DISTRICT POLICY NO. _____

ACCESS TO EDUCATION, STUDENT PRIVACY, AND IMMIGRATION ENFORCEMENT

School personnel must not allow any third party access to a school site without permission of the site administrator. The site administrator shall not permit third party access to the school site that would cause disruption to the learning environment.

The School Board, in Resolution No. _____, based on its educational experience and as part of its deliberative process as our governing body, has found that access to a school site by immigration law enforcement agents substantially disrupts the learning environment and any such request for access should be referred to the Superintendent's or Charter Leader's Office immediately.

School personnel must contact the Superintendent's Office or Charter Leader's Office immediately if approached by immigration law enforcement agents. Personnel must also attempt to contact the parents or guardians of any students involved.

The Superintendent's Office or Charter Leader's Office must process requests by immigration law enforcement agents to enter a school site or obtain student data as follows:

1. Request identification from the officers or agents and photocopy it;

2. Request a judicial warrant and photocopy it;

    a. If no warrant is presented, request the grounds for access, make notes, and contact legal counsel for the District or Charter;

3. Request and retain notes of the names of the students and the reasons for the request;

    a. If school site personnel have not yet contacted the students' parents or guardians, do so;

    b. Do not attempt to provide your own information or conjecture about the students, such as their schedule, for example, without legal counsel present;

4. Provide the agents with a copy of this Policy and Board Resolution No. _____;

5. Contact legal counsel for the District or Charter;

6. Request the agents' contact information; and

7. Advise the agents you are required to complete these steps prior to allowing them access to any school site or student data.