



Greater Lawrence Technical School

Procedures for Interacting with Civil Law Enforcement

On August 5, 2026, Governor Maura Healey signed into law the PROTECT Act, St. 2026, c. 163 (Act). Section 4 of the Act added G.L. c. 71, § 102. It is now the law in Massachusetts that, except as required by state or federal law or as required for the Commonwealth or its subdivisions to administer a state or federally supported or funded program, civil arrests, including for federal immigration enforcement, are not permitted on school grounds without a Judicial Warrant or Judicial Order. School grounds are nonpublic during operating hours (defined below). These Procedures apply whenever Officers are on school grounds, and the full escalation protocol will be staffed during operating hours.

As required by the Act, these Procedures, as approved by the Greater Lawrence Technical School District Committee, are the District's written emergency response plan and outline a process for employees to follow when interacting with law enforcement officers engaged in civil law enforcement. The Procedures promote schools that are safe and accessible for students, staff, and residents. The Procedures apply equally to all forms of law enforcement and are focused on maintaining student safety.

These Procedures shall be implemented, wherever applicable, in alignment with the District's Emergency Operations Plan, Medical and Behavioral Health Emergency Response Plans, Student Records and Visitors policies, and any School Resource Officer Memorandum of Understanding.

Definitions

These Procedures use the following words and phrases consistent with the PROTECT Act:

- **Civil Arrest:** means an arrest that is not for the purpose of preparing the person subject to such arrest for criminal prosecution for an alleged violation of a state or federal criminal law. Civil arrests may be authorized by, among other things: (1) a parole warrant issued under G.L. c. 127, § 149A, or a probation warrant issued under G.L. c. 279, § 3; (2) state law permitting protective custody for incapacitated and intoxicated persons, G.L. c. 111B § 8, or (3) an administrative warrant issued by a federal agency like the United States Immigration and Customs Enforcement (ICE) agency for violations of the federal Immigration and Nationality Act, or related civil immigration enforcement efforts.
- **Civil law enforcement:** means efforts to investigate, enforce or assist in the investigation

or enforcement of state or federal civil law, including, but not limited to, any federal civil immigration law. For added context, civil law enforcement often relates to preventative detention for an individual's safety or security, enforcement of civil actions in court, or immigration law enforcement. In contrast, criminal law enforcement involves the investigation and enforcement of state or federal criminal laws (like those outlawing theft and assault). Note that law enforcement officers (defined below) can engage in civil law enforcement and/or criminal law enforcement.

- **Judicial Warrant or Judicial Order:** refers to an arrest warrant or other judicial order, signed by a judge or magistrate sitting in the judicial branch of a state government or of the federal government, authorizing an arrest. An administrative warrant signed by an immigration officer or other agency official (for example, OHS Form 1-200 or 1-205) is not a Judicial Warrant or Judicial Order, even if it is labeled a "warrant."
- **Law enforcement officer or officer:** means any agent or officer of a federal, state, county, municipal, or district law enforcement agency, including but not limited to local police departments, sheriffs, constables, the Massachusetts State Police, the United States Immigration and Customs Enforcement (ICE) agency, the United States Customs and Border Protection (CBP) agency, and the United States Department of Homeland Security (OHS).
- **Operating hours:** means regular school hours, student drop off and pick up windows, before-school and after-school programming, and school-sponsored events.
- **School:** means a school administered by the school department of a city, town or regional school district; a county agricultural school; an independent vocational school or a vocational school operated by a county. For the purposes of this document, this refers to Greater Lawrence Technical School (GLTS).
- **School district:** For the purposes of this document, refers to Greater Lawrence Technical School District.
- **School grounds:** means any building or property owned or controlled by a school or school district within the same reasonably proximate geographic area of the school and used by the school in direct support of or in a manner related to the school's educational or athletic purposes. For GLTS, this includes the main school building, playgrounds, fields, parking lots, recreation areas, athletic fields, courts, competition areas and [list other GLTS-owned or controlled sites]. During operating hours, as defined above, school grounds are nonpublic. Cooperative education and work-based learning placements at employer sites, and away athletic and field trip venues, are generally not school grounds; Section 17 applies to those activities.

Interactions with Law Enforcement Officers Engaged in Civil Law Enforcement

Civil arrests are not permitted on school grounds unless Law Enforcement Officers (Officers) have a valid Judicial Warrant or Judicial Order. For purposes of these Procedures, school grounds are defined above.

1. General Procedures for District/School Staff Interacting with Law Enforcement Officers

- i. Staff should remain calm and professional when encountering Officers and should use the following approved language:
 - "I am not authorized to allow you to enter the school. Please wait here while I contact an administrator."
 - "I am not authorized to discuss any student or employee, including whether they attend or work here. An administrator will speak with you."
 - "I am not permitted to disclose private information."
- ii. Staff should never attempt to physically interfere with Officers, nor should they feel compelled to approach an Officer or engage with them first. Staff should notify an administrator of the Officers' presence on school property and should not bring Officers into the building or to any student.
- iii. If employees and staff feel unsafe engaging with Officers, they can decline to interact with them and instead rely on administrators, as described below.
- iv. Staff should not hide, move, or conceal any person to avoid Officers, and should not give false or misleading information. Staff may decline to answer questions and refer Officers to an administrator.
- v. No employee will be disciplined for declining to engage with Officers and deferring to administrators as described in these Procedures.
- vi. GLTS visitor procedures, including check-in and badging, apply equally to all visitors, including law enforcement officers who are not responding to an emergency.

2. Designated Senior Administrators to Serve as Contact Persons

The Superintendent is the designated district-level contact person for any situation in which Officers are engaged in civil law enforcement on school grounds. The Assistant Superintendent is the backup district-level contact person.

District-level contact: GLTS Superintendent, John N. Lavoie (978-686-0194, Ext. 1012).

Backup district-level contact: Assistant Superintendent, Brenda Richardson (978-686-0194; Ext. 1022)

The following administrator is the designated school-level contact person for any situation in which Officers are engaged in civil law enforcement on school grounds:

GLTS Principal, Chet Jackson (978-686-0194, Ext. 1035)

Backup school-level contact: Assistant Principal, Christa Gillis (978-686-0194, Ext. 2004)

After-hours and event contacts:

Athletic Director, Mike Nelson (978-686-0194, Ext. 7057)

Workforce Development Coordinator, Tia Gerber, (978-686-0194, Ext. 2051)

District legal counsel: Attorney Wayne Simmons, Simmons Law Group (978-419-2016)

When Officers are on site, the Superintendent, Assistant Supt. or Principal will call counsel immediately and, where possible, keep counsel on the phone while any documents are reviewed. The Superintendent will keep this contact list current and attach it as Appendix A

3. Escalation Protocol

- i. If Officers arrive on site and there are no apparent emergency circumstances, staff should use the approved language in Section 1, inform the Officers that the staff will contact an administrator to assist them, and ask the Officers to wait where they are (ideally outside, away from students and families).
- ii. These steps apply to any law enforcement officer who arrives, without an emergency, seeking a student, an employee, or information, whether or not the Officers state that they are engaged in civil law enforcement.
- iii. If staff encounter or become aware of Officers engaged in civil law enforcement on school grounds, they should immediately notify the school-level contact person (Principal) or, if the Principal is unavailable, the backup school-level contact.
- iv. Once notified, the Principal should immediately notify the Superintendent (or the backup district-level contact) and go to the location where the Officers are waiting.
- v. The Superintendent, Assistant Superintendent or Principal will immediately call the District's legal counsel for advice. If counsel cannot be reached, the Principal, in consultation with the Superintendent, will proceed using Section 5 and the sample warrants in Appendix E.
- vi. The Principal will ask the Officers for their identification, and record their names, agencies, and badge numbers.
- vii. The Principal will ask to view any warrant or other documentation. The Principal, with assistance from the Superintendent and counsel, should review the documents to determine whether the Officers have a valid Judicial Warrant or Judicial Order. If comfortable doing so, the Principal may photograph the document or show it to counsel by video call. No student will be brought to the Officers, and no student or employee information will be provided, while this review is under way.

- viii. If counsel (or, if counsel cannot be reached, the Principal in consultation with the Superintendent) confirms that the Officers have a valid Judicial Warrant or Judicial Order, the Principal will inform the Officers that they may proceed as the warrant or order authorizes and will request that, where feasible, the Officers avoid any areas where students are present. To reduce disruption and trauma to students, the Principal may, with counsel's advice, arrange for the matter to take place in a private location away from other students. Staff will not provide student or employee records or information unless the warrant or order specifically requires it and counsel approves, and will follow Section 11.
- ix. If the Officers do not have a valid Judicial Warrant or Judicial Order, or they only have an administrative warrant, the Principal will inform the Officers that they are not authorized to conduct an arrest on school grounds and ask them to leave. The Principal will not physically block the Officers and will keep the Superintendent and counsel informed.
- x. If the Officers are seeking a particular student or a student's information, the designated staff member in Section 10 will immediately notify the student's parent or guardian (or the student, if 18 years or older or emancipated).
- xi. If the Officers proceed to conduct a civil arrest in these areas in violation of the PROTECT Act, no one should attempt to physically interfere with them. Rather, staff should follow the guidance for bystanders in Guidance for K-12 Schools Related to Interacting with Civil Law Enforcement at Part IV. If there is an imminent threat to the safety of a child, staff member, family member, or other person, program staff should not hesitate to call 9-1-1 for assistance.
- xii. Once the presence of Officers engaged in civil law enforcement on school grounds is confirmed, the Superintendent will approve and issue the notice to the school community described in Section 10.
- xiii. Within two business days after the Officers have left the school grounds, the Superintendent, in consultation with counsel, will report the event to the Attorney General's Office Civil Rights Division ([online complaint form at [mass.gov/ago/civilrightscomplaint](https://www.mass.gov/ago/civilrightscomplaint) or 617-963-2917 - confirm reporting channel with the AG's Office]). Information gathered as outlined in Section 6, "Documentation of Interactions," should be included in the report.

4. School Transportation

If Officers approach a school bus or bus stop seeking a student or information, the driver will keep the door closed unless there is an emergency, will not release any student or share any information, and will immediately contact [their Supervisor Dispatch/Transportation Coordinator, who will contact the Principal. The driver will use the approved language in Section 1. If law enforcement activity is occurring at or near a stop, the driver will not let students off at that stop and will follow the Emergency Operations Plan for an alternate drop-off or return to school, as

directed. If there is an imminent threat to the safety of a student or any other person, the driver will call 9-1-1.

GLTS will review its Emergency Operations Plan with its school bus companies, including special education transportation providers, and will include this protocol in its transportation contracts and driver training. Transportation-related procedures should focus on maintaining student safety and avoiding dangers associated with dropping a student near an active law enforcement operation.

5. Review of Warrant

The Principal, with assistance from the Superintendent and the District's legal counsel, will review any warrants or orders. The Superintendent and Principal will be generally familiar with the concept of a judicial warrant and judicial order based on the information in the Guidance for K-12 Schools Related to Interacting with Civil Law Enforcement.

Judicial Warrants and Judicial Orders are documents issued by a judge or magistrate sitting in the judicial branch of state or federal government. These documents authorize a search of a specific place or an arrest of a specific person based on a finding by the court (for a criminal warrant, "probable cause"). Note that other judicial orders can include subpoenas or summons, but they do not allow physical access into nonpublic places.

- A Judicial Warrant is: (1) signed by a judge, magistrate, or assistant clerk magistrate and dated; (2) issued by a court; and (3) includes the location to be searched or the persons or items to be seized/arrested.
- A Judicial Order may take many forms but should include: (1) the caption of a court case; (2) the name of the court; and (3) a judge, clerk magistrate, or assistant clerk magistrate's signature, with a date.
- An administrative warrant (for example, OHS Form 1-200 or 1-205) or administrative subpoena signed by an immigration officer or agency official is not a Judicial Warrant or Judicial Order, even if it is labeled a "warrant."
- Check that the name of the person, the date, the court, and the signature are present and match the situation. A warrant to arrest a person does not by itself authorize a search of school records.

Sample warrants from Appendix A of the state Guidance are attached as Appendix E.

6. Documentation of Interactions

Employees, staff, administrators, and the designated contact person(s) are to document interactions with law enforcement officers engaged in civil law enforcement, and are encouraged to wait until they feel safe to write down what happened.

the student's parent or guardian (or the student, if 18 years or older or emancipated). Requests about employees will also be referred to Human Resources.

9. School Resource Officer

GLTS will ensure that the School Resource Officer Memorandum of Understanding (MOU) required by G.L. c. 71, § 37P complies with the mandatory statewide model, and includes information about the roles and responsibilities of a School Resource Officer in the District, including in circumstances where law enforcement officers are conducting civil law enforcement on school grounds. GLTS will share these Procedures with any School Resource Officer. Consistent with the statewide model MOU, District personnel and any School Resource Officer will not disclose to law enforcement a student's immigration status, citizenship, neighborhood of residence, religion, national origin, ethnicity, or suspected, alleged or confirmed gang affiliation, unless the information is germane to a specific unlawful incident or a specific prospect of unlawful activity that the District is otherwise required to report.

10. Parental Notice

When GLTS confirms the presence of Officers engaged in civil law enforcement on school grounds, the school will notify students' parents and guardians, teachers, administrators, and school personnel. The Superintendent will approve the notice, which will follow the template at Appendix C. The notice to parents and guardians will be provided in English and the primary language of the family. The school will provide this notice in a manner that protects the confidentiality and privacy of any potentially identifying information.

The Principal, in conjunction with a translator if appropriate, will immediately notify a student's parent or guardian if Officers are trying to reach the student or seeking information about the student. If the student is 18 years old or older or emancipated, staff will notify the student directly and will not notify the student's parents without the student's consent. Individualized notices will follow the template at Appendix D and be made in the family's primary language.

11. Protection of Personally Identifiable Information

GLTS cannot disclose personally identifiable information about a student to third parties, including Officers and the media, either orally or in writing unless: the District has the parent or guardian's specific, informed written consent (or, in the case of a student who is at least 18 years old or emancipated, the specific, informed written consent of the student); it is required by a Judicial Warrant, Judicial Order, or subpoena, after consultation with counsel; or there is a health or safety emergency.

Before complying with a subpoena or judicial order for student records, GLTS will make a

reasonable effort to notify the parent or guardian (or the student, if 18 years or older or emancipated) so that they may seek protective action, unless the order prohibits notice, consistent with FERPA and 603 CMR 23.00.

GLTS will not collect or maintain information about a student's or family's immigration status, and will not collect passport information, visa information, or Social Security numbers for enrollment purposes.

Law enforcement requests for confidential information about employees will be referred to Human Resources and counsel.

Parents/guardians (and students who are at least 18 years old or emancipated) have the right to opt out of being included in directory information. GLTS limits what information is included in the directory and limits disclosure to the school community, and will not designate student addresses or places of birth as directory information. Under federal law, schools are required to notify students and their families at least once per year of what information is included in the directory, and to permit parents to opt out of including information in the directory at any time. GLTS will provide this notice in families' primary languages.

12. Caregiver Plans and Contact Information

GLTS will keep emergency contact information, alternative caregiver contacts, and authorized pick-up contacts up to date for all students. GLTS will allow parents/guardians to list more than one person as an emergency contact and authorized pick-up person. GLTS will ask families to confirm this information at registration each year. The District will keep associated documentation on file, such as an authorization of another caregiver, temporary agent, or guardian, and will share state and Attorney General emergency planning resources with families on request.

13. Support for Students and Families

GLTS will offer culturally responsive counseling and other supports to students experiencing increased anxiety as a result of civil law enforcement activity. GLTS will offer support and connections to community resources to families affected by civil law enforcement activity, as appropriate. Communications with families will be made in their primary language, including by using interpreters if needed.

14. Training Regarding Interactions with Civil Law Enforcement

GLTS will train employees on these Procedures within 30 days after adoption, at hire, and annually. Training will include administrators, main office staff, security personnel, school nurses, and counselors, coaches and chaperones, cooperative education coordinators, and evening program staff, and GLTS will ask its transportation providers to train drivers. GLTS will use the

model training developed by the Department of Elementary and Secondary Education under G.L. c. 71, § 102(d) when it becomes available, and may conduct tabletop exercises.

15. Existing Obligations

Nothing in these Procedures alters GLTS's obligations to comply with state and federal laws or existing policies or procedures. Nothing in these Procedures prohibits appropriate cooperation with authorities, including police, fire departments, emergency medical services, child protective authorities, or other public safety officials responding to an emergency, protecting a child from abuse or neglect, or otherwise exercising lawful authority unrelated to civil law enforcement. Nothing in these Procedures requires any employee to take an action that would violate state or federal law. If there is an imminent physical threat to the safety of a child, staff member, family member, or other person, staff should not hesitate to call 9-1-1 for assistance.

16. Posting on District's Website

The District's policy and Procedures will be posted on the District's website within five business days after adoption, translated into the primary languages of families in the District, with contact information for questions.

17. Off-Site School Activities

For field trips, athletic events, competitions, clinical sites, off campus instructional sites and cooperative education or work-based learning placements, the staff member in charge (or the cooperative education coordinator) will use the approved language in Section 1, will not release a student to Officers or share information without direction from the Principal or Superintendent, will keep students together and supervised, and will immediately contact the Principal and Superintendent. The Athletic Director and cooperative education coordinator will receive training on these Procedures. GLTS will inform cooperative education employers of whom to contact if Officers seek a GLTS student at the placement site.

18. Public-Facing Programs, Evening Programs, and Community Use

Areas of GLTS that serve the public during operating hours (for example, student-operated restaurant, salon, or automotive service areas) remain subject to these Procedures, and staff in those areas will follow Sections 1 through 3. The Superintendent will consult counsel about the status of any area regularly open to the public. When the building is used for evening, adult, or

community programs, or by outside organizations, the Workforce Development Coordinator or Athletic Director will serve as the on-site contact, and facility use agreements will reference these Procedures.

19. Parent or Caregiver Detained

If GLTS learns that a student's parent or caregiver has been detained, the student will remain at school under supervision. The designated staff member in Section 10 will contact the student's emergency contacts and authorized pick-up persons in order and will involve counseling staff. The Principal will consult the Superintendent and counsel before contacting any other agency, except where a report is required under G.L. c. 119, § 51A.

20. Employees

If Officers seek an employee, administrators will follow Sections 1 through 3, and the matter will be referred to Human Resources and counsel. Employees may raise concerns about interacting with civil law enforcement, or about their own situations, with Human Resources or their union representatives.

21. Appendices

- Appendix A - Designated Contact List (maintained by the Superintendent)
- Appendix B - Documentation of Interaction Form
- Appendix C - Template Notice to School Community
- Appendix D - Template Individualized Notice to Family or Student
- Appendix E - Sample Judicial and Administrative Warrants (Guidance, Appendix A)

PROTECT Act Policy

Interacting with Law Enforcement Officers

Engaged in Civil Law Enforcement

Appendix A - Designated Contact List

District-level contact:

GLTS Superintendent, John N. Lavoie (978-686-0194, Ext. 1012)

Backup district-level contact:

Assistant Superintendent, Brenda Richardson (978-686-0194, Ext. 1022)

School-level contact:

Principal, Chet Jackson (978-686-0194, Ext. 1035)

Backup school-level contact:

Assistant Principal, Christa Gillis (978-686-0194, Ext. 2004)

After-hours and events contacts:

Athletic Director, Mike Nelson (978-686-0194, Ext. 7057)

Workforce Development Coordinator, Tia Gerber, (978-686-0194, Ext. 2051)

District Legal Counsel:

Attorney Wayne Simmons (978-419-2016)

(Note: A confidential list of emergency cell phone numbers is maintained internally as Appendix A by the Superintendent)

APPENDIX B

Civil Law Enforcement Interaction Documentation

Date:		Time:	
Location:			
Agent Name(s):			
Badge/ID Number:			
Agency:			
Supervisor/Contact:			
Purpose stated:			
Person, records, or area requested:			
Document presented:	☐ Judicial warrant ☐ Judicial order ☐ Subpoena ☐ Administrative immigration warrant ☐ Immigration detainer ☐ Other: _____ ☐ No document presented		
School-level contact notified:	☐ Yes ☐ No		
District-level contact notified:	☐ Yes ☐ No		
School attorney contacted:	☐ Yes ☐ No		
School-level response:			
Info/records disclosed:			
Impact on children/school operations:			

Person completing report:	
Date completed:	

APPENDIX C

Template for Notifying Families (Confirmed Presence)

Dear Families:

We are writing to inform you that civil law enforcement agencies, specifically [INCLUDE THE NAME OF THE AGENCY IF AVAILABLE], were present at Greater Lawrence Technical School on [DATE].

Per the PROTECT Act signed on August 5th, 2026, it is now the law in Massachusetts that civil arrests for civil law enforcement, including federal immigration enforcement, are not allowed on school grounds during school hours, during before- and after-school programming, and during school-sponsored events without a judicial warrant or judicial order.

Our district has clear procedures and policies in place to follow the PROTECT Act, which you can see [INSERT LINKS](#).

If you are looking for additional legal assistance or information, please use the resources below.

- **For general legal help:** Massachusetts Legal Resource Finder
- **The Legal Representation Fund (LRF)** – For those recently detained by ICE.
Detained Hotline: (617) 637-8195
Family & Friends Hotline: (617) 396-7143
- **The Massachusetts Access to Counsel Initiative (MACI)** – For those facing deportation currently in Immigration court proceedings.
Intake: 508-505-4588
- **MIRA Immigration Helpline**
- **Nationwide Immigration Lawyer Search**

APPENDIX D

Template for Notifying Family Members or Students (Specific Requests)

Dear [Name]:

As the parent or legal guardian of [Student Name], this email is to notify you that civil law enforcement agencies, specifically [INCLUDE THE NAME OF THE AGENCY IF AVAILABLE] was [either trying to reach your child OR sought specific information about your child].

You may reach out to the Superintendent's Office at Greater Lawrence Technical School with any questions about this incident, but please be aware that our program may not have any more information than what has already been provided above.

Per the PROTECT Act signed on August 5th, 2026, it is now the law in Massachusetts that civil arrests for civil law enforcement, including federal immigration enforcement, are not allowed on school grounds during school hours, during before- and after-school programming, and during school-sponsored events without a judicial warrant or judicial order.

Our district has clear procedures and policies in place to follow the PROTECT Act, which you can see [INSERT LINKS].

- **For general legal help:** Massachusetts Legal Resource Finder
- **The Legal Representation Fund (LRF)** – For those recently detained by ICE.
Detained Hotline: (617) 637-8195
Family & Friends Hotline: (617) 396-7143
- **The Massachusetts Access to Counsel Initiative (MACI)** – For those facing deportation currently in Immigration court proceedings.
Intake: 508-505-4588
- **MIRA Immigration Helpline**
- **Nationwide Immigration Lawyer Search**

APPENDIX E

Sample Judicial Warrants and Administrative Warrants

Figure 1: State Court Judicial Warrant

APPLICATION FOR SEARCH WARRANT G.L. c. 276, §§ 1-7	TRIAL COURT OF MASSACHUSETTS	
NAME OF APPLICANT 	SUPERIOR ESSEX	COURT DEPT. DIVISION
POSITION OF APPLICANT Trooper, Massachusetts State Police	SEARCH WARRANT DOCKET NUMBER	

I, the undersigned APPLICANT, being duly sworn, depose and say that:

1. I have the following information based upon the attached affidavit(s), consisting of a total of 77 pages, which is (are) incorporated herein by reference.
2. Based upon this information, there is PROBABLE CAUSE to believe that the property described below:

☐	<i>has been stolen, embezzled, or obtained by false pretenses.</i>
☒	<i>is intended for use or has been used as the means of committing a crime.</i>
☐	<i>has been concealed to prevent a crime from being discovered.</i>
☒	<i>is unlawfully possessed or concealed for an unlawful purpose.</i>
☒	<i>is evidence of a crime or is evidence of criminal activity.</i>
☐	<i>other (specify):</i>
3. I am seeking the issuance of a warrant to search for the following property (*describe the property to be searched for as particularly as possible*):
 See Addendum A, which is incorporated herein by reference.
4. Based upon this information, there is also probable cause to believe that the property may be found (*check as many as apply*):

☒	<i>at (identify the exact location or description of the place(s) to be searched):</i>
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Figure 2: Federal Court Judicial "search warrant" (left) & Administrative "ICE Warrant" (right)

