

HAWTHORNE CEDAR KNOLLS UNION FREE SCHOOL DISTRICT

VERIFICATION OF IMPLEMENTATION AND LOCAL OPERATIONAL PROCEDURES

Student Protection Procedures Regarding Interactions with Immigration Authorities

Effective Date: August 20, 2026

District: Hawthorne Cedar Knolls Union Free School District

Superintendent: Raymond Raefski

Applicable Law: New York Education Law § 3201-b

District Classification: Special Act School District

I. PURPOSE AND STATEMENT OF COMPLIANCE

The Hawthorne Cedar Knolls Union Free School District ("District") is committed to maintaining a safe, supportive, and educationally accessible school environment for every student, regardless of actual or perceived immigration status, citizenship, nationality, or country of origin.

Pursuant to New York Education Law § 3201-b and the New York State Education Department's Model Policy and Compliance Procedures, the District has developed and implemented local operational procedures governing interactions between District personnel and federal, state, or local immigration authorities.

These procedures are intended to ensure uninterrupted access to public education; protection of student privacy and personally identifiable information; appropriate review of requests by immigration authorities to access school property or take custody of a student; compliance with applicable judicial warrants and court orders; protection of students whose parents or guardians are detained or otherwise unavailable; appropriate notification to parents, guardians, and persons in parental relationship; and consistent implementation by all District employees.

II. DESIGNATED REVIEW AUTHORITY

The District hereby designates the Superintendent of Schools, Raymond Raefski, as the District's primary designated official responsible for reviewing and responding to any request by an immigration authority to enter District property or facilities; access non-public areas; obtain access to a student; question, locate, detain, or otherwise interact with a student for immigration-enforcement purposes; or take custody of, remove, transfer, surrender, escort, or otherwise obtain custody of a student.

No District employee other than the Superintendent, or an expressly authorized designee acting pursuant to these procedures, shall independently approve such a request.

Upon receipt of any request from an immigration authority, the Superintendent shall promptly contact District legal counsel for advice before responding, except where immediate action is legally required.

III. INITIAL RESPONSE TO IMMIGRATION AUTHORITIES

Employees receiving a request shall remain professional and courteous; immediately notify the Superintendent or designated administrator; not provide access to non-public areas; not provide information regarding a student or family; not consent to or facilitate questioning, detention, removal, or transfer of a student; not interfere physically with lawful law-enforcement activity; request that the immigration authority wait while the District reviews the request; and refer the matter immediately to the Superintendent.

The employee receiving the request shall document the date, time, agency, identity of the requesting official, nature of the request, and documents presented, and shall provide that information to the Superintendent.

IV. ACCESS TO SCHOOL PROPERTY

District personnel shall not grant or facilitate access by an immigration authority to non-public areas of District property or facilities unless the immigration authority presents a valid judicial warrant or court order issued by a competent state or federal court that legally authorizes the requested action.

Administrative or civil immigration documents, including administrative immigration warrants, civil immigration warrants, immigration detainers, notices to appear, requests for voluntary cooperation, and other non-judicial immigration-enforcement documents, shall not be treated as sufficient authority, standing alone, to provide access to non-public school areas.

The Superintendent, in consultation with District counsel, shall determine the appropriate District response to any document presented.

V. ACCESS TO AND CUSTODY OF STUDENTS

No District employee shall release, transfer, surrender, escort, remove, or otherwise deliver a student into the custody of an immigration authority solely because a parent or guardian has been arrested, detained, or taken into federal custody.

A student shall not be transferred to an immigration authority unless the District has received and verified a valid judicial warrant or court order issued by a competent state or federal court that specifically authorizes the removal, detention, or assumption of custody of that student.

Civil immigration warrants, immigration detainers, notices to appear, and other non-judicial documents shall not, standing alone, constitute sufficient authority for District personnel to release or transfer a student to an immigration authority.

VI. REVIEW OF JUDICIAL WARRANT OR COURT ORDER

Upon presentation of a purported warrant or court order, the Superintendent shall obtain a copy; immediately contact District counsel; verify that the document is facially valid; determine the issuing court and judicial authority; determine the persons covered; determine the location and scope of the requested action; determine whether the document specifically authorizes the action requested; determine whether the request exceeds its scope; and document the District's response.

No District employee shall independently determine that a document is legally sufficient without consultation with the Superintendent and, when practicable, District counsel.

If a judicial warrant or court order is determined to be legally valid and enforceable, the District shall comply only to the extent legally required and shall not voluntarily provide assistance beyond the scope of the legal requirement.

VII. PROTECTION OF STUDENT INFORMATION AND RECORDS

District personnel shall not disclose, or threaten to disclose, information concerning the actual or perceived citizenship or immigration status of a student or family, except as legally required or otherwise permitted by applicable law.

District personnel shall not inquire about or collect information concerning citizenship, immigration status, nationality, or country of origin unless specifically authorized or required by law.

District personnel shall not disclose personally identifiable student or family information to immigration authorities except where disclosure is legally required or otherwise permitted under applicable law. The District shall continue to comply with FERPA and other applicable federal and state privacy requirements.

VIII. PROHIBITION ON USE OF DISTRICT RESOURCES FOR IMMIGRATION ENFORCEMENT

District personnel shall not use District personnel, facilities, technology, communication systems, transportation, records, databases, equipment, or other District resources for the purpose of facilitating immigration enforcement except where legally required.

The District shall not assist immigration authorities in locating students; provide voluntary access to student information for immigration enforcement; facilitate immigration interviews with students; use District personnel to assist in immigration enforcement; designate immigration status, citizenship, nationality, or national origin as directory information; or

implement enrollment practices that delay or deny enrollment based upon a student's immigration or citizenship status.

IX. PARENTAL, GUARDIAN, AND COMMUNITY NOTIFICATION

The District shall provide parents, guardians, and persons in parental relationship with notice of the protections established under Education Law § 3201-b and these local operational procedures.

Notification shall be accomplished through appropriate District communication methods, which may include the District website, parent/guardian handbooks, annual notices, student registration materials, parent communications, school newsletters, and other appropriate District communications.

The notification shall explain that students are entitled to access public education regardless of immigration status; the District maintains procedures governing requests by immigration authorities; District personnel must refer immigration-enforcement requests to the Superintendent; administrative immigration documents generally do not provide authority for access to non-public school areas or custody of students; student and family information is protected subject to applicable legal exceptions; and the District maintains procedures to protect students if a parent or guardian becomes unavailable because of immigration enforcement.

X. EMERGENCY PLACEMENT AND STUDENT PICKUP SAFEGUARDS

If a parent or guardian is detained by immigration authorities, is otherwise rendered unavailable, or fails to pick up a student because of an immigration-enforcement action, the District shall prioritize the student's safety and welfare.

The student shall remain safely on District premises under appropriate adult supervision until the student is retrieved by an authorized parent, guardian, person in parental relationship, or other authorized emergency contact. The District shall not release the student to an unauthorized person.

District personnel shall make every reasonable effort to contact all authorized emergency contacts identified in the student's records. Reasonable efforts may include contacting the parent or guardian, persons in parental relationship, authorized emergency contacts, and other persons expressly designated by the parent or guardian for student pickup.

The District shall not contact the Statewide Central Register for Child Abuse and Maltreatment (SCR) solely because a parent or guardian has been detained or rendered unavailable as a result of immigration enforcement unless District personnel have first made every reasonable effort to reach all other authorized emergency contacts. Nothing in this provision limits the District's independent obligation to make a report when otherwise required by New York State law based upon reasonable cause to suspect child abuse or maltreatment.

While awaiting an authorized pickup person, District personnel shall maintain appropriate supervision, provide reasonable emotional support, maintain educational and safety needs, protect the student's privacy, and document significant actions taken.

XI. EMPLOYEE RESPONSIBILITIES

All District employees shall receive information and/or training regarding these procedures appropriate to their job responsibilities.

Employees responsible for front-office operations, attendance, student services, administration, security, reception, and student dismissal shall understand whom to contact when immigration authorities arrive; that they may not independently grant access to non-public areas; that they may not independently release a student; the insufficiency of administrative immigration documents standing alone; student-information protections; emergency pickup procedures; and the requirement to immediately notify the Superintendent or designated administrator.

XII. RECORDKEEPING AND DOCUMENTATION

The Superintendent or designee shall maintain confidential documentation of requests made by immigration authorities; documents presented; communications with District counsel; communications with NYSED when applicable; District determinations; actions taken; parent/guardian notification; emergency-contact attempts; and student pickup or placement actions.

Records shall be maintained in accordance with applicable District records-retention requirements, FERPA, and other applicable law.

XIII. NON-DISCRIMINATION

The District shall not discriminate against or deny a student educational services, programs, activities, enrollment, or participation based upon actual or perceived immigration status, citizenship, nationality, national origin, or country of origin.

District policies and practices shall not be implemented in a manner intended to deter or discourage students or families from participating in District programs or parent-engagement activities because of actual or perceived immigration status.

XIV. IMPLEMENTATION AND ADMINISTRATIVE OVERSIGHT

The Superintendent shall be responsible for ensuring implementation of these procedures throughout the District.

The Superintendent or designee shall periodically review the procedures to ensure continued alignment with New York Education Law § 3201-b, NYSED's Model Policy and Compliance Procedures, NYSED guidance, FERPA, applicable federal law, applicable New York State law, and subsequent NYSED guidance or amendments.

If a conflict exists between these local procedures and a subsequently enacted or amended legal requirement, the District shall take appropriate action to revise the procedures.

XV. VERIFICATION OF IMPLEMENTATION

I, Raymond Raefski, Superintendent of Schools of the Hawthorne Cedar Knolls Union Free School District, hereby verify that the District has developed and implemented local operational procedures addressing interactions with immigration authorities and student protections consistent with the requirements of New York Education Law § 3201-b and the New York State Education Department's Model Policy and Compliance Procedures.

These procedures include, at a minimum:

- A designated District official responsible for reviewing requests by immigration authorities
- Consultation with District legal counsel concerning immigration-enforcement requests
- Procedures governing access to non-public school property
- Procedures governing requests to take custody of students
- Requirements concerning valid judicial warrants and court orders
- Explicit recognition that civil/administrative immigration documents are insufficient standing alone
- Protections concerning student and family information
- Restrictions on use of District resources for immigration enforcement
- Parent, guardian, and person-in-parental-relationship notification procedures
- Emergency procedures for students whose parents or guardians are detained or unavailable
- Requirements to make reasonable efforts to contact authorized emergency contacts
- Procedures requiring students to remain safely on District premises until released to an authorized individual
- Restrictions on contacting SCR unless required reasonable efforts to reach authorized emergency contacts have first been exhausted, except where otherwise independently required by law
- Employee implementation, training, documentation, and administrative oversight procedures

XVI. SUPERINTENDENT CERTIFICATION

I certify that, to the best of my knowledge and based upon the District's implementation of the foregoing procedures, the Hawthorne Cedar Knolls Union Free School District has established and implemented procedures consistent with the applicable requirements of New York Education Law § 3201-b and the New York State Education Department's Model Policy and Compliance Procedures.

Raymond Raefski
Superintendent of Schools
Hawthorne Cedar Knolls Union Free School District

Signature: *Raymond Raefski*

Date: August 20, 2026