

## **CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES**

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

1. The records of Centennial BOCES will include information regarding the marital status of a student's parents. Such status will be reviewed each year.
2. The school/program shall flag the files of students whose parents are divorced or legally separated or have other special custody arrangements. The school/program shall maintain a card file of these students that is easily accessible to the principal or other Centennial BOCES administrator or designee.
3. If a person whom the administrator or designee does not recognize appears at school/or other Centennial BOCES facility requesting the dismissal of a student, the administrator or designee shall ask for identification such as a driver's license.

### **Children of divorced/separated parents**

1. Both parents have the right to access the student's educational records.
2. If a student's parents are divorced, legally separated, or have other special custody arrangements, Centennial BOCES personnel shall request a copy of any and all legal documents pertaining to child custody, including restraining orders.
3. Centennial BOCES will presume that both parents have equal access to a child when that student is enrolled in a Centennial BOCES school/program unless one parent provides the Centennial BOCES with a currently effective Colorado court order indicating otherwise.
4. A copy of the court order governing a divorce, separation or delineation of parental rights will be provided by the custodial parent and kept in the student's cumulative record as a temporary record.
5. If the school/program is aware that the student's parents are divorced or separated and a parent refuses to provide a copy of the court order to Centennial BOCES, the Centennial BOCES administrator will be advised and a statement of the refusal will be noted, including the date and situation. This statement will be filed in the student's cumulative record. Centennial BOCES will provide access to the student's educational records to both parents in this case.
6. A student will not be denied admission on the basis of refusing the request for documentation of a divorce, separation or delineation of parental rights.
7. A student will not be released to or visited by a noncustodial parent during the school day unless the custodial parent has approved the release or permission for visitation.
8. If a Centennial BOCES official is in doubt about the validity of a request or documentation presented, the official will contact the executive director or Centennial BOCES administrator. The official shall request positive identification of any individual making a request for release or visitation of a student.
9. If a person making a request for release or visitation refuses to leave Centennial BOCES premises at the Centennial BOCES official's request, the official may contact the appropriate law enforcement agency.

Approved: January 18, 2018  
Centennial BOCES