

# Immigration Enforcement Guidance for Schools

## Know Your Responsibilities

- Under FERPA school staff are NOT allowed to tell anyone except the parent or guardian if a student is or is not in attendance at school.
- You must follow your pick up policy for a student even if you know their parents 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.
- Know the locations on campus that are accessible to public and locations that are non-public. Identify with signage.
- Know your school board policy/create policy about guests on campus.
- 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."*

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## 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.

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## Additional Resources

The Humboldt County Office of Education has compiled a number of resources for schools and for families related to immigration enforcement actions at schools.

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

