

This language should be modified by the local educational agency based on their policies, assessment of the needs of their sites, and the resources available to them. This customizable resource is not intended as legal advice and local educational agencies are encouraged to contact legal counsel for further guidance.

At [district/school], we encourage respectful dialogue and expect each of our students, staff members, and visitors to treat each other with civility and understanding, regardless of personal beliefs and opinions. To that end, [district/school] is committed to protecting the legal rights of students and families.

In the event of immigration enforcement questions or if an immigration enforcement agency arrives at a school or district site, please follow the guidance during and after the encounter.

Guidance During the Encounter

Contact [principal/superintendent or designee]

Inform the agents that you need to contact the appropriate leadership before proceeding.

If the [principal/superintendent or designee] is on campus, they should take over contact with the officer. If they are not on campus, the [principal/superintendent or designee] should be summoned to take over the exchange.

"I'm sorry. I'm not authorized to evaluate your request. I need to contact our [principal/superintendent or designee] for instructions."

Document Everything

Use the [Immigration Officer Incident Report](#) to document all interactions, including names, badge numbers, and the purpose of their visit. The form provides step-by-step guidance on how to evaluate the officer's request and document the encounter. Keep copies of this form at the front desk.

"I will document this visit for [district/school] records and legal review."

Protect Student and Family Privacy

Reiterate [district/school's] commitment to safeguarding students' and families' rights under federal and state privacy laws (e.g., FERPA).

"Laws and board policies require us to protect the privacy of student records and we cannot share information without written permission from the parent or a court order."

Verify Authority and Reason for Presence

Ask agents for identification and documentation outlining their authority to be on campus.

"Please show me your badge, state your purpose, and show any documentation to authorize your request, such as a warrant or subpoena."

Require a Valid Court Order

Make it clear that the [district/school] will not provide access to non-public areas (classrooms, cafeteria, playgrounds, etc.), release information, or allow a student to be interviewed, unless compelled to do so by a court order or exigent circumstances (emergency pursuit by law enforcement or imminent threat to safety).

"Do you have a court order? Without one, we generally cannot allow access to non-public areas of the school/campus/site."

Tips for Interacting with Immigration Enforcement Officers

Exigent Circumstances

If the officer states that exigent circumstances are present, immediately comply with the officer's instructions. The officer is not required to justify this assertion to school staff.

Communicate Calmly and Respectfully

Maintain a calm demeanor to avoid escalating the situation. Speak respectfully while asserting [school/district] policies and legal obligations.

"We're obligated to ensure that all actions taken here align with our legal responsibilities and the safety of our school community."

Do Not Physically Interfere

Do not physically interfere with ICE agents, even if you believe they are exceeding their authority. Doing so is a violation of federal law and could result in your arrest.

What to Do Immediately After the Encounter

1. **Report to Leadership:** Notify the [principal/superintendent or designee], if you have not already done so.

2. **Communicate with Families:** Provide students and families with appropriate notice and a description of the immigration officer's request. Provide students and parents/guardians with any documents provided by the immigration enforcement officer, unless prohibited from doing so (such as a subpoena served on [school/district] or in cases involving investigations of child abuse, neglect, or dependency.)
3. **Support Students:** Offer counseling or support to students who may feel distressed.
4. **Review Policies:** Ensure all staff understand [school/district] policies and procedures for handling such situations.