit http://www.studyottawa.ca/website/upload/documents/student_parent_agreements_2013.pdf**
- ✓ Use some of the OCENET funds to schools to acquire tangible resources for international and ESL students
- ✓ Provide sufficient ESL and sheltered sections
- ✓ Free up a specific number of guidance periods at crucial points in the school year to help students with course planning, selection, and doing university applications
- ✓ Internationalize the curriculum in English, History and Geography with assignments that involve interviews with international students
- ✓ Build cultural awareness sessions into staff meetings
- ✓ Host special lunches for several international students at a time throughout the school year
- ✓ Peer helpers — Link students who have gone through the adjustment phase successfully with new students
- ✓ Community Involvement Hours — Pair an international student with a Canadian student willing to help with adjustment issues such as finding suitable leisure activities and understanding the new culture and school system
- ✓ Leaders — Designate student mentors or leaders who can transmit important school news and announcements to international student in their own language
- ✓ Recognition — Recognize international students at a school assembly. Invite them to contribute or be part of a school-wide activity or group such as Student Council
- ✓ Ambassadors — Establish an Ambassador Program where, on a rotating basis, selected students could serve as emissaries of their native countries.

NOTE: Many of the suggestions above will also help newcomer immigrant students understand and adapt to school life in Canada.



SCHOOL TRANSFER

International students may want to change schools for a number of legitimate reasons. However, in order to do so students are requested to fill out a transfer form which must be approved by the school and OCENET. Deadlines should be followed to ensure the student can be registered at the receiving school.

Student request for transfer must be made by December 1 for second semester and by March 31 for September. Transferring mid-year (for February) is not encouraged. The School Transfer Request Form can be found in Appendix 3.

Step 1:

- ✓ Student must make an appointment with his/her assigned guidance counselor
- ✓ Student should request the School Transfer Request Form OR use the OCDSB International Student Transfer Form (see APPENDIX 3), complete it in full sentences, and return to his/her guidance counselor
- ✓ Student needs to discuss reasons for transfer with his/her guidance counselor and receive decision
- ✓ If approved, the student needs to ask for a credit summary sheet and name of contact person at new school.

Step 2:

- ✓ Student needs to make a registration appointment with guidance counselor or vice-principal at new school as soon as possible
- ✓ Student takes the School Transfer Request Form OR OCDSB International Student Transfer Form (see APPENDIX 3) and credit summary sheet to new school appointment.

Step 3:

- ✓ Student must inform the OCENET office of the upcoming transfer to a new school.

RETURNING STUDENTS

Returning students will have a valid timetable for next year by the end of March break. OCENET will confirm with the OCDSB Admissions office to confirm who has been registered in Trillium. Once that is done, OCENET will be sending the students an invoice directly. That process will be completed by the end of April. Please confirm with the OCENET database in May and June that all returning students are listed for the following year. If there are any discrepancies, please have the students email Vicente Conte at the following email address vicente.conte@ocdsb.ca.

STUDY PERMITS

Vicente Conte from the OCENET office can help students with their Study Permit Application. Please have the students connect with Vicente by emailing him at vicente.conte@ocdsb.ca. He will send them an email detailing the application process and the required documents.

Students should renew their Study Permit at least 30 days before their current Permit expires or before they go home for the Summer if their permit expires in September.

The processing time for the Study Permit is around 110 days. Once the application has been received by the processing office, students are covered under "Implied Status" until the IRCC reaches a decision on their application.

DISCIPLINARY PROCESS

International students are required to follow school expectations and rules. In addition, all international students sign the Student Participation Agreement (See Appendix 1) and have agreed to adhere to OCENET's International Student Code of Conduct. After consultation between the school and the Executive Director of OCENET, an international student may be withdrawn from an international student program.

INTERNATIONAL STUDENT CODE OF CONDUCT

ACADEMIC PERFORMANCE

1. Students will obtain satisfactory results in their courses to continue in the program.
2. Students will take a full program. If students wish to change their program (e.g. drop a course) they must first obtain permission of their guidance counselor and the *OISP academic advisor*.
3. Students will follow the rules of their school.
4. Students have the responsibility to share their report cards, and school letters with their parents and homestay family.
5. OISP or the school will provide written reports to the parents of students who are experiencing difficulty in our school system (e.g. attendance or academic results).

ATTENDANCE

6. Students will attend school on every school day of each term. All students (including those 18 years of age and older) who are sick and absent from school will bring a note signed by their host parent explaining their absence.
7. Students who are absent from school for a valid reason are responsible for making up all the work and assignments they have missed.
8. Students who cannot maintain regular attendance at school will be withdrawn from the program.
9. Students who are withdrawn from the program will return to their home country immediately at their own expense and without any refund of tuition fees.

HOMESTAY

10. Students will live with a homestay family for the duration of their studies.
11. Students will advise the homestay family of their emergency contact details.
12. Students will follow and respect homestay family household rules and property. These include showing consideration and courtesy, agreeing to a suitable home time and bedtime, and advising the homestay family of outings and visits.
13. Students will negotiate the use of telephone, computer and internet facilities with the homestay family and abide by their decision in relation to this usage.
14. Students will be treated as a respected member of the family and will be expected to be an active member of the household.

CONTACT DETAILS

15. Students will obtain permission from the OISP office before changing accommodation.
16. Students will advise their school and the OISP office of their new contact details within seven (7) days.

OVERSEAS STUDENT HEALTH INSURANCE

17. All students must have health insurance to cover medical emergencies, illness and medications while in the program.

CANADIAN LAW

18. Students will obey Canadian laws and regulations at all times.
19. Students are not permitted to work for pay.

WITHDRAWAL

- ✓ Chronic absenteeism and/or lack of effort resulting in course failure can lead to withdrawal. Students in question will be given two warnings by the OCENET office. After that, if there is still no improvement, the Executive Director of OCENET will remove the student from the program and the school.
- ✓ Students who demonstrate severe emotional distress can be asked to return home after consultation with the custodian/agent and parents.
- ✓ For regular withdrawal at the end of a semester, an international student will follow the school's usual procedures including the completion of a School Withdrawal Form indicating return of textbooks and destination. OCENET must be informed of a student's withdrawal.

GRADUATING INTERNATIONAL STUDENTS

International students who successfully graduate from an OCDSB secondary school will receive an International Program Completion Certificate which will be provided to each school by OCENET.

HEALTH INSURANCE

Each international student has purchased health insurance for the school year with OCENET when they paid their tuition fees. Only in a very few cases have students purchased insurance on their own.

OCENET has arranged for insurance to be provided for international students through StudyInsured. Students registered under **OCENET's policy** receive an insurance I.D. card with their name and personal identity number, together with a prescription drug card and a list of local physicians.

In the event that a student requires medical attention, he or she should call the StudyInsured assistance team, Intrepid 24/7 at 1-866-883-9787 before going to a clinic or hospital. Once at a clinic the student will pay any required fee and submit the invoice for reimbursement from Ingle Insurance.

STUDYINSURED — CONTACT INFORMATION

International Student Team

Email: studentteam@studyinsured.com

Phone: 1-855-649-4182/416-649-4182

Website: www.studyinsured.com/ocenet

Intrepid 24/7 Assistance: 1-866-883-9787

EMERGENCY PROCEDURES

In the event that an international student becomes injured at school or exhibits significant emotional distress or trauma, school staff should:

- ✓ Initiate the same response they would for Canadian students
- ✓ Call the emergency contact person for the student
- ✓ Inform the OCENET office
- ✓ Inform the parents or ask OCENET to do so
- ✓ Ask OCENET to send a cultural interpreter to the school if needed
- ✓ Wait for parental response, if necessary, before making any further decisions
- ✓ Write a letter of concern to the student and parents including course of action to be taken
- ✓ Write a letter to parents in the event of withdrawal stating reason(s) for withdrawal
- ✓ Ask OCENET to facilitate the process of sending the student home.

In the event of a natural disaster or political crisis in the student's home country, every effort will be made to connect with the student with their family and offer appropriate support.

LYNCH-GETTY GLOBAL STUDENT AWARD

In 2010, OCENET established the Lynch-Getty Global Student Award, which is to be presented annually to four Grade 12 students who have demonstrated leadership in their community through involvement in groups, events and activities which foster cross-cultural learning and understanding within both school and community. These students, two international fee-paying and two Canadian, will receive an award valued at \$1,000 that is to be used upon graduation towards secondary or post-secondary education or a volunteer experience outside Canada. For more information, contact Constantine Ioannou or visit www.ocenet.ca/en/page/show/lynch-getty

Note: International students in Grade 12 should be made aware of this opportunity.

POST-SECONDARY SCHOLARSHIPS FOR INTERNATIONAL STUDENTS

Huron University College at Western – based on academic performance and language proficiency, Huron University College at Western offers international students scholarships that are valued between \$1,000-\$10,000 per year and renewable over 4 years based upon continued exemplary academic results and various other criteria such as leadership, community involvement and financial need.

DIFFERENCES WITH THE SHORT-TERM/GROUP PROGRAM STUDENTS:

At various times throughout the academic year, the Short-Term/Group Program (OIPE) students will attend OCDSB schools for a language and cultural immersion experience. Although these students may belong to one school from overseas, the students may be placed in a variety of schools in smaller numbers. Often these groups come with a teacher chaperone who will visit the schools on occasion to ensure the students are doing well. Students are usually placed with Canadian homestay families.

The following information applies to most Short-Term/Group Program (OIPE) students, but there may

be some variations because each program is “tailored” to each group. As a consequence, the specific details about each program will be provided to each school in advance of the arrival of the Short-Term/ Group Program (OIPE) students.

While in this program students are expected to:

- ✓ Participate as much as possible within their designated classes
- ✓ Become involved in any activities offered at the school
- ✓ Make every effort to get to know their Canadian peers
- ✓ Practise their English
- ✓ Become an active member of their host family
- ✓ Get to know Canadian culture and customs
- ✓ Follow program, homestay, and school rules and expectations.

Schools can support the short-term/group students in the following ways:

- ✓ Welcome students and teacher chaperone(s) on the first day with an orientation meeting
- ✓ Provide an overview of school rules and the student’s timetable/class placement (note that there are no specifically required course for short term students)
- ✓ Connect students with a Canadian student ambassador, especially on the first day
- ✓ Confirm the name of the school contact person should the students need to communicate any issues
- ✓ Involve the short term/group students in activities offered at the school
- ✓ Communicate any special arrangements or circumstances for student groups to OIPE at OCENET
- ✓ Wish the students well on his/her last day at the school, including the distribution of the certificates that are sent to the school by OIPE for the students belonging to student groups
- ✓ Provide a midterm progress report for students who are at the school for two months or longer; no final report nor evaluation is required for short term students (similar to exchange students).

Also review the section on *Welcoming International Students and Visiting Educators*.



SCHOOL REGISTRATION PROCESS FOR SHORT-TERM/GROUP PROGRAM (OIKE) STUDENTS

- ✓ Short-term students are in Canada for an educational experience.
- ✓ These students:
 - do not earn credits
 - are not issued an OEN
 - will not be issued a transcript
- ✓ Short-term students who are present for multiple months may be provided a midterm progress report but no final mark.
- ✓ The following information is to be entered in Trillium for your short-term students that come through an OCENET Project or Privately Arranged Exchanges:
 - student name
 - student address
 - student DOB
 - host family name
 - student gender
 - host family phone #
- ✓ on the contact screen, under 'Remarks', please note: **OCENET Short-Term**
- ✓ Schools that host visiting Short-Term and Group program students are provided with an honorarium.

TEACHER TRAINING PROGRAMS:

OCENET and the OCDSB have established partnerships with educational institutions and organizations around the world, and many of these partnerships involve teacher training for visiting educators. It is important to note that these visiting educators are qualified teachers and are in Canada because they are recognized as being exemplary teachers in their home country. They are visiting the OCDSB in order to learn about various educational strategies and to adapt them to their own educational practice.

Teacher training sessions take place at the Albert Street Education Centre. Most international teachers from overseas are already qualified teachers in their home country, but nearly all programs during the academic year include a visit or a placement at an OCDSB school, where the visiting educators participate in some or all of the following pedagogical activities:

- ✓ Observing classes, with opportunities for the visiting teachers to assist and interact with students
- ✓ Presenting an activity, lesson or other educational component to a group of students in keeping with the visiting teacher's subject area
- ✓ Collaborating and engaging in professional learning with an OCDSB colleague
- ✓ Developing English language skills – many of the visiting educators are either teachers of English or teachers who teach in English and want to observe instructional techniques and language use by Canadian teachers.

OCDSB schools can support international teaching colleagues in the following ways:

- ✓ Organizing a welcome and orientation to the school and school administration
- ✓ Ensuring a contact person at the school is available to support the teachers during their visit or extended placement
- ✓ Providing a schedule of class visits for the visiting teachers to observe relevant classes
- ✓ Involving the visiting educator in any school events.

The teacher training programs offered by OCENET enable possibilities for not only professional dialogue about different educational systems, but also intercultural communication and awareness. These programs enrich the global perspectives that exist in OCDSB schools. Schools that host visiting teacher education groups for a certain time period are provided with an honorarium.

INTERNATIONAL STUDENT EXCHANGES FOR CANADIAN STUDENTS

It is important that an effort is made to support Canadian students seeking a global learning opportunity such as an exchange program. In most cases, students sign up for an exchange in the school year prior to the year that they will participate in the program. Student Services' Department Heads, in consultation with Principals, can follow suggestions by the organizations as to how students can make up assignments or do key tasks while they are away so that their credits can be obtained.

Recognizing that international exposure to other educational experiences and cultures enhances both academic and personal development, the Ottawa-Carleton District School Board encourages students to participate in one of the several approved opportunities recognized by the OCDSB. The following websites represent exchange organisations that have involved OCDSB students:

Exchange Organization	Duration	
Canadian Education Exchange Foundation (CEEf)	2 or 3 months	www.ceef.ca
International Student Exchange (ISE)	2 or 3 months	www.iseontario.on.ca
YES Canada	2, 3, 5 or 10 months	www.myworldabroad.com

In order to provide the best possible educational experience for the student, it is advisable to timetable Mathematics and Science courses, and any other course that will entail a high degree of consistency, into the semester that the student will be in the OCDSB school.

If the student will be on a international exchange during Semester 2, the parent or guardian must ensure that the course contract for the following academic year is submitted to the OCDSB school according to the established deadline.

Note that students enrolled in the OCDSB International Certificate Program can use an international student exchange experience towards Component 3 of the International Certificate.

OCDSB INTERNATIONAL CERTIFICATE PROGRAM

The ICP is an equitable and accessible program meant to formally recognize students who have gone above and beyond in the pursuit of global citizenship and intercultural awareness - key components in 21st century education. Students enrolled in the program have access to opportunities - locally, nationally and internationally - of which they might not otherwise be aware. This is managed through volunteer teacher advisors at each ICP school, as well as through our customized e-Learning site called the VLE: Virtual Learning Environment - <https://ocdsb.elearningontario.ca>

Participants earn the certificate by studying an international language; taking internationally-focused classes; understanding global issues; participating in an internationally focused project(s) of their choice, and more. Registered students are encouraged to be self-directed in their ICP pursuits while remaining connected with their school's International Certificate Advisor and the program's dedicated e-Learning site.



The OCDSB is an integral part of a cross-country network of 8 school boards offering their own version of the ICP. In raising the profile and professional network of our respective programs, we hope to expand the depth & breadth of global citizenship opportunities for our ICP students.

Looking for more information? Contact Sean Oussoren, International Education Coordinator, at 613-239-0314, x 2108 or sean.oussoren@ocdsb.ca

Additional Information:

Each November, the International Certificate Program hosts an annual Information evening.

INTERNATIONAL CERTIFICATE PROGRAM POST-SECONDARY SCHOLARSHIPS

Universities are beginning to recognize what International Certificate students bring to their programs and have recently announced the following bursaries for ICP graduates:

Carleton University – 10 scholarships at \$1,000

Huron University College at Western – guaranteed \$1,000 entrance scholarship for any student with a final average of 80% or better in their previous year of study.

FRIENDSHIP SCHOOLS

Over many years, OCENET and the OCDSB have developed long term relationships with many educational jurisdictions around the world. Using these contacts, several schools have formed partnerships with these schools and there have been international student exchanges among high school students for over a decade. More recently, several OCDSB elementary schools have established friendship school relationships with partner schools overseas, and in the past three years Grade 8 students have participated in international student exchanges to countries such as China, South Korea and Sweden.

If you would like more information on initiating a friendship school, please contact Geoff Best (geoff.best@ocdsb.ca) or Sean Oussoren (sean.oussoren@ocdsb.ca)

OCDSB/OCENET INTERNATIONAL STUDY ABROAD BURSARY

Students can receive financial assistance towards an international study experience by applying for a bursary program funded by OCENET. Application forms, FAQs, application deadline and contact information can be found at www.educationfoundationottawa.ca/helping-students-2/bursary/ocdsbocenet-international-study-abroad-bursary

For further information on the ICP or the study abroad bursaries, contact Sean Oussoren, International Education Coordinator & International Certificate Manager. Ph: (613) 239-0314, x2108.

LYNCH-GETTY GLOBAL STUDENT AWARD

In 2010 OCENET established the Lynch-Getty Global Student Award, which is to be presented annually to four Grade 12 students who have demonstrated leadership in their community through involvement in groups, events and activities which foster cross-cultural learning and understanding within both school and community. These students, two international fee-paying and two Canadian, will receive an award valued at \$1,000 that is to be used upon graduation towards secondary or post-secondary education or a volunteer experience outside Canada. For more information, contact Constantine Ioannou or visit www.ocenet.ca/en/page/show/lynch-getty

APPENDIX 1: STUDENT PARTICIPATION AGREEMENT

STUDENT PARTICIPATION AGREEMENT

The Ottawa-Carleton District School Board is committed to providing the best possible educational environment for its students. For the health, welfare and academic well-being of students, all students must follow the rules and guidelines below:

As an international student you will:

- ☐ live with a local Canadian family
- ☐ obey the laws of Canada and the rules and customs of the school in which you are enrolled
- ☐ contact the Ottawa International Student Program office and your school if you move
- ☐ attend school on a daily basis
- ☐ obey teachers and follow reasonable rules established by host parents
- ☐ follow the rules and guidelines of the Ottawa International Student Program.

You must also:

- ☐ make determined efforts in your school work
- ☐ maintain a full-time timetable (high school students must take a minimum of 3 courses per semester in a semestered school and 7 in a non-semestered school)
- ☐ complete all homework and assignments
- ☐ maintain at least a "C" or 65% grade point average
- ☐ participate in a school sport or club activity
- ☐ permit the school to share the contents of school attendance and academic reports with your parents, custodian/guardian, the Ottawa International Student Program office, agent and host parents in order that guidance and assistance can be provided as required.

Any continuous failure to abide by the above guidelines may result in dismissal from school and the Ottawa-Carleton District School Board. Students dismissed from the Ottawa International Student Program may be sent home at his/her own expense without refund of fees.

TERMS AND CONDITIONS

- ☐ Ottawa-Carleton District School Board (OCDSB) / Ottawa-Carleton Education Network (OCENET) is not liable for losses/expenses that may incur as a result of the District being unable to provide education owing to labour disputes, inclement weather conditions or other causes beyond its control.
- ☐ Canada and Ottawa are very safe by world standards. While the student will be generally supervised, such supervision cannot be constant and the OCDSB/OCENET cannot guarantee the student's safety. Therefore, should the student be injured while studying in Canada, the OCDSB/OCENET will not be held liable.
- ☐ If the student's educational needs are greater than disclosed on the application, the OCDSB/OCENET reserves the right to charge for extra support if such support is available.

- ☐ Any inaccuracy in the application is grounds for the OCDSB/OCENET to terminate the agreement and send the student home without refund and at the parent's own expense.
- ☐ The OCDSB/OCENET, its officers, employees, agents, volunteers and representatives will not be held responsible for any injury loss or injury suffered by the applicant during periods of travel and study. If the applicant becomes ill or incapacitated, the OCDSB/OCENET and its representatives may take such action as it considers necessary, including securing medical treatment and transporting the applicant home at his/her expense.
- ☐ The undersigned hereby agrees to indemnify the OCENET and OCDSB for damages or expenses incurred, resulting from our child's wilful or negligent behaviour or actions.

I have read and understand the student participation agreement, terms, conditions and refund policy and verify that everything stated in the application is true and can be relied upon by the Board in offering a place to the student in the OCENET Programs.

I also understand that my signature gives permission for:

- ☐ My child to participate on any field trip arranged by the Ottawa-Carleton District School Board or OCENET within Canada.
- ☐ The Ottawa-Carleton District School Board and the OCENET to use photographs of my child and/or artwork and/or written work produced by my child in any promotional material and/or professional media for the OCDSB and OCENET
- ☐ For _____ (Agent Name), to receive personal, school and homestay information electronically about my child on my behalf.

Mother's Name (print) _____ Mother's Signature _____

Father's Name (print) _____ Father's Signature _____

Student's Name (print) _____ Student's Signature _____



APPENDIX 2: BACKGROUNDER INFO BY COUNTRY FOR INTERNATIONAL STUDENTS ATTENDING OCDSB SCHOOLS

International students are fee-paying students whose stay in Canada ranges from a few weeks to the whole of their secondary education. Other international students come for short-term exchanges or as part of a visiting group of students, and other groups arrive as visiting educators.

Whether here for several years or for a few weeks, the needs of these international visitors are unique since they are living thousands of miles from home, often with no one here to advocate on their behalf. They come from all over the world to participate in a school system perceived to be excellent.

These international students contribute vitality, depth and dimension to the school environment as they:

- ✓ Help to educate all students at a school about cultural awareness and the importance of developing an international perspective
- ✓ Forge friendships with Canadian students that may lead to future mutually beneficial career opportunities
- ✓ Take home an understanding of Canada's people and culture and become ambassadors for Canada
- ✓ Bring extra revenue to the board and individual schools
- ✓ Contribute to the Canadian economy during their stay.

NATIONAL EDUCATION SYSTEMS:

China:

- ✓ School year September to June; winter holiday January
- ✓ Teacher centered; little input from students who may be diffident
- ✓ Elementary Grades 1–6; junior middle grades 7–9; high school grades 10–12
- ✓ Linear system
- ✓ Technical, vocational and academic high schools
- ✓ National Higher Education Entrance Examination (GAO KAO) for university entrance
- ✓ Very supportive teachers and principals – strong advocates.

Germany:

- ✓ School year September to June
- ✓ Strong national publicly funded support, but state-based curriculum
- ✓ Secondary school grades 7 or 8 to grades 12 or 13 depending on state
- ✓ Gymnasium high school for university preparation – university entrance examination *Abitur*
- ✓ Usually strong academic preparation and highly developed English skills
- ✓ Usually students will not be granted equivalent credits upon return to Germany.

South Korea:

- ✓ School year March to February with holidays mid-July to late August and month of January
- ✓ Primary Grades 1–6; middle school grades 7–9; high school grades 10–12
- ✓ Public and private; vocational and academic; linear system March to July and August to February
- ✓ Teacher centered education; students tend to be more diffident, more receptive than participatory
- ✓ High mathematics and literacy rates; high academic pressure.

Mexico:

- ✓ Primary grades 1–6; junior grades 7–9; high school grades 10–12 (not compulsory)
- ✓ Students tend to be very active in participatory classes, very sociable, verbal
- ✓ Vocational or academic (preparatoria) high school – 45% graduation rate
- ✓ Students tend to be weaker in mathematics (49th in math and 51st in Science in OECD 65 industrialized countries).

Colombia:

- ✓ School year: semester 1 — February to June. Semester 2 — July to November (southern states have school year more akin to ours).
- ✓ Elementary grades 1–5; high school basic grades 6–9; mid secondary grades 10–11 (about 54% of school aged population)
- ✓ Students very sociable and participate well
- ✓ State test of admission to university
- ✓ Holidays according to southern hemisphere (December–January).

Brazil

- ✓ School year February to December
- ✓ Non-semestered system
- ✓ Fundamental Education I — grades 1–5
- ✓ Fundamental Education II — grades 6–9 (equivalent to our junior high)
- ✓ High School — grades 10–12 (called year 1, year 2 and year 3).

For more information on education in these countries and others, you can register free of charge with WES - Canada (World Education Services) at <http://www.wes.org/ca/wedb> to access their database.





OCDSB INTERNATIONAL STUDENT TRANSFER FORM

Date: _____

Name:

School:

Grade:

Requested School:

Contact person at new school:

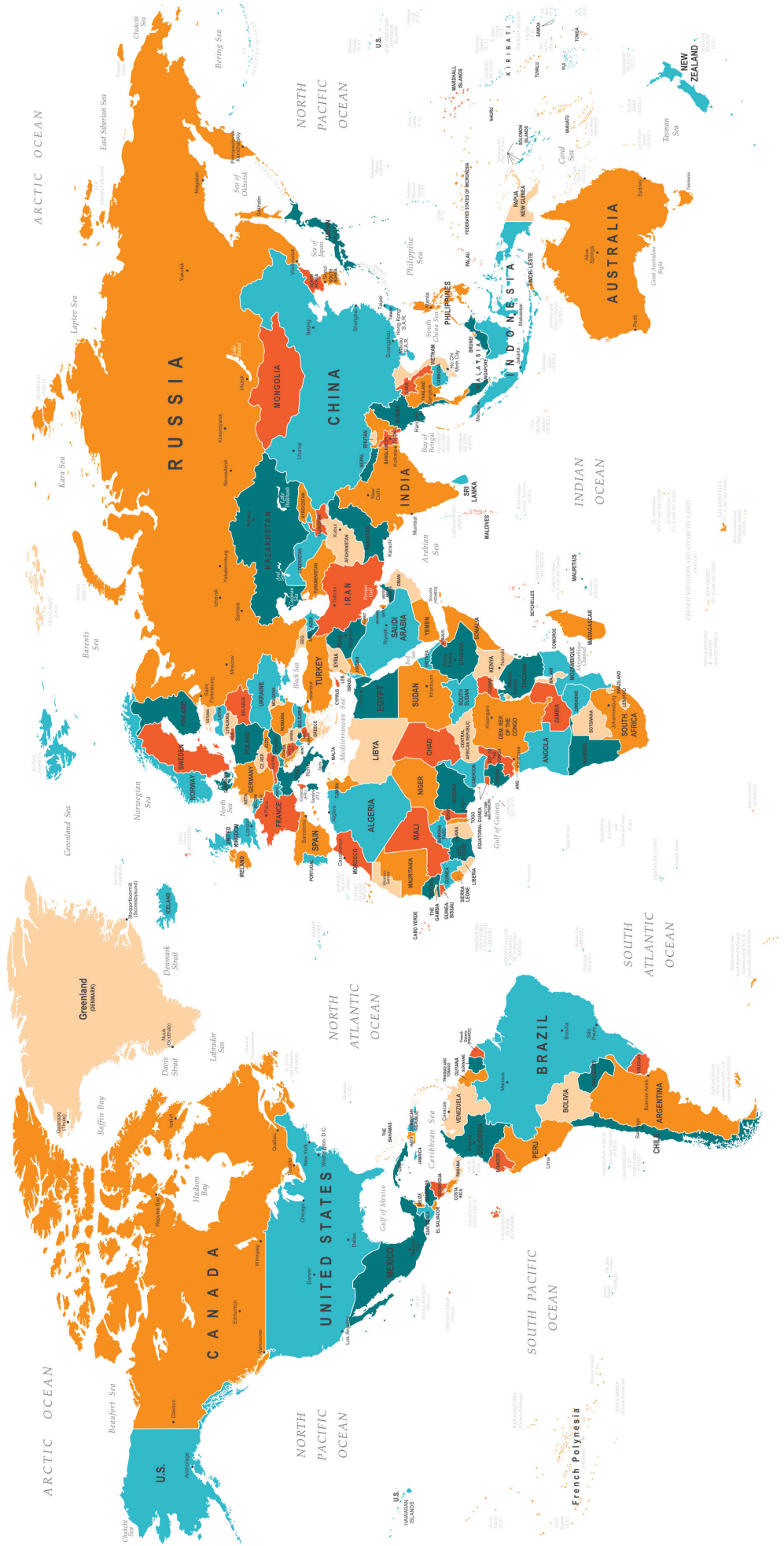
Reason for Request:

[illegible]

Guidance Councillor:

Signature:

***Please Attach Credit Summary Sheet**



CANADA HOMESTAY NETWORK CONTACT # 613-686-6764

For LONG-TERM PROGRAM [1-2 semester(s) per academic year]

Staff Member	Position	Phone 613-686-6764	Email	Schools/Program
Carlos Anis	Relationship Manager	x2221	canis@canadahomestaynetwork.ca	Cairine Wilson SS Ridgemont HS Emily Carr MS Brookfield HS
Meaghan Bailey	Relationship Manager	x2235	mbailey@canadahomestaynetwork.ca	Glebe CI YPLS Lisgar CI Canterbury HS Hillcrest HS
Josette Delorme-Pierre	Relationship Manager	x2067	mjdpierre@canadahomestaynetwork.ca	Sir Wilfrid Laurier SS Colonel By SS
Leah Odada	Relationship Manager	x2220	lodada@canadahomestaynetwork.ca	John McCrae SS West Carleton SS Bell HS Earl of March SS
Humaira Popal	Relationship Manager	X2238	hpopal@canadahomestaynetwork.ca	Woodroffe HS AY Jackson SS D. Roy Kennedy PS Nepean HS Longfields-Davidson SS Sir Robert Borden HS Merivale HS
Hilary Rust	Relationship Manager	x2045	hrust@canadahomestaynetwork.ca	Gloucester HS
Suzanne Zeidan	Relationship Manager – Floater	x2245	szeidan@canadahomestaynetwork.ca	All programs/schools

For SHORT-TERM PROGRAMS [less than 1 semester]

Lina Sua	Relationship Manager	x2055	lsua@canadahomestaynetwork.ca	Short-Term Groups and Individuals
----------	----------------------	-------	--	-----------------------------------

For ALL PROGRAMS

Katitlyn Poisson	Regional Lead	x2066	kpoisson@canadahomestaynetwork.ca	All Programs
------------------	---------------	-------	--	--------------

*** Please reach the Relationship Manager assigned to each school by calling 613-686-6764 and use their extension OR emailing the RM directly and using the student's name and school in the subject line



of bringing international students
and educators to the OCDSB

**Published by Communications and Information Services
in collaboration with OCENET — September 2019**



133 Greenbank Road • Ottawa, ON K2H 6L3 • Phone: 613-721-1820
Fax: 613-820-6968 • Website: www.ocdsb.ca