

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 491 - PARENT/LEGAL CUSTODIAN RIGHTS AND RESPONSIBILITIES

- A. When a question arises as to the rights and responsibilities of a parent/legal custodian over a child enrolled in the school district, the following procedures will be followed:
1. Both natural parents and/or legal custodian have the right:
 - a. To view the child's school records.
 - b. To receive school progress reports and receive school mailings.
 - c. To visit the child briefly at school on a reasonable basis and approved by the building administrator. The parents cannot disrupt the educational process.
 - d. To participate in parent/teacher conferences.
 2. Only a legal document (e.g., final divorce decree which includes specific denial of visitation rights or a restraining order denying visiting rights) can prevent an individual from participating in the activities as noted above.
 3. It is the responsibility of the parent and/or legal custodian to inform the school office of his/her name, address, and telephone number if they wish to be consulted regarding the child or wish to be placed on the school's mailing list.
- B. Only a parent and/or legal custodian has the right to remove the child from school or to visit the child in school. If another individual asks to remove a child or visit a child the following steps will be followed:
1. The administration will contact the parent/legal custodian and inform him/her of the request.
 2. If the parent/legal custodian agree(s), the student will be allowed to leave or to visit with the individual making the request.
 3. In terms of visitation, the child will be summoned to the office and remain in the office for the duration of the visit. The visit will take place in an area which can be observed by office personnel.
 4. If the parent/legal custodian objects, the student will not be released to or be allowed to visit with that individual.

C. A copy of this policy will be included in parent handbooks.

ADOPTION DATE: January 11, 1999

REVISION DATE(S): June 12, 2006; May 13, 2019

REVIEW DATE(S): April 10, 2019

CROSS-REFERENCE: Policy 491 Parent/Legal Custodian Rights and Responsibilities

LEGAL REFERENCE: Section 118.125(2)(m) Wisconsin Statutes
Section 767.001 Wisconsin Statutes
Section 767.24 Wisconsin Statutes