Policies Governing Student Information, Privacy, and Immigration-Related Matters
2025-2026

Collecting and Retaining Student Information

- The respective school main office and administrator shall maintain in writing Vaughn Next Century Learning Centers policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.

- If Vaughn Next Century Learning Center possesses information that could indicate immigration status, citizenship status, or national origin information, Vaughn Next Century Learning Center shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending school.

- If parents or guardians choose not to provide information that could indicate their or their children's immigration status, citizenship status, or national origin information, Vaughn Next Century Learning Center shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling in or attending school.

- Vaughn Next Century Learning Center shall not allow school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status.

Inquiries Regarding Legal Status and Natural Origin Information

- Vaughn Next Century Learning Center personnel shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.

- Where any law contemplates submission of national origin-related information to satisfy the requirements of a special program, Vaughn Next Century Learning Center personnel shall solicit that documentation or information separately from the school enrollment process.

- Where permitted by law, the school administration of Vaughn Next Century Learning Center shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status, or national origin, and that do not reveal

information related to citizenship or immigration status. Local educational agencies shall note the method of age verification but are not required to maintain a copy of the document used to show age.

- Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law or this policy, the Vaughn Next Century Learning Center procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under this policy.

Inquiries about Social Security Numbers or Cards

- Vaughn Next Century Learning Center shall not solicit or collect entire Social Security numbers or cards.
- Vaughn Next Century Learning Center shall solicit and collect the last four digits of an adult household member's Social Security number only if required to establish eligibility for federal benefit programs.
- When collecting the last four digits of an adult household member's Social Security number to establish eligibility for a federal benefit program, Vaughn Next Century Learning Center shall explain the limited purpose for which this information is collected and clarify that a failure to provide this information will not bar the student from enrolling in or attending the school.
- Vaughn Next Century Learning Center shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the free and reduced lunch program, transportation, and educational instruction

Information Sharing

1. Vaughn Next Century Learning Center shall avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status without first attempting to notify the parent or guardian in compliance with the Family Educational Rights and Privacy Act (FERPA).

2. Vaughn Next Century Learning Center personnel shall take the following action steps upon receiving an information request related to a student's or family's immigration or citizenship status:
    a. Notify a designated Vaughn Next Century Learning Center official about the information request.
    b. Provide students and families with appropriate notice and a description of the officer or employee's request.
    c. Document any verbal or written request for information by an officer or employee of an agency for immigration enforcement purposes.

d. Unless prohibited, provide students and parents/guardians with any documents provided by the officer or employee seeking the information.

3. Except for investigations of suspected child abuse, child neglect, or child dependency,[78] or when the subpoena served on the local educational agency prohibits disclosure,[79] the Vaughn Next Century Learning Center shall provide parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.

4. Vaughn Next Century Learning Center shall make every effort to receive written parental or guardian consent for release of student information, unless the information is for directory information only.

5. Vaughn Next Century Learning Center should make a photocopy of the request and immediately consult legal counsel and/or a designated representative of the agency. No information regarding students, their families, teachers, or employees shall be disclosed, to the extent practicable, to an officer or employee of an agency conducting immigration enforcement without a:
    a. judicial subpoena,
    b. judicial warrant, or;
    c. court order,

    and any disclosure must be in accordance with requirements set forth in Section 99.31(a)(9)(ii) of Title 34 of the Code of Federal Regulations. If faced with an administrative subpoena, consult legal counsel to determine how or whether to respond as there is no separate requirement in federal or state law to provide information to the Department of Homeland Security (DHS), ICE, or any other agency within DHS, without a court order, judicial warrant, or judicial subpoena.

6. Vaughn Next Century Learning Center's request for written parental, guardian, or eligible student consent for release of student information must include the following information:
    a. The signature and date of the parent, guardian, or eligible student providing consent;
    b. a description of the records to be disclosed;
    c. the reason for release of information;
    d. the parties or class of parties receiving the information; and
    e. if requested by the parents, guardians or eligible student, a copy of the records to be released. Vaughn Next Century Learning Center shall permanently keep the consent notice with the record file.

7. The parent, guardian, or eligible student is not required to sign the consent form. If the parent, guardian, or eligible student refuses to provide written consent for the release of student information that is not otherwise subject to release, Vaughn Next Century Learning Center shall not release the information.

8. If the request seeks information regarding an employee or teacher of the local educational agency, the same procedures as above should be followed, except that human resources personnel (a designated person) should be consulted first.

9. For any requests for information, the local educational agency is under no obligation to produce the records or information immediately.
    a. Requests will be processed timely and within 48 business hours
    b. The agencies designated contact person to whom such requests for information should be directed is:

        Operations Manager, Claudia Flores
        cflores@myvaughncharter.com

10. The local educational agency should obtain the contact information of the person to whom a response to the request for information should be directed and forward such contact information to the person the agency has designated to receive such requests.

Annual Information Notice to Parents and Guardians General Information

1. Vaughn Next Century Learning Center must provide an annual notice to parents and guardians of the school's general information policies that includes:

    a. Assurances that Vaughn Next Century Learning Center will not release information to third parties for immigration enforcement purposes, except as required by law or court order.
    b. A description of the types of student records maintained by the Vaughn Next Century Learning Center.
    c. A list of the circumstances or conditions under which Vaughn Next Century Learning Center might release student information to outside people or entities.
    d. A statement that, unless the Vaughn Next Century Learning Center is providing directory information or information permitted to be disclosed without parental consent under FERPA and the California Education Code, Vaughn Next Century Learning Center shall notify parents or guardians and eligible students—and receive their written consent—before it releases a student's personally identifiable information.
    e. Even for those exceptions that permit the release of education records without parental consent, the agency is required to notify the student and their family unless an exception exists. The agency's policy should explain these exceptions that do not require prior notification.

Directory Information

1. If Vaughn Next Century Learning Center decides to release directory information, Vaughn Next Century Learning Center shall provide an annual notice to parents and guardians, and eligible students in attendance, of Vaughn Next Century Learning Center's directory information policy that includes:
    a. The categories of information that Vaughn Next Century Learning Center has classified as public directory information that may be disclosed without parental consent and which should only include the information specifically identified in Education Code section 49061, subdivision (c).
    b. A statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where Vaughn Next Century Learning Center receives consent as required under state law).
    c. The recipients of the directory information.
    d. A description of the parent's, guardian's, or eligible student's abilities to refuse release of the student's directory information, and how to refuse release.
    e. The deadline in which the parent, guardian, or eligible student must notify the school in writing that they do not want the information designated as directory information.[80]

Responding to On-Campus Immigration Enforcement

1. As early as possible, Vaughn Next Century Learning Center personnel shall notify the CEO, Fidel Ramirez of any request by any officer seeking access to the school site or any student to conduct immigration enforcement, or any requests for review of school documents (including for the service of lawful subpoenas, petitions, complaints, warrants, etc.).

2. In addition to notifying the CEO, Vaughn Next Century Learning Center personnel shall take the following action steps in response to an officer present on the school campus specifically for immigration enforcement purposes:

    a. Advise the officer that before proceeding with their request, and absent exigent circumstances, school personnel must first receive notification and direction from the CEO.
    b. Ask to see, and make a copy of or note, the officer's credentials (name and badge number). Also ask for and copy or note the phone number of the officer's supervisor.
    c. Ask the officer for their reason for being on school grounds and document it.
    d. Ask the officer to produce any documentation that authorizes school access.
    e. Make a copy of all documents provided by the officer. Retain one copy of the documents for school records.

f. If the officer declares that exigent circumstances exist and demands immediate access to the campus, Vaughn Next Century Learning Center personnel should comply with the officer's orders and immediately contact the CEO.
g. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation. If the officer has:

    i. an ICE (Immigrations and Customs Enforcement) administrative warrant (see Appendix B), Vaughn Next Century Learning Center personnel shall inform the officer that they cannot consent to any request without first consulting with the schools counsel or other designated agency official.
    ii. a federal judicial warrant (search-and-seizure warrant or arrest warrant; see Appendix C & D), prompt compliance with such a warrant is usually legally required. If feasible, consult with the school's legal counsel or designated administrator before providing the agent access to the person or materials specified in the warrant.
    iii. a subpoena for production of documents or other evidence (see Appendix E & F), immediate compliance is not required. Therefore, Vaughn Next Century Learning Center personnel shall inform the schools legal counsel or other designated official of the subpoena, and await further instructions on how to proceed.

h. While Vaughn Next Century Learning Center personnel should not consent to an officer seeking access for immigration enforcement purposes, except as described above, they should not attempt to physically impede the officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, Vaughn Next Century Learning Center personnel shall document their actions while on campus and if feasible, accompany them at all times
i. After the encounter with the officer, Vaughn Next Century Learning Center personnel shall promptly take written notes of all interactions with the officer. The notes shall include the following items:

    i. List or copy of the officer's credentials and contact information;
    ii. Identity of all school personnel who communicated with the officer;
    iii. Details of the officer's request;
    iv. Whether the officer presented a warrant or subpoena to accompany their request, what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge;
    v. Vaughn Next Century Learning Center personnel's response to the officer's request;
    vi. Any further action taken by the agent; and
    vii. Photo or copy of any documents presented by the agent.

j. Vaughn Next Century Learning Center personnel shall provide a copy of those notes, and associated documents collected from the officer, to the schools legal counsel or other designated agency official.
k. In turn, Vaughn Next Century Learning Centers legal counsel or other designated official shall submit a timely report to Vaughn Next Century Learning Centers governing board regarding the officer's requests and actions and Vaughn Next Century Learning Centers response(s).
l. E-mail the Bureau of Children's Justice in the California Department of Justice, at BCJ@doj.ca.gov, regarding any attempt by an officer or employee of an agency to access a school site or a student for immigration enforcement purposes.

Parental Notification of Immigration Enforcement Actions

1. Vaughn Next Century Learning Center personnel must receive consent from the student's parent or guardian before a student can be interviewed or searched by any officer seeking to enforce the civil immigration laws at the school, unless the officer presents a valid, effective warrant signed by a judge, or presents a valid, effective court order.
2. Vaughn Next Century Learning Center personnel shall immediately notify the student's parents or guardians if an officer or employee of an agency requests or gains access to a student for immigration enforcement purposes, unless such access was in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the parent or guardian.

Responding to the Detention or Deportation of a Student's Family Member

1. Vaughn Next Century Learning Center shall encourage families and students to have and know their emergency phone numbers and to know where to find important documentation, including birth certificates, passports, Social Security cards, doctors' contact information, medication lists, lists of allergies, etc., which will allow them to be prepared in the event that a family member is detained or deported.

2. Vaughn Next Century Learning Center shall permit students and families to update students' emergency contact information as needed throughout the school year, and provide alternative contacts if no parent or guardian is available.
    a. Vaughn Next Century Learning Center shall ensure that families may include the information of an identified trusted adult guardian as a secondary emergency contact in case a student's parent or guardian is detained.
    b. Vaughn Next Century Learning Center shall communicate to families that information provided within the emergency cards will only be used in response to specified emergency situations, and not for any other purpose.

3. In the event a student's parent/guardian has been detained or deported by federal immigration authorities, Vaughn Next Century Learning Center shall use the student's

emergency card contact information and release the student to the person(s) designated as emergency contacts. Alternatively, Vaughn Next Century Learning Center shall release the student into the custody of any individual who presents a Caregiver's Authorization Affidavit on behalf of the student only if biological parents have been deported. Vaughn Next Century Learning Center shall only contact a child protective services agency if Vaughn Next Century Learning Center personnel are unsuccessful in arranging for the timely care of the child through the emergency contact information that the school has, a Caregiver's Authorization Affidavit, or other information or instructions conveyed by the parent or guardian.

Appendix B

ICE (Immigrations and Customs Enforcement) "Arrest Warrant" (Form I-200) and "Removal Warrant" (Form I-205)

U.S. DEPARTMENT OF HOMELAND SECURITY **Warrant for Arrest of Alien**

File No. _____

Date: _____

To: **Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations**

I have determined that there is probable cause to believe that _____ is removable from the United States. This determination is based upon:

☐ the execution of a charging document to initiate removal proceedings against the subject;

☐ the pendency of ongoing removal proceedings against the subject;

☐ the failure to establish admissibility subsequent to deferred inspection;

☐ biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or

☐ statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

YOU ARE COMMANDED to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.

SAMPLE

_____
(Signature of Authorized Immigration Officer)

_____
(Printed Name and Title of Authorized Immigration Officer)

Certificate of Service

I hereby certify that the Warrant for Arrest of Alien was served by me at _____ (Location)

on _____ (Name of Alien) on _____ (Date of Service), and the contents of this notice were read to him or her in the _____ (Language) language.

_____ Name and Signature of Officer

_____ Name or Number of Interpreter (if applicable)

Form I-200 (Rev. 09/16)

Appendix B

ICE (Immigrations and Customs Enforcement) "Arrest Warrant" (Form I-200) and "Removal Warrant" (Form I-205)

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

WARRANT OF REMOVAL/DEPORTATION

File No: _____

Date: _____

To any immigration officer of the United States Department of Homeland Security:

_____
(Full name of alien)

who entered the United States at _____ on _____
(Place of entry) (Date of entry)

is subject to removal/deportation from the United States, based upon a final order by:

- ☐ an immigration judge in exclusion, deportation, or removal proceedings
- ☐ a designated official
- ☐ the Board of Immigration Appeals
- ☐ a United States District or Magistrate Court Judge

and pursuant to the following provisions of the Immigration and Nationality Act:

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homeland Security under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien, pursuant to law, at the expense of:

SAMPLE

_____
(Signature of immigration officer)

_____
(Title of immigration officer)

_____
(Date and office location)

Appendix C
Federal Search and Seizure Warrant (Form AO 93)

AO 93 (Rev. 11/13) Search and Seizure Warrant

UNITED STATES DISTRICT COURT

for the

In the Matter of the Search of
(Briefly describe the property to be searched or identify the person by name and address)

) Case No.

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the _____ District of _____
(identify the person or describe the property to be searched and give its location):

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal *(identify the person or describe the property to be seized):*

YOU ARE COMMANDED to execute this warrant on or before _____ *(not to exceed 14 days)*
❒ in the daytime 6:00 a.m. to 10:00 p.m. ❒ at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to _____.
(United States Magistrate Judge)

❒ Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized *(check the appropriate box)*
❒ for ____ days *(not to exceed 30)* ❒ until, the facts justifying, the later specific date of _____.

Date and time issued: _____ _____
Judge's signature

City and state: _____ _____
Printed name and title

SAMPLE

Appendix D
Federal Arrest Warrant (Form AO 442)

AO 442 (Rev. 11/11) Arrest Warrant

UNITED STATES DISTRICT COURT

for the

United States of America
v.
) Case No.

_____
Defendant

ARREST WARRANT

To: Any authorized law enforcement officer

YOU ARE COMMANDED to arrest and bring before a United States magistrate judge without unnecessary delay

(name of person to be arrested) _____,

who is accused of an offense or violation based on the following document filed with the court:

☐ Indictment ☐ Superseding Indictment ☐ Information ☐ Superseding Information ☐ Complaint

☐ Probation Violation Petition ☐ Supervised Release Violation Petition ☐ Violation Notice ☐ Order of the Court

This offense is briefly described as follows:

SAMPLE

Date: _____

_____
Issuing officer's signature

City and state: _____

_____
Printed name and title

Return

This warrant was received on *(date)* _____, and the person was arrested on *(date)* _____

at *(city and state)* _____.

Date: _____

_____
Arresting officer's signature

_____
Printed name and title

Appendix E
DHS Immigration Enforcement Subpoena (Form I-138)

1. To (Name, Address, City, State, Zip Code)	DEPARTMENT OF HOMELAND SECURITY **IMMIGRATION ENFORCEMENT SUBPOENA** **to Appear and/or Produce Records** 8 U.S.C. § 1225(d), 8 C.F.R. § 287.4
Subpoena Number	
2. In Reference To (Title of Proceeding) (File Number, if Applicable)	

By the service of this subpoena upon you, **YOU ARE HEREBY SUMMONED AND REQUIRED TO:**

(A) ☐ **APPEAR** before the U.S. Customs and Border Protection (CBP), U.S. Immigration and Customs Enforcement (ICE), or U.S. Citizenship and Immigration Services (USCIS) Official named in Block 3 at the place, date, and time specified, to testify and give information relating to the matter indicated in Block 2.

(B) ☒ **PRODUCE** the records (books, papers, or other documents) indicated in Block 4, to the CBP, ICE, or USCIS Official named in Block 3 at the place, date, and time specified.

Your testimony and/or production of the indicated records is required in connection with an investigation or inquiry relating to the enforcement of U.S. immigration laws. Failure to comply with this subpoena may subject you to an order of contempt by a federal District Court, as provided by 8 U.S.C. § 1225(d)(4)(B).

3. (A) CBP, ICE or USCIS Official before whom you are required to appear Name Title Address Telephone Number	(B) Date (C) Time ☒ a.m. ☐ p.m.
4. Records required to be produced for inspection	

SAMPLE

If you have any questions regarding this subpoena, contact the CBP, ICE, or USCIS Official identified in Block 3.

5. Authorized Official

(Signature)

(Printed Name)

(Title)

(Date)

DHS Form I-138 (8/09)

Appendix F
Federal Judicial Subpoena

AO 88B (Rev. 02/14) Subpoena to Produce Documents, Information, or Objects or to Permit Inspection of Premises in a Civil Action

UNITED STATES DISTRICT COURT
for the

_____)
Plaintiff)
v.) Civil Action No.
_____)
Defendant)

SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OR OBJECTS OR TO PERMIT INSPECTION OF PREMISES IN A CIVIL ACTION

To: _____
(Name of person to whom this subpoena is directed)

❒ *Production:* **YOU ARE COMMANDED** to produce at the time, date, and place set forth below the following documents, electronically stored information, or objects, and to permit inspection, copying, testing, or sampling of the material:

Place:	Date and Time:

❒ *Inspection of Premises:* **YOU ARE COMMANDED** to permit entry onto the designated premises, land, or other property possessed or controlled by you at the time, date, and location set forth below, so that the requesting party may inspect, measure, survey, photograph, test, or sample the property or any designated object or operation on it.

Place:	Date and Time:

SAMPLE

The following provisions of Fed. R. Civ. P. 45 are attached – Rule 45(c), relating to the place of compliance; Rule 45(d), relating to your protection as a person subject to a subpoena; and Rule 45(e) and (g), relating to your duty to respond to this subpoena and the potential consequences of not doing so.

Date: _____

CLERK OF COURT

OR

_____ _____
Signature of Clerk or Deputy Clerk *Attorney's signature*

The name, address, e-mail address, and telephone number of the attorney representing *(name of party)* _____
_____, who issues or requests this subpoena, are:

Notice to the person who issues or requests this subpoena

If this subpoena commands the production of documents, electronically stored information, or tangible things or the inspection of premises before trial, a notice and a copy of the subpoena must be served on each party in this case before it is served on the person to whom it is directed. Fed. R. Civ. P. 45(a)(4).