



## Disclosure of Information to Federal Immigration Authorities Policy

### PURPOSE

This policy is adopted to comply with Colorado Revised Statutes § 24-74.1-102 (enacted through SB 25-276), which prohibits the unauthorized disclosure of personal identifying information to federal immigration authorities and protects the privacy and safety of students, families, and staff.

### SCOPE

This policy applies to all employees, students, parents, guardians, relatives, contractors, volunteers, representatives, school resource officers (SROs), and any law enforcement or security personnel operating on school grounds or acting in an official capacity on behalf of The Academy of Charter Schools.

### DEFINITIONS

- **Personal identifying information:** As defined in C.R.S. § 24-74-102(1), any information that identifies or describes an individual and is maintained by the school, including but not limited to a name, address, telephone number, school identification number, social security number, biometric record, date of birth, school records, contact information, citizenship or immigration status, and other identifiers.
- **Federal immigration authorities:** Any officer, agent, or representative of U.S. Immigration and Customs Enforcement (ICE), U.S. Customs and Border Protection (CBP), or any other federal agency enforcing immigration law.
- **Valid judicial order:** A court-issued subpoena, warrant, or writ signed by a federal judge or federal magistrate and served in accordance with law.

### ADOPTION & COMMUNICATION

The Academy of Charter Schools shall adopt and implement this policy and make it available through traditional means, including handbooks, the school website, and upon request.

### DESIGNATION OF RESPONSIBLE EMPLOYEE

A designated employee (hereinafter referred to as “Responsible Employee”) shall be notified if information or access is requested for federal immigration enforcement.

## **PROHIBITION ON DISCLOSURE & COLLECTION**

The Academy of Charter Schools employees and representatives shall not:

- Disclose, share, or permit access to any personal identifying information about students, parents, guardians, staff, relatives or visitors to federal immigration authorities, unless:
  - A valid judicial order is presented, and
  - The order is reviewed and approved by the Responsible Employee in consultation with legal counsel.
- Ask for, collect, or retain any information regarding an individual’s immigration or citizenship status, unless explicitly required by federal or state law.
- Permit federal immigration authorities to enter nonpublic areas of school property or facilities unless presented with a valid judicial order that has been reviewed and approved by legal counsel.

## **VERIFICATION REQUIREMENT**

No employee shall comply with any request for information from a federal immigration authority without:

- Receiving a copy of the judicial order in writing, and
- Verifying the authenticity and scope of the order with legal counsel or the Responsible Employee.

## **RESPONSE PROCEDURES**

If a school employee is approached by a federal immigration officer:

- The employee shall immediately refer the request to the Responsible Employee.
- No verbal or written information shall be disclosed unless authorized under this policy.
- No physical access shall be granted to school facilities or records unless a valid judicial order is presented and approved.

## **DOCUMENTATION**

All requests from federal immigration authorities and school responses shall be:

- Documented in writing, including the first name, last name, employer and badge number of the requestor;
- Reviewed by legal counsel, and
- Retained in school records consistent with applicable privacy laws.

## **FAMILY NOTIFICATION**

If legally permissible, the school will notify affected individuals or families when a request for information from federal immigration authorities is received.

## **NON-RETALIATION**

No employee shall be retaliated against for refusing to disclose information in violation of this policy.

## **STAFF TRAINING**

The school shall provide annual training to all staff on:

- The contents of this policy,
- How to identify and respond to federal requests for information,
- Their legal obligations under state and federal law.

## **POLICY ENFORCEMENT**

Violations of this policy may result in disciplinary action up to and including termination, and the school may be subject to civil penalties and legal injunctions under C.R.S. § 24-74.1-102.


## **REVIEW & AMENDMENTS**

This policy shall be reviewed periodically and amended as necessary to ensure ongoing compliance with state and federal laws.

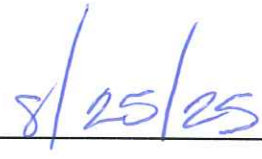
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This policy supersedes any previously existing policy of The Academy of Charter Schools pertaining to the content herein.

The Board of Directors at The Academy approved the Disclosure of Information to Federal Immigration Authorities Policy on Monday, August 25, 2025



Board Vice Chairperson



Date