

**FEDERAL IMMIGRATION ENFORCEMENT ON DISTRICT PROPERTY**

- 1.0 **Introduction.** The District is committed to protecting the constitutional right of every student to attend school regardless of immigration status and ensuring all students feel safe, valued and supported at school.
- 2.0 **Definition.** For purposes of this policy, “Federal Immigration Enforcement” means an effort to investigate, enforce, or assist in the investigation or enforcement of a federal civil immigration law or a federal criminal immigration law that penalizes a person’s presence in, entry or reentry to, or employment in the United States.
- 3.0 **Sharing of Records.** Access to confidential student education records by Federal Immigration Enforcement officers, including Immigration and Customs Enforcement (ICE) agents, shall only be permitted in accordance with state and federal law and District Policy 5300, Student School Records. District staff must seek authorization from the District’s General Counsel prior to responding to a request for student records from an ICE agent or other Federal Immigration Enforcement officer.
- 4.0 **Access to Schools.** If an ICE agent or other Federal Immigration Enforcement officer enters the school, the school’s front office staff must:
  - 4.1 prompt the officer to wait in the school’s vestibule or outside the school building if there is no vestibule;
  - 4.2 gather any documentation from the officer, such as a subpoena, court order, search warrant or arrest warrant, and send them to the District’s General Counsel for review;
  - 4.3 obtain the officer’s first and last name, badge/ID number, employer, name of the officer’s supervisor, and purpose of the visit;
  - 4.4 inform the officer that prior to responding to the officer’s request, the staff member must notify and obtain guidance from the District’s General Counsel;
  - 4.5 contact a building administrator; and
  - 4.6 contact the District’s Safety and Security department.
- 5.0 **Access to other District Facilities.** If an ICE agent or other Federal Immigration Enforcement officer enters a non-school District facility such as the Educational Support Center (ESC), the staff member must:
  - 5.1 prompt the officer to wait in the lobby area or outside the facility if there is no lobby area;
  - 5.2 gather any documentation from the officer, such as a subpoena, court order, search warrant or arrest warrant, and send them to the District’s General Counsel for review;
  - 5.3 obtain the officer’s first and last name, badge/ID number, employer, name of the officer’s supervisor, and purpose of the visit;
  - 5.4 inform the officer that prior to responding to the officer’s request, the staff member must notify and obtain guidance from the District’s General Counsel;
  - 5.5 contact the staff member’s supervisor; and
  - 5.5 contact the District’s Safety and Security department.
- 6.0 **Follow-up Communication with Student’s Parents/Guardians.**
  - 6.1 If the District’s General Counsel advises against providing access or information to the ICE agent or other Federal Immigration Enforcement officer, the staff member must:
    - 6.1.1 inform the officer that the District cannot comply with the request and ask the officer to leave the school or District facility;

- 6.1.2 if the officer refuses to leave, the staff member should not attempt to impede the officer and should ask for assistance from the District's Safety and Security department; and
- 6.1.3 after the officer has left, notify the student's parent(s)/guardian(s) of the request for access or information.
- 6.2 If the District's General Counsel advises to comply with the request for access or information, the staff member must comply with the request and notify the student's parent(s)/guardian(s) regarding the request as directed by the District's General Counsel.

LEGAL REFERENCE:

C.R.S. 24-74.1-101 *et seq.*

CROSS REFERENCE:

Policy 1200

Policy 1210

Policy 1800

Policy 3500

Policy 3550

Policy 5300