



BOARD POLICY ON PROCEDURES FOR NOTIFICATION OF CONFIRMED IMMIGRATION ENFORCEMENT PRESENCE

Purpose To ensure timely, safe, and appropriate communication with scholars, parents/guardians, teachers, administrators, school personnel, and the broader school community when immigration enforcement activity is confirmed on the schoolsite, consistent with state and federal law. These procedures prioritize the safety, well-being, privacy, and educational rights of all members of the school community, regardless of immigration status.

Definition of "Immigration Enforcement" For purposes of this policy, "immigration enforcement" means any efforts to investigate, enforce, or assist in the investigation or enforcement of federal civil or criminal immigration laws that penalize a person's presence, entry, reentry, or employment in the United States. This includes, but is not limited to, actions by U.S. Immigration and Customs Enforcement (ICE) or other federal agents related to immigration status.

Confirmation of Presence

- Immigration enforcement presence is considered "confirmed" when school or district administration receives reliable information (e.g., direct observation, official identification presented by agents, or credible reports from staff or law enforcement liaisons) indicating that immigration enforcement officers are on the schoolsite for the purpose of immigration enforcement activities.
- The Principal, Superintendent or Designee shall verify and confirm such presence as quickly as possible while prioritizing safety.

Notification Procedures Upon confirmation of immigration enforcement presence on the schoolsite:

1. **Immediate Internal Alert** – The Principal or Designee shall immediately notify key internal personnel (e.g., school site administrators, safety team members, and Academic Services) to coordinate response and ensure no unnecessary escalation.
2. **Community Notification** – As soon as safely possible (considering the safety and well-being of scholars, employees, and community members), the school shall issue a notification to:
 - o Parents and guardians of scholars
 - o Teachers and administrators
 - o School personnel
 - o Other relevant school community members (as appropriate and feasible)

The notification shall include, at minimum:

- o The fact that immigration enforcement presence has been confirmed on the schoolsite
- o The approximate time and general location (without compromising safety or ongoing response)A statement emphasizing that the school remains committed to scholar safety, privacy, and access to education
- o A hyperlink or reference to resources, including:
 - Educational rights of all scholars (regardless of immigration status) under California law
 - State laws protecting privacy and confidentiality of scholar records (e.g., Education Code § 49076 et seq., AB 21 protections)
 - Support services for families impacted by immigration enforcement (e.g., legal aid referrals, counseling, community organizations)

3. Method of Notification – Notifications shall use established communication channels (e.g., mass email, school website alert, parent portal, automated phone/text system, or school marquee/announcements), selected to reach the broadest audience promptly while complying with privacy laws. Notifications shall not include personally identifiable information about any individual.

4. Ongoing Monitoring – The school shall monitor the situation and provide updates if the enforcement activity concludes or escalates, as appropriate.

5. Coordination with Law Enforcement – If immigration agents request access to records, facilities, or individuals, staff shall follow existing protocols under AB 21 (2017), Education Code § 234.7, and federal law, including requiring valid judicial warrants (absent exigent circumstances) and consulting legal counsel.

Training and Review

- School staff shall receive annual training on these procedures, including recognition of immigration enforcement indicators, verification steps, and notification protocols.
- This section shall be reviewed and updated annually as part of the overall CSSP review process, or sooner if needed to reflect changes in law or best practices.

Legal Compliance Note All actions under this policy shall be consistent with federal and state law, including but not limited to restrictions on sharing scholar information without proper authorization, and protections against discrimination based on immigration status.