



## **Student Policies 24-19**

### **Board Policy: Immigration Enforcement Policy**

Responding to On-Campus Immigration Enforcements early as possible, GCC School personnel shall notify the Principal of any request by an immigration-enforcement officer for school or student access, or any requests for review of school documents (including for the services of lawful subpoenas, petitions, complaints, warrants, etc.).

In addition to notifying the Principal, GCC School personnel shall take the following action steps in response to an officer present on the school campus specifically for immigration-enforcement purposes:

1. Advise the officer that before proceeding with his or her request, and absent exigent circumstances, school personnel must first receive notification and direction from the Principal.
2. Ask to see, and make a copy of or note, the officer's credentials (name and badge number). Also ask for and copy or note the phone number of the officer's supervisor.
3. Ask the officer for his/her reason for being on school grounds and document it.
4. Ask the officer to produce any documentation that authorizes school access.
5. Make a copy of all documents provided by the officer. Retain one copy of the documents for school records.
6. If the officer declares that exigent circumstances exist and demands immediate access to the campus, GCC School personnel should comply with the officer's orders and immediately contact the Principal.
7. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation. If the immigration-enforcement officer has:
  - ***An ICE (Immigrations and Customs Enforcement) administrative warrant***, GCC School personnel shall inform the agent that he or she cannot consent to any request without first consulting with the GCC's Superintendent/CEO or designee and legal counsel.
  - ***A federal judicial warrant (search-and seizure warrant or arrest warrant)***, prompt compliance with such a warrant is usually legally required. If feasible, consult with the GCC's Superintendent/CEO or designee and legal counsel before providing the agent access to the person or materials specified in the warrant.
  - ***A subpoena for production of documents or other evidence***, immediate compliance is not required. Therefore, GCC School personnel shall inform the GCC

Superintendent/CEO or designee (who may contact legal counsel) of the subpoena, and await further instructions on how to proceed.

While GCC School personnel should not consent to access by an immigration-enforcement officer, except as described above, he/she should not attempt to physically impede the officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, GCC School personnel shall document his or her actions while on campus.

After the encounter with the officer, GCC School personnel shall promptly take written notes of all interactions with the officer. The notes shall include the following items:

1. List or copy of the officer's credentials and contact information;
2. Identity of all GCC School personnel who communicated with the officer;
3. Details of the officer's request;
4. Whether the officer presented a warrant or subpoena to accompany his/her request, what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge;
5. GCC School personnel's response to the officer's request;
6. Any further action taken by the agent ; and
7. Photo or copy of any documents presented by the agent.

GCC School personnel shall provide a copy of these notes, and associated documents collected from the officer, to the GCC Superintendent/CEO or designee, who may consult with legal counsel.

In turn, the GCC Superintendent/CEO or designee shall submit a timely report to the GCC governing board regarding the officer's requests and actions and the GCC School's response(s).

GCC Schools will email the *Bureau of Children's Justice* in the *California Department of Justice* at [BCJ@doj.ca.gov](mailto:BCJ@doj.ca.gov), regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes.

### Parental Notification

GCC School personnel must receive consent from the student's parent or guardian before a student can be interviewed or searched by any officer seeking to enforce the civil immigration laws at the school, unless the officer presents a valid, effective warrant signed by a judge, or presents a valid, effective court order.

GCC School personnel shall immediately notify the student's parents or guardians if a law-enforcement officer requests or gains access to a student for immigration-enforcement purposes, unless such access was in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the parent or guardian.

Board Approved/Date

July 24, 2018

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