

Immigration Enforcement Guidance for Schools

Know Your Responsibilities

- Educational records and personal information may not be disclosed to immigration enforcement without a valid judicial warrant, subpoena, or court order.
- You must follow your pick up policy for a student even if you know their parents/guardians have been detained. You must exhaust all emergency contacts prior to contacting CWS or law enforcement.
- CA state law prohibits school representatives from providing assistance to immigration authorities while on duty, or during work hours, except as required by state and federal law.
- Schools may not allow immigration enforcement officers into non-public areas (classrooms, offices, staff areas) without a valid judicial warrant, subpoena, or court order. Staff should verify identification.
- Comprehensive school safety plans must include procedures to notify families and staff if immigration enforcement is present on campus. It is mandatory to notify students, staff, and families once immigration enforcement presence is confirmed.
- The school board shall be informed about any requests for information or access to schools by law enforcement for the purpose of immigration matters.

Informational Resources

■ ACLU Know Your Rights: Immigrants' Rights

This guide provides information on your rights when interacting with law enforcement or immigration agents, including the right to remain silent and the right to refuse consent to a search.

<https://www.aclu.org/know-your-rights/immigrants-rights>



■ ACLU We Have Rights Campaign

A national immigrant empowerment campaign offering critical information to communities threatened by Immigration & Customs Enforcement (ICE).

<https://www.aclu.org/we-have-rights>



■ National Immigration Law Center: Know Your Rights

This resource emphasizes the importance of asserting and protecting basic rights when dealing with ICE or other law enforcement agencies.

<https://www.nilc.org/resources/everyone-has-certain-basic-rights/>



■ United We Dream

The largest immigrant youth-led community in the country, offering resources and support for undocumented immigrants.

<https://unitedwedream.org>



■ Immigrant Legal Resource Center (ILRC)

Provides resources and training to support immigrants and the legal community.

<https://www.ilrc.org/>



Guidance for Schools Responding to Enforcement Actions

■ Initial Interaction Script for Staff

"Hello, I am [Your Name], [Your Position]. May I ask the purpose of your visit? Do you have a warrant or official documentation?"

■ Script Around Your Responsibility to Protect Student Privacy

"Federal law requires us to protect student information under the Family Educational Rights and Privacy Act (FERPA). We cannot disclose information about students without proper legal documentation."

■ Verify Warrants

If an officer presents a warrant, check if it is:

- **Signed by a judge:** This is **required** for entry into non-public areas.
- **An administrative warrant** (not signed by a judge): This type of warrant **does not** grant access to non-public areas.

■ Script for if no Warrant is Presented

"Without a warrant signed by a judge, we cannot permit entry beyond public areas. Please provide your contact information, and our legal counsel will follow up with you."

■ Script for Communications to Students and Staff

"Our priority is ensuring a safe and secure environment for all students. Please know that we are following school policy and protecting everyone's rights."

Additional Guidance and Tips for Schools

- Identify "front-line staff" who should be trained and determine the scope of training.
- Train front-line staff regularly on immigration response protocols, which areas are public and which are non-public, e.g., classrooms (without authorization), counseling offices, etc.
- Post visible signs indicating which spaces are public and which require authorization to enter.
- When the California State Attorney General updates its model guidance, local educational agencies must revise and adopt aligned policies and procedures.

Additional Resources

■ HCOE Immigrant Support Resources Page

HCOE has compiled a number of resources for schools and for families related to immigration enforcement actions at schools.

<https://hcoe.org/immigration-support/>



■ California Dept. of Education Resources to Include Immigrant Families

Posters created by CDE for schools to post in family-facing areas.

<https://www.cde.ca.gov/ls/pf/if/immigration-toolkit.asp>

