



Copenhagen International School

Procedures and Guidelines for Guardianship

The best learning environment for students is achieved when home and school work in partnership. Students enrolling at CIS must be in residence with a parent at all times. Under extenuating circumstances, a student may be allowed to live with a designated adult guardian approved by the school. Requests for considering applicants under guardianship require the Director's approval, which is generally contingent on evidence that the student will be supervised by a close relative able to provide the support and care of a family home.

Guardianship arrangements typically occur when a student's parents are transferred and it is in the student's best interests to remain at CIS to complete the academic year. Guardianships are not intended to replicate boarding environments and will be approved only for students already enrolled at CIS that are facing extenuating circumstances. Guardianship arrangements are unlikely to be approved for more than one year.

The guardian will assume the role of the parent (*in loco parentis*). Specifically, the guardian will:

- Provide appropriate supervision
- Monitor school performance, study habits, attendance, homework completion, etc. and make appropriate interventions
- Communicate with the school, attend parent conferences, monitor Veracross and class portal pages.
- Provide a safe environment that is conducive to study and well-being
- Ensure timely and appropriate medical care as needed
- Assume all legal responsibilities for the student

The student must be residing with the guardian on a full-time basis. The guardian will inform the school if he/she will not be immediately available due to travel or other reasons and will supply the school with contact details of alternate supervision.

The parent and guardian will inform the school of any extensions or changes in the time period of guardianship and/or address, email, or phone number changes.

The student must attend all classes and demonstrate continued academic progress.

Failure to follow these guidelines may result in a loss of guardian status and/or a student being asked to leave CIS.

Please be aware that under Danish law CIS has an *udvidet oplysningspligt*, a duty to report any suspicions that a child is not living in a safe and supportive home environment, to the local *kommune*.



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Guardianship Agreement

We have read, understand and agree to follow Copenhagen International School's Guardianship Procedures:

Name: _____ Name: _____

Parent(s) of _____ Grade _____

Date of Birth _____ Citizenship _____

We appoint, as guardians of my/our child, the following person, who will act for and on our behalf as parents:

Name: _____

Address: _____

Telephone: _____

Email address: _____

Relationship to student: _____

We understand the responsibilities that the school designates as part of this role.

Parents' signatures _____ Date _____

Guardian's signature _____ Date _____

Director's signature _____ Date _____