

STUDENT PROTECTION PROCEDURES

Implementation of New York Education Law § 3201-b

Valley Stream Union Free School District 24

Effective September 2026

I. Purpose and Legal Authority

These procedures are established pursuant to New York Education Law § 3201-b and applicable guidance of the New York State Education Department (NYSED). The Valley Stream Union Free School District 24 is committed to maintaining a safe and welcoming educational environment and to ensuring uninterrupted access to a free public education for eligible students regardless of actual or perceived immigration status, citizenship, nationality, or country of origin.

These procedures are intended to implement the student protection requirements of Education Law § 3201-b, including protocols governing requests by civil immigration authorities, access to school property and students, confidentiality of information, use of District resources, family notification, and the protection of students when a parent or guardian is detained or otherwise unavailable as a result of immigration enforcement.

II. Designated District Official

The Superintendent of Schools is designated as the District official responsible for reviewing and authorizing or denying requests from civil immigration authorities to enter District property, obtain access to a student, or take custody of a student. The Assistant Superintendent for Curriculum and Instruction shall serve as the Superintendent's designee (hereinafter "designee") for purposes of these procedures.

All District employees who receive or become aware of such a request shall immediately refer the requesting official to the Superintendent of Schools or designee, and shall not independently grant access, disclose protected information, or transfer custody of a student.

The Superintendent of Schools and/or their designee, shall consult with District legal counsel before responding to a request from a civil immigration authority, except where circumstances require immediate action to protect health or safety.

III. Requests for Access to School Property or Custody of a Student

Upon receiving a request from a civil immigration authority, the Superintendent of Schools, and/or their designee, shall, as appropriate:

- verify the identity, credentials, and agency affiliation of the requesting official;
- request and review the legal authority relied upon for the request;
- consult District legal counsel regarding the validity and scope of any warrant, subpoena, court order, or other document presented;
- determine whether the request is supported by a valid judicial warrant or court order issued by a competent federal court or federal magistrate judge, as required by applicable law;
- recognize that an administrative immigration warrant, civil immigration document, or similar agency-issued document does not, standing alone, constitute a judicial warrant authorizing access to or custody of a student; and
- notify the student's parent, guardian, or person in parental relation unless notification is prohibited by law or by a valid court order.

No District employee shall permit a civil immigration authority to question, interview, remove, or take custody of a student except as authorized by applicable law and these procedures.

IV. Student Information and Confidentiality

District personnel shall not collect or inquire about the actual or perceived citizenship or immigration status of a student, parent, guardian, or person in parental relation except where specifically required or authorized by law for a lawful educational purpose.

District personnel shall not disclose information concerning actual or perceived citizenship or immigration status, or other protected student information, to a civil immigration authority except as required by a valid court order or otherwise expressly permitted or required by applicable state or federal law.

Requests for student records or personally identifiable information shall be handled in accordance with the Family Educational Rights and Privacy Act (FERPA), New York law, District policy, and applicable NYSED guidance. Any request from an immigration authority for student information shall be immediately referred to the Superintendent of Schools or designee. The Superintendent or designee shall consult District legal counsel.

V. Restrictions on District Resources and Assistance

District personnel and District resources shall not be used for civil immigration enforcement except where required by law. District personnel shall not:

- assist a civil immigration authority in locating, questioning, detaining, or taking custody of a student except as legally required;
- provide access to nonpublic areas of District property for civil immigration enforcement without lawful authority;
- disclose, or threatening to disclose, information or records about actual or perceived citizenship or immigration status of a student or student's family;
- inquire, or collect information, about a student or student's family's citizenship, immigration status, nationality, or country of origin;
- disclose to employees of an immigration authority personally identifiable information, including name, social security number, physical description, associated addresses, phone number, financial/medical info, place of employment of a student or family;
- use registration and enrollment requirements or procedures that have the intent or effect of delaying or denying the enrollment of non-citizen students, including delaying the enrollment and attendance in class of students if they cannot immediately provide all documents required for registration, including proofs of residency and age; or
- use civil immigration authorities as interpreters or translators in connection with immigration enforcement matters.

Nothing in these procedures is intended to prevent the District from complying with a lawful criminal investigation, valid judicial process, or another legal obligation unrelated to civil immigration enforcement.

VI. Parent/Guardian Detention or Unavailability

If the District learns that a student's parent, guardian, or person in parental relation has been detained, arrested, or otherwise rendered unavailable as a result of immigration enforcement, the student's safety and continuity of care shall be the District's immediate priority.

The District will:

- keep the student safely on school premises or otherwise under appropriate District supervision until the student can be released to an authorized individual;
- make reasonable efforts to contact the student's parent, guardian, person in parental relation, and all authorized emergency contacts identified in District records;

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- follow existing District student-release procedures when determining the individual authorized to receive the student.

If the above individuals cannot be reached, or cannot provide appropriate care for the student, after school personnel have made reasonable efforts, school personnel will contact local social services, children and family services, the School Resource Officer, local law enforcement, or other appropriate agencies. School personnel may only contact the Statewide Central Register for child abuse and maltreatment reporting as a last resort, or if they have reasonable cause to suspect the child is neglected or abandoned.

The district will document the name and contact information of the person and/or entity to whom the student was released, and attempt to provide the parents with this information.

VII. Notice to Students and Families

The District shall make these Student Protection Procedures and information regarding applicable statutory rights, privacy protections, and student safety safeguards available to students, parents, guardians, and persons in parental relation in a manner consistent with Education Law § 3201-b and NYSED guidance.

The District will use reasonable means of communication appropriate to its community, which may include posting the procedures on the District website, direct family communications, annual notifications, and translated or interpreted information where appropriate and practicable.

VIII. Staff Implementation

The Superintendent of Schools or designee, shall ensure that administrators and other appropriate District personnel are informed of these procedures and understand the requirement to immediately refer requests from civil immigration authorities to the Superintendent of Schools or designee.

Building administrators shall ensure that office and security personnel understand that they may not independently authorize access to students, student records, or nonpublic areas of District property in response to a civil immigration enforcement request.

IX. Coordination With Existing District Policies and Legal Requirements

These procedures shall be implemented together with existing District policies and procedures concerning student records and confidentiality, student release, visitors and access to school property, law enforcement interactions, student safety, and nondiscrimination.

If a provision of these procedures conflicts with controlling federal or state law, regulation, court order, or subsequently issued NYSED guidance, the controlling legal authority shall govern. The Superintendent shall consult District legal counsel regarding any such conflict and may recommend revisions as necessary.

X. Review and Verification

The District shall periodically review these procedures for continued compliance with Education Law § 3201-b and NYSED guidance and shall make or recommend revisions as appropriate.

The Superintendent, as Chief Administrative Officer, is authorized to complete the NYSED Verification of Implementation of Student Protection Procedures after confirming that the District has developed and implemented procedures that comply with Education Law § 3201-b and the NYSED model procedures.