



Immigration Enforcement Policy & Procedures

In accordance with California state law, California Montessori Project (CMP) ensures that our school sites will be safe for all California residents regardless of their immigration status. Individuals must follow the school procedures for Visitors/Guests.

In the event a request for school access or review of records is made by immigration or law-enforcement, staff should immediately inform the principal or administrative designee of the notification and the reason for the request.

The officer is to be advised that the principal must first review the written notification/s. Staff are to make a copy of the notification and any documentation authorizing school access, as well as notating the officer's name and badge number.

Prior to an officer speaking with a student, school staff must receive parental consent, unless there is a valid warrant or court order signed by a judge stating otherwise.

Should the officer indicate there are urgent circumstances associated with the demands for campus access, the principal or administrative designee must comply. If the circumstances are not urgent, then the school is to inform the officer that CMP will consult with legal counsel. CMP's legal counsel will also be contacted should the office present a federal judicial warrant prior to the officer's access to the specified individual or records.

Staff are never to physically impede an officer. If it appears the officer is proceeding outside of the authorization, staff are to document the officer's actions while on the school grounds and provide this documentation to the school's legal counsel, as well as the CMP Governing Board.

This documentation should include:

- A copy of the officer's credentials and contact information;
- List of all school staff who communicated with the officer;
- Details of the officer's request;
- Information on whether the officer presented a warrant or subpoena to accompany his/her request, the information/access requested and proof that the warrant was/wasn't signed;
- Staffs' response to the officer's request;
- Any further action taken by the officer;
- Copy of all/any information presented by the agent;
- Any other pertinent information

Any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes are to be reported to the Bureau of Children's Justice in the California Department of Justice at BCJ@doj.ca.gov