Excelsior Charter Schools
Central Office: 15505 Civic Drive
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2025–26 SB 98: SAFE Act Notification Procedures

Local Educational Agency (LEA): Excelsior Charter Schools
School(s): Excelsior Charter Schools (All Sites)
Superintendent: Derek King
Primary Contact: Superintendent Derek King (or designee)

Introduction and Purpose

This plan establishes the Procedures for Notification when Immigration Enforcement is Confirmed on the School site for Excelsior Charter Schools, in compliance with California Education Code (EC) Section 32282(a)(2)(N) as amended by SB 98 (SAFE Act).

The purpose of these procedures is to ensure a safe, inclusive, and supportive learning environment for all students and staff by providing clear, calm, and timely communication in the event that immigration enforcement activity is confirmed on or immediately adjacent to a school. These procedures are designed to prevent panic, protect student and family privacy, and ensure compliance with state law.

CSSP Integration Requirement: These procedures are incorporated into and maintained as part of the Excelsior Charter Schools' Comprehensive School Safety Plan (CSSP).

Implementation Deadline: These procedures will be incorporated into the CSSP at the next scheduled review and no later than March 1, 2026.

Definition and Scope of Immigration Enforcement

For purposes of this plan:

Immigration Enforcement includes any effort to investigate, enforce, or assist in the investigation or enforcement of:

- Federal civil immigration laws, and/or
- Federal criminal immigration laws that penalize a person's presence in, entry, reentry to, or employment in the United States.

This includes, but is not limited to, actions by federal agencies such as Immigration and Customs Enforcement (ICE) or Customs and Border Protection (CBP).

Confirmation and Notification Protocols

Confirmation Protocol

1. Any staff member who becomes aware of a possible immigration enforcement presence on or immediately adjacent to the school shall immediately notify the school principal.
2. The Principal shall contact the Superintendent, Derek King, or the Superintendent's designee, without delay.

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3. The Superintendent or designee is the sole authority responsible for:
    - Confirming whether immigration enforcement activity is occurring on the school, and
    - Authorizing the initiation of the notification procedures outlined in this plan.
4. Confirmation shall be based on direct observation, verified communication from law enforcement, or other credible information.

Required Notification Recipients

Upon confirmation of immigration enforcement activity on the school, notification shall be provided to:

- Parents and guardians of pupils
- Teachers
- Administrators
- Other school personnel, as appropriate

Notification Timing

Notifications shall be issued as soon as practicable after confirmation, taking into account:

- The safety and well-being of students and staff
- The need to prevent panic or disruption
- The accuracy and clarity of the information being shared

If immediate notification is not advisable due to safety concerns, the Superintendent or designee will determine the appropriate timing consistent with these goals.

Notification Content and Privacy Requirements

Safety and Well-being Standard

All notifications shall be written and delivered in a manner that:

- Promotes calm and reassurance
- Avoids speculation or alarmist language
- Emphasizes the school's commitment to student safety and support

Privacy Constraint

Notifications shall not include personally identifiable information, including but not limited to:

- Names of students, parents, guardians, or staff
- Immigration or citizenship status of any individual

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Notification Methods

Excelsior Charter Schools will use secure, reliable, and maintained communication systems to issue notifications, which may include:

- Parent Square (phone, text, and/or email)
- School Outlook email
- Secure parent and staff Aeries portal

These systems are regularly maintained to ensure accuracy of contact information and timely delivery of messages.

Resource Provision

When appropriate, notifications may include hyperlinks or references to resources for families and staff, including:

- Information on educational rights of students
- State laws protecting student and family privacy and confidentiality
- Counseling and mental health support services
- Community or school-based resources for families impacted by immigration enforcement

Resources will align with guidance provided by the California Department of Education and model policies adopted by Excelsior Charter Schools.

Review and Compliance

Annual Evaluation

These procedures shall be reviewed and evaluated at least annually by the school safety planning committee and updated as needed to ensure continued compliance with state law and alignment with best practices.

Public Availability

An updated file of all safety-related plans, including these procedures, shall be readily available for public inspection, consistent with applicable law.

State Guidance Alignment

Implementation and review of this plan will align with guidance and checklists provided by the California Department of Education for the development and maintenance of Comprehensive School Safety Plans.

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