

## Access to Students and Student Information

Springfield Public Schools are committed to creating safe and inclusive learning environments for all students, staff and families.

There are specific protocols, policies and laws in place that guide schools when asked by law enforcement agencies for access to students or student information. **District personnel are prohibited from using district resources to enforce federal immigration laws pursuant to Oregon Revised Statute (ORS) 181A.820(1)**

### Access to Students During the School Day

Springfield Schools has a responsibility to all students to ensure that their education is not unnecessarily interrupted and that their rights are protected.

- **Board policy KK addresses visitor access to school facilities**, and requires all visitors, including law enforcement officials (e.g. police, sheriff, immigration) to check in with building offices and administration.
- **Board policy KN/KN-AR addresses the district's relationship with other government agencies.** When it is necessary for a law enforcement official to interview, detain or take into custody a student at school during school hours, special consideration should be given as to whether the matter is connected to the school, the gravity of the situation or if there is a warrant or subpoena to take the student into custody. **Request identification from the official. Principal should contact district administration at 541.726.3200 for assistance.**
- It is the responsibility of the law enforcement official to contact the student's parent/guardian to obtain permission for an interview in advance of any meeting with the student. *Please see **NOTE below for additional information.*** For this purpose, school personnel shall provide the official with the telephone number of the student's parent/guardian unless the parent/guardian has filed an opt-out in their enrollment forms for the release of directory information.
- When must school personnel allow law enforcement officials to interview, detain, or take a student into custody without parental consent?
  - When the law enforcement official has a warrant or petition for the student's arrest.
  - When the law enforcement official represents that an emergency or special circumstance exist to justify the immediate interview or detention.

**NOTE:** The law enforcement official **must** provide information consistent board policy KN/KN-AR. Principal should contact district administration at 541.726.3200 for assistance. Failure to meet one of the criteria outlined in board policy KN/KN-AR is not filled the interview or detention should not take place.

### Access to Information About Students

All personally identifiable information about a student is protected by state and federal privacy laws. Student records protected by these laws may only be examined or released under these circumstances:

- Written permission of a minor student's parent/guardian
- Written permission of an adult (18-years or older) student

- Court order or subpoena
- In response to a health or safety emergency

All requests for student records by law enforcement officials should be **referred to the Business Operations Office** who will consult with the school principal and district legal counsel to determine if the documents can be released.