



ARDSLEY SCHOOL DISTRICT OPERATIONAL PROCEDURES REGARDING DISTRICT INTERACTIONS WITH IMMIGRATION AUTHORITIES

In accordance with New York State Education Law §3201-b:

DESIGNATED REVIEW:

The Superintendent of Schools has the sole responsibility for reviewing and authorizing or denying any request from immigration authorities to enter school property or to take custody of a student. If the Superintendent of Schools is not available, the Assistant Superintendent for Curriculum and Instruction shall assume the same sole authority.

ACCESS AND CUSTODY PROTOCOLS:

- In compliance with State law, no child or family member will be asked about their immigration status when registering to become a student in the Ardsley School District. If a family shares information about their immigration status without prompting, that information will not be included in any educational record, nor will that information be considered in any decision regarding the student's education provided by the Ardsley School District.
- If immigration authorities present themselves at any of our schools, the administrator for designated review (listed above) should be contacted immediately. No one should be granted access to the building without specific permission from the designated review administrator listed above.
- Without a judicial warrant or court order by a competent federal or state court, immigration authorities will not be allowed to enter the schools for the purpose of interviewing students.
- Without a judicial warrant or court order by a competent federal or state court, immigration authorities will not be allowed to review any student records in the District's possession. Neither FERPA nor Education Law §2-d requires the disclosure of student records to immigration authorities.
- If immigration authorities appear with a valid judicial warrant or court order by a competent federal or state court to speak to, detain, or obtain records for any student, the Designated Review Administrator (listed above) will be contacted, and that administrator in consultation with the School District council will determine whether access will be granted.
- If Immigration Authorities are able to produce an arrest warrant that is administrative (not judicially issued), they do not have the authority to enter the school beyond the public areas of the building to effectuate an arrest.



PARENTAL AND COMMUNITY NOTIFICATIONS

- This document, containing the District's procedures under Education Law §3201-b, will be posted in its entirety on the Ardsley School District Website under the heading "Families and Community".
- This document, containing the District's procedures under Education Law §3201-b, will be sent to all Ardsley School District families annually in a digital format.

EMERGENCY PLACEMENT AND PICK UP SAFEGUARDS

- Students, regardless of their immigration status, may have parents, guardians and other family members who have been detained or deported by immigration authorities. To ensure that students are safely cared for in the event that their parent(s) or guardian(s) is/are detained or deported, the District will:
- On a regular basis, request students and staff update emergency contact information and provide alternative contacts. Families should be encouraged to add multiple emergency contacts.
- Make families aware of the ability to designate another person as a person in a parental relation to their minor children.
- Ensure access to emergency contacts for school personnel that may be responsible for assisting students whose parent or guardian is detained by immigration authorities or who fails to pick up the student(s) as scheduled.
- Authorize our Transportation Department to deploy a bus driver to provide safe transportation of students into their care of emergency contacts if necessary.