## **External Requests for Student/Family Information**

The Beaverton School District is committed to equity and the success of each student. Safety, respect and belonging are the foundation of our work in schools. We recognize there may be times when a law enforcement agency requests information about a student or family member of a student believed to be enrolled in one of our schools. The purpose of this document is to communicate BSD processes for when a law enforcement officer or agency requests information from a school regarding a student or family. It's important that all staff follow the procedures listed below and immediately contact their supervisor with any questions.

## Request for Information About Students/Families by External Agencies\*

Request to Interview\*\* Student

Take person's contact information and check identification. Staff should not confirm the student is present, release student or make student available on the spot. Staff should immediately involve administrator about the request and note if there's an assertion of emergency, suspected child abuse or warrant for arrest.

See Policy KN-AR (1) and complete KN-AR (2). **Note: Immigration** enforcement is not a compelling emergency situation.

Arrest/ Taking Into Custody

Take person's contact information and check identification. Staff should not confirm the student is present, release student or make student available on the spot. Staff should immediately involve administrator about the request and note if there's an assertion of emergency, suspected child abuse or warrant for arrest.

See Policy KN-AR (1) and complete KN-AR (2). **Note: Immigration** enforcement is not a compelling emergency situation.

Search of Student

Take person's contact information and check identification. Immediately involve administrator of the request. Law enforcement agent must have a warrant or probable cause to engage in a search of a student.

See Policy JFG/ JFG-AR

Request for Personally Identifiable Information

Prior written consent to release personally identifiable information of students must be on file. Take the person's information and check for identification. Person(s) requesting the information must specify the purpose of the request. Upon parent/guardian/eligible student request, the district shall provide a copy of the record.

Few exceptions to prior written consent, such as compliance with a court order, warrant or safety/health emergency. See Policy JOB.

Request for **Student Records** 

**ONLY** directory information (see Policy JOA) AND if student did not opt out of release during registration. This includes requests from PTO/PTC. Boosters, etc.)

No

Must have a

signed court

or verified

order, warrant.

safety/health

emergency.

Yes OK to release

upon consultation with site administrator.

> Make a reasonable effort to notify parent/guardian before sending documents so parent has opportunity to object (unless court order/warrant restricts parent notification).

Surveillance of Student

School staff should not assist law enforcement in any surveillance of students. Law enforcement should not be allowed to use school grounds/facilities to surveil students without court order/warrant authorizing that activity.

\*\* "Interview" includes any request from law enforcement to speak with a student.

<sup>\* &</sup>quot;External Agencies" includes police/sheriff agencies, Dept. of Human Services Investigation Unit, Department of Homeland Security, Immigration & Customs Enforcement.