**Title**: **1200 Non-Custodial Parent Rights and Communication**

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|  | **1200 Non-Custodial Parent Rights and Communication**This policy establishes procedures for handling school communications, record access, and involvement of non-custodial parents in a manner that respects the child’s best interests, complies with applicable laws, and reflects the Church’s commitment to the dignity of the family, even in cases of separation or divorce.This policy applies to all Catholic schools in the system and covers any situation involving a student whose parents are legally separated, divorced, or otherwise not living together.**Implementation Guidelines**1. **Custody Documentation**
	* At the time of enrollment (or upon change of status), parents are required to submit any legal documentation regarding custody arrangements.
	* If a court order exists that limits or restricts access to the child, records, or school property, a copy must be provided to the school and maintained in the student’s file.
	* In the absence of a court order, both parents will be treated as having equal rights regarding access to records and participation in school activities.
2. **Access to Educational Records**
	* Non-custodial parents have the same rights as custodial parents to access student records and academic information, including report cards, attendance, and disciplinary records, unless restricted by law or court order.
	* Requests for records must be made in writing and may be fulfilled electronically or by mail.
3. **School Communication**
	* Schools will make a good faith effort to provide both parents with access to general school communications (newsletters, calendars, alerts) when requested.
	* The school will not mediate between parents or act as a messenger. Communication should be directed toward serving the child’s educational needs.
4. **Parent Conferences and School Involvement**
	* Teachers may conduct separate parent-teacher conferences if necessary or if requested by either parent.
	* Unless legally restricted, non-custodial parents may attend school events and be involved in their child’s school life, provided their conduct is respectful and does not disrupt the school environment.
5. **Emergency Contacts and Dismissal**
	* Only those individuals listed on the child’s emergency contact or authorized pickup form will be allowed to take the child from school.
	* If one parent is legally restricted from picking up the child, that must be documented with a court order and filed with the school.
6. **Pastoral Sensitivity**
	* Faculty and staff are expected to handle all family situations with discretion, compassion, and neutrality, refraining from judgment and avoiding taking sides.
	* The dignity of the child and the integrity of the family, even in complex situations, must always be respected.

**Related Policies*** Student Records (5080)
* Conduct (5090)
* Philosophy of Catholic Education (if available)
* Student Safety (5100)
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