



# Poudre School District

## **KLG – RELATIONS WITH STATE AND FEDERAL AGENCIES TO ENHANCE THE SAFETY AND SECURITY OF STUDENTS, EMPLOYEES, AND THE COMMUNITY**

To enhance the safety and security of students, District employees and the community, a cooperative and proactive effort will be maintained between the officials of the school district and state and federal agencies.

### **Objectives**

This cooperative and proactive effort will pursue the following primary objectives:

1. Protection of the civil rights of all individuals, including protecting the immigration status of its students and their parents/caregivers to the maximum extent permitted by law;
2. Development, training, implementation, and periodic review of crisis prevention and management plans and safe school plans;
3. Assessment of District and building security, safety, and violence prevention policies and procedures; and
4. Development of protocols for how and when to contact state and/or federal agencies and what support the District will provide to aid in the effectiveness of the state and/or federal agency, and protocols to follow when state and/or federal agencies contact the District.

### **Access to Schools or Other District Facilities**

For safety and security reasons, access to District schools and other buildings for all visitors, including federal immigration enforcement agents, will be governed by District Policy KI – Visitors to School.

### **Collection and Disclosure of Information Related to Immigration Status**

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 anyone, including students, their parents/caregivers, and District employees, except as necessary to verify information as required by state and/or federal law, as necessary to perform duties, or to verify a person's eligibility for a government-funded program as necessary for participation, and/or to comply with a court issued subpoena, order, or warrant. If the District does not possess the records required under a court issued subpoena, order, or warrant, no records will be provided.

The District will **not** inquire into, or request information or documents to ascertain, a person's immigration status for the purpose of identifying if the person has complied with federal immigration laws.

Student education records, including the personally identifiable information contained within student education records, are confidential. No person or agency may access student education records, or other personal identifying information, without prior written consent from the student's parent/caregiver (as defined in the Family Educational Rights and Privacy Act, or FERPA) or the eligible student. There are limited exceptions where records can be released without prior written consent; these are set forth in law as well as District Policies JRA/JRC – Student Records/Release of Information on Students and JRCB – Privacy and Protection of Confidential Student Record Information. Student education records will only be shared with federal immigration officials if required by law, or with permission of the student's parent/caregiver.

District employees must seek authorization from the District's general counsel prior to responding to a request for student records or information from a federal immigration official. In accordance with the requirements of FERPA, the District will notify parents/caregivers of any requests from federal immigration enforcement agencies for student records unless such notification is prohibited by law or the court order or issuing agency has ordered the existence or contents of the subpoena not be disclosed.

Pursuant to state law, the District's general counsel is the designated employee who is responsible for: (1) acting as the point person when a federal immigration official is physically present at a District building, and (2) responding to requests for information by a federal immigration official. All requests from federal immigration enforcement agencies must be directed to the attention of general counsel for the District immediately. Upon receipt of a request, general counsel and/or employees in the legal department will collect the name(s) of the federal immigration enforcement agents, their employer, their badge numbers, and a copy of any court orders, subpoenas and/or warrant.

### **Disciplinary Consequences for Inappropriate Disclosure of Information**

Any employee who discloses confidential information to federal immigration officials in violation of this policy is subject to discipline, up to and including dismissal. A school service contract provider may be disqualified from future contracts with the District for any violation of this policy.

### **Definitions**

For purposes of this policy, these terms have the following meanings:

- **“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.

- **“Federal immigration official”** means a federal employee tasked with investigating, enforcing, or assisting 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.

Adopted by Superintendent: February 2, 2026

**Cross References:**

JRA/JRC – Student Records/Release of Information on Students

JRCB – Privacy and Protection of Confidential Student Record Information

KI – Visitors to Schools

**Legal References:**

C.R.S. 22-32-109.1 (3) (agreements with state agencies)

C.R.S. 24-74.1-102 (policies regarding data and access in relation to immigration status)