

Interactions with Immigration Agencies

The diversity of the Bellevue School District is a key strength of the District and our students, families and staff enhance collective learning and enrich the community. The District is committed to a safe, inclusive and welcoming environment for all students, families and employees regardless of immigration status. The District does not, and will not, collect or share immigration information about any student, family or employee nor provide access to employee or student records or protected information absent proper authorization.

This procedure is based on the belief that all students who reside within the District have the right to an education regardless of immigration status.

This procedure also applies to all school campuses and district facilities before, during and after the instructional day, on school bus routes and during all school activities (including field trips and athletic events), including off-campus activities.

A. General Guidance

1. School employees will make every effort to ensure families provide accurate emergency contact information for each student.
2. Employees will not ask a student and/or family about immigration status. If a family or student shares immigration status to any employee, the employee will not share or otherwise divulge this status unless expressly authorized by law, the student's parent or legal guardian.
3. School employees may provide advocacy and support for students and families related to their individual responsibilities as employees. Employees will not provide any advice or direction related to immigration status and will direct students and families to resources that students and families may access outside of the District.

B. Access to School Buildings and Persons Within

Representatives from immigration agencies including United States Immigration and Customs Enforcement (ICE), Customs and Border Patrol (CBP) and Citizenship and Immigration Services (CIS) are required to follow Policy 4200, School Visitors, and Procedure 4200P. If there is a question regarding application of Policy 4200 and Procedure 4200P, employees are directed to utilize the following protocol:

1. The office employee shall request identification from the agency representatives, secure the representative's business card or record the representative's name and badge or identification number.
2. The employee shall inform the agency representatives that they do not have consent to enter the building unless they have a valid judicial warrant or other valid legal

authorization. If a warrant is produced, the employee will make a copy and refer the matter immediately to a site administrator or supervisor.

3. If employees are asked questions by agency representatives, they are not authorized to answer any questions and will redirect the agent(s) to an appropriate administrator.
4. The employee shall immediately inform the school administrator or supervisor about immigration agent presence and provide the administrator or supervisor with a copy of the agency representatives identification and judicial warrant (if one is produced).
5. The administrator or supervisor shall immediately inform the appropriate Executive Director of Schools and the General Counsel's Office and follow guidance provided by the General Counsel in responding to any legal documents or requests.
6. If the agency representative does not have a judicial warrant, the administrator or supervisor shall inform the agents that they are on property that is considered a *sensitive location* under Department of Homeland Security policy. The administrator or supervisor shall inform the agency representative that access to the school or district building is not granted, and that the agent(s) may only remain in the reception area.
7. If agency representatives approach employees outside of the school or district building, employees will accompany the agency representatives to the office and direct the representative to the administrator or supervisor.
8. Employees are reminded that any action to hide or conceal an individual may be subject to disciplinary action by the District.

C. Request for Access to School Records and Files

If agency representatives request access to records or documents regarding the school's students or employees, the following protocol will be followed:

1. The employee shall inform the agency representatives that the District's policy is not to release information without the consent of the student's parents (if the student is under the age of 18) or the student (if the student is over the age of 18), unless disclosure is required by a judicial order or subpoena specifically requiring the release of the information or otherwise required by law.
2. If agency representatives produce a warrant or subpoena, the employee shall;
 - a) request a copy of the warrant or subpoena, b) request the agency representative's contact information and c) refer the matter to the administrator or immediate supervisor.

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