

SMYRNA SCHOOL DISTRICT

PROCEDURE

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| Section: | 2000 Administration | Office Responsible: | Human Resources |
| Procedure: | 2003R: Guidance on Law Enforcement in the School | | |
| Related Policies: | NA | | |

I. Purpose

To set forth guidelines for handling situations involving law enforcement officials on school premises.

II. Procedure

If any law enforcement official (including Immigration and Customs Enforcement) arrives at any Smyrna District school seeking information, access to the building, or access to individuals (including students), school personnel must request documentation, including the official's identification, any subpoena or warrant, and/or any court order. In all situations, the Family Educational Rights and Privacy Act (FERPA) should be followed when protecting student and family privacy.

Access to School Property

Prior to providing access to nonpublic areas of the school or student data/record to law enforcement agents, the principal or their designee shall:

1. Immediately contact the Superintendent's Office;
2. Request identification/credentials from the officers or agents and photocopy it;
3. Request the agents' name(s), contact information, and their supervisor's name and contact information;
4. Request a judicial warrant and/or subpoena and photocopy it;
5. If no judicial warrant is presented, request the grounds for access, request a copy of any supporting or authorizing documentation and photocopy it, make notes, and contact legal counsel for the district;
6. If no subpoena is presented, request the grounds for access to student data/records and contact legal counsel for the district.
7. Request and retain notes of the names of the students involved and the reasons for the request;
 - i. If school site personnel have not yet contacted the students' parents or guardians, do so, unless prohibited by law (ex. an investigative subpoena);

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- ii. School staff should refrain from providing their own information or conjecture about the students and their families, such as their schedule, behavior, or citizenship/immigration status, for example, without legal counsel present;
8. Provide the information obtained through Steps 2 through 5 above to the Superintendent's Office.
9. Advise the agents that you are required to complete these steps prior to allowing them access to any nonpublic area of the school or student data; and
10. The Superintendent's Office will contact legal counsel for the district and direct the response of school site staff.

Student and Family Privacy

1. Student records, including enrollment and immigration status, are protected under the Family Educational Rights and Privacy Act.
2. In no case should staff release any student information without proper legal authorization. Staff should not inquire about or document a student's or family's immigration status.
3. Any request for information pertaining to a student's immigration status or records must be approved by the Superintendent or the Superintendent's designee and reviewed by Board Counsel. In such event, the family of such student shall be informed of the request prior to the release of information.

Approved by:

Deborah Judy

Deborah Judy
Interim Superintendent of Schools

Procedure Actions

Adopted: 1/31/25

Revised: