

**I. PURPOSE**

To implement the policy of Los Alamos Public Schools (LAPS) with regard to immigration status of students.

**II. PROCESS**

- A. Any request for information at a LAPS location by immigration agents will be initially denied and immediately forwarded to the Superintendent for review and a decision on whether access to the information will ensure District compliance with Plyler v. Doe, FERPA and any other applicable laws.

The request must be provided with adequate notice so that the Superintendent can take steps to provide for the emotional and physical safety of its students and staff and engage legal counsel absent exigent circumstances. Site personnel will:

1. Notify the Superintendent's office of the request;
  2. Contact the students' parents or guardians;
  3. Make no attempt to provide information or conjecture about the students, such as their location or schedule; and
  4. Direct immigration agents to the LAPS District office.
- B. The Superintendent's Office or designee will process requests by immigration law enforcement agents to enter a school site or obtain student data as follows:
1. Request identification from the officers or agents and photocopy it;
  2. Request a signed judicial warrant and photocopy it;
  3. If no warrant is presented, request the grounds for access, make notes, deny access and, if necessary, contact legal counsel for the District;
  4. Request and retain notes of the names of the students and the reasons for the request;
  5. If school site personnel have not yet contacted the students' parents or guardians, do so immediately;
  6. Provide the agents with a copy of the LAPS policy and regulations for Immigration Status of Students;
  7. Request the agents' contact information; and
  8. Advise the agent that staff are required to complete these steps.
- C. The District will refuse all voluntary information sharing with immigration agents across all aspects of the District to the fullest extent possible under the law.
- D. The District will not enter into agreements with state or local law enforcement agencies, ICE, or any other federal agency for the enforcement of federal immigration law, except as required by law.
- E. The District and its staff, faculty, employees, and School Resource Officers will not honor any ICE detainers or requests, except as required by law.

- F. Campus security staff are prohibited from inquiring about or recording any information regarding an individual's immigration status or country of birth.
- G. Agreements with law enforcement authorities will be consistent with LAPS policies and regulations and assure that there will be no enforcement of federal immigration law on District property (sensitive locations).
- H. All District staff will treat all students equitably in the receipt of all school services, including but, not limited to, the free and reduced-cost lunch program, transportation, extracurricular activities and educational instruction.
- I. If students or family members approach District staff with questions or needs regarding immigration status, staff will refer them to a school counselor, social worker, or resource specialist who can provide information about district and community resources or organizations which provide services to students and their families.
- J. All LAPS staff will be trained annually.

Reference

5145 Police and Other Governmental Agencies  
5146 Child Abuse and Neglect

Regulation Adopted 01/18 \_\_\_\_\_