

Adopted: December 14, 2019
Reviewed: February 20, 2025

Twin Cities International Schools
VISITORS TO CHARTER SCHOOL BUILDINGS AND SITES (903)

I. PURPOSE

The purpose of this policy is to inform the charter school community and the general public of the position of the school board on visitors to charter school buildings and other charter school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in charter school programs and student activities. The charter school board welcomes visits to charter school buildings and property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the charter school.
- B. The charter school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a post-secondary enrollment options course may remain at the charter school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular charter school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. RESPONSIBILITY

- A. The charter school administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the charter school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the charter school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.

- B. The executive director shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

V. VISITOR LIMITATIONS

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit charter school property or such permission may be revoked if the visitor(s) does not comply with the charter school procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on charter school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, or group who enters charter school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the executive director or a person designated by the executive director in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Program)
Minn. Stat. § 124E.07 (Board of Directors)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

Cross References: None

MSBA/MASA Model Policy 903
Orig. 1995
Rev. 10/03/2022

**Access to Education, Student Privacy and Immigration Enforcement Resolution Policy
Resolution to Policy 515 & Policy 903**

WHEREAS, it is the right of every child, regardless of immigration status, to access a free public K-12 education and Twin Cities International Schools welcomes and supports all students;

WHEREAS, Twin Cities International Schools has a responsibility to ensure that all its students, regardless of immigration status, can safely access a free public K-12 education;

WHEREAS, federal immigration law enforcement activities, on or around Twin Cities International Schools property and transportation routes, whether by surveillance, interview, demand for information, arrest, detention, or any other means, harmfully disrupt the learning environment to which all students, regardless of immigration status, are entitled and significantly interfere with the ability of all students, including U.S. citizen students and students who hold other legal grounds for presence in the U.S., to access a free public K-12 education;

WHEREAS, through its policies and practices, Twin Cities International Schools has made a commitment to a quality education for all students, which includes a safe and stable learning environment, means of transportation to and from school, the preservation of classroom hours for educational instruction, and the requirement of school attendance;

WHEREAS, parents and students have expressed to Twin Cities International Schools fear and confusion about the continued physical and emotional safety of all students and the right to access a free public K-12 education through Twin Cities International Schools's school day and programs;

AND WHEREAS, educational personnel are often the primary sources of support, resources, and information to assist and support students and student learning, which includes their emotional health;

NOW, THEREFORE, BE IT RESOLVED that the U.S. Immigrations Enforcement Office (ICE), state or local law enforcement agencies acting on behalf of ICE, or agents or officers for any federal, state, or local agency attempting to enforce federal immigration laws, are to follow Twin Cities International Schools's **ACCESS TO EDUCATION, STUDENT PRIVACY, AND IMMIGRATION ENFORCEMENT** Policy, attached to and incorporated in this Resolution, to ensure Twin Cities International Schools meets its duty to provide all students, regardless of immigration status, access to a free public K-12 education;

BE IT FURTHER RESOLVED, that the Board declares Twin Cities International Schools to be a Safe Zone for its students, meaning that Twin Cities International Schools is a place for students to learn, to thrive and to seek assistance, information, and support related to any immigration law enforcement that interferes with their learning experience;

BE IT FURTHER RESOLVED, that Twin Cities International Schools shall, within 30 days of the date of this Resolution, request for the Crisis Response Team create a Rapid Response Team to prepare in the event a minor child attending Twin Cities International Schools is deprived of adult care, supervision, or guardianship outside of school due to a federal law enforcement action, such as detention by ICE or a cooperating law enforcement agency;

BE IT FURTHER RESOLVED, it continues to be the policy of Twin Cities International Schools not to allow any individual or organization to enter a school site if the educational setting would be disrupted by that visit; given the likelihood of substantial disruption posed by the presence of ICE or state or local law enforcement agencies acting for ICE, any request by ICE or other agencies to visit a school site should be presented to the Executive Director's Office for review as to whether access to the site is permitted by law, a judicial warrant is required, or any other legal considerations apply; this review should be made expeditiously, but before any immigration law enforcement agent or officer appears at a school site;

BE IT FURTHER RESOLVED, in its continued commitment to the protection of student privacy, Twin Cities International Schools shall review its record-keeping policies and practices to ensure that no data is being collected with respect to students' immigration status or place of birth; and cease any such collection as it is irrelevant to the educational enterprise and potentially discriminatory;

BE IT FURTHER RESOLVED, should ICE or other immigration law enforcement agents request any student information, the request should be referred to the Executive Director's Office to ensure compliance with Family Educational Rights and Privacy Act (FERPA), student constitutional privacy, standards for a judicial warrant, and any other limitation on disclosure; this review should be conducted expeditiously, but before any production of information is made;

BE IT FURTHER RESOLVED, Twin Cities International Schools shall post this Resolution on school site and distribute it to staff, students, and parents using usual means of communication, and that the Resolution in summary will be translated into all languages spoken by students at home;

BE IT FURTHER RESOLVED, the Executive Director shall report back on compliance with this Resolution to the Board at its next meeting;

BE IT FURTHER RESOLVED, the Board directs the Executive Director to review Twin Cities International Schools policies and practices regarding bullying and report back to the Board at its next meeting and communicate to staff, students, and parents the importance of maintaining a bullying-free environment for all students;

BE IT FURTHER RESOLVED, the Board affirms that certificated Twin Cities International Schools employees have the academic freedom to discuss this Resolution during class time provided it is ageappropriate; and students are to be made aware that Twin Cities International Schools counselors are available to discuss the subjects contained in this Resolution.



Immigration and Customs Enforcement (ICE) Protocol

In the unlikely event ICE comes to TCIS with or without a Judicial Warrant

General Reminders:

1. If any staff person becomes aware that law enforcement intends to or is visiting your campus or any school-sponsored activities, please contact your principal and/or another building administrator as soon as possible.
2. All visitors are required to be screened and no visitor, including law enforcement, should be permitted to roam the building with access to students until their identity, purpose, and documentation has been verified.
 - a. Law enforcement officers should remain in the vestibule of the main entrance until cleared by an Administrator.
 - b. Text or Walkie all Administrative team members to share that law enforcement is present at TCIS, as well as confirming their location.
 - c. If students are outside the building when law enforcement or another unidentified and unexpected visitor arrives, please immediately escort the students inside to a secured portion of the building.
3. Safety First: Prioritize the emotional and physical well-being of students and staff during any interactions with ICE agents.

STAFF/FRONT OFFICE STAFF Script

TCIS Staff:	Hello - Can you share your name and the agency or organization you work for?
Guest:	Shares Information
TCIS Staff:	I am going to contact our (principal &/or executive director) at this time which is our district's protocol.
Building Admin:	<p><i>(alert other admin team)</i></p> <ul style="list-style-type: none"> ● Hello! I am Exec. Director/Principal/Assistant Principal [Name]. ● <i>Make sure you have a second administrator with you at all time.</i> ● <i>Clear main office of staff and students</i> ● <i>Escort visitors to main office and lock doors</i> ● Do you have any documents including a Judicial court order, warrant or other documents? ● Record Name and badge number of the agents(s) ● Verify the warrant validity (may need to contact legal) ● Take copies of all documents and badge/IDs ● Scan and send to legal counsel along with phone call ● We will be sending this information to our legal counsel for

	<ul style="list-style-type: none">● review and verification.● Provide the agents with a copy of the school policy and resolution to policy 515● Advise agents you are required to complete these steps prior to allowing them access to any school area or student data
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BUILDING ADMINISTRATION

1. Determine if a Shelter In Place call is necessary
2. Find a secure place in the main office for the ICE agents to wait away from classrooms (lock main office doors)

If the warrant is invalid:

- a. Politely deny entry to ICE agents
- b. Document the interaction in detail

If the warrant is valid:

- a. Contact legal counsel and consult regarding the information on the warrant
 - b. Allow access only as specified in the warrant
 - c. Ensure that the administrator supervises all interactions between ICE agents and students, staff, or records
3. Notify affected families (if applicable)
 - a. Inform families promptly if their children are directly affected
 - b. Avoid disclosing any student information without written parental consent unless required by law
 4. Document all action taken:
 - a. Record the time, date, and names of agents involved
 - b. Detail the actions taken
 5. Keep the School Board up to date on specifics

A judicial warrant is “very specific.” Judicial warrants are typically issued in regard to a criminal charge, and come from a federal or a state judge, but not an immigration court judge, she said. “It gives law enforcement the right to take a specific action within a certain time frame and it describes exactly who’s the subject of it, or if it’s property that they are seizing, what that is,” she said. “The judge has to find probable cause to issue the warrant. So it’s a high legal standard.”

ICE itself has the power to issue a different kind of warrant with less legal weight called an administrative warrant. But schools are not required to comply with administrative warrants, Mariani Rosa said.