

## SCHOOL-COMMUNITY RELATIONS

File: KP-R

### PARENTAL RIGHTS AND RESPONSIBILITIES

1. Both parents shall maintain rights for educational purposes when parents are estranged or going through a separation or divorce until one parent provides a court order to show that rights have been altered by the Court.
2. Without a court order to indicate otherwise, both parents shall have the rights to:
  - A. View the child's school records, in accordance with Policy JO;
  - B. Receive school progress reports, the school calendar, and notices of major school events;
  - C. Visit the school in accordance with Policies KK, KN, and KNA;
  - D. Participate in parent-teacher conferences; in the case of the noncustodial parent, after a timely request is made;
  - E. Receive all notifications in accordance with the Individuals with Disabilities Education Act; and
  - F. Receive notice of the student's extended absence, as defined in and pursuant to Policy JED, if both parents have joint physical custody.
3. A custodial parent has the responsibility to notify the principal or designee when custodial arrangements have changed and shall provide a copy of the court order to the principal or designee.
4. The court order shall be placed in the student's scholastic record in the section for confidential information.
5. The principal or designee may also maintain an additional copy of the order in the main office in a locked location for easier access if needed.
6. The principal shall make certain that office staff knows the location of any court order and may mark a student's emergency card to indicate that another document exists that may be needed for parental information.
7. The school staff shall not deny access of a parent to a child based on verbal information from a custodial parent.

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### Parent Responsibility

1. All parents are responsible for providing the following information to the school and update the information at the school if it changes:
  - A. the address and how he or she may be contacted at all times.
  - B. the current address and phone number of the noncustodial parent at registration, unless such address is unknown and the parent signs a statement to that effect, or unless a court order restricts the educational or contact rights of the noncustodial parent on the Charlottesville City Schools registration form.
  - C. copy of any legal document which restricts the educational and/or contact rights of the noncustodial parent.
2. The noncustodial parent has the responsibility to keep the school office apprised of changes in his or her current phone number and address.
3. Further, the noncustodial parent may make timely requests to participate in parent-teacher conferences unless a court order specifies that this right has been removed.
4. At the request of a noncustodial parent, such parent will be included as an emergency contact for the student's activities unless a court order has been issued to the contrary.

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Legal References: 20 U.S.C. §1232(g)  
34 C.F.R. § 99.4  
Code of Virginia, 1950, as amended, §§ 22.1-4.3, 22.1-78,  
22.1-287

Cross References: JED Student Absences/Excuses/Dismissals  
JO Student Records  
KK School Visitors  
KN Sex Offender Registry Notification  
KNA Violent Sex Offenders on School Property