



YORK CATHOLIC DISTRICT SCHOOL BOARD

INTERNATIONAL STUDENT CUSTODIANSHIP AGREEMENT

PLEASE PRINT

Student Name _____	School Name _____
Custodian Information:	
Custodian Name _____	
Email (Mandatory) _____	
Business Phone # (Mandatory) _____	Cell Phone# (Mandatory) _____

All international students, regardless of age, who attend our schools are required to fully abide by the Code of Conduct, Policies and Procedures of the school and school Board. These expectations will be enforced fairly and compassionately with the best interest of the student and the school community in mind.

The York Catholic District School Board ('YCDSB') promotes positive behaviour and challenges each student to develop their academic skills. For those students who choose to display inappropriate behaviour and continue to do so after suitable counselling, they will be subject to disciplinary action. If this results in an expulsion, there will be no refund of fees. Furthermore, the Custodian will be held responsible for any damages caused by the student.

Students are encouraged and expected to put forth their best efforts to learn and to attend all scheduled classes punctually and to participate in all required activities. The Custodian is expected to ensure that the student fully understands the intent of this agreement and complies with school regulations.

All students, regardless of their age, must have a Custodian who is over the age of 19 for as long as they are enrolled at a YCDSB school. Custodians supporting students enrolled at a YCDSB school must reside within York Region. An individual may not act as a Custodian for more than 10 international students.

I hereby certify that I will be acting as the parent on behalf of the above noted student. I understand the intent of this agreement and acknowledge that this agreement will be in effect for the duration of the above-noted student's Custodianship. As Custodian, I also accept that I will bear the following responsibilities, and acknowledge that failure to fulfill these responsibilities may result in my Custodianship being revoked by YCDSB:

Area of Oversight	Responsibility
Registration	<ul style="list-style-type: none"> Oversee application and annual renewal processes with the Admissions office, including supporting the provision of required documents and fees; Coordinate and accompany student to an ESL assessment at Board office; Register student at the designated school as directed following the ESL Assessment; Provide homestay information to school; Ensure the student has received the insurance policy wallet card from StudyInsured via email as per email address provided for insurance purposes. Refer to StudyInsured health insurance information posted on our International Education Program website.
Ongoing Support	<ul style="list-style-type: none"> Maintain regular contact with the student and school, including: <ul style="list-style-type: none"> Be the school's first point of contact and make yourself available upon request by the school or school board. Custodians are expected to respond promptly, i.e. within 2 hours to school/school board phone calls or emails and to take necessary actions to address the student issue at hand; Support the student's well-being & success in terms of their physical, emotional and mental state;

	<ul style="list-style-type: none"> • Ensure student is attending classes regularly and on-time; • Attend parent-teacher interviews; • Inform school of changes in homestay arrangements; • As the Custodian you may not be out of province for greater than 2 consecutive weeks or 3 weeks in total in a given school year; • All Custodians of International Students must Inform the school via written notification and appoint a delegate if you will be away from the GTA for greater than 48 hours. Provide contact information including photo identification for your appointed delegate during your absence.
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Board Policy 204 Child Protection and Abuse stipulates that all Board employees, students on placement, volunteers, third party providers and/or any other person in a position of trust or authority who have reasonable grounds to suspect that a child is or may be in need of protection, shall immediately report the suspicion and the information on which it is based to a Children’s Aid Society.

Custodian Signature _____ **Date** _____

Admissions Office _____ **Date** _____
 Manager of Admissions