

**Trinity Lutheran School**  
**Communication Between School and Parents/Guardians**

Because an increasing number of families are experiencing transitions in parental custodial relationships, Trinity Lutheran School has instituted the following procedure.

**Two-Parent Families**

- Trinity believes both parents are living at the same address unless notified otherwise.
- Trinity will email school communications to the parent email addresses on file.
- If Trinity sends home a hard copy of school communications, it will be sent home with the child. It is believed that both parents are communicating regarding the child and all information is shared by and between the parents.

**Guardianship - Child Resides with Parent**

- Documents stating the legal guardianship of a child must be given to the principal.
- Trinity will email school communications to the parent and guardian email addresses on file.
- If Trinity sends home a hard copy of school communications, it will be sent home with the child to the parent. It is hoped that this information is shared by and between parent and guardian.
- For parent-teacher conferences, Trinity requests that one conference appointment be scheduled jointly if both parent and guardian wish to be present. A joint conference ensures that both parent and guardian are given the same information at the same time, thereby avoiding misunderstandings.

**Guardianship - Child Resides with Guardian**

- Documents stating the legal guardianship of a child must be given to the principal.
- Trinity will email school communications to the parent email addresses on file.
- If Trinity sends home a hard copy of school communications, it will be sent home with the child to the guardian.
- For parent-teacher conferences, Trinity requests that one conference appointment be scheduled jointly if both guardian and parent wish to be present. A joint conference ensures that both guardian and parent are given the same information at the same time, thereby avoiding misunderstandings.

**Separation of Parents or Pending Divorce**

- Trinity will email school communications to the parent email addresses on file.
- If Trinity sends home a hard copy of school communications, it will be sent home with the child to the custodial parent. It is hoped that this information is shared by and between the parents.
- The non-custodial parent may request a hard copy of all classroom information.
- Since separation or divorce can impact a child's achievement and interactions at Trinity Lutheran School, parents need to inform the teacher and principal of the fact so appropriate support can be given to the child.
- For parent-teacher conferences, Trinity requests that one conference appointment be scheduled jointly if both parents wish to be present. We sincerely hope that parents are able to set aside their differences and come together on behalf of their child. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstandings. In cases where joint conferences are neither possible nor desirable, alternate arrangements may be made after discussion with the teacher and principal.
- Trinity Lutheran School will not act on hearsay, rumors, or demands of a parent, but only on the appropriate documentation.

**Divorce with Joint Custody**

- Trinity will email school communications to the parent email addresses on file.
- If Trinity sends home a hard copy of school communications, two copies will be sent home with the child for each custodial parent. It is hoped that this information is shared by and between the parents.
- For parent-teacher conferences, Trinity requests that one conference appointment be scheduled jointly if both parents wish to be present. We sincerely hope that parents are able to set aside their differences and come together on behalf of their child. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstandings. In cases where joint conferences are neither possible nor desirable, alternate arrangements may be made after discussion with the teacher and principal.

**Divorce with One Custodial Parent**

- In cases of an actual divorce decree awarding custody to one parent, the custodial parent is to inform the principal of this fact.
- A certified copy of the decree is to be submitted to the principal, and updated as needed.
- Trinity will assume all school communications should be emailed or sent home to the custodial parent. The custodial parent is encouraged to cooperate with Trinity Lutheran School and share school and classroom information with the non-custodial parent.
- For parent-teacher conferences, Trinity requests that one conference appointment be scheduled jointly if both parents wish to be present. We sincerely hope that parents are able to set aside their differences and come together on behalf of their child. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstandings. In cases where joint conferences are neither possible nor desirable, alternate arrangements may be made after discussion with the teacher and principal.
- Unless the divorce decree specifically limits the non-custodial parent’s rights to access records, the non-custodial parent has the right to the same access as the custodial parent. Trinity Lutheran School will, unless instructed by a court order, release such records upon request to the non-custodial parent.
- Also, unless restricted by a court order, any non-custodial parent has the right to attend any school activity of the child. It is hoped that parents will keep each other informed as to these activities to avoid miscommunications.
- Trinity will respect all privacy requests related to all communications and documents shared with us under this policy.

If there are any questions concerning this policy or circumstances you feel necessitate other arrangements, please contact the principal directly.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copies will be given to each parent/guardian, and the original will be placed in the child’s file.