

UPPER CANADA



District School Board
International Education

2017-2018 ORIENTATION GUIDE

WWW.STUDYUPPERCANADA.COM

TABLE OF CONTENTS

<i>A very special welcome to Canada!</i>	2
Contact Information	
UCDSB International Education Program Staff.....	3
Homestay Program Staff	4
Before Arrival	
Suggested Packing List.....	7
Important Documents.....	8
Arrival	
Canadian Immigration.....	9
Collecting Your Luggage.....	10
Meeting Your Driver.....	10
School Program	
Orientation.....	11
What to Bring to School.....	11
Electronic Device Policy.....	11
Getting to School.....	12
2017-18 School Year Calendar.....	13
Attendance Policy.....	13
Tips for Student Success.....	14
Key People at School	14
Course Selection	15
Report Cards & Parent Teacher Interviews.....	15
Ontario Graduation Requirements	15
Volunteering.....	16
English Language Learning.....	16

Homestay Program

Being Successful in a Host family	17
Telephone	18
Internet	18
Food and Table Manners	18
Evenings and Weekends	19
Traveling Within Canada.	20
Traveling To/From another Country.....	20
UCDSB Program Trips	21
IELTS Test Dates	21
Canada Homestay Network Activities	22
Holidays in Ontario.....	22

Living in Canada

Canadian Weather.....	23
Canadian Currency.....	24
Medical Insurance.....	25
Mental Health Support.....	25
What to do if you are sick or injured	26
The Most Important Words in the English Language	26
Tips for a Successful Integration In Canada	27

Forms

Participation Agreement	28
Activity Authorization Form.....	29

We look forward to welcoming you in Canada!



A very warm welcome to Upper Canada!

The following information guide includes information to help familiarize you with what to expect before, after and during your studies in the Upper Canada District School Board.

Our team and the staff at our schools do their very best to make you feel welcome and to make sure that you have all of the resources needed to ensure your success.

Living and studying outside your home country will be one of the most significant experiences in your life. You will meet new friends, great teachers, organized trips and sports and live with an English-speaking Canadian family. All of these things will help to greatly improve your language skills.

Canadian culture is warm and welcoming and our educational system is one of the best in the world.

Our staff is here to help you succeed and to meet your educational goals. We will be available to help you in the absence of your family and close friends.

We hope this document will help you to understand what you can expect when you arrive to study in our program. Please feel free to ask questions to our staff, your teachers and your host family, who will gladly offer any help you may require.

Please contact me if you have any questions or would like more information.

Matthew Raby, Executive Director

Tel: 1 (613) 342-0371 ext. 1171

Email: matthew.raby@ucdsb.on.ca

Website: www.studyuppercana.com



CONTACT INFORMATION

UCDSB International Education Program Staff

If you have questions about your stay in Canada, please call or email one of our friendly and helpful staff.



Matthew Raby, Executive Director

Tel: 1 (613) 342-0371 ext. 1171

Email: matthew.raby@ucdsb.on.ca Website: www.studyuppercanada.com

Skype: matthew.raby-uclc



Ryan Groves, Admissions Coordinator

Tel: 1 (613) 342-0371 ext. 1172

Email: ryan.groves@uclc.ca Website: www.studyuppercanada.com

Skype: ryan.groves.uclc



Robert Robichaud, Financial Coordinator

Tel: 1 (613) 342-0371 ext. 1173

Email: robert.robichaud@uclc.ca Website: www.studyuppercanada.com

Skype: robert.robichaud_1



Kristina Stewart, Information Resource Coordinator / Administrative Assistant

Tel: 1 (613) 342-0371 ext. 1175

Email: kristina.stewart@uclc.ca Website: www.studyuppercanada.com

Skype: kristina.stewart77



Andrew Scales, Marketing Coordinator

Tel: 1 (613) 342-0371 ext. 1174

Email: andrew.scales@uclc.ca Website: www.studyuppercanada.com

Homestay Program

Before you arrive, you will be matched with a Canadian family, who will make sure that you have everything that you need during your studies. You will receive a profile of your homestay family, so that you can find out more information about your Canadian family, and even communicate with them before you arrive.

You will also have a designated homestay Relationship Manager, who will check in on you often to make sure that everything is going well and that you are happy at your homestay.

Our homestay program is administered by the Canada Homestay Network, the largest homestay organization in Canada. The Canada Homestay Network has helped over 45,000 students from more than 70 countries to find a home away from home in Canada since 1995.



Mélanie Turcotte, Regional Director

Toll-free: 1-877-441-4443, ext. 2057

Email: mturcotte@canadahomestaynetwork.ca

Skype: mela.turcotte



Kirsten Falconer, Program Co-ordinator

Toll-free: 1-877-441-4443, ext. 2047 or Local: 613-937-2573, ext. 2047

Email: kfalconer@canadahomestaynetwork.ca

Skype: kirsten.falconer

Relationship Managers

***Note:** For emergencies, please contact the Canada Homestay Network team on the emergency line at: 1-877-441-4443, ext. 1. Note any reassignment of schools amongst Relationship Manager will be communicated to students as necessary.



Lori Wilson, Brockville & Area

Toll-free: 1-877-441-4443, ext. 2063 or Local: 613-937-2573, ext. 2063

Email: lwilson@canadahomestaynetwork.ca

Skype: lori.wilson0508

Lori is the Relationship Manager for students at the following schools:

- Athens District High School
- Brockville Collegiate Institute
- Gananoque Secondary School



Jessica Makrodimitras, Lanark County / Carleton Place

**Returning to work on September 19, 2017*

Toll-free: 1-877-441-4443, ext. To Be Announced or Local: To Be Announced

Email: uclc@canadahomestaynetwork.ca

Jessica is the Relationship Manager for students at the following schools:

- Carleton Place High School
- Almonte & District High School

**Julie Whalley, Cornwall & Area**

Toll-free: 1-877-441-4443, ext. 2009 or Local: 613-937-2573, ext. 2009

Email: jwhalley@canadahomestaynetwork.ca

Skype: julie.whalley67

Julie is the Relationship Managers for students at the following schools:

- St. Lawrence Secondary School
- Tagwi Secondary School
- Seaway District High School
- Glengarry District High School
- Char-Lan District High School

**Eve Campbell, Cornwall & Area**

Toll-free: 1-877-441-4443, ext. 2043 or Local: 613-937-2573, ext. 2043

Email: ecampbell@canadahomestaynetwork.ca

Skype: Ef1e4b4d2fbd7c51

Eve is the Relationship Managers for students at the following schools:

- Cornwall Collegiate Vocational School
- North Dundas District High School
- Rockland District High School
- Russell High School

**Carrie Barr, Brockville & Area**

Toll-free: 1-877-441-4443, ext. 2064 or Local: 613.341.3026 ext.2064

Email: uclc@canadahomestaynetwork.ca

Skype: carrieanneliz11

Carrie is the Relationship Manager for students at the following schools:

- Thousand Islands Secondary School
- South Grenville District High School
- Rideau District High School

**Jessica Irwin Leung, Lanark County / Carleton Place**

Toll-free: 1-877-441-4443, ext. 2119

Email: uclc@canadahomestaynetwork.ca

Skype: jessicairwin

Jessica is the Relationship Manager for students at the following schools:

- Smiths Falls District Collegiate Institute
- Perth & District Collegiate Institute
- North Grenville District High School

BEFORE ARRIVAL

What to pack?

In your carry-on baggage:

- Important documents (passport, study permit, flight ticket) – if travelling by plane, keep the originals with you and put photocopies in your checked baggage.
- Your Letter of Acceptance from Upper Canada Leger Centre
- Proof of funds available (Immigration officials may ask to see this upon your arrival)
- Accommodation information
- Money (cash, credit cards and/or traveller's cheques)
- Health/medical records (immunization history, allergies, etc – preferably in English)
- Any other official government-issued identification, if applicable
- Contact information for Upper Canada Leger Centre
- Emergency contact information for your home country and in Canada
- Small electronic items (e.g. laptop, iPod, camera, etc.) – if you are bringing electric devices that must be plugged in, please keep in mind that you may need to purchase an adaptor to make them compatible with the Canadian electrical system (110-120V, 60Hz).

In your checked baggage:

- Clothing suitable for the climate in Ontario
- At least one pair of comfortable walking shoes
- A warm coat, hat and gloves/mittens for the winter months
- An umbrella, raincoat and waterproof shoes/boots (Winter and Spring can be wet seasons)
- Put a card with your contact information (address and phone number in Canada) inside each of your checked bags
- Toiletries (shampoo, soap, toothpaste)
- Backpack or bag for carrying books and materials to school
- Swimsuit and clothing for sporting activities

If you forget any of the items listed above, you can purchase them when you arrive in Canada.

For a full list of what is and is not allowed into Canada, please view the following website:

<http://www.inspection.gc.ca/food/information-for-consumers/travellers/what-can-i-bring-into-canada-eng/1389648337546/1389648516990>.

Important Documents

Important Documents to Bring with You

As you prepare to come to Canada, make sure that all of your important documents such as your Study Permit are in order. Make photocopies of important original documents and leave one copy with your family or friends at home.

Applying for a Study Permit

A Study Permit allows you to stay in Canada for a specific period of time for the purpose of studying and is required for any study period lasting 6 months or longer. A Study Permit is not required for any student studying less than 6 months, but some such students still wish to apply for a Study Permit in case they decide to extend their study period while in Canada.

A Study Permit allows you to stay in Canada for a specific period of time for the purpose of studying. International students must apply for a Study Permit at the nearest Canadian Embassy or Consulate outside of Canada and the Study Permit must be approved before entering Canada. The application for a Study Permit can be downloaded from the following website:

www.cic.gc.ca/english/information/applications/student.asp.



It is your responsibility to read and understand the Document Checklist and Guide that can be downloaded with the application.

When you arrive into Canada, your study permit will be stapled into your passport by a Canada Immigration Officer. You may renew (extend) a study permit within Canada.

Temporary Resident Visa (TRV)

A Temporary Resident Visa (TRV), is a document allowing you to enter Canada. It is a shiny foil sticker that is placed directly in your passport by a Canada Immigration Office outside of Canada. A TRV can be either single-entry or multiple-entry. Citizens of some countries do not need a TRV to enter Canada. To find out if citizens from your country need a TRV, visit <http://www.cic.gc.ca/english/visit/visas.asp>. TRV applications must be processed outside of Canada. You can study in Canada up to 6 months from the date of entry with a TRV.

ARRIVAL IN CANADA

The Upper Canada region is located close to three major cities, so flights may arrive into Ottawa, Montreal or Toronto. (It is important to note that the airport pickup and drop-off included in homestay fees is for Ottawa or Montreal. Pick-up and drop-off at the Toronto airport is an additional fee.)

Please ensure that your educational agent in your home country receives your flight information as soon as you have it scheduled. The agent will then contact our Program Staff and we will make the necessary arrangements for a driver to meet you at the airport upon arrival.

When You First Arrive in Canada

When you arrive in Canada, you will be met by an officer from the [Canada Border Services Agency \(CBSA\)](#) at a point of entry, such as an airport.

Be sure to have all the required documents prior to leaving your country and carry them with you (do not pack them in your suitcase). These documents include:

- Your passport
- Your visa to enter Canada (if required)
- The acceptance letter from the Upper Canada Leger Centre
- Your immigration letter approving your Study Permit (if studying for longer than 6 months)
- Proof of adequate funds (ie. Copy of your parents' bank records)

***Note:** We recommend that you make a photocopy of all these important documents in case they become lost or are stolen. You may want to leave one copy at home with family members and pack another copy in your suitcase. Remember to keep the original documents with you in your carry-on bag for arrival at Canadian Immigration.

Tips for Dealing with Canada Immigration Officials

- Have your passport and relevant documentation ready.
- Respond to any questions you are asked both simply and truthfully.
- Ask if an interpreter is available for other languages if you do not understand what is being said. Service will always be available in both English and French and some other languages may be available as well so if you want service in another language just ask the Immigration official you are speaking with.
- If you are shipping additional luggage, be sure to inform the Customs Officer as you pass through Customs to avoid duty tax on the contents when they arrive in Canada.

Upon landing in Canada, you will be provided with a Customs declaration form. You will have to answer a series of questions on the form, then sign and submit it to the Canadian Immigration Officials.

Collecting your luggage

- After you pass the Immigration area, you will need to collect your luggage. There will be screens that will show your flight number and when your luggage is ready to be picked up.
- When you have your luggage, you will follow the signs (and everyone who was on your flight) towards the Exit and Greeting area.

Meeting your Driver at the airport

For students living with a host family arranged by Canada Homestay Network:

- When you arrive to the Exit & Greeting area, there will be a driver there to greet you with an Upper Canada District School Board sign. This person will drive you from the airport to your homestay.
- If you do not find your driver when you arrive to the Exit & Greeting area, wait there for at least 15 minutes. If the driver is still not there, go to an information booth. Tell them that you need to make a phone call and they will help you to call the driver.
- A phone number for the driver will be sent to your educational agent prior to your arrival in Canada. If there is no answer at this phone number, please contact the Canada Homestay Network's toll-free emergency line at: 1-877-441-4443, ext. 1.

Students living with a family not organized through the Canada Homestay Network should contact their homestay provider directly to arrange for airport transportation.

***Note:** To make a phone call at the airport, the information booth can assist you. If they cannot actually make the call for you, they can direct you to a pay phone. At the pay phone, make a collect call (this will be free to you) by dialing "0" then telling the operator that you would like to make a collect call.



SCHOOL PROGRAM

Orientation:

Orientation for the first semester of the 2017-18 academic year will be held at Thousand Islands Secondary School (2510 Parkedale Ave, Brockville, Ontario) on Friday, September 1, 2017. Transportation will be arranged for all students to attend the orientation in Brockville that day; host families will have information about the orientation and help students access transportation and attend the event.

At the orientation, you will find out more about the International Education program, meet our friendly staff and ask any questions that you may have. You will also have the opportunity to meet other students from around the world, play some fun games, and be entered into a draw for many great prizes!

Your school may also prepare an orientation for you and your new classmates. The orientation is designed to help make you feel comfortable and to introduce you to the important people that will help you in your studies.

For questions about orientation, please contact us at: international@ucl.ca

What to Bring to School

Here is a list of suggested items to help you at school:

- Book bag – to carry your books and other school supplies in
- Notebook and binders
- Pens and writing tools
- Supplies for each class
- Lock for your locker
- A healthy lunch and snacks
- Electronic devices that can assist your learning, such as a laptop, tablet or cell phone

Electronic Device Policy

The Upper Canada District School Board has a BYOD (bring your own device) policy which grants students the privilege of using electronic devices during school hours and accessing free wifi internet in all school areas. A teacher or school administrator may revoke this privilege from a student, if it is deemed that the student is using the device in a way that is contrary to the academic success of the student (ie. Excessive non-academic use, or use related to academic dishonesty).



There may be certain situations where the use of cell phones or other internet capable devices is not permitted in the classroom (ie. during a test). If student requires the use of a translator during this time, the student must provide his/her own translating device (without internet capabilities).

Getting to School

Your homestay host will explain how you should go to school each day. Some students will live further away from the school, and will take a yellow school bus to/from school each day. Other students will live closer to the school and can walk or ride a bike to school.

By Bus:

Many students take a school bus to school each morning that picks up at the same time every day. Your homestay host will explain to you what time the bus will be picking you up and where the bus stop is.

To find out more about school bus services, please visit our student transportation website at www.steo.ca.

Walking or Riding a Bike:

If you live close enough to walk to school, your homestay host will explain directions to/from the school to you. Some students will choose to ride a bicycle to school. If you would like to do that, speak to your family about getting a bicycle. You will also need to get a bicycle helmet and a lock for your bicycle.

***Note:** Students enrolled in the International Education Program at the Upper Canada District School Board are not permitted to drive motorized vehicles under any circumstances.



2017-2018 UCDSB School Year Calendar

SEPTEMBER 2017				
M	T	W	T	F
				1 PA
4 H	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER 2017				
M	T	W	T	F
2	3	4	5	6
9 H	10	11	12	13
16	17	18	19	20
23	24	25	26	27 PA
30	31			

NOVEMBER 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24 PA
27	28	29	30	

DECEMBER 2017				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25 H	26 H	27 H	28 H	29 H

JANUARY 2018				
M	T	W	T	F
1 H	2 H	3 H	4 H	5 H
8	9	10	11	12
15	16	17	18	19
22	23	24 E	25 E	26 E
29 E	30 E	31 PA		

FEBRUARY 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19 H	20	21	22	23
26	27	28		

MARCH 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12 H	13 H	14 H	15 H	16 H
19	20	21	22	23
26	27	28	29	30 H

APRIL 2018				
M	T	W	T	F
2 H	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27 PA
30				

MAY 2018				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21 H	22	23	24	25
28	29	30	31	

JUNE 2018				
M	T	W	T	F
				1 PA
4	5	6	7	8
11	12	13	14	15
18	19	20	21 E	22 E
25 E	26 E	27 E	28 PA	29

JULY 2018				
M	T	W	T	F
2 H	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

AUGUST 2018				
M	T	W	T	F
		1	2	3
6 H	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Instructional Days:

First Day of School: September 1, 2017
 First Day of School for Students: September 5, 2017
 Last Day of School: June 28, 2018
 Last Day of School for Students: June 27, 2018

Secondary:

Sem. 1: September 1, 2017 – January 31, 2018
 Sem. 2: February 1, 2018 – June 28, 2018

Examination Days:

Sem. 1: Jan 24-30 (5 days)
 Sem. 2: June 21-27 (5 days)

Christmas Break:

December 25, 2017 – January 5, 2018

March Break:

March 12 – 16, 2018

Statutory Holidays:

September 4, 2017 - Labour Day
 October 9, 2017 - Thanksgiving
 February 19, 2018 - Family Day
 March 30, 2018 - Good Friday
 April 2, 2018 - Easter Monday
 May 21, 2018 - Victoria Day

Designated on calendar as 'H'

Professional Activity (PA) Days:

Designated on calendar as 'PA'

September 1, 2017
 October 27, 2017
 November 24, 2017
 January 31, 2018
 April 27, 2018
 June 1, 2018
 June 28, 2018

Tips for Student Success:

In Canada, students are encouraged to ask questions and to participate in class discussions. We do not want you to sit quietly and try to memorize what the teacher says. The relationship with the teacher may seem informal compared to your home country. Group work is an important part of school learning and is part of your mark.

Plagiarism is a word for taking (copying) another person's work and submitting it as your own – this is a serious offence and teachers will often give you a "0" mark. Students may even face more serious consequences for plagiarism, up to and including suspension or expulsion.

Tips:

- Don't be afraid to ask questions if you don't understand-Teachers are often available before or after class to help you.
- Be on time for classes – teachers take attendance and you will be marked late or absent. If you are going to miss class notify the school.
- Organize your time – you may find classes less structured and you will be responsible to balance your own time between school, friends, activities and home.
- Almost everything assigned to you will count toward your final mark. Hand in all assignments on the day they are due. If you do miss an assignment or test, ask the teacher if there is another way to make up for it.
- Raise your hand. By volunteering an answer in class, you will be more engaged and you will learn more!
- Plan to spend a few hours each night during the week on homework. Sometimes you may not have homework in all of your subjects. You can still improve your English during this time by watching English television or practicing your conversation skills with your host family.
- Although we know that you will want to chat on-line in your own language with your friends, you should try to limit the time you spend on this activity. Your English language skills will not improve if you spend too much time communicating in your native language.

Key People at School

Principal: The person in charge of the school

Vice-Principal: This person helps the Principal and is responsible for student discipline

Teacher: Students have different teachers for each course

ESL/ELL: Some schools have teachers or instructors to help you learn English

Guidance Counselor: Secondary schools have counselors assigned to help you choose courses, plan for future education such as college or university and generally to help you adjust to your new school

Course Selection

When you arrive at school on your first day, you will receive a timetable of courses that you will take for the first semester. The courses that you will be assigned are based on a series of considerations including the preferences you selected prior to arrive in Canada, a review of your previous academic records, your academic and career goals, and your current level of English proficiency.

If you would like to speak with someone about the courses that you are taking, contact a guidance counsellor in the Student Services office at your school. This person will meet you to discuss your current courses, and explore alternative options if you are interested in making a change. This person can also speak to you about your goals for the future and help you make decisions with regards to your current schooling to make sure you are on the right path.

Note: Course changes are considered on a case-by-case basis and are not always available.

Activities

In Canada, we think that students will do better in their school subjects if they participate in a wide variety of activities, outside of class time. Participating in activities is a great way to make friends, get exercise, and improve your English!

Your school will arrange some activities, sports, and clubs. Some events will be cost free and others may require a fee to participate. Ask your host parents or the guidance counselor to help you find an activity for your spare time.

Your local community also has clubs and activities, where you will meet people who live close by to you. For more information about activities in your new community, please visit the community profiles on our website.

Report Cards & Parent Teacher Interviews

In secondary schools each semester, you will receive a mid-term (half way) and final report card. You and your host family will also be invited to attend parent-teacher interviews, in order to discuss your school work and progress. In elementary schools, there are three report cards during the school year.

Ontario Graduation Requirements

All students (including international students) must meet the same graduation requirements. The Ontario high school program is based on a credit system. Students must earn a total of 30 credits (one for every 110-hour course successfully completed) to obtain a high school diploma. There are 18 compulsory credits, earned in a specified number of courses from a list of subjects that every student must take. The remaining 12 credits are optional, earned in courses that the student may select from the full range of courses offered by the school. Students must also complete **40** hours of community involvement activities and must pass the Ontario Secondary School Literacy Test, which is normally taken in grade 10.

Volunteering

We encourage students to volunteer outside of class hours. Volunteering can greatly help students to improve their English, meet new people and to adjust to living in their new community.

English Language Learning

All students will be assessed to see if they are English Language Learners (ELL). Sometimes, even though you may have been studying English for a few years, you will still need an English and a Second Language (ESL) class to help you become better at reading, writing and speaking English.



- If the counselor says that you must take an English as a Second Language (ESL) course, look at this as a chance to develop your skills; a chance to prepare yourself for courses that will demand a greater knowledge of English. The school counselor will include time for the ESL English class in your schedule.
- Some students come here for a semester or a full year program to concentrate on improving their English and having a cultural experience. In this case, they may choose from a wide variety of courses to complete their timetable. This is an opportunity to try classes not available to you in your home country. If there are some subjects that you must take in Canada, be sure to let the guidance counselor know.
- If you are having difficulty understanding your homework assignments or you feel you are in a course where the level of English is too difficult for you, make an appointment with the school guidance counselor.
- If you feel that having an after-school tutor would help you, and your parents are prepared to pay this expense, then ask your host parents to contact the Upper Canada Leger Centre to request the Student Assistance Program

HOMESTAY PROGRAM

Being Successful in a Host family

Our host families play an important role in helping students learn English and understand the Canadian culture. As an international student within Upper Canada District School Board you must live with a host family.

The following guidelines will help you be successful in your host family experience:

1. Be polite and courteous with all members of the host family. Talk to them about your day, and ask about theirs. Use "please" and "thank you" often.
2. It is important to spend time with your homestay hosts. Speaking with them and enjoy activities together (even just eating a meal) will help improve your English language skills, and provide you with learning about Canadian culture and society.
3. Treat the home and its possessions in a caring, respectful manner. Be careful to close and lock doors and windows as requested by the family. Most students will share the bathroom with members of the host family so clean up after you use it.
4. Be sure to understand house rules about use of showers, telephones, and computers, and respect any time limits given.
5. Come home after school, unless you ask your homestay family for permission at least the day before. If you are going to miss a meal or have a meal at a friend's home, ask your host family's permission at least 3 hours before mealtime. Follow the evening curfew rules (the set time you are to be at home), and be sure to speak with your hosts if an emergency comes up and you are delayed.
6. Religion: Host families may practice a certain religion. You may be invited to participate, but this is your personal choice. If you want to practice your religion discuss this with your host family or Homestay Relationship Manager.
7. If you would like to stay overnight at a friend's home, you will need to plan ahead. If your friend is also living with a Canada Homestay Network family, your host family and your friend's host family will need to discuss your plans ahead of time. If your friend does not live in a Canada Homestay Network family, you will need to discuss your plans with your host family as well as with your Relationship Manager. Should they both agree with your plans, you will need to complete and have your parents sign our Student Activity Authorization form (page 28). The completed and signed form must be provided to your Relationship Manager at least 5 days prior to your sleepover.
8. If your host family takes you on day trips, you are free to enjoy them. If your host family would like to take you on an overnight trip, they will need to complete and have your parents sign our Student Activity Authorization form (page 28), and provide it to your Relationship Manager at least 5 days prior to your trip. Please note that no independent overnight travel is permitted as part of our program.
9. You are expected to keep your rooms clean and tidy, and to share in household chores such as cleaning the bathroom, vacuuming, or mowing the lawn. Offering to help at times is a nice thing to do.
10. If you are lonely, worried or homesick, be sure to talk to your host parents and to your Relationship Manager. They will do their very best to support and help you. It is a normal feeling to be worried or sad sometimes - host families and Relationship Managers understand those feelings.

Telephone

Please make sure you know how to use the telephone at home. **In case of emergency you dial 911** and you will be connected to an operator who will be able to send the police, fire department or ambulance to your location.

Your host family will allow a reasonable amount of time to make local calls on the house phone but remember it is shared with the family and others may want to use it or be expecting calls. If you are going to call long distance you should purchase a phone card so that the host family is not charged for your calls. Talk to the host as some may have long distance plans. You can also use your computer to contact home through instant messaging or SKYPE.

Internet

If you are using the host family's computer you will be given a reasonable amount of time to use it. If you have your own computer it will be less restricted. However, we recommend that you do not use the computer for excessive periods of time as you are here to enjoy Canada and the company of your homestay family! In Canada, internet is charged by usage and you will be expected to pay for additional usage charges. Talk to your homestay host(s) for specific rules about internet usage rules in the home.

Food and Table Manners

Canada is a multicultural country where individual freedom is important. Each homestay family will have different ideas about food and table manners. You should watch your homestay family and listen carefully to learn. Here is what you can expect in a typical homestay:

Breakfast: It is an important meal and you should eat before going to school. Often each member prepares their own quick light meal such as toast, juice and cereal as they all may be on different schedules. Your hosts will likely want you to prepare your own breakfast. Sometimes on weekends, families prepare a hot breakfast and eat together.

Lunch: Usually eaten at mid-day (12 noon) – often sandwiches and soup with a drink and a light dessert such as cookies or fruit. You will be asked to prepare your own bagged lunch to take to school – your host family will show you how to do this. Most secondary schools also have a cafeteria where you can buy hot food or extra items.

Dinner or Supper: Usually eaten between 5-7 pm. Most host families sit and eat together and it is usually the largest meal of the day. Dinner often consists of meat, a starch food (potato, pasta or rice) and vegetables or salad. Dinner is usually the best time to talk with your host family, so try to attend all dinners. Remember to always tell your host family ahead of time if you will not be home for dinner.

If you are not getting enough food or are not enjoying the food that your homestay family provides, talk to them about it. They will be happy to understand your preferences better and you can work together to find food and amounts that would be more appropriate. If you are not comfortable speaking with your homestay host about food related issues, speak to your homestay Relationship Manager.

To show good manners, please DON'T do these things:

- Slurp soup or noodles. Although this is acceptable in some cultures, it's generally thought of as poor table manners in Canada.
- Eat off your knife, or lick it
- Reach across the table for things that are not close to you
- Speak with food in your mouth
- Chew food with your mouth open

To show good manners DO these things:

- Wash your hands before you sit down to eat
- Take off your hat before you sit down to eat
- Wait until other people start eating before you start
- Ask "please pass me the..." instead of reaching
- Wait until everyone is finished eating before you leave the table
- Remove your own dishes from the table and offer to help with meal cleanup
- Try new foods - you may like them!

These things will happen in some families and not in others:

- Some families say "grace" (a prayer) before meals
- Some families wait until everyone is seated before anyone eats
- Some families put a plate in front of everyone with the food already on, while some put serving dishes on the table for people to help themselves
- Some families expect you to eat everything on your plate. Others don't mind if you leave some food

Adjusting to Canadian food and manners may be difficult.

- Tell your family that you are having problems and ask them to help
- Ask for smaller portions or more food if that is the problem
- Tell them what you like and don't like
- Ask to go food shopping with them
- If you can cook, cook some of your favourite food for your homestay family

If you have any questions about homestay rules and the expectations of your homestay family, talk to them. They are hosting you in their home because they want to see you grow and have a good experience, so they will always try to help you!

Evenings and Weekends

During the school week, you will be expected to go home early and to do your school work. Some Canadian families have leisure activities such as swimming or bowling that you can participate in. Some families are very active and some prefer to stay at home. Canada Homestay Network has tried to match you with a family that has similar interests. You may also want to spend time with your new friends. When spending time with friends, let your host family know who you are with and where you will be.

Travelling Within Canada

International students at the Upper Canada District School Board are not permitted to travel outside of the district, unless they are travelling or staying with an adult that has been authorized by Canada Homestay Network.

A travel permission form must be completed, signed by the student's natural parents, and approved by the local homestay Relationship Manager for:

- Any travel or activity without the host or the school (for example, day trips, overnights, and/or travel with friends, or relatives);
- Any overnight activity with the host or school;



The completed and signed form should be submitted to the homestay Relationship Manager at least 14 days prior to the departure date to ensure that permission can be granted.

Disciplinary action, up to and including dismissal from the Program without refund, may result in the case that a student does not follow the above guidelines and process.

The Student Activity Authorization Form (page 28) can be photocopied. Additional forms are also available from the local homestay Relationship Manager.

Travelling To/From Another Country

Many International Students at the Upper Canada District School Board travel to their home country, or another country, to see their family during school breaks such as the Christmas holiday. If you are going to travel outside of the country, please notify the local homestay Relationship Manager of your travel plans as early in advance as possible.

It is important that any such travel does not require you to miss any school time. International students are generally not permitted to miss school days due to reasons related to travel. If a student does anticipate missing time from school, they must receive prior written permission from either the home school Principal, or the Executive Director of the UCDSB International Education Program.

If a student does not comply with the above Program rules, disciplinary action up to and including dismissal from the Program without refund may result.

UCDSB International Education Program Dates, Trips & Activities

Key Program Dates

September 1, 2017	Orientation
September 5, 2017	First Day of School
December 23, 2017 - January 7, 2018	Christmas Holidays
January 31/February 1, 2018	End of 1 st Semester/Beginning of Second Semester
March 10 – 18, 2018	March Break
June 28, 2018	End of School Year

International Student Trips

October 14 & 15, 2017	Niagara Falls/Toronto Cost: \$160. Includes transportation, 1 night hotel stay, Niagara Falls boat cruise, dinner, \$50 arcade games card, shopping time.
November 24, 2017	Ottawa Mall Hop Cost: \$40. Includes transportation to many of Ottawa's largest and best shopping areas in a single day.
February, 2018 (*Date to be confirmed)	Ottawa Senators (NHL Hockey Game and Shopping) Cost: \$80. Includes transportation, and game admission ticket.
March, 2018 (*Date to be confirmed)	Toronto Raptors (NBA Basketball Game and Shopping) Cost: \$140. Includes transportation, 1 night hotel stay, and game admission tickets.
April, 2018 (*Date to be confirmed)	Cirque du Soleil (or alternative cultural performance) Cost: \$140. Includes transportation, shopping time, and admission ticket.
June 1 & 2, 2018	Canada's Wonderland Amusement Park and Shopping Cost: \$140. Includes transportation, 1 night hotel stay, amusement park admission and shopping time.

- * Registration deadline for each trip is 2 weeks prior to the trip date.
- * To register, pay or find out more information about UCDSB International Student trips, visit www.studyuppercanada.ca/trips or consult the student's homestay Relationship Manager or the person responsible for arranging the student's accommodations while at the UCDSB. Trip details will be published online at least one-month prior to each trip.
- * Trips are offered to international students on a first-come, first-served basis and there may be limited spaces available for some trips.

IELTS Test

November 18, 2017	Cornwall (Location To Be Confirmed)
January 13, 2018	Smiths Falls (Location To Be Confirmed)
February 17, 2018	Brockville (Location To Be Confirmed)

Cost for each of the above is \$100 for transportation and \$319 + tax payable directly for IELTS testing.

Canada Homestay Network Social Activities

September 23, 2017	1000 Islands Boat Cruise (Brockville)*
October 26 - 28, 2017	Halloween Parties (Brockville, Cornwall, Smiths Falls)
December 17, 2017	"Alight at Night" Christmas Celebration (Upper Canada Village)*
January 17 – 21, 2018	Community Hockey Games (Brockville, Carleton Place, Cornwall)
February 3, 2018	Ottawa Winterlude (Ottawa)*
February 15 - 17, 2018	Lunar New Year Party (Brockville, Cornwall, Smiths Falls)
March 31, 2018	Sugar Bush Tour (Brockville, Cornwall, Perth)
May 6, 2018	Brockville Multicultural Festival (Brockville)*
June 9, 2018	End of Year Celebration BBQ (Lanark)*

All activities are free of charge for international students and up to 3 persons per homestay family. At least 4 weeks prior to each activity, Canada Homestay will distribute an event registration link that must be completed online to reserve participation in any event. Participation is offered on a first come, first serve basis for events with a registration capacity.

*Busing will be provided for students and host families from some locations throughout the UCDSB.

Holidays in Ontario

Here is a list of the holidays that are celebrated in Ontario, Canada. On holidays, your homestay family will often organize special activities. On these dates, there are no classes scheduled.

Holidays in Ontario
Labour Day September 4, 2017
Thanksgiving Day October 9, 2017
Christmas Day December 25, 2017
New Year's Day January 1, 2018
Family Day February 19, 2018
Good Friday March 30, 2018
Easter Monday April 2, 2018
Victoria Day May 21, 2018
Canada Day July 1, 2018

LIVING IN CANADA

Canadian Weather

There are four seasons in Canada: Fall, Winter, Spring and Summer.

Please make sure to bring clothing that is appropriate for the season(s) you will spend in Canada. Weather can be unpredictable, so be prepared for the different changes in the climate.



Fall (Autumn)

Fall is a beautiful season in our area, where the leaves change colour and fall off the trees. Fall officially starts in September. Fall in the Upper Canada District School Board can be cool and rainy, but can also be hot like the summer or cold like the winter. In Fall, you will need a sweater, light coat, or lined jacket. A raincoat, rain boots and an umbrella are also good ideas.



Winter

Our winter season officially begins in December but snowfall could start as early as October and last until April. January and February are the coldest months, where the temperature can range between -2°C and -10°C with an average temperature of -6°C.

You will need a thick winter coat that is both water and wind resistant. It is also recommended to have warm, water-resistant boots, gloves, a scarf and a warm hat. You may want to wait to purchase some of these items once you arrive to ensure they are appropriate for the weather here.



Spring

Spring usually begins in March in Upper Canada and is an unpredictable season of changing temperatures with a mixture of rain and sunshine. Similar to the Fall season in our area, a sweater, light coat, or lined jacket will be needed. A raincoat, rain boots and an umbrella are also good ideas.



Summer

Summer in Upper Canada begins in June and is warm and sunny with temperatures ranging from 20°C to 35°C. Shorts, T-shirts, sandals, and bathing suits are the best clothing articles to keep you cool.

Canadian Currency:

Coins:



Toonie \$2.00

Loonie \$1.00

Quarter \$0.25 (25 cents)

Dime \$0.10 (10 cents)

Nickel \$0.05 (5 cents)

Canadian bills:



The paper notes most commonly issued are \$5, \$10, \$20, \$50 and \$100.

Bring Pocket money. Please bring an adequate amount of money for extra expenses such as meals out of the home, movies or extra activities at school or in the community. Homestay fees do not cover these costs.

Keep your money safe. You should always make sure to keep your valuables and money safe. Do not lend or borrow money from friends, host family members or other students. Host families should not be asking for additional funds for basic room and food items. We recommend that you do not carry more than \$200 in cash at a time in case of loss or theft.

Medical Insurance



Most participants in the International Education Program at the Upper Canada District School Board have medical insurance in Canada through Ingle Insurance. If you do not have insurance coverage in Canada and would like to arrange this, please contact international@uclb.ca.

For students with insurance coverage arranged through the Program, an insurance card will be provided to you or your homestay host by your homestay Relationship Manager.

Many hospitals and doctors can simply take your information when you present your insurance card and work directly with Ingle Insurance to receive payment. However, in some cases you will need to pay the hospital or doctor directly and then seek a reimbursement claim from Ingle Insurance. To process a claim, please visit www.inglestudents.com/studyuppercanada.

Please note that medical expenses related to conditions experienced prior to arrival in Canada are not covered through a student's medical insurance in Canada, among other items.

Mental Health Support

You also have access to online resources through the Student Health & Wellness Assistance Program

To access SAP's online resources:

1. Visit your school's Ingle website
2. Click on the **Health Services tab** on the menu bar
3. Click on **Student Assistance Program**
4. Enter the first **6 digits** of your **Ingle International student policy** (Located on your Ingle International health insurance wallet card)
5. Browse the site to learn more about your physical and mental health through databases, articles, and links to reliable health information.

The image shows two informational cards. The left card is titled "INGLE INTERNATIONAL STUDENT HEALTH & WELLNESS ASSISTANCE PROGRAM - PHONE LINE" and "Access the SAP phone line:". It lists four steps: 1. Call 1.877.234.5327, 24/7; 2. Select 1 for English, 2 for French; 3. Tell them you are an Ingle International student and provide them with the name of your school board; 4. Start talking—all calls are confidential and secure. It also includes a small illustration of a hand holding a smartphone. The right card is titled "INTERNATIONAL STUDENT HEALTH INSURANCE INGLE INTERNATIONAL" and features a large blue icon of a person wearing a headset. Below the icon, it says "Connect With a Mental Health Professional" and displays the phone number "1.877.234.5327" in large, bold, blue digits.

***Note:** This mental health hotline is offered only to Canada Homestay Network students or those individually enrolled through specific request and confirmation from the UCDSB International Education Program.

What to do if you are sick or injured

- **If you encounter an emergency or medical situation, tell someone immediately.** Tell your Host Family or teacher **right away** so they can take you to the Doctor if necessary. **If it is an emergency use a telephone to dial 911 for ambulance, police or fire services.**
- **Carry your insurance card.** Sign the insurance card from Ingle Insurance and keep it in your wallet or with you at all times. Students with their own medical insurance should carry their information with them as well.
- **Go to the doctor.** Anytime you go to the doctor or the hospital you must take your medical card with you. You will have to pay the doctor and then make a claim for reimbursement. Your host parents or homestay coordinator can help you with this.
- **Get a prescription.** If you need medicine, the doctor will give you a prescription. You can get prescriptions and other medicines at any pharmacy, but you may have to pay for them yourself.
- **Seek Dental treatment.** Not all medical insurance plans will pay for you to see a dentist. If you need to see a dentist you will have to pay for treatment yourself.

The 3-Most Important Words in the English Language

1. Please

Hello. This is _____. May I speak to _____ please?

Will you pick me up at 8:00, please?

May I invite a friend to stay overnight, please?

Could you drive me to the bus, please?

Could you help me with this homework, please?

Could you say it again more slowly, please?

Could you explain it to me again, please?

2. Thank you

Thank you for supper. It was really delicious.

Thank you for picking me up/driving me.

Thank you for inviting me for supper/letting me stay overnight.

Thank you for letting me go to _____. I had a good time.

Thank you for helping me.

3. Sorry

I'm sorry I didn't phone.

I'm sorry. I forgot.

I'm sorry I didn't ask you sooner.

I'm sorry I won't be there for supper.

I'm sorry I didn't do my homework. I'm sorry I upset you.

Communication is the most important element to ensure success! This is a team effort – the team members are you, your parents, your agent (if you have one), our administration office, Canada Homestay Network, the school and the host family. We must all work together and communicate to make this a positive experience for everyone.

Suggestions for Successful Integration in Canada

1. Learn as much as you can about Canadian culture and your community.
2. It is normal to feel scared and worried when you are in a new culture. Remember everyone here is willing to help – the host family, homestay coordinator, program director, teachers, guidance counselors...
3. Have fun – join groups, clubs, sports or take up hobbies. Talk to people and find out what is available in your community.
4. Know that your feelings will change. It will get better. Keep in touch with your family and friends but make an effort to meet new people and friends.
5. Look for solutions to specific problems one at a time.
6. Take care of your health. Eat well, sleep well and take good care of yourself. Get fresh air and physical exercise.
7. Spend time with others. Don't stay alone. Do things with your host family, visit with other international students, involve yourself in activities at the school or in the community to meet other students or local citizens.
8. Accept the way Canadians do things. Canadian culture is not better or worse than other cultures. All cultures have differences. Your experience in Canada is a great opportunity to consider the differences between cultures you have experienced.
9. Don't be hard on yourself. Things will get better in time. Celebrate your successes.
10. If you have a problem, talk to the person or people who need to know. So if it is about meals or life in your home talk to your host family or your Relationship Manager. If the problem is at school, talk to your teacher or guidance counselor. If you are not sure, your Homestay Relationship Manager can help you decide the best strategy for addressing the issue and the appropriate people to speak with.

Interested in finding out more about what it is like to be a student in the Upper Canada District School Board?



Make sure to join us on Facebook to see our schools, events and latest news.

facebook.com/studyuppercanada

PROGRAM FORMS

Participation Agreement




You and your parent(s) signed a participation agreement prior to arrival in Canada. **It is important that you clearly understand this agreement.** If you have questions please feel free to ask your host family, homestay Relationship Manager, teacher or the Upper Canada Leger Centre Staff.

- You must attend class and arrive on time, and always respect the UCDSB Code of Conduct.
- You will need to follow the school and homestay rules.
- You may be expelled from the Program for missing school too often, fighting, being dishonest and/or not trying to do well in class.

Amongst other things, the student participation agreement clearly states that students are not allowed to:

- Drive a motor vehicle
- Use alcohol or illegal drugs (even if you are the legal age in your home country or in Canada)
- Have paid employment (this is illegal)
- Break homestay rules and expectations
- Engage in illegal activities

If you have questions about any of these rules, please come to us so we can help you. In the event that someone else is not respecting the rules, or another person makes you feel uncomfortable, **call us anytime**. We want you to have the best experience possible!

	 <div style="display: inline-block; text-align: left;">UPPER CANADA DISTRICT SCHOOL BOARD INTERNATIONAL EDUCATION</div>	
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A. Whereas the Participant has completed the UCDSB International Student Application ("ISA") in accordance with the Program Payment Policy and Procedures which the Participant and his/her parents and/or guardian(s) hereby acknowledge that they have read, understand and are in agreement with, and in consideration of enrolment in the ISP through Upper Canada Leger Centre (UCLC) and the provision of Homestay services by Canada Homestay Network (CHN), each of the Participant and his/her parents and/or guardian(s) hereby:

1. Acknowledges and agrees that this SPA forms part of the Participant's ISA and all covenants, declarations, conditions and other terms and provisions therein.
2. Declares that the information given in this ISA is complete and correct to the best of their knowledge; and, further that incorrect or incomplete information is a breach of this SPA and is subject to the terms of paragraph C herein;
3. Confirms that they have each read and agree to comply or to cause compliance, as the case may be, with the UCDSB International Student Guide CHN Homestay Guide for International Students.
4. Confirms, acknowledges and agrees that they have each read, understand and fully accept all UCDSB ISP Invoice Terms and Conditions, including cancellation and refund policies as outlined in Appendix A.
5. Acknowledges and agrees that the UCDSB ISP and its officers, directors, employees, representatives, agents and independent service providers (including but not limited to the School and ISP staff, UCLC, and CHN) shall not be held liable for losses or expenses as a result of the UCDSB being unable to provide education owing to labour disputes or other causes beyond its control.
6. Permits the Participant's home school at the UCDSB to share the contents of school attendance, academic reports/transcripts and other related enrolment information with the UCLC, the educational consultant or agent and host parents in order to provide support and assistance required.

B. Each of the Participant and his/her parent(s) and/or guardian(s) hereby agree the Participant will:

1. obey the laws of Ontario and Canada;
2. behave as a considerate and respectful member of the Homestay Host family by:
 - a. accepting any Homestay Host, regardless of their race; national or ethnic origin; colour; religion; gender; age; mental disability; physical disability; and/or sexual orientation, all in accordance with the Canadian Charter of Rights and Freedoms;
 - b. making an effort to talk with and be part of the Homestay Host household and participate in shared activities;
 - c. helping in and around the Homestay household, accepting responsibility for reasonable jobs, including keeping his/her room clean, helping with the dishes and doing his/her own laundry;
 - d. observing the Homestay Household rules, especially concerning the operation of any household appliances, fixtures, bathroom, laundry and other facilities (to limit the risk of injury or damage) and curfews;
 - e. telling his/her Homestay Host where he/she is going and when he/she will be home, in the event that he/she intends to go out and if he/she is likely to be late, contacting and informing his/her Homestay Host(s).

Activity Authorization Form

If you would like to travel or participate in an activity, you may have to complete and submit a activity authorization form to your local homestay Relationship Manager. Your Relationship Manager will explain this form and when/how to submit it, upon your arrival in Canada.



The Canada Homestay Network (CHN) Activity Authorization Form

APPLIES TO:	All students registered in a high school program, regardless of age.	
REQUIRED FOR:	<ul style="list-style-type: none"> Any travel or activity without the host or the school (for example, day trips, overnights, and/or travel with friends, or relatives); Any overnight activity with the host or school; Any activity requiring a financial contribution by the student. 	
NOTE:	<ul style="list-style-type: none"> Complete the form in full and obtain required signatures. Submit the completed form to CHN 14 days prior to the departure date. Check "recurring trips" for repeated travel to the same destination. 	
HOST NAME(S)		
STUDENT NAME(S)		
NATURE OF EXCURSION	<input type="checkbox"/> School trip (with school staff) <input type="checkbox"/> Sleepover in the home of a family not qualified by CHN <input type="checkbox"/> Independent travel/Travel with other students <input type="checkbox"/> Family trip (with host family) <input type="checkbox"/> Other:	
DESTINATION		
ACTIVITY DATES	<input type="checkbox"/> One-time trip: <input type="checkbox"/> Recurring trips:	
METHOD OF TRAVEL		
VISA REQUIREMENTS	<input type="checkbox"/> Student visa permits travel to and from destination	
MEDICAL INSURANCE	<input type="checkbox"/> Student has arranged for travel medical insurance Underwriter: _____ Policy Number: _____	
FULL NAMES OF ACTIVITY COMPANIONS		
OUT-OF-TOWN CONTACT INFO	<input type="checkbox"/> Hotel <input type="checkbox"/> Private home	Name: _____ Address: _____ Phone: _____ Email: _____
EXPECTED STUDENT EXPENSES (IF APPLICABLE):		

AUTHORIZATION

PARENT OR LEGAL GUARDIAN

I hereby give permission for the Student above to participate in the activity as stated above. I furthermore assume absolute responsibility and liability for such activity and, together with the Student, we waive, release and absolve and agree to indemnify and save harmless CHN, the school board in respect of which the Student is registered and all of their respective officers, directors, trustees, employees, representatives, agents, consultants and independent service providers (including but not limited to any transportation service provider(s)) from any and all liability for any and all actions, losses, damages and expenses (including, without limitation, the loss, damage or theft of money or property), personal injuries, or deaths, however caused.

Parent Name _____ Signature _____ Date _____

Student Name _____ Signature _____ Date _____

HOST

I am fully aware of the student's plans as indicated above.

Print Name _____ Signature _____ Date _____

SCHOOL REPRESENTATIVE (IF STUDENT WILL BE ABSENT FROM SCHOOL)

I am fully aware of the student's planned absence from school as indicated above.

Print Name _____ Signature _____ Date _____

We look forward to welcoming you to Canada!

Please remember that we are here to support you and to help you.

If there are any questions that you have, please ask!



UPPER CANADA
District School Board
International Education

225 Central Avenue West
Brockville, Ontario K6V 5X1
E-mail: international@uclc.ca
www.studyuppercanada.com