

GRANADA HILLS CHARTER

School Site Immigration Enforcement Response Protocol

Granada Hills Charter’s mission is to create student-centered environments that develop academic curiosity, practical skills, and positive attitudes that enable successful, lifelong learners and responsible global citizens. Consistent with this mission and with our “A Safe and Secure Learning Environment for All” commitment, GHC affirms that all children have a right to equal access to a free public education regardless of their or their parents’/guardians’ immigration status. This notification plan operationalizes those commitments during any confirmed immigration enforcement activity on or affecting the school.

This plan establishes the Procedures for Notification when Immigration Enforcement is Confirmed on the Schoolsite. These procedures are a mandatory component of the Comprehensive School Safety Plan (CSSP), pursuant to the amendment of California Education Code (EC) Section 32282(a)(2)(N). The purpose of these procedures is to create a safe and inclusive campus environment for all students by preventing panic and promoting calm and security on schoolsites in the event of confirmed immigration enforcement.

I. Initial report

- Any staff member who observes or is informed that an immigration enforcement agent (e.g., ICE or other federal immigration official) is present on or attempting to access campus immediately notifies the Administrator on Duty.

II. Immediate safety and chain of command

- The Administrator on Duty initiates GHC’s campus safety protocol, including use of the emergency communication system (PA system and radios) to maintain calm and direct staff as needed.

III. Required internal notifications (school leadership and school police)

- When immigration enforcement is reported or observed on a GHC campus, the Administrator on Duty (or designee) immediately notifies the following, consistent with the “School Site Notification Checklist”:

IIIa. High School Campus

Administrative Director, High School – Ms. Howelman (ext. 303)

GHC School Officer (ext. 398)

IIIb. TK–8 Campus

Chief Academic Officer – Ms. DaCosta (ext. 1031)

GHC School Officer (ext. 1027)

IIIc. Los Angeles School Police Department (LASPD)
LASPD Watch Commander – (213) 625-6631

IV. Verification of immigration enforcement and purpose

The Administrator on Duty or designee:

- Requests the name and badge number of the immigration agent or federal official.
- Obtains the phone number of the agent's supervisor.
- Asks for the purpose of the visit.
- Requests any documentation supporting the visit (e.g., subpoena, search warrant) and makes copies to send to GHC Legal Counsel.

V. Legal review before access (absent exigent circumstances)

- The Administrator on Duty advises the agent that, prior to proceeding with any request and absent exigent circumstances, GHC must first obtain direction from its legal counsel.
- No access to students, staff, or student records is granted and no student information is disclosed until GHC Legal Counsel has reviewed the documentation and provided direction, except in exigent circumstances as defined on the School Site Notification Checklist.

VI. Direction from Legal Counsel and confirmation of enforcement

- The Administrator on Duty waits for further direction from GHC Legal Counsel on how to appropriately respond to the agent's request, including whether the situation meets the definition of "immigration enforcement" that triggers notification under this plan.
- Once Legal Counsel and the Administrator on Duty determine that immigration enforcement is confirmed on the schoolsite, the notification requirements in this plan are activated.

VII. ICE rumored or verified in the community (off-campus but impacting school operations)

- If ICE or other immigration officials are rumored or verified to be in the community and this may impact school operations or students' ability to attend school, the School Administrator/Designee immediately notifies Administration and School Police for further guidance and direction, consistent with the School Site Notification Checklist.

VIII. Exigent circumstances

- Exigent circumstances include, but are not limited to:
- National security/terrorism
- Imminent risk of death, violence, or physical harm
- Fresh pursuit of a dangerous felon
- Protection of a crime victim in an exigent circumstance

- If an agent declares that exigent circumstances exist and demands immediate access, administrators comply with the order while immediately contacting GHC Legal Counsel and the LASPD Watch Commander and documenting all actions taken.

Once immigration enforcement is confirmed on the schoolsite and it is safe to do so, GHC will ensure notification is issued to the following groups, consistent with this plan and Legal Counsel's guidance:

I. Parents and guardians of pupils

- For any student who is the focus of an immigration inquiry or enforcement action, the School Administrator/Designee obtains guidance from GHC Legal Counsel on necessary notification to parents/caregivers before contact is made.
- Notifications prioritize student and family safety, avoid causing panic, and respect legal requirements for confidentiality and privacy.

II. Teachers

- Teachers are notified using existing emergency communication systems (e.g., PA system, radios) about any safety-related directions (e.g., shelter in place, secure campus) and are provided high-level information necessary to support student safety and calm on campus.

III. Administrators

- Administrators are notified immediately through the chain of command described in the School Site Notification Checklist (Administrative Director, High School; Chief Academic Officer, TK-8; GHC School Officer; LASPD Watch Commander) to ensure a coordinated response aligned to GHC's Comprehensive School Safety Plan.

IV. Other school personnel

- Classified and certificated support staff (e.g., office staff, campus aides, School Police, counseling staff) receive direction through the PA system, radio communication, or direct supervisor communication to implement safety procedures and provide support to students and families on campus.

Notification Timing

I. Immediate internal alerts:

- Internal notifications to Administration, GHC School Officer, and LASPD occur immediately upon observation or report of immigration enforcement on campus, as specified in the School Site Notification Checklist.

II. Notification to required recipients after confirmation:

- Once Legal Counsel and the Administrator on Duty confirm that immigration enforcement has occurred on or impacted the schoolsite, notification to parents/guardians, teachers, administrators, and school personnel occurs as soon as practicable, balancing:
 - The safety and well-being of students, staff, and families; and
 - The need to avoid panic while providing timely, accurate information.

III. ICE in the community impacting school operations:

- When immigration enforcement is rumored or verified in the community and may affect school operations or student attendance, immediate internal notification to Administration and School Police is followed, as appropriate, by timely communication to staff and families about school operations, consistent with guidance from Legal Counsel and School Police.

In all notifications related to confirmed immigration enforcement, GHC will:

- Emphasize that Granada Hills Charter is a safe and secure learning environment for all students, directing families to GHC's Student Support Services and Immigration Resources pages for additional support.
- Reinforce that all children have a right to equal access to free public education regardless of immigration status.
- Use calm, factual language that prevents panic and supports emotional safety for students, families, and staff.
- Align messaging with GHC's mission to support lifelong learners and responsible global citizens in a diverse, multicultural community.

When appropriate, include information on counseling, wellness, and student support services (e.g., Counseling Office, Wellness Center) that can assist students and families experiencing stress related to immigration enforcement.

The notification shall not include any personally identifiable information.

- Consistent with GHC's Student and Family Confidentiality practices:
 - GHC does not ask about immigration status during enrollment and does not require Social Security numbers.
 - Student records not requested by a school or parent must be subpoenaed before release.
 - Federal and state laws protect student records and personal information, and GHC only releases directory information consistent with policy and law.

- GHC ensures emergency contact information is updated regularly and will follow existing emergency release procedures in the event of family detention or related emergencies.

Any information shared in notifications will be strictly limited to what is necessary to support safety and operations while fully complying with privacy laws and GHC policy.

To reach parents/guardians, teachers, administrators, and school personnel in the event of confirmed immigration enforcement, GHC will use existing secure communication systems, including:

I. On-campus communication (staff and students)

- Emergency communication system (e.g., PA system, radios) to provide immediate instructions to staff and students and to coordinate safety procedures.

II. Digital and web-based communication with families

- Updates and resource links posted on the GHC website, including the Student Support Services and Immigration Resources page.
- Use of GHC's mobile app and digital communication tools that allow families to subscribe to posts, access portals, and receive timely information in one place.
- Communication through instructional and parent portals already used by GHC, such as Canvas and the Home Access Center (HAC), which provide secure access to school messages and contact with school officials.

III. Classroom and physical signage

- Posting of the "A Safe and Secure Learning Environment for All" sign in classrooms, which directs families to ghctk12.com/resources/student-support-services for information on Activities & Athletics, Attendance Office, College & Career, Counseling Office, Deans' Office, Health Office, Immigration Resources, TK-8 Counseling, and the Wellness Center.

IV. Two-way communication

- Families may connect with Counseling, Attendance, the Health Office, and other Student Support Services using the contact information provided on the Student Support Services and Immigration Resources pages to ask questions and seek assistance related to immigration enforcement events.

These methods are already used by GHC for secure, routine communication with students and families and will be leveraged, as appropriate, during any confirmed immigration enforcement event.

When issuing notifications related to confirmed immigration enforcement, GHC may include hyperlinks to trusted resources that support families in understanding their rights, accessing services, and maintaining continuity of education. Consistent with GHC's presentation and Immigration Resources page, these may include:

I. Granada Hills Charter – Immigration Resources

- GHC's Immigration Resources page, which centralizes information on family planning, caregiver authorization, emergency contacts, and local and state immigration support resources
-<https://www.ghctk12.com/resources/student-support-services/immigration-resource>
- II. State and California-based resources
 - - State of California Immigration Resource Hub –
<https://www.ca.gov/immigration/> - California Attorney General – Immigrant Resources (quick reference guides on educational rights for immigrant students) –
<https://oag.ca.gov/immigrant/resources>
 - III. Practical family planning supports - Guidance on creating a Family Plan to keep in confidence. - Information on adding additional emergency contacts at school via the Attendance Office. - Information on completing a Caregiver Authorization Affidavit (for certain family relationships) or a petition for Appointment of a Temporary Guardian of a Person (for non-familial relationships), noting that these are legal processes that may require legal assistance.
 - IV. Community and national “Know Your Rights” resources - American Civil Liberties Union – Know Your Rights (<https://www.aclu.org/know-your-rights>) - Asylum Seeker Advocacy Project (<https://asaptogether.org/en/>) - LA Public Library – Know Your Rights (<https://www.lapl.org/newamericans/knowyourrights>) - Immigrant Legal Resource Center – Red Cards (<https://www.ilrc.org/redcards>) - LA County Office of Immigrant Affairs (including Know Your Rights resources) (<https://oia.lacounty.gov/kyr/>) - National Immigration Law Center – Know Your Rights Under the U.S. Constitution (<https://www.nilc.org/resources/everyone-has-certain-basic-rights/>)

These links may be included in notifications to help families understand their rights, access legal and social support, and maintain continuity of care and education for students.

The GHC Safety Committee will review the plan yearly and will update GHC Governing Board with updates as needed.

Updated safety-related plans can be found on GHC's website:

<https://www.ghctk12.com/resources/school-policies>

Granada Hills Charter’s SAFE Act Notification Procedures are fully integrated with the California Department of Education’s Comprehensive School Safety Plan (CSSP) expectations by defining clear roles, confirmation steps, and communication protocols when immigration enforcement is present or impacts school operations. The plan strengthens existing CSSP elements related to safe ingress and egress, maintaining a safe and orderly environment, and responding to potentially dangerous or unlawful on-campus activity, while explicitly protecting student and family confidentiality. It also fulfills the new statutory requirement that CSSPs include procedures for confirming immigration enforcement, notifying key educational partners, and using secure, accessible communication methods, supported by robust “Know Your Rights” and community resource links. Ongoing annual review and incorporation into the broader CSSP will ensure continued alignment with CDE guidance and evolving student safety needs.

Approved by the GHC Governing Board January 26, 2026

David Bensinger _____

Board Secretary