



August 2017

TO: Parents/Guardians,
FROM: Ms. Kathleen Stoops, Principal
RE: Family/Custodial Situations-Relationships with Holy Family School

Holy Family School is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have been recently changed. For this reason, we find it necessary to clarify and restate the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. Holy Family School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. The information includes but is not limited to conference appointment, report cards, mid-quarters, discussion with school personnel and tuition statements.

In families experiencing separation of parents or pending divorce, the above information will be sent home with the child to which ever parent currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. Holy Family School personnel cannot proceed on hearsay, rumors or demands of a parent but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship with the school and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand however, that unless the divorce decree specifically limits the noncustodial parent's right to access to records, the noncustodial parent has a right to the same access as the custodial parent. We will, unless instructed by a court order, release such records, upon request, to the noncustodial parent. "Records" includes official transcripts, report cards, health records, referral for special services and communications regarding major disciplinary actions. It does not include daily class work and papers or routine communication sent through the children to the home of residence. In these cases, the custodial parent is asked to cooperate with the school and share this information directly with the noncustodial parent. This avoids time-consuming duplication of services.

INFORMATION REGARDING LEGAL CUSTODY

Date _____ Child's Name _____

Address of child's residence _____

Child lives with: _____ Both natural parents
_____ Natural mother, step/adoptive father
_____ Natural father, step/adoptive mother
_____ Only mother
_____ Only father
_____ Grandparents (with legal custody)
_____ Other relative (with legal custody)
_____ Other (please explain) _____

Residential parent/guardian:

Name: _____

Address: _____

City, Zip: _____

Phone: _____

Is there a court order (or pending order) affecting the custody and/or residency of the child?

_____ Yes

_____ No

Please attach a certified copy of the court order decision. Be sure to include the page bearing the judge's signature and court seal. This copy should include any and all modifications made as of the date of registration of the child in Holy Family School. It is also the responsibility of the parents to inform the principal of any subsequent modifications during the child's tenure at Holy Family School.

Non-residential Parent Name: _____

Address: _____

City/Zip: _____

Phone: _____

Does the non-residential parent have visitation rights? _____ Yes _____ No

Is there a court decision that states that the non-residential parent should NOT receive school information or attend school activities? _____ Yes _____ No

Is the non-residential parent responsible for paying tuition? _____ Yes _____ No

Signature: _____