

Guidance for School Staff Responding to Immigration-Enforcement Requests

Based on Guidance from California Attorney General Rob Bonta: If an immigration-enforcement officer requests access to a school or a student, or presents legal documents such as subpoenas, warrants or other instruments, school and district staff are advised to follow these steps:

Immediate Steps

- **Notify leadership.** As early as possible, the principal is to inform their Area Director, the designated Administrator Richard Frederick/Mary Laihee, **and** the Assistant Superintendent of Student Services Myrlene Pierre about the incident via call or text.
- **Do not consent without guidance.** Advise the officer that school personnel cannot consent to any requests without notification and direction from leadership.

Interaction with the Officer

- **Request credentials.** Ask for the officer's name, badge number, and supervisor's contact information. Copy or note these details.
- **Document reason for visit.** Ask the officer for their reason for being on campus and document their explanation.
- **Request documentation.** Ask for any relevant documentation (e.g., warrants, subpoenas) and make a copy for school records.
- **Follow documentation procedures.**
 - Administrative ICE warrant: Inform the officer that no action will be taken without consulting the designated administrator or legal counsel.
 - Federal judicial warrant: Comply promptly if legally required. The designated administrator will consult with legal counsel if feasible before acting.
 - Subpoena: Immediate compliance is not required. Contact the designated administrator and await further instructions. The designated administrator will notify legal counsel.
- **Do not attempt to physically impede the officer.** If an officer enters the premises without consent, school staff shall document the officer's actions while on campus, and the principal is to notify their Area Director, the designated Administrator, **and** the Assistant Superintendent.

Urgent or Immediate Circumstances

- **Ask if there are urgent or "exigent" circumstances.**

Exigent circumstances occur when there is an immediate, pressing situation requiring urgent action, such as a threat to public safety or evidence that could be destroyed without intervention.

 - If an officer declares exigent circumstances, comply with their orders without delay.
 - Principals immediately notify the Area Director, the designated Administrator, **and** the Assistant Superintendent via call or text to provide details of the situation.

Parental Notification

- **Obtain consent.** Parental consent must be obtained before allowing a student to be interviewed or searched unless the officer presents a valid judicial warrant or court order. Ask to stay with the student.
- **Notify parents promptly.** Inform the student's parents or guardians if law enforcement gains access to the student or the student's education records, unless a judicial order prohibits such disclosure.

After the Encounter

- **Document actions.** Write detailed notes about the interaction, including:
 - Officer's credentials and contact information.
 - Reason for visit, details of the request, and any documentation provided.
 - Actions taken by school personnel and the officer.
 - Copies or photographs of any documents presented by the officer.
- **Submit records.** Provide notes and collected documents to the Area Director, designated Administrator, **and** Assistant Superintendent.

Legal and External Reporting

- **Report the incident to your governing board.** The Assistant Superintendent should submit a timely report to the governing board.
- **Notify the state.** The designated Administrator should email the Bureau of Children's Justice at BCJ@doj.ca.gov with details of the incident.