

Custodian Responsibilities

All students in the International Student Program must have a legal custodian even if the student is over the age of 18. Elementary students must live with one of their parent's full time. If the parent does not speak English, then they must have a legal custodian to communicate with the school.

The official responsibilities of a Custodian involve:

- Making the necessary arrangements for the care and support of the student in times of emergency, such as when medical attention or intervention is required;
- Provide for proper care and supervision of the student as appropriate;
- Be the OFFICIAL CONTACT for the International Student Program and the school with regard to all matters involving the international student.

In addition, a Custodian, in acting on behalf of the parents, is expected to:

- Assist the student with ARRIVAL DETAILS:
 1. Report with the student and bring the required documentation to the student's ASSESSMENT APPOINTMENT at the HDSB Welcome Centre
 2. Make Guidance appointment with school if necessary
 3. Report with student to school for the Guidance appointment
- Accurately complete the application and in-take materials and disclose all of the student's relevant information, such as medical conditions, to the school, the International Student Coordinator, homestay provider and the host family so that they are fully able to support and care for the student for the duration of their stay as a student with the HDSB.
- Provide consent as needed by the school for academic programs and activities (this will be required throughout the year). It is an expectation that **no fees will be charged** to the student for the signing of these consent forms.
- Attend parent-teacher interviews.
- Advocate for the student on behalf of parents regarding any academic/behavioral /emotional issues.
- Serve as the OFFICIAL CONTACT for the student.
- Maintain correct Custodian contact information with the school and the International Student Coordinator.
- Contact the school immediately and International Student Coordinator if any change is made to the student's homestay situation, ie. moving to a new homestay.
- Provide an additional emergency contact.
- Send report cards home to parents, which should be obtained from the student not the school.

- Stay in regular touch with the student to monitor that the student is coping well with the pressures and stresses that come with living and studying in a new country and learning a new language.
- Report significant concerns to the homestay program provider and the student's parents.
- Understand that the school district or the homestay provider may require a student to move homestays or withdraw from the International Student Program in cases where accommodation that has been arranged privately is deemed to be unsafe or unsuitable.
- Respond immediately to any requests/phone calls from the school in order to best ensure the student's safety in compliance with Ontario and Canadian Child Safety Laws.