

CBSD's Guidance for Responding to ICE Officials in Our Schools and District Buildings

Our Commitment to a Safe, Secure, and Welcoming District - First and foremost, let us be clear that the Central Bucks School District is committed to maintaining safe, secure, and welcoming environments for ALL students and staff. The recent news that schools may be subject to visits by ICE officials has created worry that our safe, secure, and welcoming school environments may be disturbed. While CBSD – and all other school districts – must comply with federal law, we are taking steps to ensure that we protect ALL students.

How CBSD Will Comply with Federal Laws Regarding ICE Officials in Our District - Our Leadership Team has been provided with guidance on how to respond if ICE officials visit our schools or district buildings. We will also be in contact with local law enforcement and our Solicitor to guide our actions.

We **cannot** prohibit ICE agents from entering areas of our schools and district buildings where members of the public are generally allowed (e.g., parking lots, sidewalks, main offices, reception desks). We **can – and will** – prohibit ICE officials from entering other spaces such as classrooms, instructional areas, etc., without a **judicial warrant**. A judicial warrant must:

- Be signed by a state or federal judge (**NOT** an immigration judge).
- Say "U.S. District Court" or have a PA state court at the top.
- State the **specific** address/premises to be searched - it is **only** valid for that stated area.
- Contain a specific time period - if the warrant is out of date, it is invalid.
- Be issued within 14 days of execution.

Our guidance for interacting with ICE officials contains the following steps, developed in collaboration with our Solicitor. In these instances, members of the Leadership Team, security, or other identified employees will interact with the officials. We will not ask teachers or staff to interact with ICE officials. The appropriate Leadership Team members and other designated personnel shall:

1. Identify ICE Officials and Determine Intent of Visit
 - Meet with ICE officials in a public area of a school/district building.
 - Call the local police department and request the assistance of local police.
 - Seek identification (i.e., names, positions, agency identification cards/badge numbers) from the ICE officials for internal documentation.
 - Make copies of any warrants in the possession of ICE officials.
 - Share copies of any warrants with the local police.
2. Immediately Notify and Coordinate with the Leadership Team:
 - Make phone contact with the Superintendent. (The Superintendent shall contact the district's Solicitor.)
 - Make phone contact with the District Safety & Security Manager.
 - Email copies of any warrants to both the Superintendent and District Safety & Security Manager.
 - Await direction of the Superintendent and District Safety & Security Manager.
3. Enact Our Response Protocol – The appropriate Leadership Team Member and designee shall:
 - (If the ICE officials **do not have** a judicial warrant.) Ask the ICE officials to leave the school/district building unless they have a judicial warrant. Provide the Superintendent's contact information if they have any questions.
 - (If the ICE officials **have** a judicial warrant.) Ask the ICE officials to state explicitly how they will carry out their actions. Please note that they are not required to comply with our requests.
 - Offer to assist the ICE officials to ensure their actions are as calm and non-threatening as possible if they have a warrant to remove a student or staff member.
 - Ensure that supportive resources (e.g., interpreters, legal resources, personnel) are available for the student and staff who will interact with the ICE officials.
 - Contact the student's parent(s)/guardian(s) or staff member's emergency contacts.
 - Contact the Superintendent to report the outcome of the interaction with ICE officials.
 - Ensure that supportive resources are available for students and staff who did not interact with ICE officials but who may nonetheless be affected.

4. Communication – The appropriate Leadership Team member and designee shall:
 - ☐ Notify staff that of what transpired during the visit by ICE official in general terms. (The Superintendent shall inform the Board of the matter and send out a district wide communication about what transpired.)
 - ☐ Direct all media/media requests to the Director of Communications & Community Engagement.
5. Post-Incident Protocols – The appropriate Leadership Team member and designee shall:
 - ☐ Meet with the Superintendent and District Safety & Security Manager to evaluate the response to the visit from ICE officials.
 - ☐ Provide copies of all notes and documentations to the Superintendent and District Safety & Security Manager.

CBSD will revise this guidance as necessary.