

Dickson County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Child Custody/Parental Access	Descriptor Code: 6.209	Issued Date: 02/28/13
		Rescinds: 6.2090	Issued: 02/26/98

1 Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school district
2 holds responsible for the education and welfare of that child.

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4 Parents or guardians shall have the right to receive information contained in school records concerning
5 their minor child. (20 U.S.C 1232g (Family Educational Rights and Privacy Act of 1974) The Board, un-
6 less informed otherwise, assumes there are no restrictions regarding the non-custodial parent's right to be
7 kept informed of the student's progress and activities. If restrictions are made relative to the rights of the
8 non-custodial parent, the custodial parent shall be requested to submit a certified copy of the court order
9 which curtails these specific rights.

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11 Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given
12 access to all of the student's educational records including but not limited to the student's cumulative file
13 and the student's special education file, if applicable. (TCA 49-6-902)

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15 No principal or teacher shall permit a change in the physical custody of a child at school unless:

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17 1. The person seeking custody of the child presents the school official with a certified copy of a valid court
18 order from a Tennessee court designating the person who has custody of the child; and
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20 2. The person seeking custody give the school official reasonable advance notice of his/her intent to take
21 custody of the child at school. (TCA 36-6-105)

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23 The following procedures have been developed for situations involving child custody, visitation and release
24 of records:

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26 1. Upon request, non-custodial parents shall be entitled to experience all parental rights to the extent that
27 such rights are not restricted by a legally binding instrument or court order.
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29 2. The requesting parent will indicate the written request for duplicate parent reporting to the principal/
30 designee of the school where the student currently attends. The request must include the full legal
31 name and address of the student, the full name and addresses of both parents, and it must be signed by
32 the requesting parent. The request must be renewed annually or whenever the student changes schools.
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34 3. Once the request has been made, the principal will cause to be duplicated and mailed/delivered to the
35 requesting parent of record, copies of any official information.
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37 4. Official information for the purpose of this requirement is limited to annual parent and student calendars,
38 report cards issued at the end of each grading period, failure notices issued to alert parents to unsatisfac-
39 tory midterm progress, notice of suspension and/or expulsion, and standardized test score reports as are
40 routinely distributed to parents.

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- 5. When information is to be provided through a teacher and/or principal-parent conference, the requesting parent, upon his/her request, will be invited to attend the conference provided there is not legal document to forbid it, and the presence of both parents does not compromise the integrity or quality of the conference.
- 6. Duplicate reports may be photocopies and do not need to be duplicate originals.
- 7. The requesting parent may also ask that all other materials distributed by the school (newsletters, notices of special functions, disciplinary notices, etc.) be provided as well. To activate this request, the requesting parent may be required to provide a supply of self- addressed, stamped envelopes to the school. Such arrangements are to be worked out by the parent and the building principal.