



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

OTTAWA INTERNATIONAL
STUDENT PROGRAM



Pre-Arrival Information

Ottawa International Student Program

440 Albert St., Room C315

Ottawa, ON K1R 5B5

Tel: (613) 239-0314 Fax: (613) 239-0608

E-mail: ocenet@ocdsb.ca



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Welcome to the Ottawa International Student Program

We wish to extend a warm welcome to all international students attending schools in the Ottawa-Carleton District School Board this year.

We have prepared this pre-arrival information package to assist you with the registration process for schools in Ottawa and to provide you with information to help ease your transition to your new city and school.

While you are in Ottawa as an International student, there are many people eager to help you enjoy your stay and be successful in your studies. You will not be on your own, but part of a vibrant and supportive learning community. In Ottawa, you will have many opportunities to achieve your educational goals and make new friends in a safe and beautiful setting. Please read the following information carefully and contact us if you have any questions or concerns.

We look forward to meeting you and trust that your experience will be both positive and rewarding.

Sincerely yours,

Ottawa International Student Program Staff
Ottawa-Carleton District School Board



Assessment and Orientation

Prior to registering for school, you will be assessed for your math and English skills. Placement in academic courses at the secondary level will be based on the results. Assessment takes approximately 5 hours for secondary students and 3 hours for elementary students.

We will schedule your assessment date after we receive your arrival information.

Please contact your International Admissions Administrator:

Ms. Alejandra Guidi (Program Coordinator)

Email: alejandra.guidi@ocdsb.ca Tel: (613) 239-0314 (EX: 2105)

Or

Ms. Eunyoung Shin (Program Coordinator)

Email: eunyoung.shin@ocdsb.ca Tel: (613) 239-0314 (EX: 2104)

Or

Ms. Chau Hoang (Program Coordinator)

E-mail: chau.hoang@ocdsb.ca Tel: (613) 239-0314 (EX: 2114)

Dates: Monday, January 27, 2020 – Friday, January 31, 2020

Location: Ottawa International Student Program Office
440 Albert St., Room C315 (3rd floor)
Ottawa, ON K1R 5B5

Time: High School 9:00 am (duration: approximately 5 hours including Orientation.)
Please arrive at 8:45 am.

Elementary 9:00 am or by appointment (duration: approximately 3 hours)
Please arrive at 8:45 am.

On the day of your assessment, you must bring the following items to the office:

High School & Elementary

- (1) **Passport and Study Permit – Original**
- (2) **Most current school report card if not previously sent to OISP – Paper Copies**

High School

- (1) A paper dictionary (to be used for the math test only)
- (2) Calculator (only for grade 12 level math, a scientific calculator is required)
- (3) Stationary: pencil, pen, eraser and ruler

Elementary

- (1) Stationary: pencil, pen, eraser and ruler



Health

Health Insurance

While you are studying in Ottawa, you will be required to have health insurance. The insurance that you have arranged with OISP will provide coverage beginning **January 15, 2020**. If you are planning to arrive prior to this date, please ensure that you purchase additional insurance.

You will receive your health insurance information via email once the information becomes available. For other general information, please check <http://www.inglestudents.com/ocenet/>.

Immunization (Vaccinations)

Under the Immunization School Pupils Act, all students attending a school in Ottawa, must provide a copy of their immunization record to Ottawa Public Health.

Ottawa Public Health (OPH) is required to maintain and review the immunization records of all students younger than 18 years of age attending a school in Ottawa, in accordance with the Immunization of School Pupils Act (Act).

Under the Act, students must show proof of immunization against:

-
- | | | |
|--------------|-----------|---|
| ▪ Diphtheria | ▪ Measles | ▪ Varicella (students born 2010 or after) |
| ▪ Tetanus | ▪ Mumps | ▪ Meningococcal disease - Men C-C (kindergarten to grade 6) |
| ▪ Pertussis | ▪ Rubella | ▪ Meningococcal disease – Men C-ACYW135 (grade 7 to 12) |
| ▪ Polio | | |
-

As outlined in the [Publicly Funded Immunization Schedules for Ontario](#)

Step 1

Review your immunization record with your doctor to ensure that your immunization is up to date. You should receive any missing vaccines in your home country. You may have to pay fees to receive the vaccines at a medical clinic in Canada.

Step 2

Send a copy of original immunization record AND a translated copy (in English or French) to the international student program office.

► Important Note

Ottawa Public Health (OPH) reviews every students' immunization record yearly. A student may be suspended from attending school if the immunization record is not up to date. During the surveillance period, OPH will contact legal custodians or host parents in Ottawa directly if any further immunizations are required. For more information on immunization requirements to attend school in Ottawa visit [Immunization Requirements for Attending School](#).



High School Orientation and Timetabling Schedule

Dates and times for school orientation and course selection will be provided to you after the assessment test.

Homestay

Have we arranged homestay for you? Homestay will provide you the opportunity to experience life as part of a Canadian family, by being exposed to Canadian culture and spoken English in a caring and encouraging family environment.

Your host family is eager to learn about another culture and to see their own culture through your eyes. They are excited to welcome you into their lives and want you to make the most of your stay in Ottawa.

The Ottawa International Student Program's homestay provider is **the Canada Homestay Network (CHN)**.



CHN Ottawa Team Employee List 2019-20 – OCENET

Tel: 613-686-6764

EMPLOYEE	TITLE	EXT.	SKYPE	EMAIL	SCHOOL/PROGRAM
Carlos Anis	Relationship Manager	2221	carlosanis23	canis@canadahomestaynetwork.ca	<ol style="list-style-type: none"> 1. Cairine Wilson HS 2. Ridgemont HS 3. Emily Carr MS 4. Brookfield HS 5. Sir Wilfred Laurier SS
Meaghan Bailey	Relationship Manager	2235	Meaghanbailey92	mbailey@canadahomestaynetwork.ca	<ol style="list-style-type: none"> 1. Glebe HS 2. YPLS 3. Lisgar HS 4. Canterbury HS 5. Hillcrest HS
Leah Odada	Relationship Manager	2220	odadaly	lodada@canadahomestaynetwork.ca	<ol style="list-style-type: none"> 1. John McCrae SS 2. West Carleton SS 3. Bell HS 4. Earl of March SS



Humaira Popal	Relationship Manager	2238	Humaira.gp	hpopal@canadahomestaynetwork.ca	<ol style="list-style-type: none"> 1. Woodroffe HS 2. A.Y. Jackson SS 3. D. Roy Kennedy PS 4. Nepean HS 5. Longfields-Davidson Heights SS 6. Sir Robert Border HS 7. Merivale HS
Hilary Rust	Relationship Manager	2045	hilaryrust	hrust@canadahomestaynetwork.ca	<ol style="list-style-type: none"> 1. Gloucester 2. Colonel By SS
Suzanne Zeidan	Relationship Manager (Floater)	2245	live:szeidan2	szeidan@canadahomestaynetwork.ca	All programs/schools
Josette Delorme-Pierre	Relationship Manager	2067	mjosettedelorme	mjdpierre@canadahomestaynetwork.ca	All programs
Jennifer MacKie	RM Support Officer	---	---	jmackie@canadahomestaynetwork.ca	All programs
Brenda St. Jean	Relationship Manager	2040	brenda.stjean	bstjean@canadahomestaynetwork.ca	All programs
Kaitlyn Poisson	Regional Lead	2066	kaitp_88	kpoisson@canadahomestaynetwork.ca	All programs
Mélanie Turcotte	Regional Director	2057	mela.turcotte	mturcotte@canadahomestaynetwork.ca	All programs

NOTES:

- Please reach all RMs by calling **613-686-6764** and use their extension, or email them directly and use the student's name and school in the subject line.
- Please note that RMs are working in teams to provide additional support to all students, and they will be getting in touch with you individually to introduce themselves.



Climate in Ottawa

Average Temperatures

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
C°	-11	-10.1	-3.6	5.1	12.8	18.2	20.6	19.3	14.7	8.1	0.7	-7.9

Average Maximum Temperatures

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
C°	-5.9	-5.0	1.0	10.2	19.0	24.6	25.3	25.3	20.5	12.9	3.8	-3.7

Average Minimum

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
C°	-16.1	-15.7	-8.7	-0.4	7.08	12.3	14.9	13.4	9.4	3.1	-3.3	-12.1

What to bring

In the Fall, you will need some light summer clothing as well as warmer clothing for the months from August to October as temperatures can range from 25°C to 3°C. You should bring a light jacket, a warm jacket, sweaters, a hat and some warm gloves. From November to April, you will need warm clothing such as sweaters, winter jacket, hat, gloves and boots as temperatures can range from -20°C to 7°C.

- casual clothes for daily wear
- sweatshirts and sweaters
- warm jacket
- winter coat
- walking shoes or running shoes
- boots for cold weather
- swimsuit and towel (swimming year round indoors)
- bag or backpack to carry books to school
- personal hygiene items (soap, shampoo, toothbrush and toothbrush etc.)
- prescription medication
- eyeglasses, extra pair of contact lenses, contact lens products such as cleansing solution, copy of prescription

Other suggestions

- traveller's cheques in Canadian dollars
- identification with your picture and birth date other than your passport
- camera
- pictures of your home and family
- bilingual dictionary
- special sports clothing or equipment (ski clothing and bicycle helmet, etc.)
- small gifts to give to host family
- semi-formal clothing for special occasions



Transportation

Bus & O-Train

Ottawa has an excellent bus & O-Train system (www.octranspo.com) that makes getting around Ottawa quite easy. Full-time elementary and secondary students are eligible for discounted monthly or annual passes all year. You will need to present your passport and letter of acceptance to the Sales and Information Centre in order to purchase a * PRESTO Youth Pass.

Youth (19 & Under) and Student Fares

Per Ride	PRESTO e-Purse	Cash (exact change only)
Youth 13+	\$3.55	\$3.60
Children 6-12	\$1.80	\$1.85
Children 5 & under	Free	

Per Day		Per Month	
Day Pass	\$10.75	* PRESTO Youth Pass	\$92.25

PRESTO Card	\$ 6.00
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Boarding the bus

For more information on bus & O-Train, you can visit OC Tranpo's website at www.octranspo.com.

Biking

There are hundreds of kilometres of bike paths around Ottawa that make biking an easy and enjoyable way to get around. It is easy to buy a new or used bike. The cost of a used bike is about \$100.00, and new bikes can be purchased from about \$200.00 and up. You will also need to purchase a bicycle helmet that will cost about \$25.00+.



What Things Cost

Below is a list of approximate prices for some everyday items:

Clothing

Gloves/Mitts	\$15.00 - \$40.00
Hiking Boots	\$75.00 - \$200.00
Jeans	\$50.00 - \$75.00
Shorts	\$20.00 - \$50.00
Socks (one pair)	\$3.00 - \$10.00
Sweater	\$30.00 - \$70.00
Toque (winter hat)	\$10.00 - \$20.00
T-shirt	\$10.00 - \$20.00
Underwear (one pair)	\$6.00 - \$15.00
Winter Coat	\$100.00 - \$300.00

Entertainment

Movie	\$8.00 - \$13.00
Music CD	\$15.00 - \$20.00

Meals at a Restaurant (based on one person)

- *Main course (casual) \$10.00 – \$20.00
- *Main course (fancy) \$20.00 - \$35.00
- Main course (fast food) \$5.00 - \$8.00
- Coffee \$1.50 - \$3.00
- Dessert \$4.00 - \$6.00

(*Tipping, which is customary in Canada, is an extra amount of money given to your server for good service; this is usually about 10% - 15% of your bill before applicable taxes.)



Personal Items

Contact lenses (pair)	\$100.00 +	(remember to bring your prescription)
Contact lens solutions	\$5.00 – \$21.00	
Dental floss	\$2.00 - \$5.00	
Deodorant	\$4.00 - \$9.00	
Shampoo	\$5.00 - \$10.00	
Soap	\$2.00 - \$5.00	
Toothpaste	\$3.00 - \$5.00	
Toothbrush	\$2.00 - \$8.00	

Services

Haircut (men)	\$15.00 - \$30.00
Haircut (women)	\$20.00 - \$60.00
Public telephone	\$0.50
Stamps (up to 30g)	
• for mail within Canada	\$0.85
• for mail to the United States	\$1.20
• for international mail	\$2.50

Sales Taxes

HST (Harmonized Sales Tax) 13% is added to most purchases except basic groceries, most medical services /devices and prescription drugs

For example:

You buy a coat that costs \$100.00; you will need to pay the following:

	\$100.00 coat
	<u>\$ 13.00 HST</u>
Total:	\$113.00



As an International student of the Ottawa-Carleton District School Board, you must adhere to the following:

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 counsellor and the OISP academic coordinator.
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 strive to 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 bed time, 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

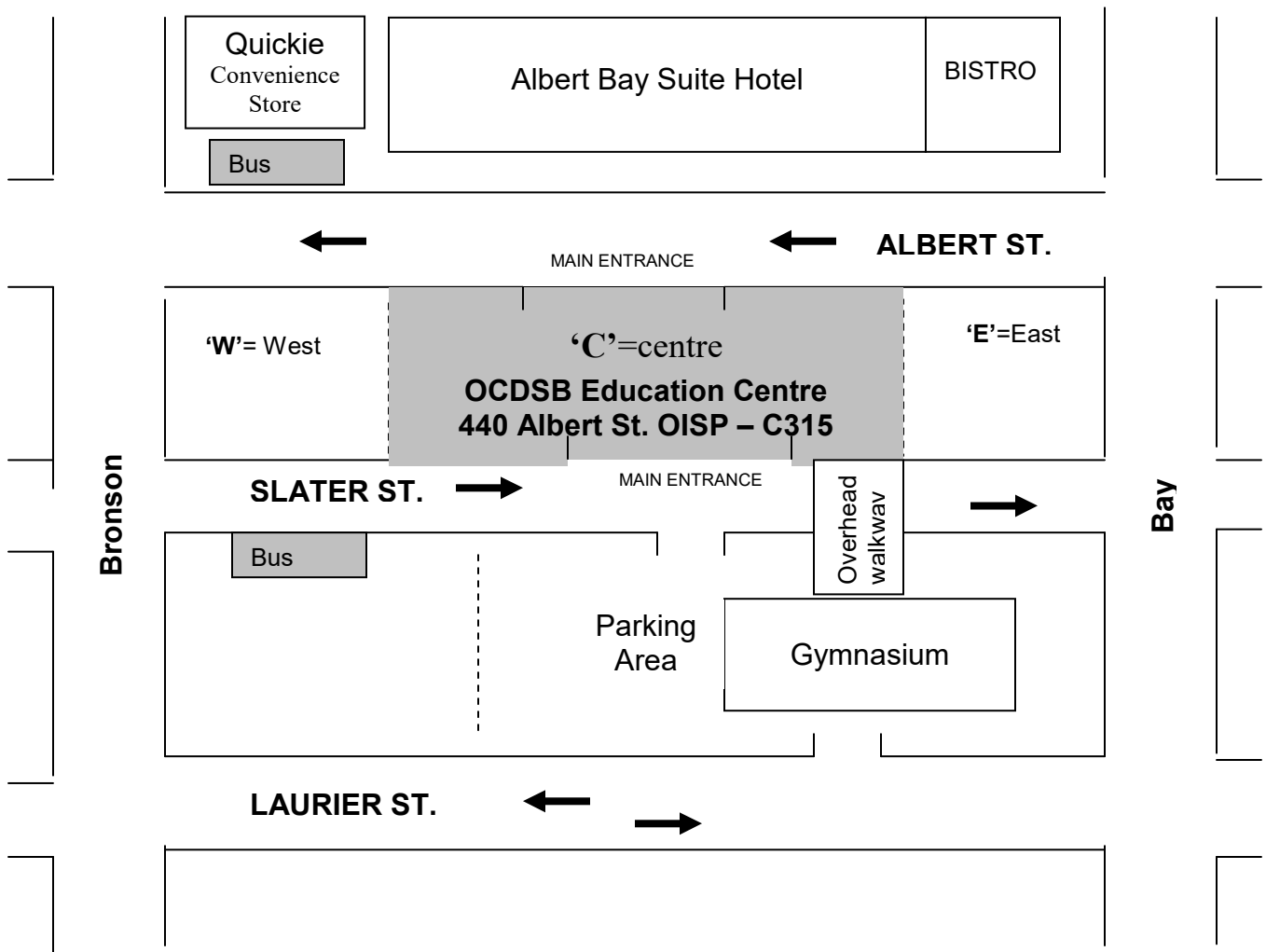
17. All students must have health insurance to cover medical emergencies, illness and medications while in the program.

Canadian Law

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



**Direction to our office: 440 Albert St., Room C315
Ottawa, ON K1R 5B5**



- The Ottawa International Student Program office is located on the third floor of the centre block of the Albert Street Education Centre (previously Ottawa Technical High School) in **Suite C315**.
- If you park in the *Parking Area*, please be sure to sign in with your license plate # at the Main office (Room # E121) upon arrival. A parking spot is not guaranteed.