



# WHAT TO DO if an Immigration Enforcement Officer Comes to Your School

Resource for School Personnel

## 1. STAY CALM, GET SUPPORT, AND GET INFORMATION

- ✓ Immediately notify the designated school district administrator.
- ✓ Ask to see the officer’s name and badge number.
- ✓ Ask the officer to produce any documentation or information that authorizes school access (i.e. an order signed by a judge or an emergency justifying the search).

### INFORMATION FROM YOUR DISTRICT:

**District Name:**

**District policies** on responding to immigration enforcement (*BP/AR sections*):

**Designated District Administrators** (e.g., superintendent or other administrator):

1. Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

2. Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## 2. RESPOND

- ✓ Follow your school district board policies. Do **not** grant the officer permission or consent to enter an area of the school where the general public is not allowed, do **not** produce a student for questioning, and do **not** consent to a search of any kind, unless required by a judicial warrant.

**If an ICE administrative warrant or subpoena signed by an immigration officer is presented:**

- ✓ You are not required to provide information. Refer the officer to the designated school district administrator before providing any information.

**If an ICE agent presents no warrant but wishes to obtain access to information, a student, or nonpublic areas of the school based on an emergency:**

- ✓ Immediately notify the designated school district administrator.

**If a federal judicial warrant or court order issued by a District Judge or a Magistrate Judge of a U.S. District Court is presented:**

- ✓ Comply with the judicial warrant. Consult with your designated administrator or district legal counsel before providing the officer access to the person or materials specified in the warrant.

**Under no circumstance should you attempt to physically impede an officer or physically assist an officer with a search or apprehension of any person.**

## 3. DOCUMENT AND FOLLOW UP

- ✓ Notify parents or guardians in their primary language as soon as possible, unless the judicial warrant specifically says that you cannot notify them. Notify them of legal support services where available.
- ✓ Document the officer’s name and badge number.
- ✓ Make copies of all documents the officer provides.
- ✓ After the encounter, take written notes summarizing the incident including the officer’s request, any documents presented, names of any impacted persons, and the officer’s actions.
- ✓ Send a copy of these notes and documents to the district superintendent, other administrator, or legal counsel.

**School staff** who have questions or concerns: please contact your administrator.

**Administrators or counsel for a school district** who have questions, concerns, or information about ICE activities or enforcement at schools: please contact the California Department of Justice at: [immigration@doj.ca.gov](mailto:immigration@doj.ca.gov).

**Please note** that content in this document constitutes state program guidelines, designed to serve as model guidance for school personnel. These guidelines are merely exemplary, and compliance with them is not mandatory. California *Education Code* § 33308.5. Legal requirements summarized in this guidance, however, continue to apply.