Azusa Unified School District

RESOLUTION #25-26:19

A SAFE AND SECURE LEARNING ENVIRONMENT FOR ALL

WHEREAS, the Azusa Unified School District is committed to providing a safe, welcoming, and inclusive learning environment for all students and their families, regardless of their actual or perceived immigration status, nationality, or religious beliefs; and

WHEREAS, the United States Supreme Court held in *Plyler v. Doe* (1982) that no public school district may deny children access to education based on their immigration status; and

WHEREAS, California Assembly Bill 699 (2017) mandates that all local educational agencies adopt policies that limit assistance with immigration enforcement at public schools and protect student information confidentiality; and

WHEREAS, the California Attorney General has issued guidance and model policies titled "Promoting a Safe and Secure Learning Environment for All" to ensure schools remain safe and accessible to all students; and

WHEREAS, the Board of Education believes that immigration enforcement activities in or around school sites disrupt the learning environment and interfere with the ability of all students to succeed academically and emotionally;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Azusa Unified School District hereby adopts the following policies and procedures:

1. **Collecting and Retaining Student Information:** The District shall not collect or solicit Social Security numbers or documentation regarding a student's or family's immigration status during enrollment or at any other time, except as required by state or federal law.
2. **Limited Assistance with Enforcement:** District personnel shall not allow any immigration enforcement officer or agent to enter a school site or access student records without a valid judicial warrant or court order.
3. **Hate Crime and Bullying Prevention:** The District shall educate students and staff on the negative impacts of bullying based on immigration status and maintain robust procedures for reporting and investigating such incidents.

BE IT FURTHER RESOLVED, that the Superintendent is authorized to implement the detailed procedures attached to this Resolution to ensure full compliance with California law and the protection of students' rights.

PASSED AND ADOPTED by the Board of Education of the Azusa Unified School District, this 10th day of February, 2026, by the following vote:

AYES: 5

NOES: 0

ABSTAIN: 0

ABSENT: 0

I, Carlos Ramos, Clerk of the Board of Education, hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board of Education at a regularly called and conducted Board of Education meeting held on said date.

Carlos Ramos,
Clerk of the Board of Education

Azusa Unified School District
Resolution Promoting a Safe and Secure Learning Environment for All

Collecting and Retaining Student Information

- The Student Services Department shall maintain in writing Azusa Unified School District's (District) policies and procedures for gathering and handling sensitive student information. Proper personnel shall receive training regarding those policies and procedures.
- If the District possesses information that could indicate immigration status, citizenship status, or national origin, the District shall not use this 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, the District shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling in or attending school.
- The District 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 Immigration Status, Citizenship Status, and National Origin Information

- District 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, District personnel shall solicit that documentation or information separately from the school enrollment process.
- Where permitted by law, the Student Services Department of the District shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs. Those alternative means shall include, among them, documentation or information that is available to persons regardless of immigration status, citizenship status, or national origin, and that does not reveal information related to citizenship or immigration status. The District shall note the method of age verification; however, they are not required to maintain a copy of the document used to verify 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 Resolution, the District's procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under this Resolution.

Inquiries About Social Security Numbers or Cards

- The District shall not solicit or collect entire Social Security numbers or cards.
- The District 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, the District 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.
- The District 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.

Sharing Student, Family, and Employee Information

- The District 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).
- District personnel shall take the following action steps upon receiving an information request related to a student's or family's immigration or citizenship status:
    - Notify an administrator about the information request.
    - Provide students and families with appropriate notice and a description of the officer or employee's request.
    - Document any verbal or written request for information by an officer or employee of an agency for immigration enforcement purposes.
    - Unless prohibited, provide students and parents/guardians with any documents provided by the officer or employee seeking the information.
- Except for investigations of suspected child abuse, child neglect, or child dependency, or when the subpoena served on the District prohibits disclosure, the District shall provide parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.
- The District shall make every effort to receive written parental or guardian consent for the release of student information, unless the information is for directory information only.
- The District will make a photocopy of the request and immediately consult legal counsel. 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 judicial subpoena, judicial warrant, or 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.

- The District's request for written parental, guardian, or eligible student consent for release of student information must include the following information: (1) the signature and date of the parent, guardian, or eligible student providing consent; (2) a description of the records to be disclosed; (3) the reason for release of information; (4) the parties or class of parties receiving the information; and (5) if requested by the parents, guardians or eligible student, a copy of the records to be released. The District shall permanently keep the consent notice with the record file.
- 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, the District shall not release the information.
- If the request seeks information regarding an employee or teacher of the District, the same procedures as above should be followed, except that the Assistant Superintendent of Human Resources should be consulted first.
- For any requests for information, the District is under no obligation to produce the records or information immediately. Rather, the District should note any designated date for production of records, if one is indicated in the request, and convey that to the Director of Communications.
- The District 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 Director of Communications.

Annual Information Notice to Parents and Guardians

General Information Policy

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

Directory Information Policy

- If the District decides to release directory information, the District shall provide an annual

notice to parents and guardians, and eligible students in attendance, of the District's directory information policy that includes: The categories of information that the District 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).
    - A statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where the District receives consent as required under state law).
    - The recipients of the directory information.
    - A description of the parents', guardians', or eligible student's abilities to refuse release of the student's directory information, and how to refuse release.
    - The deadline by which the parent, guardian, or eligible student must notify the school in writing that they do not want the information designated as directory information.

Monitoring and Receiving Visitors onto Campus

- No outsider, which includes immigration enforcement officers, shall enter or remain on school grounds of the District during school hours without having registered with the principal or their designee. If there are no exigent circumstances necessitating immediate action, and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit, the officer must provide, to the extent practicable, the following information to the principal or designee:
    - Name, address, occupation;
    - Age, if less than 21;
    - Purpose in entering school grounds;
    - Proof of identity, and
    - Any other information as required by law.
- The District shall adopt measures for responding to outsiders that avoids classroom interruptions, and preserves the peaceful conduct of the school's activities, consistent with local circumstances and practices.
- The District shall post signs at the entrance of its school grounds to notify outsiders of the hours and requirements for registration.
- District personnel shall report entry by immigration enforcement officers to any on-site school police, security officers, or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus.

Responding to On-Campus Immigration Enforcement

- District personnel shall notify the personnel outlined in the Emergency Notification Protocol of any request by any officer seeking access to the schoolsite 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.).
- In addition to notifying the Emergency Notification Protocol, District 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 Superintendent or designee. 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.
b. Ask the officer for their reason for being on school grounds and document it.
c. Ask the officer to produce any documentation that authorizes access to the school.
d. Make a copy of all documents provided by the officer. Retain one copy of the documents for school records.
e. If the officer declares that exigent circumstances exist and demands immediate access to the campus, District personnel should comply with the officer's orders and immediately contact the Superintendent or designee.
f. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation. If the officer has:
    - An ICE (Immigrations and Customs Enforcement) administrative warrant (see Appendix B), District personnel shall inform the officer that they cannot consent to any request without first consulting with the Superintendent or designee.
    - 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 Superintendent or designee before providing the agent access to the person or materials specified in the warrant.
    - A subpoena for production of documents or other evidence (see Appendix E & F), immediate compliance is not required. Therefore, District personnel shall inform the Superintendent or designee of the subpoena and await further instructions on how to proceed.
g. While District 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, District personnel shall document their actions while on campus and, if feasible, accompany them at all times.
h. After the encounter with the officer, District personnel shall promptly take written notes of all interactions with the officer. The notes shall include the following items:
    - List or copy of the officer's credentials and contact information;
    - Identity of all school personnel who communicated with the officer;
    - Details of the officer's request;
    - Whether the officer presented a warrant or subpoena to accompany their request, what was requested in the warrant/subpoena, and whether a judge signed the warrant/subpoena;
    - District personnel's response to the officer's request;
    - Any further action taken by the agent; and
    - Photo or copy of any documents presented by the agent.
i. District personnel shall provide a copy of those notes, and associated documents

collected from the officer, to the Superintendent or designee. In turn, the Superintendent or designee shall submit a timely report to the District's governing board regarding the officer's requests and actions and the District's response(s).

j. 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

- District 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.
- District 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

- The District 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.
- The District 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.
    - The District 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.
    - The District 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.
- In the event a student's parent/guardian has been detained or deported by federal immigration authorities, the District shall use the student's emergency card contact information and release the student to the person(s) designated as emergency contacts. Alternatively, the District shall release the student into the custody of any individual who presents a Caregiver's Authorization Affidavit on behalf of the student. The District shall only contact a child protective services agency if the District 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.

Responding to Hate Crimes and Bullying

- The District shall adopt and publicize policies that prohibit discrimination, harassment, intimidation, and bullying on the basis of a student's actual or perceived nationality, ethnicity, or immigration status. Those policies must be translated in the student's primary language if at least 15 percent of the students enrolled in the school speak a single primary language other than English.
- The District shall notify parents and guardians of their children's right to a free public education, regardless of immigration status or religious beliefs.
    - This information shall include information related to "Know Your Educational Rights" guide established by the Attorney General (see Appendix G).
    - The District shall inform students who are victims of hate crimes of their right to report such crimes.

Processing Complaints of Harassment and Bullying

- The District shall adopt a process for receiving complaints of and investigating complaints of discrimination, harassment, intimidation, and bullying based on any of the following actual or perceived characteristics:
    - Disability
    - Gender
    - Gender identity
    - Gender expression
    - Nationality
    - Race or ethnicity
    - Religion
    - Sexual orientation
    - Association with a person or group with one or more of the aforementioned characteristics
    - Immigration status

The complaint process must include, but is not limited to, the following steps:

- A requirement that, if school personnel witness an act of discrimination, harassment, intimidation, or bullying, they shall take immediate steps to intervene when safe to do so;
- A timeline to investigate and resolve complaints of discrimination, harassment, intimidation, or bullying that shall be followed by all schools under the jurisdiction of the local educational agency; and
- An appeal process afforded to the complainant should they disagree with the resolution of a complaint.
- The District shall ensure that complaint procedures contain confidentiality safeguards for immigration status information.
- The District shall prohibit retaliation against a person who submits a complaint of discrimination, harassment, intimidation, or bullying.

Training Students, Teachers, and Staff on Anti-Bullying and Anti-Harassment Policy

- The District shall educate students about the negative impact of bullying other students based on their actual or perceived immigration status or their religious beliefs or customs.
- The District shall also train teachers, staff, and personnel to ensure that they are aware

of their legal duty to take reasonable steps to eliminate a hostile environment and respond to any incidents of harassment based on the actual or perceived characteristics noted above. Such training should, at minimum, provide agency personnel with the skills to do the following: Discuss the varying immigration experiences among members of the student body and school community;

- Discuss bullying-prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims;
- Identify the signs of bullying or harassing behavior;
- Take immediate corrective action when bullying is observed; and
- Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.

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:

_____
(Signature of immigration officer)

_____
(Title of immigration officer)

_____
(Date and office location)

SAMPLE

ICE Form I-205 (8/07) Page 1 of 2

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 (6/09)

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 (6/09)

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).

Appendix G
Know Your Educational Rights

Immigration Enforcement Actions at California TK-12 Schools
Guide for Students and Families
December 2025

Your Child Has the Right to a Free Public Education

All children have a right to equal access to free public education, regardless of their or their parents'/guardians' immigration status.

All children in California:

- Have the right to a free public education.
- Must be enrolled in school if they are between 6 and 18 years old, unless otherwise exempt.
- Have the right to attend safe, secure, and peaceful schools.
- Have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
- Have equal opportunity to participate in any program or activity offered by the school without discrimination.

Information Required for School Enrollment

Schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency and schools are not required to keep a copy of the document used as proof of a child's age.

Information about citizenship/immigration status is never needed for school enrollment. A Social Security number is never needed for school enrollment.

Confidentiality of Personal Information

Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.

Some schools collect and provide publicly basic student "directory information." If so, the school district must provide parents/guardians with written notice of the directory information policy, and provide the option to refuse release of your child's information.

Agenda Item

Meeting Date: 2/10/2026 - 5:30 PM

Category: General Functions

Type: Action

Subject: 13.2 Approval of Resolution #25-26:19 A Safe and Secure Learning Environment for All

Strategic Goals:

1. Student Learning
Every student will receive a well-rounded education that meets their diverse needs and ensures their growth, achievement, and success.

2. Human Resources
We will hire and retain diverse personnel who are highly qualified, provide competitive compensation and professional development, and ensure high standards for employee conduct.

3. Budget and Finance
To be responsible stewards of public funds and maximize the resources needed to meet our goals, fulfill our priorities, and live up to our values.

4. Community Engagement
To welcome, build, and sustain strong partnerships with students, parents, families, residents, educational institutions, community organizations, and the civic and business communities to support student wellness and achievement.

5. Facilities
Our facilities will be safe, clean, and well-maintained for learning and extra-curricular activities with state-of-the-art technology.

6. Safety and Wellness
To maintain a physically and emotionally safe environment for all, where students and staff feel secure and supported, with access to high-quality nutrition and health and wellness programs.

Enclosure:

File Attachment:

Resolution #25-26.19 A Safe and Secure Learning Environment for All.pdf

Rationale: This resolution aligns the Azusa Unified School District with California state law AB 49 (Schoolsites: immigration enforcement) to guarantee that all children have equal access to public education.

Budgetary Impact:

Recommendation It is recommended the Board of Education approve Resolution #25-26:19 A Safe and Secure Learning Environment for All.

Approvals:

Recommended By:

Signed By:

Hope Near - Board Secretary

Signed By:

Arturo Ortega - Superintendent

Vote Results:

Original Motion
Member **Carlos Ramos** Moved, Member **Adrian Greer** seconded to approve the **Original** motion 'It is recommended the Board of Education approve Resolution #25-26:19 A Safe and Secure Learning Environment for All.'. Upon a Roll-Call Vote being taken, the vote was: Aye: **5** Nay: **0**.
The motion **Carried** 5 - 0

Gabriela Arellanes	Yes
Sandra Benavides	Yes
Yolanda Rodriguez-Peña	Yes
Adrian Greer	Yes
Carlos Ramos	Yes