

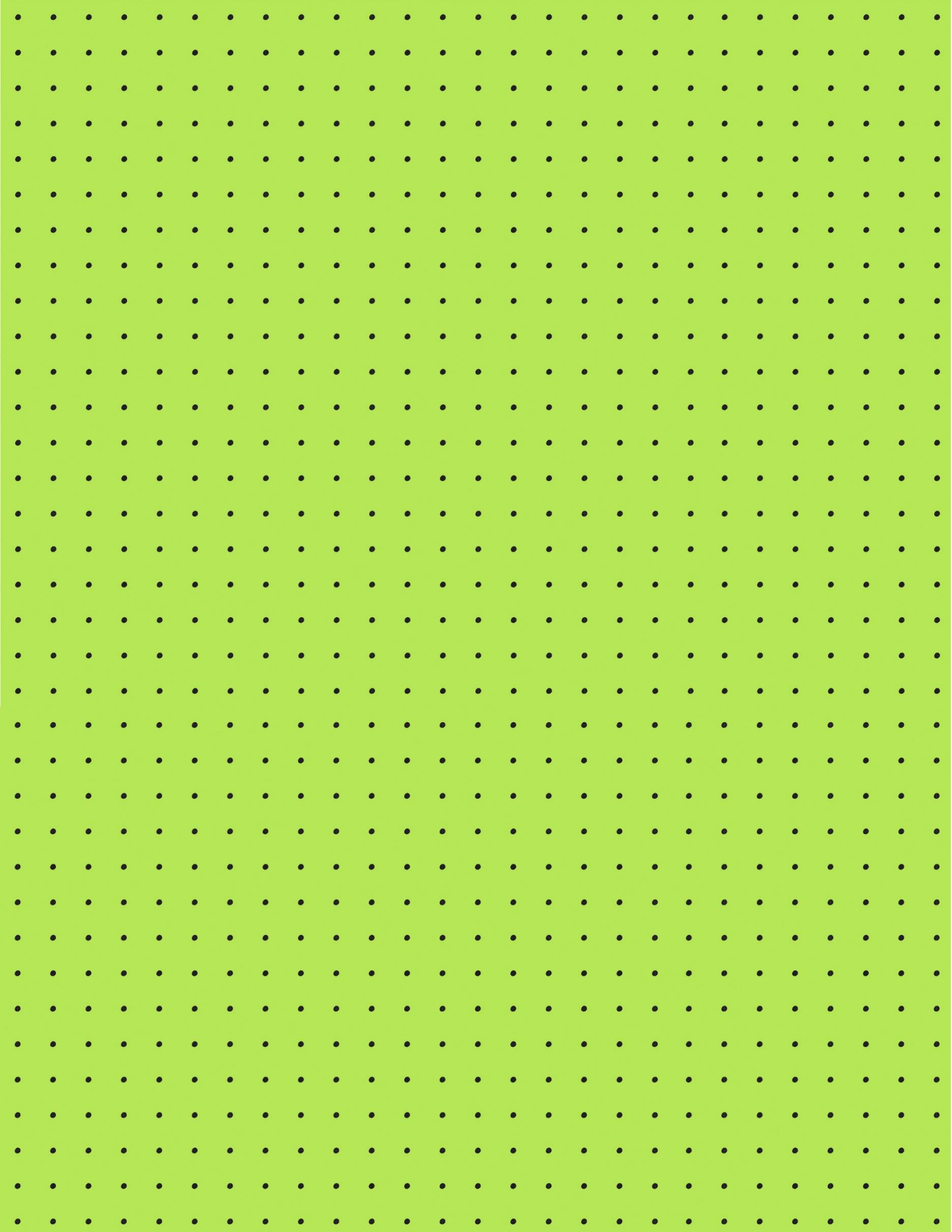
OPEN DOORS & MINDS

Welcoming International Students

UPPER CANADA



District School Board
International Education



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WELCOME!

WE'RE GLAD YOU'RE HERE

The Upper Canada District School Board (UCDSB) International Student Program offers life changing experiences to international students and unique perspectives to local students, schools, and communities. While exciting, coming to a new school in a different country can be overwhelming. By making a commitment to creating an inclusive school, you can make it easier for international students to thrive, build relationships, and share their culture with others.

Being a welcoming school means creating an open, friendly, and accommodating environment through intentional thought and action – considering students’ academic, emotional, and social needs.

As the organization responsible for the administration of the UCDSB International Education Program, the Upper Canada Leger Centre for Education and Training (UCLCET) has worked with Biz Xcel, an organizational excellence consulting company, to identify and understand best practices for schools welcoming international students throughout the UCDSB and beyond. Findings from this research form the basis for this document.

In this document, you will find many ways to open your doors and minds to international students. Each suggestion focuses on building strong relationships and/or providing meaningful experiences for international (and Canadian) students. By concentrating on relationships and experiences we can ensure the time students spend in your school is fulfilling and enriching.


You don't need to accomplish all the suggestions at once, and there may be some that are not suitable for your school. Focus on those that will have the biggest impact and that you can accomplish with your resources. As you progress each year, choose other enhancements.

Use this document as a working plan for your school. Check off activities as you complete them, record priority activities for the year, and use the planning sheets at the end of the document to jump start your actions.

A welcoming school is not built in a day; however, it is our day-to-day deeds that set us on the path to greatness.

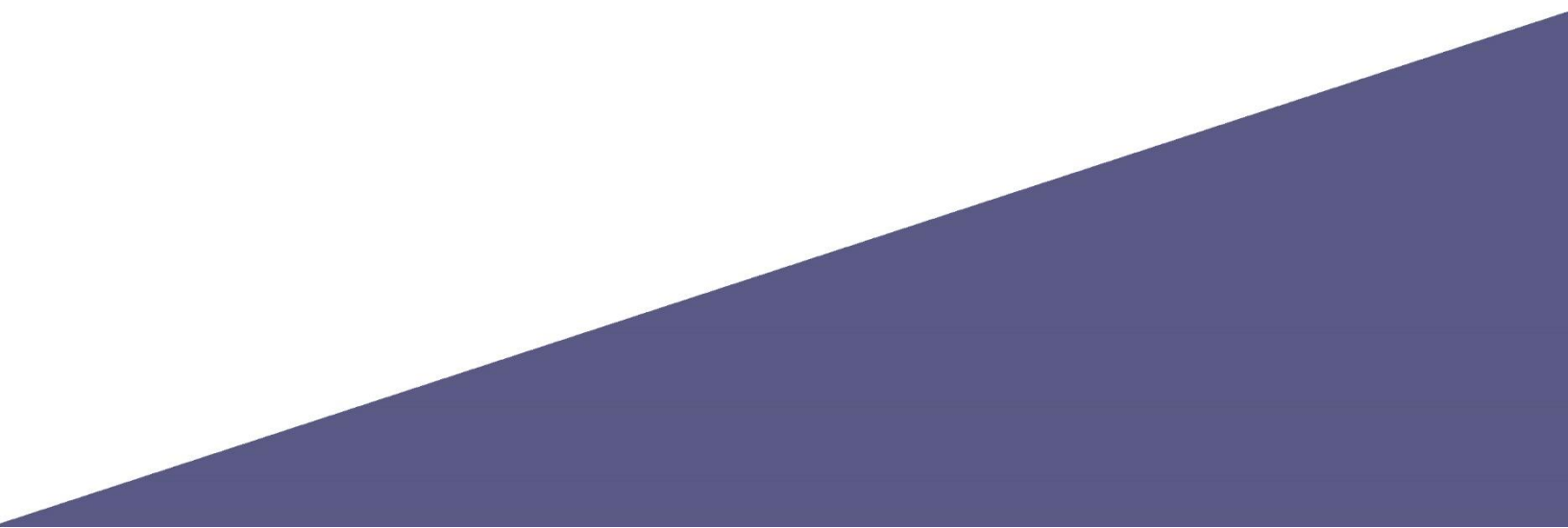
EASY WAYS TO WELCOME STUDENTS

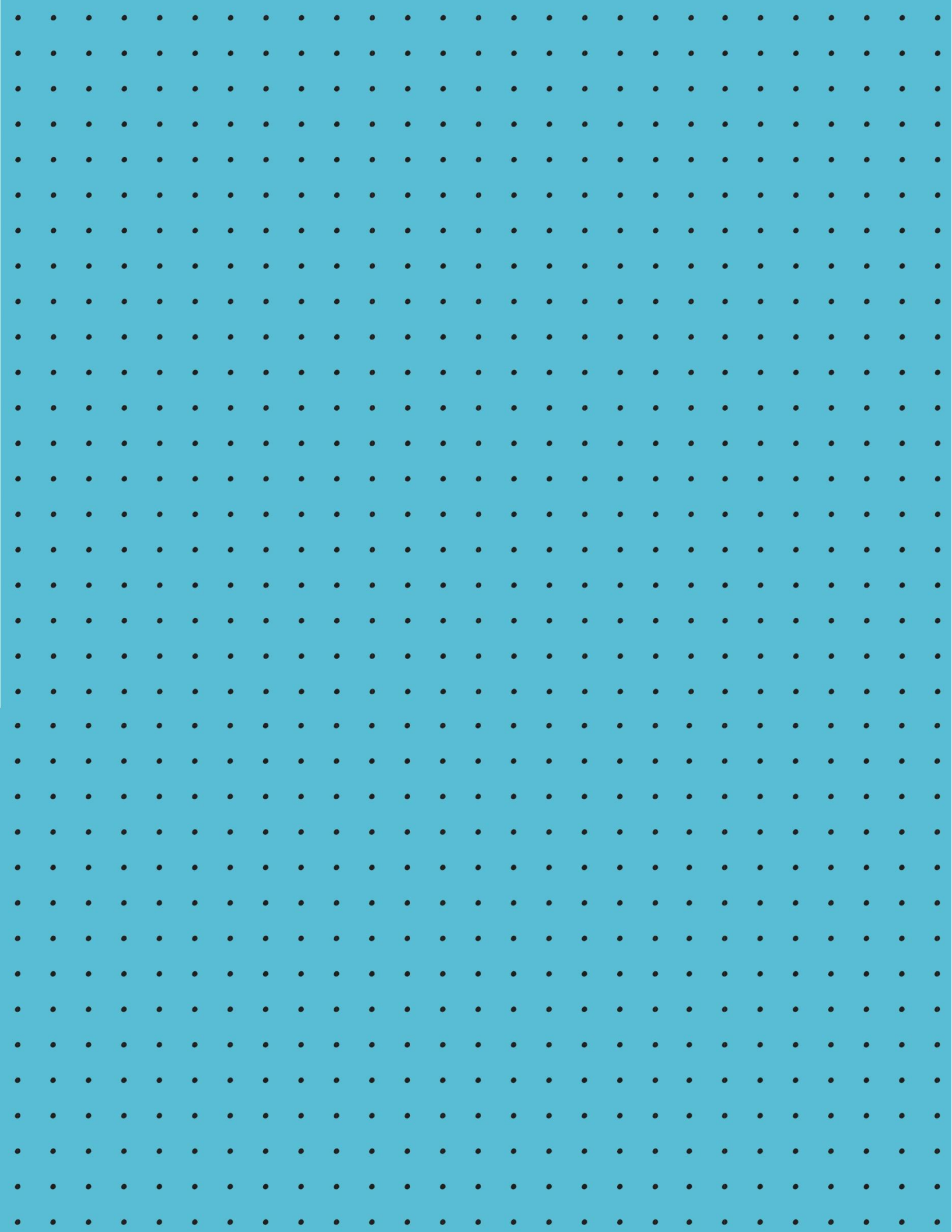
STAFF EDITION

1. Be available – *be friendly and welcoming so students know they can approach you*
 2. Be purposeful – *students may need gentle persuasion to join in on activities and feel comfortable*
 3. Be mindful – *cultural differences are common, basic knowledge of a new culture will help you connect better with students*
 4. Be aware – *watch for when extra help or resources are required to meet student needs*
 5. Provide opportunities to grow and learn – *experiences will help students feel part of their new home*
- 

EASY WAYS TO WELCOME STUDENTS

STUDENT EDITION

1. Be a friend
 2. Include them in activities
 3. Offer your support
 4. Be open and interested
 5. Be a good representative of your school
 6. Give them respect
 7. Be understanding
 8. Don't make assumptions
 9. Don't make a big deal out of cultural differences
 10. Treat others as you'd like to be treated
- 





**STARTING OFF ON
THE RIGHT FOOT**

FIRST IMPRESSIONS AREN'T EVERYTHING. BUT THEY MATTER.

WELCOMING INTERNATIONAL STUDENTS

International Student Representative

- Assign in advance a representative for international students. This person will provide support, disseminate information, monitor student integration within the school, and organize events. A school representative provides stability for international students. Having a specific location within the school for the representative to meet with students on a regular basis will also be helpful. This representative can be the link between the school and UCLCET staff.

Orientation Events

- Create an orientation day for international students, allowing students to spend time doing activities with other students who will be attending the same school as them. This can happen prior to the start of the school year or on one of the first days back to school.

It is important to check with UCLCET before scheduling your school's international student orientation, to make sure that what you are planning will be appropriate based on students' expected arrivals dates and that it will not conflict with the annual orientation planned for all UCDSB international students.
- Plan a few subsequent orientation events for international students in the first few weeks of school, such as a game day, potluck, or pizza lunch, and invite Canadian students to join to facilitate relationship-building.

School Tours

- Guided tours for international students prior to or at the start of school will help ease students into their new settings. Tours should consist of all pertinent areas of the school: student's classrooms according to their timetables, cafeteria, gymnasium, washrooms, common gathering areas, lockers, etc. A labeled map is a helpful tool for students. Tours can be lead by the Ambassador Program, student groups, such as members of student council or the International Club, or other student volunteers. Consider offering volunteer hours to those students that assist.
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Signage in Different Languages

- Create and post signs in the different languages of your attending international students for important areas of the school, such as the bathrooms, cafeteria, gymnasium, computer rooms, library, etc. Not only does this allow international students to navigate the school with more ease, but it encourages Canadian students to learn these new languages.
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Welcome Assembly

- Most schools will have an assembly on or around the first day of school welcoming students to the new year. This is a great time to publicly introduce international students and the school's commitment to the International Schools Program.
 - Updating staff on the year's international students will allow them to accommodate students and better meet their needs before classes begin. UCLCET staff provide registration documents for each of your school's international students prior to arrival. Consider sharing these documents amongst staff.
 - Session(s) providing guidelines and information explaining the International Students Program, homestay parents, agents, international schools and the recruitment assessment process will give staff a better understanding of how the system works for international students and the different roles of those involved. UCLCET can assist with such a session upon request or can assist with any questions arising subsequently.
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Introduce International Students in Classrooms

- Introduce international students in classrooms at the beginning of the semester, and if they are willing, have them say a few words about themselves. This allows Canadian students to become familiar with their new classmates.

Student Profiles

- Make it easy for Canadian students to get to know international students by posting student profiles. Photos, names and a brief introduction to each student, country of origin, languages spoken, interests, etc. will help promote familiarity. Be sure to get student permission to post these first.
 - A map with flags indicating where students are from is also a great introduction to the students, encourages conversation, and creates global awareness within the school.
-

Cultural Information

- Develop and share a repository of documents on cultural customs, backgrounds, norms, and habits as a helpful way of building the knowledge of local teachers, staff and students on international students' countries.
 - This could start as an activity for the International Club, Multicultural Club or as a class project to bring international and Canadian students together.
-

Learning the Language

- Provide teachers, particularly those with international students in their classrooms, with simple phrases in the students' languages. This is a great way of creating positive interactions and helping international students feel accepted. It also encourages Canadian students to connect with international students. Simple phrases could include: hello, how are you, have a good day, and goodbye. Encourage individual international students to help develop these or suggest it as an activity for the International Club.
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Ambassador Program

- The development of an Ambassador Program within the school allows for an easier integration for international students into the new school environment and increases interaction with Canadian students.

International students meet a Canadian student who is usually in some of their classes and is available to give them a tour of the school on their first day and answer questions and help with their timetable.

Mentor Program/Buddy Program

- A friendly face can go a long way to making any new student feel comfortable and welcome in their new school. Facilitating relationships between Canadian and international students encourages new friendships and support for international students. This could be an aspect of the Ambassador Program or done separately.

Students can be encouraged to eat lunch together regularly, join up for clubs or activities or just meet to talk with one another.

- Connecting new international students with experienced international students to act as a guide can help ease their transition into the school and help explain cultural differences in an understanding way.
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Community Tours

- Student-led tours of the local area will introduce international students to their new hometown and increase their level of comfort with the school setting and the surrounding area. This can be done as a normal tour or can be turned into a scavenger hunt-type game to add interest. Opportunities to explore and learn more about their community are good ways to help international students feel part of it. Student ambassadors, the International Club, volunteers or others could help show students around their new community, including stores, hospitals, police stations, Ontario Works, etc. Consider offering volunteer hours to students to increase participation.
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International Anthems/Music

- Playing international students' national anthems occasionally, but especially on national holidays, in the mornings can make them feel welcome and provide a cultural experience for Canadian students.
 - Music is a great way to connect people. Encourage international students to share their favourite songs from home to be added to school dance playlists. International students can be encouraged to contribute to this individually or it could become a task of the International Club.
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International Flags

- Flags are a sign of national pride, be sure international students can take pride in their own by hanging them in a common area with the Canadian flag.
 - Clocks with times around the world using major international countries displayed in a prominent location are a nice reminder of home for international students as well as promoting inclusiveness within the school.
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International Student Check-Ins

- Have the principal meet with new international students in their first week to check in with them and then at the end of the month to ensure they are settling in well with their new school. This allows the international students to feel welcome and part of the school.

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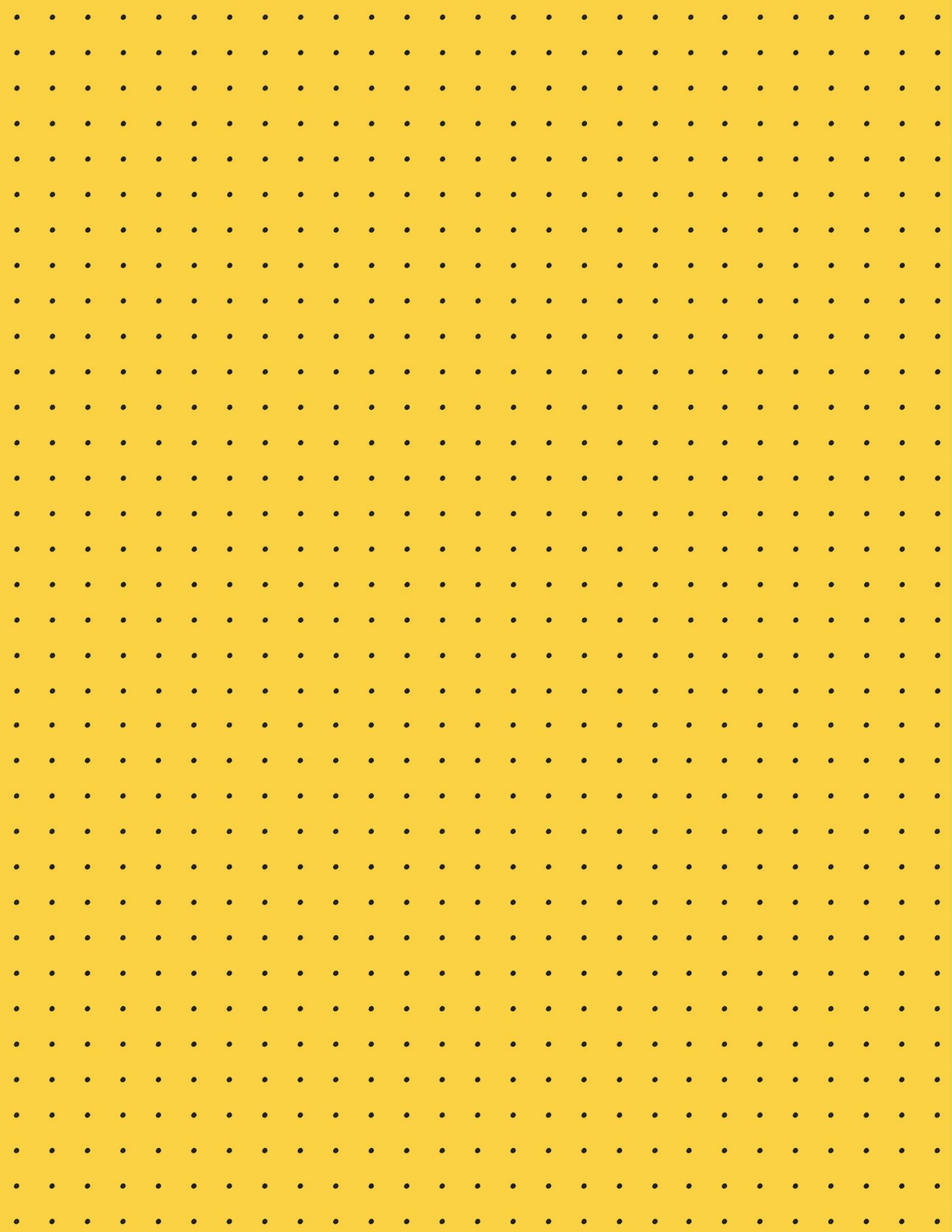
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GANDHI

ASIA
SPIN
ARTS

STON





**FITTING IN &
STANDING OUT**

OUR DIFFERENCES – NOT OUR SIMILARITIES – MAKE US GREAT

INTEGRATING INTERNATIONAL STUDENTS

Regular Meetings with Student Representative and Homestay Coordinator

- The Homestay Coordinators will need to check in with students on a regular basis. The school can act as a neutral, comfortable place for students to discuss their experiences and needs with their coordinator. Assigning a room for regularly scheduled check-ins will provide consistency for students.

Class Balance

- It is common for international students to want to stick together in the classes that they take, or for administrators to feel they would be more comfortable together during classes. To allow for better integration into their new school, avoid having too many international students together in one class where it will be tempting for them not to become immersed in their new environment.

Encourage International Student Participation on Sports Teams and School Activities

- International students may have a difficult time understanding the ways in which they can become involved in the school community through sports teams and other school activities. An information session on school based teams and activities early in the school

year will help students to understand the opportunities available both current and upcoming.

- International students may arrive after formal tryouts for athletic teams and other school clubs at the beginning of the school year. It is still possible to give international students the opportunity to be part of these activities by allowing them to practice with the team.
 - Reserve a seat for an international student on student council/government to include full representation of the student body.
-

International Club

- An International Club or Multicultural Group is a great way of facilitating relationships between Canadian and international students while they explore Canadian and international activities. Activities can be limited to the group's membership or the membership can plan/support activities to involve the entire school. Possible activities can include fall leaf tours, pumpkin carving for Halloween, Thanksgiving and Christmas related activities as well as celebrations of international holidays and activities, such as Mexican Independence Day, Chinese New Year, Salsa or Highland dancing lessons, international food events, etc.
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International Student Study Group

- Organize a study group for international students where they can gather for additional help on courses.
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English as a Second Language (ESL) Classes or Instruction

- If your school offers an ESL course, ensure that the teacher of this course is connected with the UCDSB ESL Learning Resource team for the best access to learning materials and professional development support.
 - Some schools may not have enough international students to offer a specific ESL course. There are still options to ensure students receive support. Peer tutoring, a part-time ESL teacher, language clubs, community volunteers, Learning Centre support, and other options can help students develop their language skills.
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Announce Holidays and Events Relevant to International Students

- On daily announcements include recognition for cultural holidays in students' home countries.

Provide School Information in a Variety of Modes

- International students may struggle with verbal announcements during their school day, particularly morning announcements done over speakers. Have an area in the school and online where students can easily access these messages later so they don't miss out on important school information.
 - My Family Room is a great resource for parents to be better informed on what is happening at their child's school. This could be a similarly effective tool for homestay host families, although many are not sure how to access or utilize this resource. Plan a training session on My Family Room for host families or invite them to a regularly scheduled training session available to all families at your school.
 - Provide school information in a variety of ways to ensure that international students and their Homestay families are kept up-to-date in a way that suits their needs. The school web site, emails, school sign-boards, hard copies, and social media are all options. Access to information will help Homestay parents stay up-to-date and encourage their international students to partake in school events and activities.
 - Some schools have their daily announcements on Twitter or a Facebook group so students and host families receive regular updates to their cell phones. They may need help and/or encouragement to join and access such communication mediums, so consider how your school can take a planned approach to this.
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Social Media

- Social media is an excellent way to connect with international students and provide important school and event information and updates. Consider creating a Facebook page to post information for international students, including daily announcements, upcoming events, sport tryouts and club signups, etc.
-

Dual Language Classroom Word Walls

- Course/topic-based word walls can be created in classes to help international students in their course work and enhance the experience for Canadian students. Commonly used words in subject matter like math, science, and geography can be posted on a wall in English and the corresponding language of the international students. Teachers can encourage international students to help with the creation of these walls, or it could possibly be an activity for the International Club. Where word walls are not possible, consider similar content available in handout format.
-

Multi-Format Teaching

- Lecture-only style teaching can be difficult for international (and some Canadian) students. Providing alternative ways for students to access information will be helpful for

all students, but particularly international students. Consider writing important concepts on the board, using a slide show, supplying note pages, etc.

Use of Translators

- Encourage international students to use translators during classes, particularly with topics such as science. Cell phones or other translators with internet connectivity functionality should be discouraged as much as possible. Students are informed prior to their arrival that a translator without internet connectivity may be required during their enrollment at the UCDSB and are expected to purchase such a device. If a student does not have a translation device, a paper dictionary may be provided.
-

Random Acts of Kindness

- Small acts done with intention go a long way to making students feel comfortable in their new school. Taking a moment to reach out to international students with a kind word or act can help them acclimatize easier and sets a good example for Canadian students to be open and welcoming.
-

Be a Role Model

- Canadian students will look to teachers and school staff for how to behave and act around international students. By ensuring you are inclusive, friendly and welcoming to international students early in the year, and open and curious to learning from their experiences, it will encourage other students to do the same. Asking questions and providing opportunities for international students to share when possible will help them become more comfortable and for others to learn about them.

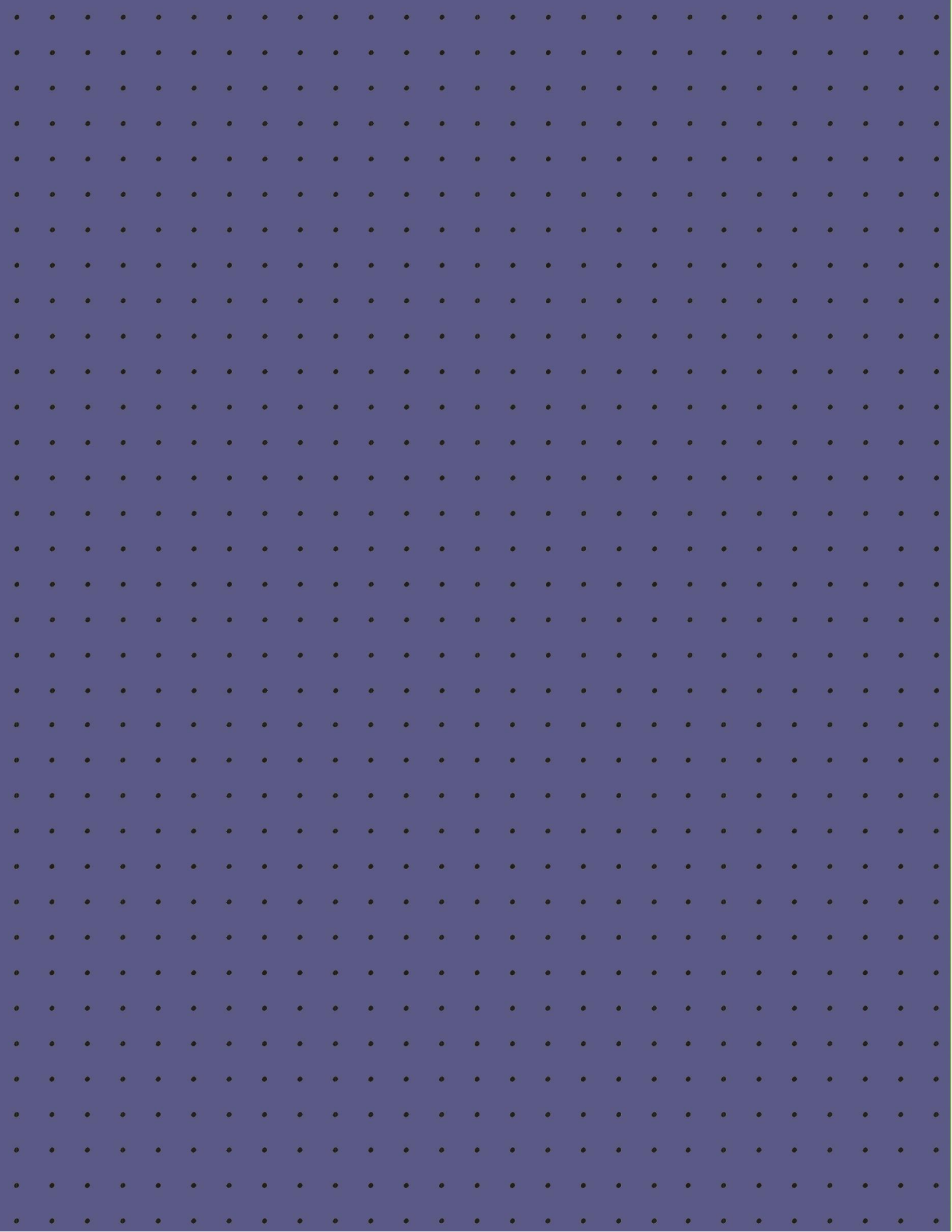
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**GET THE
PARTY STARTED**

NEVER UNDERESTIMATE THE IMPORTANCE OF HAVING FUN

INTERNATIONAL STUDENT ACTIVITIES

School Activities and Events

- School activities offer excellent opportunities for international students to build relationships with Canadian students and staff members. Most schools offer a wide variety of activities to appeal to different student interests. International students may not be aware of what the school has to offer so it is important to provide them with information, as well as encouragement to join activities by staff members. This information could be posted and updated regularly in an area of the school that international students frequent such as an ESL classroom, cafeteria, or the main office.
- Offer sporting and intramural activities outside their regular season. This allows international students more opportunities to participate in extracurriculars. For example, soccer is popular in many countries; however, the spring season may not work for some international students. A fall season can allow more students to be involved in the sport.

Sporting and Club Information

- Due to different seasonal patterns, international students may not be familiar with when specific activities take place within their new schools, particularly sports. Posting information about sporting tryouts, as well as club and activity sign-ups can help international students become involved in school activities. This information could be

posted in a space students often congregate in, where the International Club meeting are held and/or on the school website and Facebook.

Club Development

- Many international students will have been involved in different clubs, sports and activities back in their own countries. If these activities are not currently available, encourage them to start their own clubs. This is a good way for them to feel part of the school while sharing their own interests and passions with their fellow classmates.
-

Community Activities

- During their stay, international students become part of the larger community. Include them in activities that occur outside of the school, such as fall fairs, Santa Claus parades, winter carnivals, sugar bush outings, tree-lighting ceremonies, New Year's Eve celebrations, etc. Host families will usually plan activities for these events, but the school can act as an information source for families, as well as encouraging international students to partake in events. For example, international students can be invited to be part of a school float in a Santa Claus parade.
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Local Music and Theatre

- Introduce students to local culture through local music and theatre. Many communities have an active local theatre group or a cultural centre where theatre is presented and bands perform. Opportunities for international students to hear local bands or small theatre groups perform can provide a deeper connection to the region.
 - If an international student has a background in music or theatre, they could provide a performance for the local theatre group or cultural centre from their own culture.
 - Coffee houses, dance offs, art battles, and other music, art and drama-based events are good opportunities for international students to promote their home countries and cultures. Encourage them to participate or even become involved in planning such activities.
-

Multicultural Events

- Allowing students to share their culture with others is a great way of building connections and familiarity with their new setting. Introducing teachers and staff to international students through a special event can ease their transition in the classroom. Students can share recipes, music, costumes, dance and other elements of their culture.
- Host a Multicultural Day to celebrate all cultures within the school, including international and local student cultures. Include dance demonstrations, art exhibitions,

music, food sampling, cultural costumes, games, and other activities. This can be limited to one day or expanded into an entire week. Canadian students can be encouraged to work with the international students to put on the event, as well as school clubs. Consider running this similar to a Science Fair, with judging and prizes offered to the best presentations.

Cultural Activities

- Ontario has many cultural events and attractions, such as museums, art galleries, heritage buildings and historic sites for international students to enjoy. From visiting the Parliament buildings to learning about Native American culture these experiences will be new and exciting for international students. Including Canadian students will allow them to gain a new perspective and give them the opportunity to build relationships with international students.
-

Discovering Ontario

- Exploring what the area has to offer will be a highlight for international students. The school can play a big role in showcasing the many wonderful aspects of Ontario. Suggestions include: group trips to Kingston, Ottawa, the 1000 Islands, museums, river rafting, canoeing and cruises, historic sites, National/Provincial Parks, and hiking excursions. These can be activities of the International Club and supported by the school. Activities can even be run in partnership with other clubs in the school, such as a hike with the Outdoors Club or a trip to a theatre with the Drama Club. This creates easy ways for Canadian students to connect with international students.
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Holidays and Seasonal Events

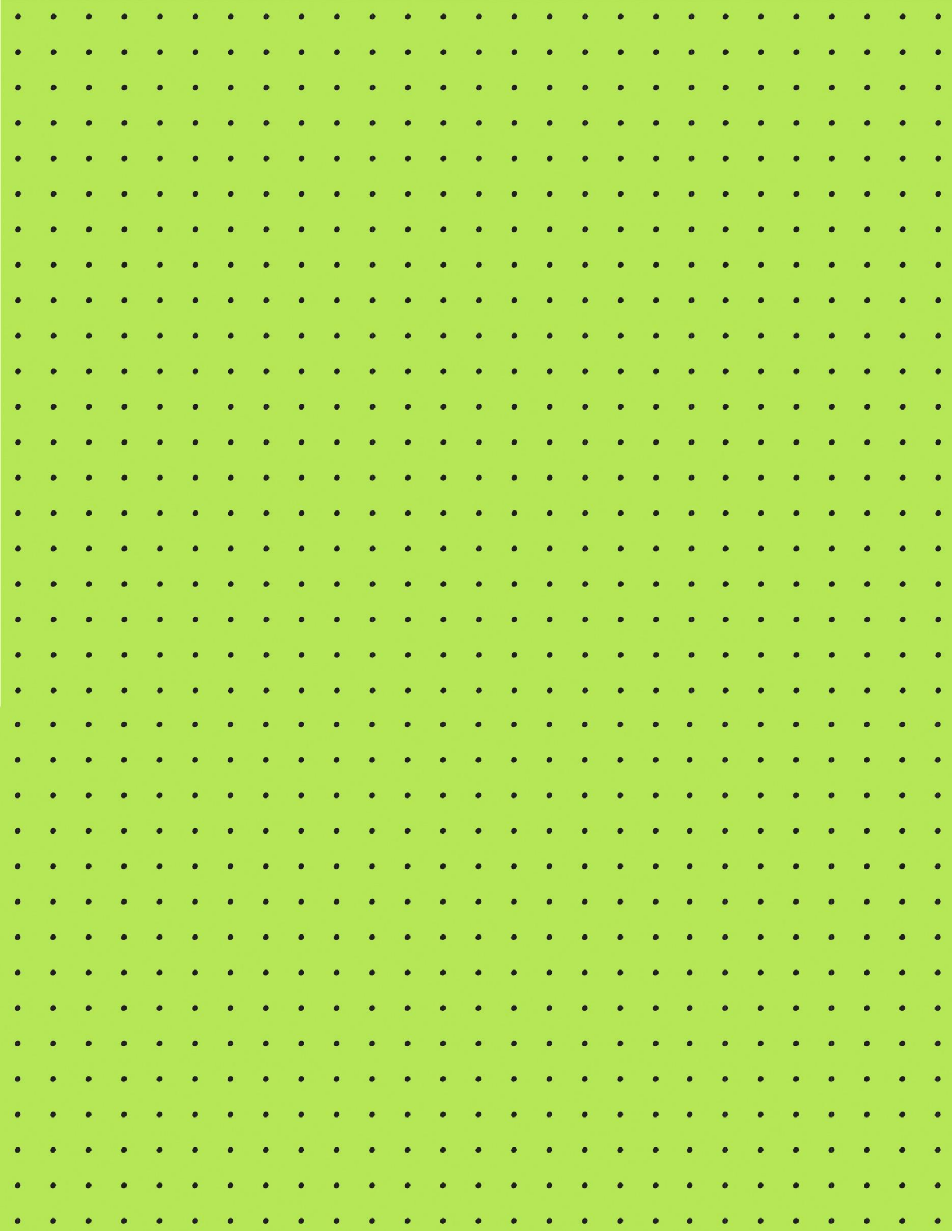
- Most Holidays and seasonal activities provide an opportunity to share Canadian culture with international students. While host families will play a large role in introducing international students to Canadian celebrations and events, such as Thanksgiving, Halloween, Remembrance Day, Christmas, New Year's, Valentine's Day, St. Patrick's Day, Easter, schools can play their own role as well and helping students gain a better understanding of each holiday and event.

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**THE MORE THE
MERRIER**

NOTHING TEACHES US BETTER THAN OUR EXPERIENCES

INVOLVING LOCAL STUDENTS

Include International Student Experience in the Curriculum

- Academic projects can be used as a way of making international students feel welcome while expanding the knowledge-base of Canadian students. Art projects can focus on techniques or art history unique to an international student's culture. These pieces could then be used to decorate the school or the study room for international students, if your school has one. Drama classes could include a play from a playwright in an international student's country. A music class may choose a piece currently popular or of historical significance to an international student's country. The hospitality and tourism class could cook an international dish.
- Call on international students to offer a global perspective in the classroom when possible. Studying Global History or Geography with the experience and first-hand knowledge of other cultures is beneficial to all. Reaction to events in the news or historical perspectives on curricula from an international student can provide "teachable moments" for local students. To facilitate this, international students may be invited as guest speakers when relevant topics are addressed.

Community Multicultural Events

- Encourage international students to represent their country at multicultural events if your area has one. This is an excellent opportunity for students to interact with others in the community and share their own culture while learning about others.
-

Fun Activities

- Canadian students can be encouraged to interact more with international students through fun activities, such as pizza lunches, barbecues, potlucks, game days, movie showings, open gym times, etc. Events like these allow a platform for more natural interactions and friendships to take form. Plan events during school hours whenever possible to ensure students who are bussed can attend.
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Culture Presentations

- Offer area elementary schools the opportunity to meet international students and learn about their culture. International students can share their language, music, cooking, traditions and more with local students. This is an exciting opportunity for elementary students, while allowing international students the opportunity to practice their English skills while talking about their home.
 - Some elementary schools host their own multicultural events and are thrilled to invite international students to participate.
-

Sharing the Language

- Encourage international students to share their language with others in the school and community. Language clubs, small workshops or lessons can be organized for other students in the school, local elementary schools, or community groups. This will give local students and community members the chance to broaden their cultural horizons while giving international students the opportunity to connect with others.
-

Tutoring

- Facilitate opportunities for tutoring between Canadian and international students. This can be both Canadian students tutoring international students and vice versa. Not only will this help students academically, but provides great opportunities for students to build relationships with one another socially. Consider offering volunteer hours for students who participate.

Acknowledge Global Events

- Promote cultural awareness throughout the school by sharing information about world events with students. This can include foreign elections, sporting events such as the World Cup, Tour de France, and the Olympics, and more. Use a variety of platforms like morning announcements, social media, and the school website.
 - Exercise empathy as a school by acknowledging global tragedies. It is possible that some international students may come from countries currently experiencing hardships. Students can be encouraged to acknowledge these events in their own ways as well through fundraising or other support.
 - Encourage students to give back globally by providing support for causes through fundraising and other events. Student Councils can choose a cause at the beginning of the year that impacts the wider world and/or encourage support for crisis as they occur around the world. Invite international students to become involved and add their own experiences.
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Providing Hosting Opportunities

- Schools can offer assistance in matching up potential homestay families with students. Often staff or student families decide to become a homestay family because of an experience with an international student at their school. Providing information on becoming a homestay family and providing opportunities for people to interact with current international students is a great way of facilitating the growth of the program.
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Volunteer Hours

- Consider allowing students to accrue volunteer hours by helping international students acclimatize to their new school and town. This can include showing them around the school and community, helping them sign up for clubs and activities, providing tutoring etc.

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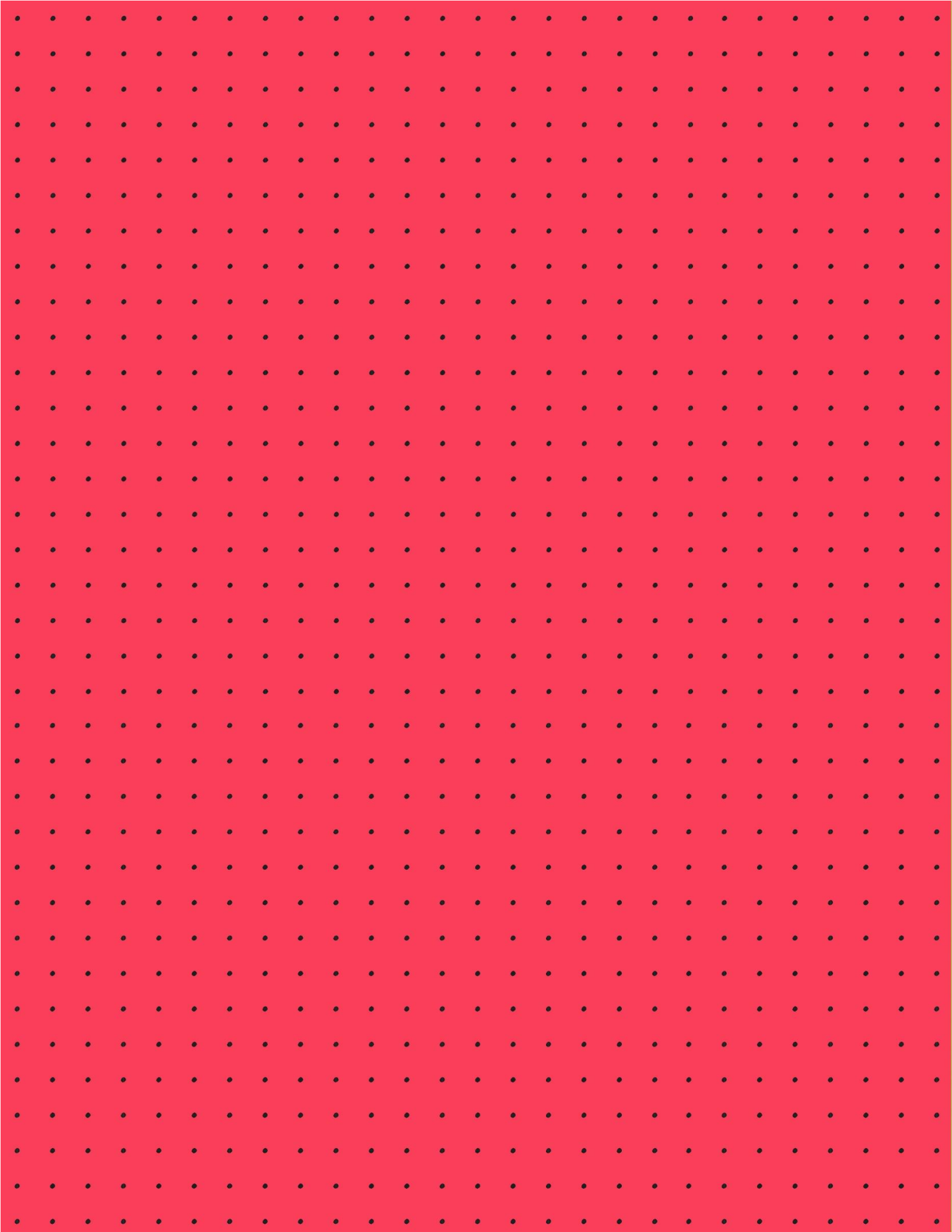
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**ENDING ON A
HIGH NOTE**

ALL GOOD THINGS MUST EVENTUALLY COME TO AN END

YEAR END

Host a Farewell Party

- Host an event capping off the year for international students. This will provide them with a chance to celebrate the many memorable experiences they had during their stay. Be sure to invite Canadian students, staff, families, board officials and others. The event could be hosted in conjunction with other schools in the area or as part of a community send-off. Consider putting together videos, photos or a slideshow of people, activities and events that students have been involved with during the year.

School Gift

- Give international students a gift to remember their time spent at your school. School swag is a great option, such as sweatshirts, hats, t-shirts, etc. Involve their Canadian friends in picking out something that their international counterparts might like to receive. One particularly popular idea is a Canadian flag which international students can ask their friends, homestay family, teachers, and other school staff to sign.

School Yearbook

- A yearbook is a rite of passage for Canadian students. Include international students in this tradition by ensuring they have an opportunity to purchase your school's yearbook

as a reminder of their time at the school. They may not be familiar with the concept of yearbooks, so ensure you encourage them to have their yearbook signed by friends and staff members.

- Yearbooks often include the different facets of the school. Be sure to encourage the Yearbook Club or other organizing group to include the experiences of international students in yours. Photos of activities and events from the year will allow international students to take home a piece of their time at the school.
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Group Photo

- Photos are a lasting memory for international students which they can display for years to come. Take a group photograph of all the international students at your school to put in the yearbook and provide to students as well. An additional photo can be taken of the international students and all those involved in making their stay memorable – Canadian students, staff, etc.
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Awards Events

- Invite, and include international students in Awards events, both academic and athletic. Many will not have attended these types of events as they are not common in all countries.
-

Recognize an International Student of the Year

- Coming to a new school and thriving in a new culture takes bravery, fortitude, and perseverance. International students are often faced with many challenges academically, emotionally and socially. Taking the time to recognize an international student who has exemplified what the program is trying to achieve is an excellent way of promoting the involvement of these students in your school. Your award could factor in contributions to the school, involvement with Canadian students, participation in events and activities, the sharing of their culture, etc. Consider presenting it at the school's Awards event.
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Award for Best Integration

- Recognize a Canadian student who goes out of their way to include and support international students in your school. By highlighting their efforts, it will reinforce the behaviour the school would like to see from all students and show your commitment to international students. Present a Global Citizenship Award during your Awards event.

Graduation/Prom

- While international students may have only been at the school for a short period of time, including them in graduation or prom events will provide them with a true Canadian school experience. Formally welcoming their parents, including their flags and/or national anthem and other touches will show the school's commitment to the program.
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Report Cards/Transcripts

- Ensure students receive their report cards, transcripts and other necessary documents as soon as you are able. Students are often returning immediately back to their homes schools after their stays and this information is necessary for their transition. An efficient process also adds to a good relationship between agents, parents and schools. You will be offered a system reminder shortly before report cards are released. Please ensure these are sent to UCLCET as soon as possible.

THIS YEAR, WE COMMIT TO DOING:

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LET'S DO THIS!

THERE'S NO BETTER TIME TO START THAN NOW

Every single day we have 20 000 chances to change someone's life. According to Nobel Prize-winning scientist Daniel Kahneman, we experience around 20 000 moments a day, each just a few seconds long. These are the good, the bad, and the indifferent.

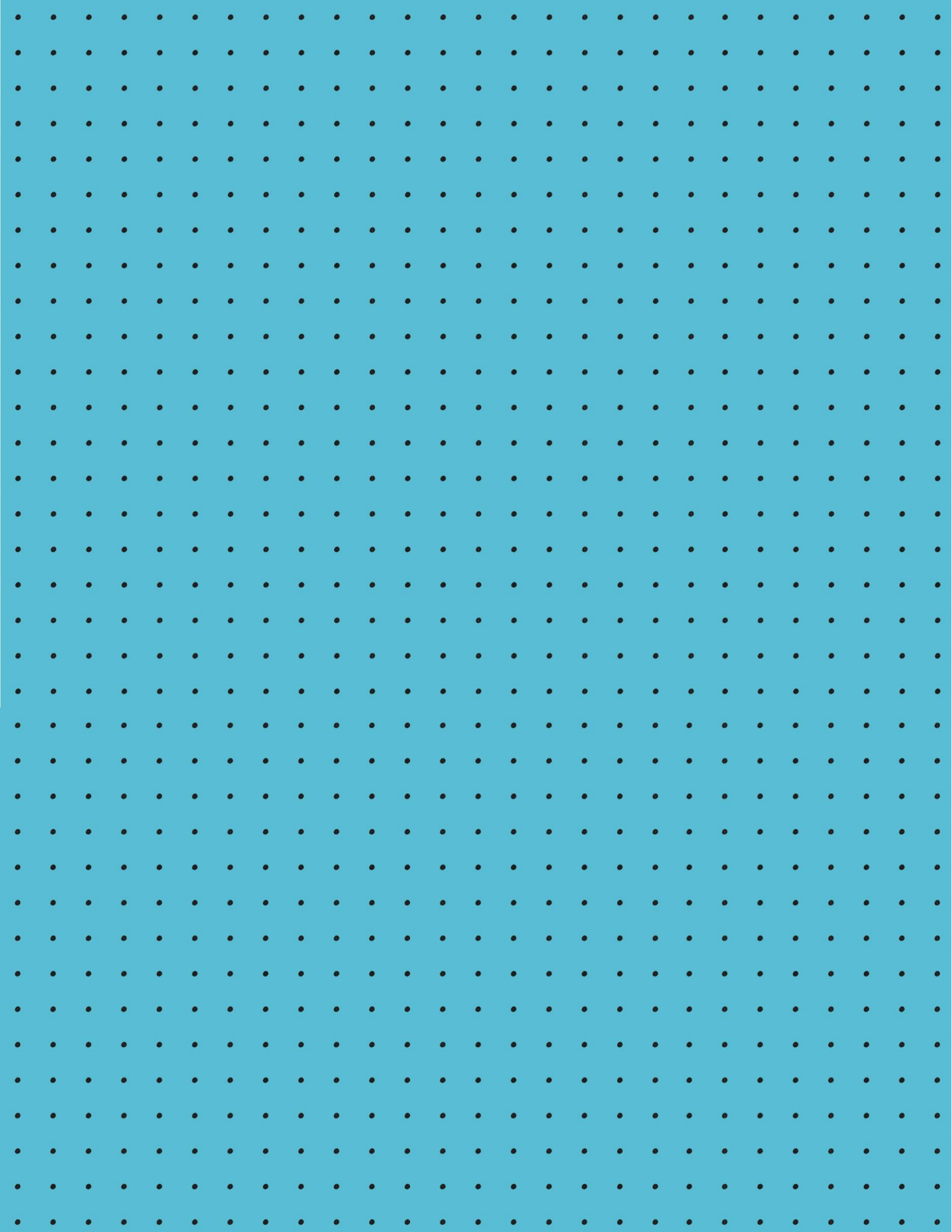
The indifferent are rarely remembered, but the good and the bad are what is recorded by our brains and affect how we perceive ourselves, others, and the life we are living. When you think of the best and the worst moments in your life, usually they are just a snapshot in time.

That means we have an incredible amount of power to influence how others feel about themselves (and us in return). A kind word or action can have a wide ripple effect.

For an international student in a strange new world, a kind word or action can have a wide ripple effect. Taking the time to act with intention, from the big to small moments, can have a big impact.

You might just change a student's life – Canadian or international – or at the very least, make their day.







BUILD THE TRIBE

CREATE GREAT VIBES THROUGH PASSIONATE PEOPLE

STUDENT AMBASSADOR PROGRAM

The Program

This program groups existing UCDSB students with new Canadian students or International students in order to help with their introduction to the school and community. Many successful groupings involve 2 or 3 Canadian students with 5 or 6 international students. Cultural learning, social integration and friendship development opportunities exist for all parties.

The program is developed with local needs and realities in mind – the communities which are served by the UCDSB consist of populations that are largely born and raised in Ontario. Our students are welcoming and anxious to support international students from various cultural backgrounds that enter UCDSB schools; however many have limited experience and require further education to provide a deep understanding of their international peers and how they can best be supported.

The Goal

The goal of this program is to help ease the transition and allow for new students from different cultural and linguistic backgrounds to ask questions and have a group of peers to turn to when they find themselves in need of information.

The secondary goal of this program is to help build a climate of acceptance for our incoming students who require more support due to linguistic or cultural differences.

Recruitment and Selection of Student Ambassadors

Students are recruited/selected in a variety of ways:

- referred by teachers or by current international students
- school announcements and poster campaigns in the Spring
- active ambassadors nominate/recommend new prospects to be vetted
- selected because of leadership skills or demonstrated interest in ELL's
- ability to fully participate (ex: not link Leaders or already overcommitted)

Training Student Ambassadors

Ambassadors are trained prior to the arrival of the International students. Ex: One initial training day and regular bi-weekly lunch meetings to address any emerging issues. Subsequent lunch hour meetings can be used to address other areas or other topics as they emerge.

In no particular order, training should include the following:

- Expectations and responsibilities clearly explained to Student Ambassadors
- Presentation by a current international student that talks about some of the difficulties he/she experienced during his/her arrival in Canada.
- Communication; what is the best way to communicate with fellow Student Ambassadors, with International Students and with Lead Teacher ... Exchange emails, create lists of groups, create social media groups
- Issue Student Ambassador t-shirts
- Review a list of expectations for the start-up of school and give students a handout and online copy. Include activities for all ambassadors to get to know each other and build morale
- Describe typical activities for International Students on site during the school day and after school, as well as potential field trips.
- Frequency of activities; monthly or bi-monthly. Your team would be responsible for organizing and promoting your activity.
- LUNCH
- Discuss some of the challenges they will experience and ways to deal with them to avoid frustration. Realistic expectations - some of them will not become BFF's with their students but will still be a huge help getting them started at their new school.
- Being in the shoes of the International student... Some realistic scenarios.
- What to do when a student is experiencing difficulties and knowing when and how to respond. In some instances, student ambassadors will be able to coach the international student through a situation. Other issues will require a more specialized and more experienced response from school staff and other.
- Working session for preparation of Orientation Day with International Students
- Select and practice ice breakers.
- Create a survival guide for International students.
- Posters prepared for display at front lobby table

Creating Groups (Student Ambassadors and International Students)

There are a few considerations. Schools will utilize their local expertise and knowledge of their students. Often the ESL teacher and ELL Instructor will sit down with a list of students provided by the Program Resource Teacher or Guidance teacher and match current ambassadors with incoming students. Again, small groups of 6 or 8 students, that include 2 or 3 Canadian students, can generate more energy and potential for inclusion than the traditional 1 on 1 pairing route. The following considerations were considered:

1. Grade and gender
2. Interests
3. Country of origin
4. Religious considerations

A few extra ambassadors to be placed on standby for students who had not yet completed registration and in case any of the ambassadors had other commitments that came up over the summer.

AMBASSADOR PROGRAM: PROFILE

The following information will help in the grouping/partnering process.

Name: _____

DOB: _____ Grade (2016-17): _____

List the languages you speak/understand:

List some of your interests (things you do for fun):

List the teams or clubs to which you belong (inside and/or outside of school):

Do you have a part-time job? Y or N

Would you mind if your partner(s) were of the opposite gender? Y or N

Contact information (we will need to reach you over the summer):

Home phone number: _____ Cell number: _____

Email: _____

Is there anything else we should know about you that would help us find the most suitable grouping?

BECOME A SCHOOL AMBASSADOR

Purpose

- To build connections with new International students joining the school family.
- To help new International students transition to High School, Canada, and their new community.
- To build leadership skills.


Responsibilities and commitments during the school year...

1. Regularly scheduled meetings throughout the school year (e.g. lunchtime) for planning purposes.
2. Make contact with your team on the lunch date to initiate the program.
3. Answer any questions your partners have about the school day or living in their new community.
4. Introduce your partners to your friends, other students and members of the school community.
5. Make sure your partners can find their locker and open the lock.
6. Make sure your partners can find their classes.
7. School tour (already done at orientation) – locate common areas for your partners (e.g., office, guidance, attendance secretary, cafeteria, gym, weight room, learning commons, bathrooms, etc.).
8. Introduce them to sports teams and clubs (e.g., Band, Drama, Reach for the Top, Student Council, etc.)
9. Confirm with them that they know how the school day and the schedule work (e.g., rotation of classes, how school days change from day to day, what the bells mean).
10. Find out what they do at lunch and during breaks and occasionally invite them to join you and your friends.
11. Confirm that they know what to do if they are late or absent (Why is a pink slip needed?).
12. Show them where to find the announcements (online and foyer on TV screen)
13. Go with your partners to school functions (e.g., pep rallies, sports games, presentations, assemblies, dances, etc.).
14. Teach your partners some slang words/idioms.
15. Connect with your partners before spirit weeks to make sure they are participating. (What should they wear?)
16. Talk to them about the importance of assignments in Ontario schools. Many of our International students are accustomed to only getting marks for exams. They are not familiar with how much value we place on assignments and culminating activities.
17. Offer some tutoring.

Perks...

- Join in on the organized field trips and special activities.
- Initiate activities that we could all do together at lunch or after school.
- You could invite them to join you on weekends.

Possible Activities

- Pumpkin carving
 - Field trips - skating, tubing, hiking, Parliament Hill
 - International/Canadian dinners
 - Amazing race
 - Potluck movie night
 - Visits to nearby elementary schools
 - Chinese New Year ... Chinese Heritage Group
 - Cooking
 - International food fair
 - Serve tea at a senior's home
 - Relay for life team
 - Other ideas from the group
- 

ORIENTATION DAY PLAN

The format of the day will vary by site according to what is most appropriate in each school community. Prior to this day, Student Ambassadors have been recruited, vetted, and trained. The ambassadors understand and accept the responsibilities associated with the role and look forward to enjoying the experience of supporting their international peers as well as all of the perks that go along with it.

Possible Agenda

Items to be covered in combination by school staff and by student ambassadors

1. Welcome and greetings upon arrival from Student Ambassadors
2. Issue items, (lock, name tag, t-shirt, school map, student timetable, etc.)
3. Snacks, juice, water and muffins in common area.
4. Assemble in cafeteria/library.
5. Greetings from P /VP, Introduction of office staff, ELL instructors and student services staff. Explanation of their role and how they act as a support
6. Initial team building activity. Student ambassadors and International students organized into groupings.
7. Tour of school highlighting key areas, including their locker, ESL classes, gym, etc.
8. Gather in another common area for other site specific information that may be shared in student groupings. Survival skills as new students, timetable rotation explained, how to get help, what to do when... where to go when...
9. Important school-specific routines: late slips, absences, daily arrival and departure, cell phones and devices, etc.
10. Extra-curriculars, clubs, the local community, etc.

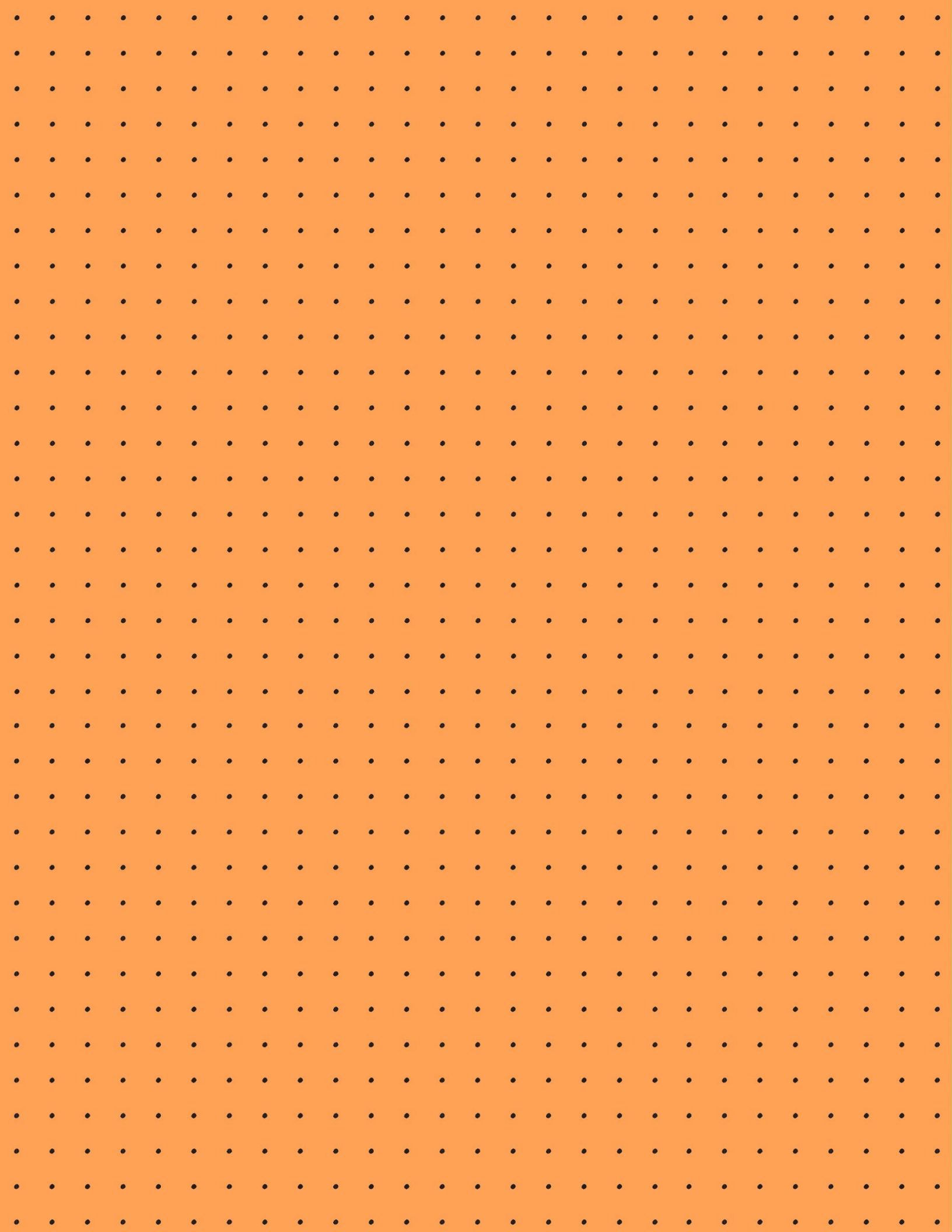
Lunch: Invite staff in the building to join us for lunch. Student council is welcome to attend.

Afternoon sessions: Student Ambassador led activities that are pre-determined and organized by the Student Ambassadors that further reinforce and highlight student life at the school.

Considerations

1. Whether or not to use International students as ambassadors (once they have been in Canada for at least one year)
2. Will you run field trips throughout the year for the ELL's and Ambassadors
3. How to create student groupings and how to address any challenges
4. Whether or not to allow Link members to also be Ambassadors
5. Financial costs involved for ambassador







**PLANNING
SHEETS**

STUDENT PROFILE

Name:

Age:

Country:

Family:

Hobbies:

Language(s):

Favourite music:

Favourite food:

Interesting facts about my country:



DANCE MUSIC REQUESTS

Song:

Band:

Student name:

Country:

Song:

Band:

Student name:

Country:

Song:

Band:

Student name:

Country:

Song:

Band:

Student name:

Country:

EVENTS, FESTIVALS & ACTIVITIES

Event:

Date:

Time(s):

Resources necessary (volunteers, transportation, fees):

Event:

Date:

Time(s):

Resources necessary (volunteers, transportation, fees):

Event:

Date:

Time(s):

Resources necessary (volunteers, transportation, fees):

SPORTS, CLUBS & INTRAMURALS

Activity:

Season:

Contact Person:

Signup/Tryout Details:

Activity:

Season:

Contact Person:

Signup/Tryout Details:

Activity:

Season:

Contact Person:

Signup/Tryout Details:

Activity:

Season:

Contact Person:

Signup/Tryout Details:

NATIONAL ANTHEMS

National Anthem:

Country:

Student(s):

Dates Played:

National Anthem:

Country:

Student(s):

Dates Played:

National Anthem:

Country:

Student(s):

Dates Played:



LEARNING THE LANGUAGE

Language:

Country:

Student(s):

Common Phrases

ENGLISH	
Hi	
Bye	
Good morning	
Good afternoon	
See you tomorrow	
How are you?	
Excuse me	
Sorry	
Please	
Thank you	
Yes	
No	

WORD WALLS

Course:

ENGLISH	

HOLIDAYS

Holiday:

Date:

Country:

Traditions/Customs:

Student(s):

Holiday:

Date:

Country:

Traditions/Customs:

Student(s):

Holiday:

Date:

Country:

Traditions/Customs:

Student(s):

CULTURAL FAIR & SHOWCASE

Host a cultural fair at your school and encourage students to participate by showcasing their home country. Use the information below as a guide to planning one at your school.

Chose a Topic

Start by asking yourself: what is one thing you want the judges and community to know and understand about your country? Do not prepare a presentation about the entire country. For example, do not prepare a presentation on “China.”

Examples of possible topics (you do not have to choose one of these):

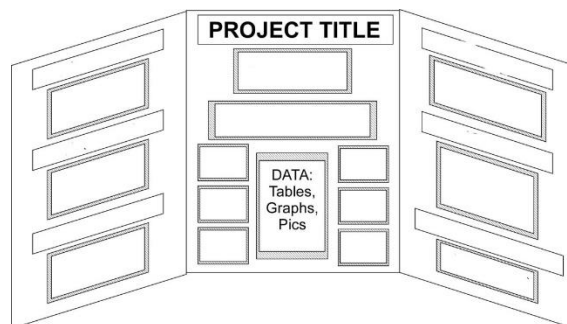
- Geography and climate
- Nature, animals
- Sights to see, places to visit
- A special festival or celebration
- A cultural tradition
- Sport(s) in my country
- The education system
- Food
- Traditional clothing
- An important event in history
- Families
- Language(s) in my country
- Music, dance, art
- Great leaders
- The work world, jobs
- Anything that you think is an important or fun thing for people to know about your country

Create Your Presentation

Students are encouraged to work together in groups on their projects to create a display board and 5-minute verbal presentation. The scoring for this presentation is outlined in an attached judging form. Add various media and be creative to enhance the overall appeal of your presentation.

Examples could include:

- A PowerPoint or other type of computer or tablet-based presentation
- Dress in traditional clothing from your home country
- Music or other audio effects
- Relevant personal photos of your home country, friends and family
- Prepare traditional arts, crafts or other cultural items for display



CULTURAL FAIR & SHOWCASE

JUDGING FORM

If you wish to reward prizes for student showcases, the judging format below can be used.

Presenter's Name: _____

Country and Topic: _____

Judge: _____

	Level 4 (thorough)	Level 3 (considerable)	Level 2 (some)	Level 1 (limited)
Content				
Knowledge & Understanding of Content				
Use of Creative Thinking				
Oral Presentation/Communication				
Expression and clarity of ideas				
Ability to answer questions				
Entertaining and engaging				
Organization, focus and timing				
Evidence of equal participation				
Visual Display				
Communication of Content in a visual form				
Evidence of effort: the display attractive and neat				
TOTAL: /36				

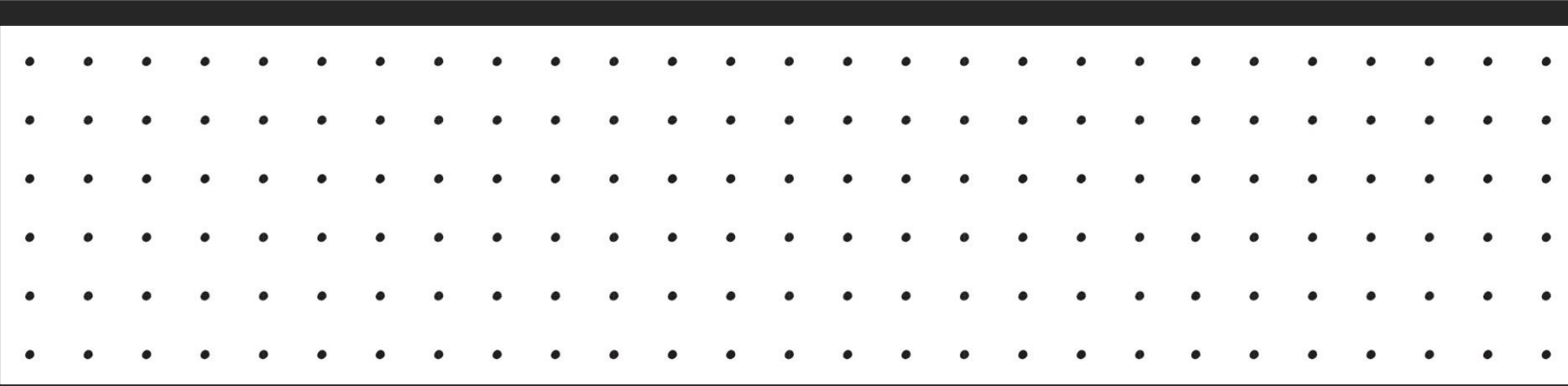
INTERNATIONAL CLUB

Staff Champion

Student Advocates

Meeting Location/Time

Possible Activities



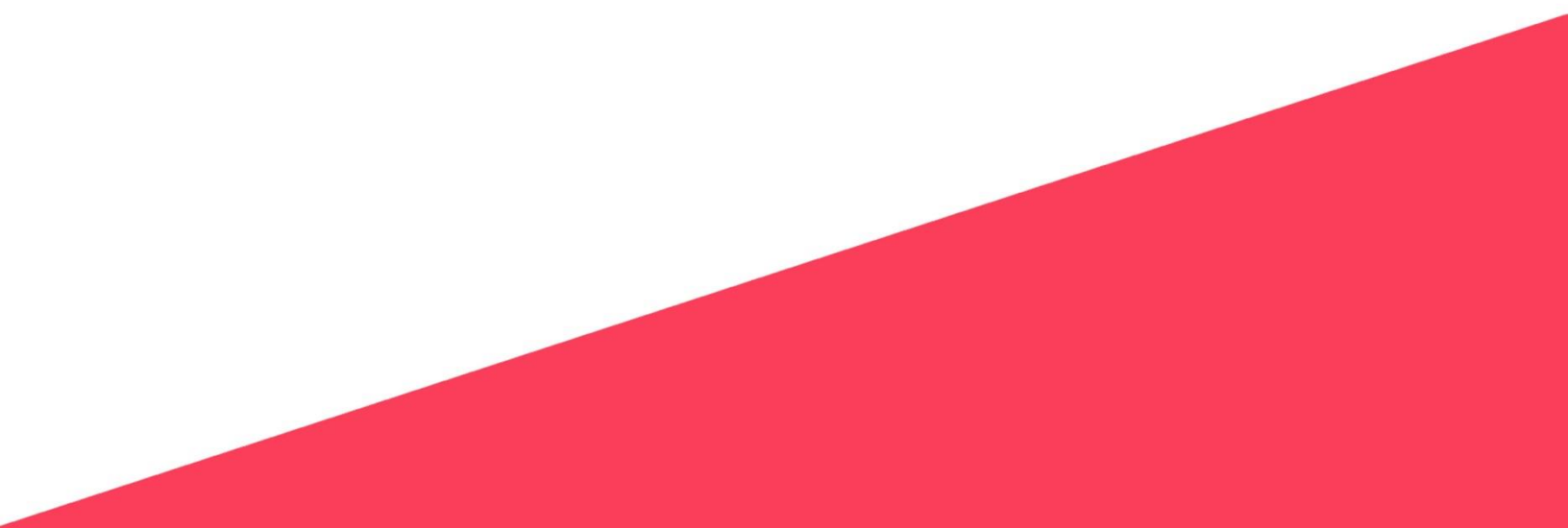
AWARD FOR BEST INTEGRATION

Recognize a Canadian student who goes out of their way to include and support international students in your school.

Name:

Grade:

Recognition for:



INTERNATIONAL STUDENT OF THE YEAR

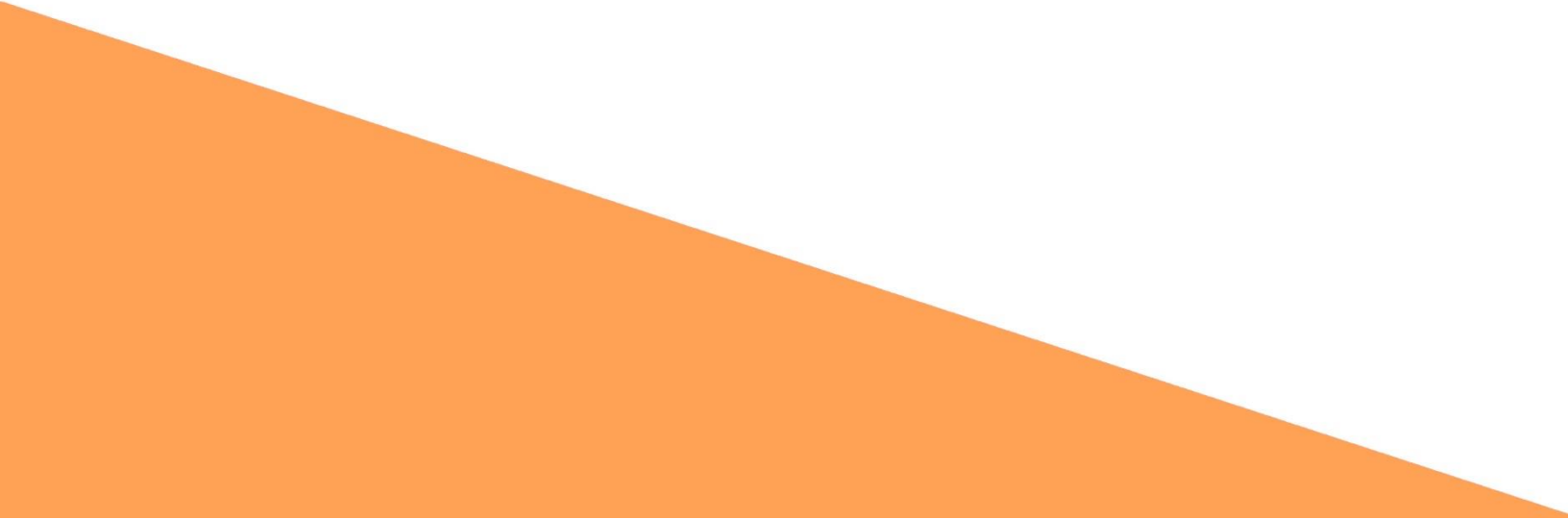
Recognize an international student who has exemplified what the program is trying to achieve. Your award could factor in contributions to the school, involvement with Canadian students, participation in events and activities, the sharing of their culture, etc.

Name:

Grade:

Country:

Recognition for:







**DO SOMETHING
AWESOME!**