File: KLG-R

Relations with Federal Immigration Officials

Pursuant to state law (C.R.S. 24-74.1-102), the following procedures have been developed for situations involving federal immigration officials, the collection of certain personal identifying information, and the release of records for the purposes of immigration matters:

1. The District will not collect the place of birth, immigration or citizenship status, or information from passports, permanent resident cards, alien registration cards, or employment authorization documents for students or their parents/guardians, except as necessary to verify information as required by state and/or federal law or to comply with a subpoena, order, or warrant issued by a federal judge.

2. Because of the confidential nature of student education records, no person or agency may access student education records, or other personal identifying information, without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law, policies JRCB, JRA/JRC, and regulations JRCB-R, and JRA/JRC-R.

   a. Personal Identifying Information collected by the District, or by a third party the District contracts with, will be maintained and safeguarded according to federal and state law, and policy EHC. This includes any personal identifying information of parents or relatives who visit campus.

3. For safety and security purposes, access to District facilities, whether by students, staff members, or visitors will be limited as deemed appropriate pursuant to policy ECA/ECAB and policy KI.

4. Each District will be required to appoint a staff member as the *designated employee* to handle immigration matters. The designated employee will be responsible for (1) acting as the point person when an immigration official is physically present at a District building, and (2) responding to requests for information by an immigration official.

   a. The District's designated employee is the Superintendent of Schools who can be contacted at North Conejos School District Central Office.

   b. If the designated employee is unable to attend to the matter, the District's alternate designated employee is the Centauri Middle School Principal who can be contacted at Centauri Middle School.

Responding to Requests for Access or Information

In the event of a visit, or informational request, to a school in the District by federal immigration officials, the following steps will be taken by the school employee receiving the request:

1. Notify the designated employee;

2. Instruct the immigration official to remain in a designated area until the designated employee arrives;
3. The designated employee will collect and review the following information from the immigration official:
    a. The official's first and last name and badge number;
    b. The official's employer;
    c. The name and phone number of the official's supervisor;
    d. The purpose of their visit;
    e. Any documentation related to the visit, including any valid warrants, orders, or subpoenas:
        i. This information should be forwarded to the Superintendent's Office.
4. The immigration official should remain in the designated waiting area while the designated employee reviews the relevant material and determines the appropriate next steps;
5. The designated official will inform the student, and the student's family, of any request for access or information, if appropriate.

If the immigration official enters the premises prior to the completion of the above listed steps, staff should not attempt to impede the official. Instead, staff should document the official's noncompliance with this regulation and report those actions to the designated employee.

Adopted: December 8, 2025