



## CUSTODIAL/NON-CUSTODIAL PARENT ACCESS TO SCHOOL INFORMATION

### Background

These procedures and portions of the *School Act* are made available to inform parents of the responsibilities of the school regarding access to information by a non-custodial parent. An awareness of these will help the District prevent any disruption to the educational program of a child.

### Procedures

1. These are the rights the custodial parent and the other biological parent of a child have regarding access to the child, and information about the child:
  - 1.1. If both parents do not have joint custody of the child and are not to be allowed equal access to the child during school hours, the Principal must have copies of the appropriate court documents.
  - 1.2. According to the School Act a parent/guardian is entitled to:
    - 1.2.1. Be informed of their child's attendance, behavior, and progress at school. This is the report card. The Principal will send this to the non-custodial parent/guardian if requested to do so in writing.
    - 1.2.2. Consult with the teacher regarding the child's educational program. Non-custodial parents must arrange to attend a conference with the custodial parent.
    - 1.2.3. Review the child's file with the Principal to interpret the records. Access to the child's file can be arranged through an appointment with the Principal.
  - 1.3. If a non-custodial parent wishes to be informed of school events in which the child may be involved, this information can be obtained from the school website or by contacting the Principal.
  - 1.4. A non-custodial parent with joint guardianship will not be allowed to make contact/visit with the child during school hours (8:00 a.m. to 4:00 p.m.) without the written consent of the custodial parent.
2. If for some reason, the other parent of a child is not to be allowed access as described above, these rights must be restricted by a court document and the Principal must have a copy of this document on file in the office. A recent photograph of the non-custodial parent would be helpful.



## Administrative Procedure 322

---

3. In the absence of court documents filed with the Principal stating otherwise, it will be assumed that both biological parents have joint custody, joint guardianship, and are entitled to equal access to the child.

Reference: Sections 7, 9, 17, 20, 22, 65, 79, 85 *School Act*  
*Child, Youth and Family Enhancement Act* s/b *Child, Family, and community Services Act*  
*Divorce Act*  
*Family Law Act*  
*Freedom of Information and Protection of Privacy Act*  
*Canadian Charter of Rights and Freedoms*

Adopted: April 10, 2001  
Reviewed: June 21, 2016  
Revised: May 18, 2022