



REPORT TO

**STUDENT ACHIEVEMENT AND WELL BEING, CATHOLIC EDUCATION AND HUMAN RESOURCES COMMITTEE**

**UPDATE TO RECOMMENDATIONS MADE IN INTERNATIONAL STUDENT- TEACHER SURVEY REPORT**

*And let people learn to devote themselves to good works in order to meet urgent needs, so that they may not be unproductive. (Titus 3:14)*

Created, Draft	First Tabling	Review
March 25, 2020	April 2, 2020	<a href="#">Click here to enter a date.</a>

Peter Aguiar, Superintendent of Student Achievement and Wellbeing-Area 7 and International Education.

Alex Mazzucco – Program Coordinator – International and Continuing Education

**INFORMATION REPORT**

**Vision:**

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

**Mission:**

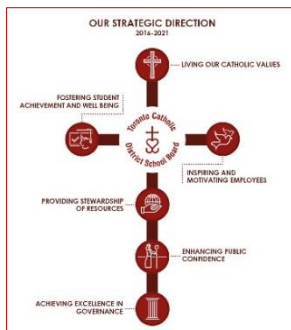
*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*

Rory McGuckin  
 Director of Education

D. Koenig  
 Associate Director of Academic Affairs

L. Noronha  
 Associate Director of Facilities, Business and Community Development, and Chief Financial Officer



## A. EXECUTIVE SUMMARY

This information report provides a progress update to the recommendations made in the International Students Teacher Survey Report.

*The cumulative staff time required to prepare this report was 3 hours*

## B. PURPOSE

This report is on the order paper of the Student Achievement, Catholic Education and Human Resources Committee as the result of a trustee motion.

## C. BACKGROUND

1. The International Students Teacher Survey Report went to the February 20, 2020 meeting of the Regular Board.
2. In response to the International Student Teacher Survey results, the report made a number of recommendations.
3. Trustees asked that an update on the implementation of these recommendations go to the April 2, 2020 meeting of the Student Achievement, Catholic Education and Human Resources Committee.

## D. UPDATE

	Report Recommendations	Actions Taken To Date
1	The International Education Department will create an online repository of support resources that can be accessed by teachers as needed. The repository will be updated as additional resources become available.	<ul style="list-style-type: none"><li>• A link will be created and completed resources will be uploaded by April 30, 2020. SharePoint will be used to house the materials.</li><li>• The International Education Department met with Communications and IT staff to discuss the SharePoint platform and training for International Education Department Staff.</li><li>• <a href="https://tcdsbcec.sharepoint.com/sites/SSContinuingEducation">https://tcdsbcec.sharepoint.com/sites/SSContinuingEducation</a></li></ul>

2	<p>The International Education Department will create a teacher manual that will be posted on the online repository and emailed to teachers at the start of each semester. A draft copy is included in Appendix C. The manual will include:</p> <p>A. A list of all resources available to support international students, and how these resources can be accessed.</p> <p>B. A clear description of the various support structures and procedures of the International Student program (i.e. Custodian, Homestay, Orientation Centre, Teacher Advisor Program, etc.)</p> <p>C. A list of answers to frequently asked questions. For example, “Who do I call when a student is struggling academically?”  “Who will contact if a custodian is not responding?”  “Who can I call in the International Education Department if I have a concern?”</p>	<ul style="list-style-type: none"> <li>• A draft of the teacher manual has been written and was presented to Board on February 20, 2020</li> <li>• Staff continue to revise and add resources to the manual. The completed manual to be uploaded to the International Education Department online repository (hosted on SharePoint) by April 30, 2020.</li> <li>• The manual will be updated as needed- including the list of Frequently Asked Questions. (FAQs)</li> </ul>
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3	<p>As a result of inputting errors that occur when international student first register at their school, contact information for custodians and homestay is often incorrect or incomplete in our student information system. This makes it difficult for teachers to properly contact the custodian and/or homestay with concerns.</p> <p>A. The International Education Department will centrally input all student information on initial registration to ensure accuracy.</p> <p>B. The International Education Department will work with ICT/Trillium services to ensure that International Students are clearly identified and that the contact information is readily available to teachers on the Webmarks platform.</p>	<ul style="list-style-type: none"> <li>• On a go forward basis, the initial entry of student information will be completed by the International Education Department. Once the information is entered by the International Education Department International Student Database, it will then be uploaded into the Trillium Student Information System for access by schools.</li> <li>• The International Education Department will complete entry/verification of information prior to a student arrival and before confirming their Orientation Centre appointment.</li> <li>• Schools to verify all information at intake and record as per policy in the student Ontario School Record (OSR).</li> <li>• Note: the current closure may delay some of the above.</li> <li>• Temporary support may be needed by the International Education Department at peak times during the registration process.</li> <li>• The International Education Department is meeting with the ICT/Trillium team on March 27 to discuss scope of work identified in B.</li> </ul>
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4	<p>The International Education Department will further publicize the availability of the TAP and work with our secondary schools to promote the creation of TAP in all school. Participation in the TAP program will offer students additional support in the areas of language acquisition, isolation, mental health and socialization.</p>	<ul style="list-style-type: none"> <li>● The Teacher Advisor Program (TAP) is on hold and will continue when once regular school operations resume.</li> <li>● TAP was advertised to schools at the start of semester 2. Eight schools have committed to running TAP, but job action and the current closure delayed other schools from immediately committing to the program.</li> <li>● The International Education Department continues to consult with the Special Services Department to explore additional supports in the areas of mental health and socialization.</li> </ul>
5	<p>The International Education Department will work to increase the number of approved Custodian/Homestay providers.</p>	<ul style="list-style-type: none"> <li>● The International Education Department met with the Material Management Department to discuss increasing the number of approved Custodian/Homestay providers.</li> <li>● The Material Management Department will post an RFQ for additional Custodian/Homestay Departments in April.</li> </ul>
6	<p>During the initial application process, information will be provided to all parents of International Students clearly outlining the advantages of choosing a Custodian approved by the</p>	<ul style="list-style-type: none"> <li>● The application form is in the process of being updated and will list all approved providers once the approved providers are finalized.</li> </ul>

	TCDSB, as well as a list of approved providers.	<ul style="list-style-type: none"> <li>The International Education Department will also forward a translated letter to all parents explaining why they should use an approved provider.</li> </ul>
7	During the initial application process, information will be provided to all parents of International Students on what standards they should expect from the Custodian/Homestay—whether or not they are approved by the TCDSB.	<ul style="list-style-type: none"> <li>The list of standards are ready.</li> <li>The list of approved providers will be completed once the RFQ process (see #5) is completed.</li> </ul>
8	The International Education Department will work with Catholic Student Leadership Impact Team (CSLIT) to recommend the creation of an International Student representative on local Student Advisory Councils.	<ul style="list-style-type: none"> <li>The International Education Department met with the coordinator of Student Leadership and they are in support of this recommendation and will assist.</li> <li>Procedures on implementation will be determined when normal school operations resume.</li> </ul>
9	eNotice, the International Student newsletter, will be made available to all teachers in order to raise an awareness of what activities and supports are provided to our International Students.	<ul style="list-style-type: none"> <li>Currently being done</li> </ul>
10	The International Education Department will work with other school boards and the TCDSB Chief of Mental Health to explore additional mental health resources to	<ul style="list-style-type: none"> <li>The International Education Department continues to work with Chief of Mental Health and social work to determine supports that are available and how they</li> </ul>

	better support International Students.	can be used to support International Students.
11	Results of this survey will be shared in a presentation to the Secondary School Principals' Association.	<ul style="list-style-type: none"> <li>• The result of the International Student Teacher Survey will be presented to Secondary Principals once regular Principal meetings resume.</li> <li>• The results and recommendations will also be presented at a Secondary Vice Principal meeting once regular Secondary Vice Principal meetings resume.</li> </ul>

**E. CONCLUDING STATEMENT**

This report is for the consideration of the Board.