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IMMIGRATION ISSUES: GUIDANCE FOR EDUCATORS

NEA's resources for teachers, school staff, and others to be prepared for immigration enforcement actions in your communities.



NATIONAL EDUCATION ASSOCIATION

The National Education Association is the nation's largest professional employee organization, representing more than 3 million elementary and secondary teachers, higher education faculty, education support professionals, school administrators, retired educators and students preparing to become teachers.

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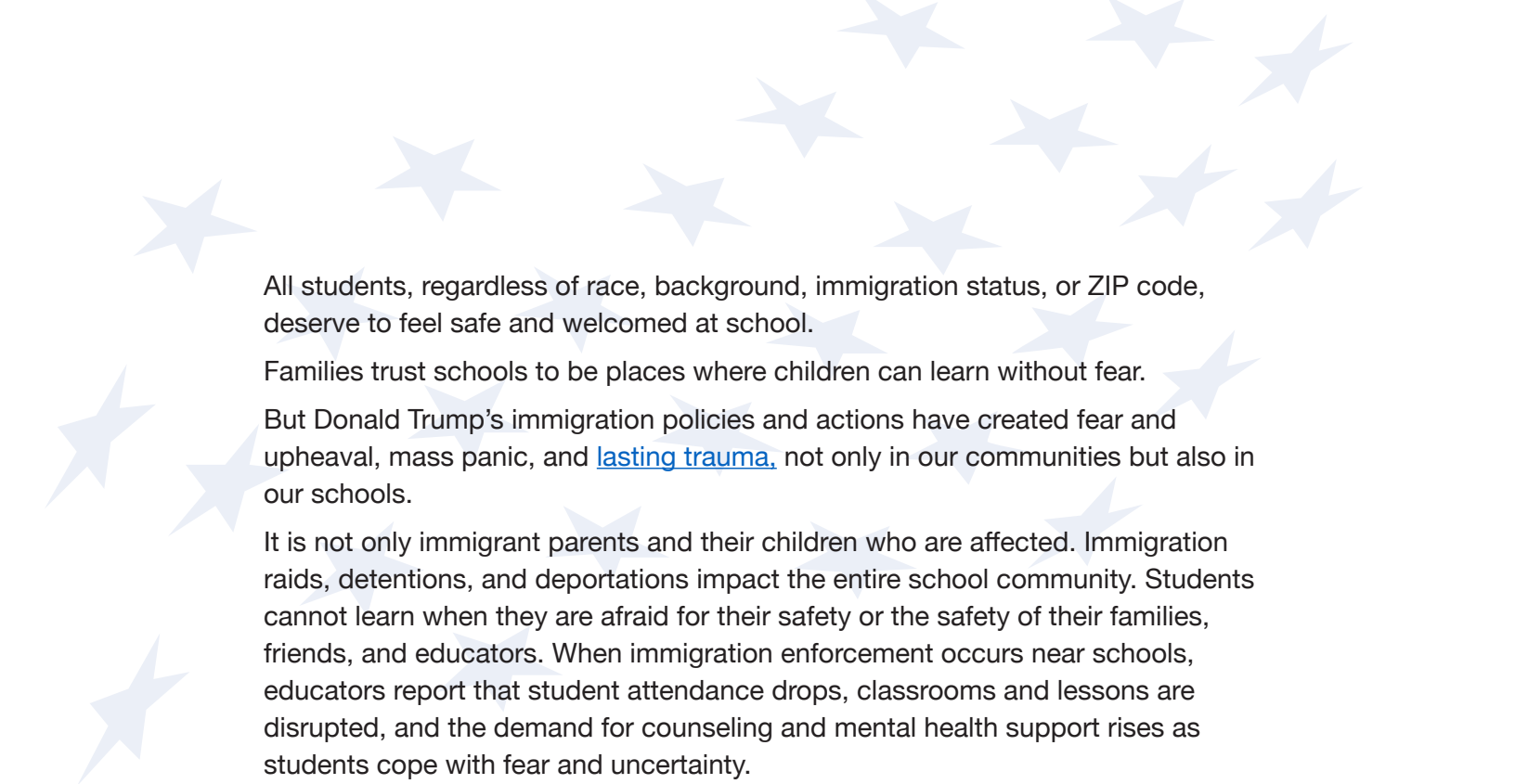
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All students, regardless of race, background, immigration status, or ZIP code, deserve to feel safe and welcomed at school.

Families trust schools to be places where children can learn without fear.

But Donald Trump's immigration policies and actions have created fear and upheaval, mass panic, and [lasting trauma](#), not only in our communities but also in our schools.

It is not only immigrant parents and their children who are affected. Immigration raids, detentions, and deportations impact the entire school community. Students cannot learn when they are afraid for their safety or the safety of their families, friends, and educators. When immigration enforcement occurs near schools, educators report that student attendance drops, classrooms and lessons are disrupted, and the demand for counseling and mental health support rises as students cope with fear and uncertainty.

Educators, parents, and school administrators must be prepared for the impact that immigration issues can have on schools and our communities.

To that end, the following guidance lays out information regarding immigration and schools, including information around enrollment issues, *Plyler v. Doe*, Safe Zones resolutions, how educators can safely engage in immigration advocacy, a FAQ and Know your Rights guide around immigration enforcement and safely observing ICE, information on the FAFSA process, and an update on the DACA program.

NEA strongly encourages schools and school districts to adopt a Safe Zones policy that outlines what educators, and staff should do if ICE attempts to engage in immigration enforcement at schools. Hundreds of school districts around the country already have adopted a Safe Zones policy. The appendix at the end contains a model Safe Zones resolution, a model district policy and an FAQ on such policies for your use (Appendix A). If your school district has not yet adopted such a policy, we encourage you to take proactive action to ensure your schools are safe for all students.

This guidance and resources may be shared widely with anyone who wants schools to be places where children can learn without fear.



Immigration & Schools 101

What are students' rights to attend a public school?

All students have a right to enroll in public school, **regardless of their immigration status**.

- Under the U.S. Constitution, public schools must teach all students free of charge, regardless of whether they are undocumented.
- States cannot withhold state funding for K-12 education because undocumented students are enrolled, and school districts cannot deny enrollment based on immigration status.
- Sometimes called a “*Plyler* right,” the understanding that undocumented students may not be denied access to public education was affirmed by the U.S. Supreme Court in its decision in *Plyler v. Doe* (1982).

Students have the right to attend school without having to present a green card, visa, social security number, or any other proof of citizenship.

- Schools should not inquire about students' or their parents' immigration status.
- Schools cannot deny enrollment to students because they provide a birth certificate from another country.
- Inquiring about immigration status or citizenship could violate *Plyler* rights by chilling undocumented students from attending schools.

What is *Plyler v Doe*?

[*Plyler v Doe*](#) is a U.S. Supreme Court decision from 1982. The Court ruled that states cannot deny students a free public education on account of their immigration status.

What documentation is needed to enroll a child in a public school?

Schools can require proof of residency in the appropriate school or district boundary.

- A state or district may establish bona fide residency requirements and thus might require that all prospective students show some proof of residency.
- Districts must permit parents to establish residency by providing a variety of documents as proof of residency and cannot require documents that would bar or chill undocumented students from attending.
- Such documents include: a telephone or utility bill, mortgage or lease document, parent affidavit, rent payment receipts, a copy of a money order made for payment of rent, or a letter from one of the parent's employers. Schools cannot apply different residency requirements to immigrant

students than they do to others.

- Homeless students, as defined by the Federal McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§ 11301 et seq., must not be required to furnish proof of residency within the district under any circumstance. Homeless children and youth have a federal legal right to enroll in school, even if their families cannot produce the documents establishing residency.

Schools can require proof of age for enrollment.

- Schools can use birth certificates to establish a student's age but cannot do so in a way that unlawfully bars or prevents an undocumented student, a student whose parents are undocumented, or a homeless student from enrolling in and attending school.
- Schools should inform parents that alternatives to birth certificates are allowed, and allow alternative documentation of age such as a religious, hospital, or physician's certificate showing date of birth; an entry in a family bible; an adoption record; an affidavit from a parent; a foreign birth certificate; previously verified school records; or any other documents permitted by law. Foreign-born students must not be barred from attending school.

Immigration Enforcement at Schools – The Importance of Safe Zone Policies

On his first day in office in 2025, [President Trump rescinded protections for “sensitive locations,”](#) such as schools, hospitals, and places of worship, from immigration enforcement.

As immigration enforcement increased over the first year of Trump's administration, so too has immigration presence at schools. Immigration enforcement agents have been seen patrolling around schools, watching students and staff from school parking lots, flying surveillance drones over schools, and detaining people at school bus stops and outside of schools. In one instance, they even deployed tear gas on school grounds.

Trump's policy allowing immigration enforcement at schools reversed more than three decades of policy. Since 1993, the federal government has had a policy where schools and other sensitive locations were off-limits for immigration enforcement activity, including arrests, interviews, and searches. Because of the increase in immigration enforcement activity in and around schools, it is important to put protections in place at the local level that limit immigration enforcement at schools.

Countless school districts around the country have already passed [Safe Zone resolutions](#) to do just that. Such resolutions:

- Make clear that your school district is a welcoming place for all students,
- prohibit the collection of student immigration information and
- establish procedures for responding to immigration enforcement.

It is important to understand that a **Safe Zone resolution does not provide immunity** should you decline to obey directives from law enforcement.

Rather, it provides steps that you should request that law enforcement follow. If law enforcement refuses to cooperate, that becomes a matter for district legal counsel and courts to determine. **You should not put yourself or those around you at risk to enforce the requirements.**

Educators should never physically interfere with or obstruct an immigration officer in the performance of his or her duties as doing so is unlawful, could escalate the situation and could endanger both the educator and students.

If your school district has not yet adopted a Safe Zones resolution or other policy for all school staff to follow if immigration officers show up at school, here are some guidelines for what educators should do.

- If immigration officers attempt to enter a school's campus, educators should direct ICE/CBP agents to the school district Superintendent. The Superintendent should request to see written legal authorization and verify the identity of the agents. It is important for the Superintendent to review, with legal counsel, what the immigration officer provides as such legal authorization. There is a distinction between an ICE administrative warrant and a traditional federal court warrant. School districts may respond differently depending on the type of warrant.
- An ICE administrative "warrant" is the most typical type of "warrant" used by immigration officers. It authorizes an immigration officer to arrest a person suspected of violating immigration laws. It is not a warrant within the meaning of the Fourth Amendment of the U.S. Constitution because an ICE warrant is not supported by a showing of probable cause of a criminal offense and is not issued by a court judge or magistrate.
 - An ICE warrant does **not** grant an immigration officer any special power to compel school officials to cooperate and is not a "court order" that would, under FERPA, allow a school to disclose educational records without parent or guardian consent.
- A federal or state court warrant is issued by a federal or state court judge. A school official should act in accordance with district policy when presented with a federal or state court warrant.
- An administrative subpoena is a document that requests production of documents or other evidence and is issued by an immigration officer. School districts do not need to immediately comply with the ICE administrative subpoena. If an immigration officer arrives with an administrative subpoena, the school district may decline to produce the information sought and may choose to challenge the administrative subpoena before a judge.

Project 2025, the Heritage Foundation, and other right-wing organizations propose requiring public schools to charge tuition to certain immigrant children as a way of setting up a legal challenge to overturn *Plyler v. Doe*. These groups are also encouraging states to pass legislation to collect the immigration information of all students. *Plyler* still remains the law of the land. Public schools cannot deny undocumented students access to public education including by charging tuition to immigrant students. Public schools also cannot "chill" enrollment in violation of *Plyler* by requiring students and their families to provide citizenship or immigration information.

To protect students and their *Plyler* rights, you can:

- Work to pass state or local laws or policies such as Safe Zone resolutions (see above) that prohibit K-12 schools from collecting student immigration information.
- Work with your State Attorney General and State Department of Education to issue guidance making clear that schools should not collect student immigration data.

- Work with your State Attorney General and State Department of Education to issue guidance buttressing the right of all students to attend public school, regardless of immigration status, pursuant to *Plyler v. Doe*, your state constitution, and any applicable state laws.
- Work to pass state laws that establish that all children have the right to attend public school, regardless of immigration status.
- Make sure your school district does not collect immigration status in any educational records.
- If your school district begins collecting student immigration information or attempts to charge tuition to immigrant students, inform your state affiliate and NEA.

Under federal law, schools cannot turn over personally identifiable student records to police, federal agents, or immigration officials without the written consent of a parent or guardian, unless the information is requested through a subpoena or court order such as a judicial warrant.

- Schools can disclose students’ “directory information” without the family’s consent unless the school district is notified that the family has “opted out” from such sharing.
- Make sure that your school district does not include place of birth in directory information. If it does, advocate to end the practice of collecting place of birth information and decline to provide it for your children.
- Inform parents of their right to opt out of the directory information.

Remember that both federal and state, and in many places local, law protects students from discrimination based on race, religion, or national origin. This means that:

- Students cannot be discriminated against because of their birthplace, ancestry, culture or language.
- Students have the right to be free from bullying and harassment based on their race, religion, or national origin, and have the right to learn in an environment free from hateful symbols and derogatory comments.
- School officials have a legal duty to address hateful rhetoric and behavior.
- Schools may not retaliate against anyone – staff or students – who make complaints about racial, religious, or national origin harassment.



How Educators Can Safely Engage in Immigration Advocacy

Here are some guidelines for educators to consider in safely and effectively advocating for immigrant students' rights. A more in-depth discussion around educator advocacy rights at school and outside of school can be found in [NEA's Educator Rights Guidance](#).

1. Your Protections Are Strongest When You Engage in Activism Outside of Work.

The First Amendment provides legal protection to educators when they are speaking as “citizens”—i.e., outside of their role as district employees. Educators can engage in off-the-clock political and community action to advocate for immigrants and immigrant communities. Educators can, among other things, march, sign petitions, write letters, post statements of support on social media, and call and lobby their federal, state, and local legislators. They can work with NEA and our affiliates, as well as other advocacy groups, to advocate for change such as encouraging their school districts to pass Safe Zone resolutions or to distribute [red cards](https://www.ilrc.org/redcards) (<https://www.ilrc.org/redcards>) in their communities. Educators are most protected when they engage in political discussions or activism outside of work, provided it does not cause disruption at the school. If the activity creates a disruption to the educational environment, an educator may be disciplined.¹ Even speech on social media and private blogs may be unprotected if it concerns the educator's official duties.² For that reason, educators should focus such activity on advocacy for immigrant students and not disparage or insult students, parents, or co-workers.³

2. Protections That Apply to Your Speech at Work are More Limited as a School Employee.

Generally speaking, the First Amendment will not protect you from discipline based on statements made in class,⁴ or to students during your usual work hours but outside of class.⁵ Tenured teachers are provided due process and should be protected when engaged in classroom discussions about immigration that are both age-appropriate and relevant to the coursework. In addition, some collective bargaining agreements may contain explicit protections for academic freedom, which may protect educators who discuss these issues in a manner that is both age-appropriate and relevant to the curriculum.⁶

Still, tenure protections and academic freedom are not absolute, and teachers risk discipline for classroom discussions that administrators consider too controversial, not age appropriate, or too great a departure from established curricula.⁷ School districts may also have policies restricting educators' in-school activism and use of handouts. Educators should seek the school administration's approval of advocacy materials that they plan to distribute to students and their families.

3. Engaging in Protests at School Can Be Prohibited.

Educators have even more limited protection against discipline for activism at school including by way

¹*Pickering v. Bd. Of Educ.*, 391 U.S. 563 (1968); *Connick v. Myers*, 461 U.S. 138 (1983).

²*Rubino v. City of New York*, 950 N.Y.S. 2d 494 (N.Y. Sup. Ct. 2012), *aff's*, 106 A.D. 439, 965 N.Y.S. 2d 47 (2013).

³*Richerson v. Beckon*, 337 Fed. Appx. 637 (9th Cir. 2009).

⁴*Garcetti v. Ceballos*, 547 U.S. 410 (2006); *Mayer v. Monroe Cty. Cmty. Sch. Corp.*, 474 F.3d 477 (7th Cir. 2007); *Brown v. Chicago Bd. of Educ.*, 824 F.3d 713 (7th Cir. 2016).

⁵See *Johnson v. Poway Unified Sch. Dist.*, 658 F.3d 954 (9th Cir. 2011).

⁶See *Nalichowski v. Capshaw*, No. CIV. 95-5577, 1996 WL 548143, at *2 3 (E.D. Pa. Sept. 20, 1996) (holding that violations of a collective-bargaining agreement containing an academic freedom provision were grievable); Charlotte Garden, *Teaching for America: Unions and Academic Freedom*, 43 U. TOL. L. REV. 563, 580-82 (2012).

⁷*Hollis v. Fayetteville Sch. Dist. No. 1*, 473 S.W.3d 45 (Ark. App. 2015); *Freshwater v. Mt. Vernon City Sch. Dist.*, 1 N.E.3d 335 (Ohio 2013).

of encouraging students to engage in protests that involve civil disobedience or school disruption. Because educators are acting within the scope of their job duties while at school, the First Amendment may not apply when educators wear political buttons or other activist symbols, or discuss protest activity with students.⁸ Likewise, because many school districts have policies that explicitly prohibit employees from engaging in political activity during work time, violations of such a policy could qualify as insubordination that justifies discipline, even of a tenured educator.⁹ Similarly, students have a right to voice their opinions and engage in certain forms of school protest, but they can be disciplined if such activities become disruptive or disorderly.¹⁰

4. What can faculty teaching in public higher education institutions do to advocate for immigrants?

Like public K-12 educators, faculty members at public colleges and universities can engage in off-the-clock political and community action. In addition, principles of academic freedom under the First Amendment give higher education faculty speech protections while engaged in core academic functions such as teaching and scholarship. Combined with widespread policies on academic freedom in faculty handbooks, collective bargaining agreements, and faculty contracts, faculty speech in the higher education workplace receives more protection than in the K-12 setting. However, faculty are not immune from discipline based upon their speech, and speech may lose First Amendment or institutional policy protection if it is not related to the academic subject or is unduly disruptive.

5. Congress Has Criminalized the Harboring of Undocumented Immigrants and Impeding Law Enforcement, Including ICE.

If you provide shelter to students or their families knowing that they are undocumented, you may face criminal consequences. Federal law prohibits a person from concealing, harboring, or shielding from detection someone who that person knows—or should know—to be undocumented.¹¹ This crime is referred to as “harboring” undocumented immigrants. A conviction can result in up to five years in prison for each immigrant sheltered.¹²

Harboring requires that the person charged must have intended both (a) to substantially help an undocumented person remain in the United States (such as by providing shelter, transportation, money, or other material assistance) and (b) to help the individual avoid detection by immigration authorities.¹³ When the act of sheltering an undocumented person is done publicly—i.e., a church offering sanctuary to immigrants in danger of deportation—such actions are grounds to infer an intent to evade immigration authorities and would thus support a charge of criminal harboring.¹⁴ Merely providing a place to stay for an undocumented person, however, should not constitute a criminal offense so long as the person providing shelter does not intend to help the undocumented individual evade immigration authorities.¹⁵

⁸*Weingarten v. Bd. of Educ.*, 680 F. Supp.2d 595 (S.D.N.Y. 2010); *Birdwell v. Hazelwood Sch. Dist.*, 491 F.2d 490 (8th Cir. 1974).

⁹*Ca. Teachers Ass’n v. Governing Bd. of San Diego Unif. Sch. Dist.*, 53 Cal. Rptr. 2d 474 (Cal. Ct. App. 1996).

¹⁰*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969).


¹¹8 U.S.C. § 1324(a)(1)(A)(iii) (2005).

¹²8 U.S.C. § 1324(a)(1)(B)(ii) (2005).

¹³*United States v. Vargas-Cordon*, 733 F.3d 366, 382 (2d Cir. 2013); *United States v. Costello*, 666 F.3d 1040, 1047 (7th Cir. 2012); *United States v. You*, 382 F.3d 958, 966 (9th Cir. 2004).

¹⁴*Costello*, 666 F.3d at 1047; *United States v. McClellan*, 794 F.3d 743, 749 (7th Cir. 2015).

¹⁵See, e.g., *Costello*, 666 F.3d at 1046 (declining to extend the prohibitions of § 1324 to prosecute a woman whose undocumented boyfriend lived in her house)



Courts have also interpreted the harboring statute to prohibit efforts to warn or tip off undocumented individuals about the presence of immigration enforcement officers. If you warn specific individuals that you know, or should know, are undocumented that an ICE enforcement action is underway, you may face criminal consequences. However, warning people generally of law enforcement presence is protected under the First Amendment, such as blowing a whistle in public or informing school administration of ICE presence near schools.

Federal law also makes it a crime to forcibly assault, oppose, impede, or interfere with federal officers performing official duties. During the ICE surge in Minnesota, federal officers frequently threatened people with arrest for “impeding” their operations. In exercising First Amendment rights to observe and record immigration enforcement agents, it is important to always remain peaceful and to not try to stop or impede officers. See the section “How to Safely Record and Document ICE Activity” for further information.

Frequently Asked Questions about Immigration Enforcement

Below are some frequently asked questions about immigration enforcement actions, including mass raids and workplace enforcement.

Where have large-scale immigration enforcement actions taken place?

- We have seen large-scale ICE enforcement actions throughout the country, including in Los Angeles, Portland, Chicago, and Minneapolis. We have also seen “surges” of ICE activity in states like North Carolina, Maine, and Ohio.
- It is likely that more large-scale immigration enforcement actions will occur in other cities and states. These could include states and localities where law enforcement has agreed to cooperate with ICE. A list of locations with 287(g) agreements (for local law enforcement cooperation with ICE) is available here: <https://www.ice.gov/identify-and-arrest/287g>

Who is most likely to be targeted for immigration enforcement?

- While the Trump administration continues to publicly insist that they are only targeting the “worst of the worst” for immigration enforcement, the actions of the Department of Homeland Security tell a different story. Large numbers of immigrants without criminal records have been arrested and detained by ICE, including those who are in the U.S. lawfully such as refugees, asylum seekers, and even those with legal permanent residency. The Trump administration has also been engaging in warrantless immigration arrests and ICE agents have been pushed to meet daily arrest quotas, sweeping up individuals on the basis of their accent, apparent ethnicity, or work. Therefore, it is important for everyone to be vigilant.

Is someone’s family or home at risk during an ICE workplace operation or raid?

- During a workplace raid or operation, ICE also may visit workers’ homes, particularly of workers whose records are found at the company.
- If ICE agents visit a worker’s home, families are under no obligation to answer questions or even open the door unless the agents have a warrant signed by a federal or state court judge.
- ICE is known to routinely question people who are present during operations—even if they have no relation to the investigation. If ICE can identify family members or other household members whom they deem a priority for deportation, those individuals also could be detained and taken into immigration custody, sometimes referred to as “collateral arrests.”

What might occur during a mass immigration raid?

- Immigration raids can happen at any given time, but they rely heavily on an element of surprise.
- Historically, raids most frequently have taken place at the individual’s workplace or in or near their home.
- Raids often take place during predawn or early morning hours.

- ICE officers often appear in large numbers, may be visibly armed and may not be easily identifiable as ICE agents.
- Other common features of these raids: an absence of a warrant from a state or federal court, and an agent giving false or misleading information to gain access to the home and to describe the nature and length of the arrest.

Could immigration enforcement take place at or near schools?

- **Yes.** The Trump administration ended “sensitive locations” protections that protected schools, hospitals, and other community-serving institutions from routine immigration enforcement activity. As a result, educators across the country have reported that ICE agents have been seen in school parking lots, school bus stops, and have been engaging in immigration enforcement actions near schools during arrival and dismissal times. There also have been several instances of ICE agents entering school grounds to conduct enforcement actions. As a result, **NEA strongly encourages schools and school districts to adopt a safe zones policy** that outlines what educators, and staff should do if ICE attempts to engage in immigration enforcement at schools. Hundreds of school districts around the country already have adopted a safe zones policy.

How can schools help families prepare for ICE activity ?

- Partner with pro bono attorneys or immigrants’ rights groups to host “know your rights” workshops for families and students
 - Distribute [Red Cards](https://www.ilrc.org/redcards) (<https://www.ilrc.org/redcards>) to help people assert their rights and defend themselves if ICE agents come to their home.
 - These cards are available in 16 different languages
 - “Know Your Rights” resources can be shared with families, including the information below.
 - Share “Know Your Rights” [tutorial videos](https://www.wehaverights.us/) (<https://www.wehaverights.us/>) in seven languages.
- Provide information about community resources
 - Compile a list of local nonprofit organizations that provide free legal support and other services to immigrants.
 - Gather the information for foreign consulates in your area.
 - Obtain the contact information for the local ICE detention center.
 - Encourage families to download the [Notifica app](#), which can distribute notice to emergency contacts in the event of a raid.
- Encourage families to create emergency plans and help them do so.
 - [A Family Preparedness Plan](https://www.ilrc.org/sites/default/files/resources/family_preparedness_plan_v3-20170323.pdf) (https://www.ilrc.org/sites/default/files/resources/family_preparedness_plan_v3-20170323.pdf) should include considerations such as
 - Who will take care of children (and/or the elderly) if one or more parents are detained?
 - > Families can complete their state’s family preparedness documents so children can remain safely with a trusted adult. Depending on the state, these forms can be referred to as a Delegation of Parental Authority (DOPA), a Caregiver’s Authorization Affidavit, Standby

Guardian Form, or other name depending on your state. Many of these forms require notarization.

- Do you want to designate an official power of attorney?
- Who will have access to the assets of anyone detained?
- Do I know of any reliable immigration attorneys? If yes, keep their information close by.
- Families should gather children's documents such as birth certificates, social security cards, medical records, and school records.
- Make sure adults know their alien registration number also referred to as their "A-number."

What plans can schools have in place to prepare for ICE activity that affect families?

- Check frequently with families to ensure that contact information is up to date, since phone numbers and addresses could change multiple times during a school year.
- Affirmatively request that parents list one or two local friends or family members who could receive ("check out") the child in the event of an ICE raid or other emergency.
 - After a raid, sometimes only people who are not listed on the child's school registration list may be available to pick them up.
- Have a list of potential interpreters at the ready. After a community experiences large-scale immigration enforcement, expect to be overwhelmed by the need for Spanish speakers to respond to questions and serve those attempting to get students checked out to responsible adults. A shortage of interpreters may be especially acute in more rural areas.
 - Reach out to universities in the area if there are any Spanish faculty/students who might be willing to interpret.
 - Compile a list of community interpreter volunteers ahead of time.
- Set up a rapid-response network or become part of an existing one.
 - This might include planning for text trees, phone trees, recruiting videographers and photographers, people to make banners, legal observers, etc. Make sure attorneys and communications-focused people are included as well.
 - Create a network of friends, family, and neighbors to be ready to protest or take action if a raid happens.

How can families find a loved one that is detained?

- You can search the [Online Detainee Locator System](https://locator.ice.gov/odls/#/search) (<https://locator.ice.gov/odls/#/search>) using the person's Alien Registration Number and country of origin or biographical information.
- If you cannot find a person using the online locator, call your local ICE office. For a directory of local ICE offices, visit www.ice.gov/contact/ero

What are an employer's rights and responsibilities during a workplace immigration raid?

- ICE Arrival
 - Employers should call their lawyer immediately when a raid begins.
 - Examine any search warrant and send a copy to your lawyer. Ensure the warrant is:
 - Signed by a federal or state court,

- Served within the permitted time frame,
- The search is within the scope of the warrant (the area to be searched and the items to be seized).
- The employer can accept the warrant but not consent to the search. If you do not consent to the search, the search will proceed but you can later challenge it if there are grounds to do so.
- Write down the name of the supervising ICE agent and the name of the U.S. Attorney assigned to the case.
- Executing the Raid
 - Do not block or interfere with ICE activities or the agents. However, you do not have to give the agents access to non-public areas if they did not present a valid search warrant.
 - If agents presented a valid search warrant and want access to locked facilities, unlock them.
 - Object to a search outside the scope of the warrant. Do not engage in a debate or argument with the agent about the scope of the warrant. Simply present your objection to the agent and make note of it.
 - Have at least one company representative follow each agent around the facility. The employee may take notes or videotape the officer. Note any items seized and ask if copies can be made before they are taken. If ICE does not agree, you can obtain copies later.
 - Request reasonable accommodations as necessary. If agents insist on seizing something that is vital to your operation, explain why it is vital and ask for permission to photocopy it before the original is seized. Reasonable requests are usually granted.
 - Protect privileged materials.
 - If agents wish to examine documents designated as attorney-client privileged material (such as letters or memoranda to or from counsel), tell them they are privileged and request that attorney-client documents not be inspected by the agents until you are able to speak to your attorney.
 - If agents insist on seizing such documents, you cannot prevent them from doing so. If such documents are seized, try to record in your notes exactly which documents were taken by the agents.
 - Ask for a copy of the list of items seized during the search. The agents are required to provide this inventory to you.
- Employee Interactions with ICE
 - You may inform employees that they may choose whether or not to talk with ICE, but do not direct them to refuse to speak to agents when questioned.
 - Ask if your employees are free to leave. If they are not free to leave, they have a right to an attorney. Though you should not instruct your employees to refuse to speak to ICE, they also have the right to remain silent and do not need to answer any questions.
 - Do not hide employees or assist them in leaving the premises.

- Do not provide false or misleading information, falsely deny the presence of named employees, or shred documents.
- Don't forget the health and welfare of your employees. Enforcement actions can sometimes last for hours. If an employee requires medication or medical attention or if employees have children who need to be picked up from school, communicate these concerns to the ICE officers.
- Company representatives should not give any statements to ICE agents or allow themselves to be interrogated before consulting with an attorney.

What are some other immigration and refugee hotlines that may be of use?

- National Immigration Detention Hotline: Dial 9233# from a facility phone inside any ICE detention facility (open Monday through Friday 8 am to 8pm PST) or for more information on the hotline you can also go to: <https://www.freedomforimmigrants.org/hotline>
- National Korean American Service & Education Consortium (NAKASEC) hotline: 1-844-500-3222 (phone service in English and Korean)
- Tahirih's Afghan Asylum Line 1-888-991-0852 Open Monday to Friday 10 a.m. to 4:00 p.m. EST (Pashto and Dari interpreters available)
- LGBTQ Immigrant Hotlines
 - Immigration Equality – Go to their website to fill out a contact form: www.immigrationequality.org/get-legal-help/#.WphaiRPwYWo
 - If you are in detention, call (917) 654-9696 (M/W 9:30 am – 5:30 pm, Tues 11:00 am – 5:30 pm)
- For state and local hotlines for ICE activity, detentions & deportations, please visit <https://nnirr.org/education-resources/community-resources-legal-assistance-recursos-comunitarios-asistencia-legal/immigration-hotlines-lineas-directas-de-inmigracion/>
- For more information about an individual's rights during ICE activity, see the Know Your Rights: Immigration Enforcement section below.



Know Your Rights: Immigration Enforcement

Everyone who lives in the U.S. has legal rights, regardless of immigration status.

YOU HAVE THE RIGHT TO REMAIN SILENT. YOU MAY REFUSE TO SPEAK TO IMMIGRATION OFFICERS.

- Don't answer any questions. You may also say that you want to remain silent.
- Don't say anything about where you were born or how you entered the U.S.
- Anything you say can be used against you in removal proceedings. If you do decide to speak to officers, do not lie.
- Carry a rights card that says you want to remain silent and contact your attorney.
- If you chose to speak, do not lie.
- If you are in police custody or detention, do not discuss your immigration information with ANYONE other than your attorney.

DO NOT OPEN YOUR DOOR.

- If officers are at your door, keep the door closed and ask if they are immigration agents or from Immigration and Customs Enforcement (ICE). Ask the agents why they are there.
- It is safer to speak to ICE through the door.
- If the agents don't speak your language, ask for an interpreter.
- ICE must have a warrant signed by a judge to be allowed to enter your home. They rarely have one.
- Do not open your door unless an ICE agent shows you a warrant signed by a judge.
 - You can ask the ICE agent to hold the warrant against a window or slide it under the door.
 - In order to enter your home, the warrant must be a valid arrest or search warrant signed by a judge. To be enough to enter your house, the warrant must contain the following:
 - It must be issued by a court and signed by a judge. Look at the top and the signature line to see if it is a judicial warrant.
 - It must name a person in your residence and/or areas to be searched at your address.
 - In all other cases, keep the door closed and say, "I do not consent to your entry."
 - An administrative warrant of removal or deportation signed by DHS or ICE officials does not allow ICE to enter your home.
- If you open the door, officials will consider that you are giving them permission to enter. Once they

are inside, an ICE officer will likely ask for documents of everyone inside.

- Even if immigration agents have a valid warrant that does not mean you have to answer their questions. If immigration agents are questioning you and you wish to remain silent, you should say aloud that you wish to remain silent or show the agents your Know Your Rights card (https://www.ilrc.org/sites/default/files/documents/red_card-self_srv-english.pdf).
 - o For more information on how to use your rights card, this is an illustrated and multilingual guide: https://www.ilrc.org/sites/default/files/resources/red_cards-how_to-culture_strike_illustrated_0.pdf.
- If officers enter (with or without a valid warrant), say that you do not consent.

IF YOU ARE APPROACHED BY AUTHORITIES IN A PUBLIC PLACE/ON THE STREET:

- Do not run. Running could be used against you.
- Before saying anything (including your name) ask, “Am I free to go?”
- If yes, walk away slowly. If no, do not walk away.
- In [some states](#), you must give your name.
- If you are searched, stay calm and say, “I do not consent to this search.”

IF AUTHORITIES PULL YOU OVER IN THE CAR:

- Pull over, turn the car off and put your hands on the steering wheel.
- Follow all instructions, including providing license, registration, and insurance. Do not give false documents.
- If an officer searches your car, stay calm and say, “I do not consent to this search.”

IF YOU ARE CAUGHT IN AN ICE RAID, DO NOT RUN.

IF YOU ARE ARRESTED OR DETAINED, DO NOT PHYSICALLY RESIST OR FIGHT BACK. DO NOT LIE OR SHOW FALSE DOCUMENTS.

YOU HAVE THE RIGHT TO SPEAK TO A LAWYER.

- You can just say, “I need to speak to my attorney.”
- You may have your lawyer with you if ICE or other law enforcement questions you.
- If you are placed in jail/police custody or in an immigration detention center, request a phone call to your attorney.

DO NOT SIGN ANYTHING WITHOUT SPEAKING TO A LAWYER.

- You can refuse to sign any document. ICE may try to get you to sign away your right to see a lawyer or judge. Make sure you understand what a document actually says before you sign it.
- Do not rely on what ICE officers are telling you about what the document says.

- If you have a lawyer, you can ask for your lawyer to be present before signing any document. You always have the right to understand what you are signing.

ALWAYS CARRY WITH YOU ANY VALID IMMIGRATION DOCUMENTS YOU HAVE.

- Those who are over 18 who are not citizens must always carry evidence of valid immigration documents. For example, a valid work permit, a DACA authorization, or green card. If you do not have them, tell the officer you want to remain silent, or that you want to consult a lawyer before answering any questions.
- Do not carry false documents or papers from another country with you, like a foreign passport. They could be used against you in the deportation process.
- If you are not a U.S. citizen and an immigration agent requests your immigration papers, you must show them if you have them with you. This requirement only applies to immigration agents. You do not have to show any documents to local or state police, except that you do have to show a valid drivers' license if police pull you over for a traffic violation.

HAVE AN EMERGENCY PLAN.

- Memorize the phone number of a friend, family member, or attorney to call if you are arrested.
- Identify an attorney. Find out the name of a reliable immigration attorney ahead of time and keep their information with you at all times.
- Select someone to take care of your family, especially children and the elderly. If you fear that your deportation will leave your children without a guardian, create a family preparedness plan. This may mean consulting with an attorney to properly establish a guardian for your children, make sure your children and the guardian know about the plan, and that the guardian can access the resources needed to care for your children.
- In some states, families can complete their state's family preparedness documents so children can remain safely with a trusted adult. Depending on the state, these forms can be referred to as a Delegation of Parental Authority (DOPA), a Caregiver's Authorization Affidavit, Standby Guardian Form, or other name depending on your state. Many of these forms require notarization.
- Create a list of your medications and your family members' medications.
- Prepare a safe place at home where you keep important papers and contact information such as birth certificates and immigration documents and make sure that the person you have selected to take care of your family knows where that place is.

IF YOU NEED A LAWYER:

- Nonprofit organizations that provide low-cost help can be found at immigrationlawhelp.org.
- The immigration courts have a list of lawyers and organizations that provide free legal services: justice.gov/eoir/list-pro-bono-legal-service-providers-map.

- At <https://www.adminrelief.org> there is a search engine that lists all legal services near your zip code.
- You can search for an immigration lawyer using the American Immigration Lawyers Association's online directory, ailalawyer.com.
- The National Immigration Project of the National Lawyers Guild also has an online find-a-lawyer tool: <https://www.nationalimmigrationproject.org>.

ADDITIONAL RESOURCES

- The ICE detainee locator (<https://locator.ice.gov/odls/#/search>) can help people determine if their family member has been detained and where the family member is being held. In using the ICE detainee locator, it is helpful to know the family member's date of birth and 'A-Number' (Alien Registration Number), if there is one. The ICE detainee locator is intended only for locating individuals who are already detained.



How to Safely Observe & Document ICE Activity

The First Amendment protects the right to take photos and videos of law enforcement officers performing their duties in public, including ICE agents.

However, while the Constitution protects your right to record in public, the Trump administration has taken an aggressive stance against anti-ICE activities and are attempting to criminalize protest, observation, and recording of ICE actions by charging individuals with “impeding” law enforcement under 18 U.S.C. 111. This statute makes it a crime to forcibly assault, resist, oppose, impede, intimidate, or interfere with federal officers when they are performing official duties, or on account of their official duties.

Federal law also prohibits warning undocumented people about immigration enforcement or substantially assisting them in avoiding detection by federal law enforcement, a crime known as “harboring.”

You have a Constitutional right to speak, associate, gather, dissent, and document. Recording ICE actions from a safe distance and without interfering with their duties can be critical in providing evidence of the violation of the rights of community members by federal officials. However, it is important to do so safely.

If you exercise your right to film ICE, please keep these guidelines in mind.

- When in a public space, you have the right to film ICE and the police as long as you are not interfering with or impeding their duties.
- If you feel safe to do so, you can record the ICE activity using pictures and video if possible.
 - Do record from a safe distance. Stay far enough away from officers that the officers would have to move in order to touch you (at least 8 feet).
 - Do not interfere or impede or engage with ICE agents.
 - If asked to step back, do so while saying “I am exercising my right to document.”
 - Always remain peaceful and non-violent.
 - Do not make any physical contact or threatening moves or be verbally aggressive towards officers.
 - While driving, drive safely, obey all traffic laws and speed limits. If following officers’ vehicles in your vehicle, stay far enough back that you will not hit them if they brake suddenly.
 - If you are on private property and are asked by the business or property owner to leave, move to a public space nearby.
 - If you are told by a law enforcement officer to step back, do so while saying: “I am exercising my right to document.” If officers get closer to you, narrate that you are stepping back in a calm, audible voice. If officers become confrontational, narrate what is happening (“I am observing. I am moving back as you requested”) rather than arguing with officials.

- Record your own and other's interactions with federal officials. Don't livestream or post images of detained persons without their consent. Remember to note the S.A.L.U.T.E.
 - Size – number of agents/vehicles
 - Activity – what are they doing
 - Location – where it occurs
 - Uniforms – what are they wearing, face coverings, badges, insignia
 - Time & Date
 - Equipment & Weapons
- Do not disclose the information of your loved ones or yourself to the agents. However, in [some states](#) you must give your name if asked.
- Be aware that you may be subject to questioning about the evidence that you have recorded.
- Ahead of time, ensure that your device's audio and video are on and set up to share to the cloud.
- Turn off biometric identification on your phone, and if it is taken by law enforcement, state that you do not consent to a search. Be aware that even if you do not consent to a search, there is a substantial risk that your phone will be searched.
- Important considerations for recording:
 - ICE agents are armed law enforcement officials who are first and foremost concerned for their own safety. Before taking out a recording device, it is best to assess the situation and determine whether taking a video could escalate the situation and endanger anyone present.
 - It is extremely important that if you choose to record, you must make it obvious that you are recording. Almost every state has laws against "secret" recordings. Do not cover up, hide or conceal your camera/phone.
 - If ICE warns you and asks you to step back while videoing/photographing, it is best to follow directions, as they may confiscate your camera.
 - Make sure you know if you are on federal property and follow any directives about access to and limitation of rights while on that property as additional legal restrictions apply to federal property.
 - It is recommended to participate with a buddy and to carry copies of citizenship documents or REAL ID.

In addition, avoid actions that reasonably can be understood as warning individuals you know to be undocumented that an ICE action is underway. While warning people generally of the presence of law enforcement is protected under the First Amendment, warning individuals who are undocumented about immigration enforcement can be a federal crime.

For example, avoid warning specific individuals about ICE presence. However, blowing a whistle in a public space or holding up signs informing the general public of ICE presence should be protected activity.

Finally, where communications are being done by shared community chats or via social media, recognize that such communications are effectively public and are likely subject to surveillance.

FAFSA Privacy Concerns

The Free Application for Federal Student Aid (FAFSA) is an application administered by the U.S. Department of Education that students and their families complete to apply for federal financial aid, such as grants, work-study programs, and loans. Many higher education institutions also require students to fill out the FAFSA in order to qualify for financial aid such as scholarships. Because the FAFSA provides personal information and details to the federal government, students from mixed-status families have raised concerns about filling out the FAFSA because of fears that the information provided on the FAFSA form may be used for deportation purposes. The Higher Education Act prohibits the use of FAFSA data for anything other than determining and awarding federal financial assistance. The Office of Federal Student Aid at the U.S. Department of Education has also stated that the Education Department will not share any information in violation of the Higher Education Act.

FAFSA information has not been used for immigration purposes in the past and no parents or other contributors on the FAFSA form have been targeted for immigration enforcement because of filing a FAFSA. However there is a possibility that the Trump administration could attempt to do so in the future.

California, New York, and Washington have developed their own financial need calculation tools for students who only want to be considered for state and local aid – all three tools specifically note that the data collected will not be provided to the federal government without a court order.

For more information on FAFSA, including updates, please visit the [National College Attainment Network \(NCAN\) website](#).

DACA Program Update

Deferred Action for Childhood Arrivals (DACA) allows young immigrants who grew up in the U.S. to seek temporary protection from deportation and to have the ability to work. There are approximately 579,000 active DACA holders.

On January 17, 2025, the Fifth Circuit Court of Appeals ruled that the DACA program is unlawful, but limited the injunction blocking DACA protections only to the state of Texas and only to the work authorization component of DACA. The district court is now considering how the invalidation of DACA work authorizations should proceed in Texas. In Texas, DACA will now only provide protection from deportation but not work authorization or access to driver's licenses. In the coming months, DACA recipients in Texas could lose their legal work authorization. However, that has not happened yet and current DACA recipients in Texas continue to have access to their current work permits as we await further action from the district court.

At this time, nothing has changed for current DACA recipients, including DACA recipients in Texas. At present, current DACA recipients keep their deferred action status and work permits until they expire and current DACA recipients are able to renew their DACA permits.

Employers can ask for an updated DACA permit if the expiration date is approaching or there is some reason to believe the employee has become undocumented and may terminate an individual's employment absent DACA or some other legally recognized immigration status. An employer should only ask you for your work authorization once they offer you a job, not before.

As a result of the Fifth Circuit's ruling, initial, first-time requests for DACA could be processed for all 50 states, including Texas. However, DHS has not started processing new DACA applications and there is no updated guidance from the federal government on this issue. If you have never applied for DACA, you should be cautious in filing an initial application for DACA because of the Trump administration's anti-immigrant enforcement priorities. Consult with an immigration attorney to assess your personal risks before moving forward with an initial DACA request. DACA renewals continue to be accepted and processed and DACA recipients should continue to renew their permits. DACA recipients may qualify for another immigration benefit that could lead to permanent residence and not know it. Please consult with legal counsel to discuss potential options that may be available.

APPENDIX A

Sample Safe Zone Resolution and Model Policy

It is the right of every child, regardless of immigration status, to access a free public K-12 education. When federal immigration authorities aggressively pursue enforcement activities on or around school property and transportation routes — whether by surveillance, interviews, demands for information, arrest, detention, or any other means — it harmfully disrupts the learning environment and significantly interferes with the ability of all students, including U.S. citizen students and immigrant students legally in the country, to access a free public K-12 education.

NEA has developed sample resolution and district policy that can be used as a template or guidance for local school districts to create their own Safe Zones resolutions.

The language is closely tied to the Supreme Court case *Plyler v. Doe* which is the foundational precedent that ensures access to K-12 education for all children regardless of immigration status. The model resolution contains reassurances for students, procedures for law enforcement, and information and support for families and staff.

FAQ: SAFE ZONE SCHOOL BOARD RESOLUTIONS

1. WHAT CAN WE DO TO ADDRESS STUDENT FEAR ABOUT IMMIGRATION ENFORCEMENT UNDER THE TRUMP ADMINISTRATION?

Join with your local NEA association to lobby your local school board for a SAFE ZONE resolution. It contains reassurances for students, procedures for responding to law enforcement, and information and support for families and staff. Countless school districts across the country have already passed SAFE ZONE resolutions. These districts include large urban districts like Los Angeles, to small rural districts in Colorado and New Hampshire, and everywhere in between, such as Omaha, Nebraska, and Louisville, Kentucky.

2. WHAT NEEDS TO TAKE PLACE IN ORDER FOR OUR DISTRICT TO BECOME A SAFE ZONE?

Your school board can take up a proposed resolution like the one attached here at its next regularly scheduled meeting. Supply your school board with sample language and be sure to comply with the board's meeting notice requirements. Through the board's normal governance procedure, it can approve and sign a SAFE ZONE resolution, including a policy that would then take effect immediately.

3. DOES A SAFE ZONE RESOLUTION REQUIRE ADDITIONAL DISTRICT EXPENDITURES, STAFF RESPONSIBILITIES, SCHOOL HOURS, OR OTHER RESOURCES?

No, unless you wish to add support beyond NEA's template, such as adding a counselor for extra support for immigrant students who are in crisis. The template SAFE ZONE resolution reaffirms and clarifies the constitutional right all students have, regardless of immigration status, to access a free

public K-12 education. The district administration will need to take steps to ensure the resolution's requirements are being fulfilled as outlined in the district policy attached to the NEA template SAFE ZONE board resolution, but it does not add new or different job duties or hours for educators.

4. CAN I DISCUSS IMMIGRATION ENFORCEMENT AND STUDENT FEARS IN MY CLASSROOM?

Yes, if your school board passes a SAFE ZONE resolution that provides for such discussion, the discussion is age appropriate and mandatory curricular subjects are also covered in a timely way. The productivity of the learning environment improves when pressing concerns of students can be addressed. In the absence of a SAFE ZONE resolution, NEA recommends you follow existing district rules on classroom teaching.

5. CAN I REFUSE DIRECTIVES FROM LAW ENFORCEMENT?

No, a SAFE ZONE resolution does not provide immunity should you decline to obey directives from law enforcement. The resolution does provide steps you must request that law enforcement follow. If law enforcement refuses to cooperate, that becomes a matter for the district legal counsel and courts to determine. You are not expected to put yourself or those around you at risk to assert these rights.

6. DOES THE MODEL SAFE ZONE RESOLUTION PROTECT NON-CITIZEN STUDENTS FROM THE SCHOOL-TO-PRISON-TO-DEPORTATION PIPELINE?

No, SAFE ZONE policies like the one attached here are aimed at protecting students' rights at school but do not address disciplinary practices that criminalize misbehavior through the involvement of law enforcement. In the case of non-citizen youth, law enforcement actions can result in barriers to obtaining or maintaining legal immigration status as well as possible detention and deportation. For information regarding the harmful immigration consequences for non-citizen youth of the school-to-prison pipeline, [click here](#).

Model Safe Zone Resolution

_____ BOARD OF EDUCATION

RESOLUTION NO. _____

WHEREAS, it is the right of every child, regardless of immigration status, to access a free public K-12 education and the District welcomes and supports all students;

WHEREAS, the District has a responsibility to ensure that all students who reside within its boundaries, regardless of immigration status, can safely access a free public K-12 education;

WHEREAS, federal immigration law enforcement activities, on or around District property and transportation routes, whether by surveillance, interview, demand for information, arrest, detention, or any other means, harmfully disrupt the learning environment to which all students, regardless of immigration status, are entitled and significantly interfere with the ability of all students, including U.S. citizen students and students who hold other legal grounds for presence in the U.S., to access a free public K-12 education;

WHEREAS, through its policies and practices, the District has made a commitment to a quality education for all students, which includes a safe and stable learning environment, means of transportation to and from school sites, the preservation of classroom hours for educational instruction, and the requirement of school attendance;

WHEREAS, parents and students have expressed to the District fear and confusion about the continued physical and emotional safety of all students and the right to access a free public K-12 education through District schools and programs;

AND WHEREAS, educational personnel are often the primary sources of support, resources, and information to assist and support students and student learning, which includes their emotional health;

NOW, THEREFORE, BE IT RESOLVED that the U.S. Immigrations Enforcement Office (ICE), state or local law enforcement agencies acting on behalf of ICE, or agents or officers for any federal, state, or local agency attempting to enforce federal immigration laws, are to follow District Policy ____, attached to and incorporated in this Resolution, to ensure the District meets its duty to provide all students, regardless of immigration status, access to a free public K-12 education;

BE IT FURTHER RESOLVED, that the Board declares the District to be a Safe Zone for its students, meaning that the District is a place for students to learn, to thrive and to seek assistance, information, and support related to any immigration law enforcement that interferes with their learning experience;

BE IT FURTHER RESOLVED, that the District shall, within 30 days of the date of this Resolution, create a Rapid Response Team to prepare in the event a minor child attending school in the District is deprived of adult care, supervision, or guardianship outside of school due to a federal law enforcement action, such as detention by ICE or a cooperating law enforcement agency;

BE IT FURTHER RESOLVED, it continues to be the policy of the District not to allow any individual or organization to enter a school site if the educational setting would be disrupted by that visit; given the likelihood of substantial disruption posed by the presence of ICE or state or local law enforcement

agencies acting for ICE, any request by ICE or other agencies to visit a school site should be presented to the Superintendent’s Office for review as to whether access to the site is permitted by law, a judicial warrant is required, or any other legal considerations apply; this review should be made expeditiously, but before any immigration law enforcement agent or officer appears at a school site;

BE IT FURTHER RESOLVED, in its continued commitment to the protection of student privacy, the District shall review its record-keeping policies and practices to ensure that no data is being collected with respect to students’ immigration status or place of birth; and cease any such collection as it is irrelevant to the educational enterprise and potentially discriminatory;

BE IT FURTHER RESOLVED, should ICE or other immigration law enforcement agents request any student information, the request should be referred to the Superintendent’s Office to ensure compliance with Family Educational Rights and Privacy Act (FERPA), student constitutional privacy, standards for a judicial warrant, and any other limitation on disclosure; this review should be conducted expeditiously, but before any production of information is made;

BE IT FURTHER RESOLVED, the District shall post this Resolution at every school site and distribute it to District staff, students, and parents using usual means of communication, and that the Resolution will be translated into all languages spoken by students at home;

BE IT FURTHER RESOLVED, the Superintendent shall report back on compliance with this Resolution to the Board at its next meeting;

BE IT FURTHER RESOLVED, the Board directs the Superintendent to review District policies and practices regarding bullying and report back to the Board at its next meeting and communicate to staff, students, and parents the importance of maintaining a bullying-free environment for all students;

BE IT FURTHER RESOLVED, the Board affirms that certificated District employees have the academic freedom to discuss this Resolution during class time provided it is age-appropriate; and students are to be made aware that District counselors are available to discuss the subjects contained in this Resolution; and

BE IT FURTHER RESOLVED, after-school providers and other vendors and service providers who contract with the District shall be notified of this Resolution within 30 days and required to abide by it.

[FOLLOWED BY SCHOOL BOARD SIGNATURE PAGE]

DISTRICT POLICY NO. _____

ACCESS TO EDUCATION, STUDENT PRIVACY, AND IMMIGRATION ENFORCEMENT

Access to Education, Student Privacy, and Immigration Enforcement

School personnel must not allow any third party access to a school site without permission of the site administrator. The site administrator shall not permit third party access to the school site that would cause disruption to the learning environment.

The School Board, in Resolution No. _____, based on its educational experience and as part of its

deliberative process as our governing body, has found that access to a school site by immigration law enforcement agents substantially disrupts the learning environment and any such request for access should be referred to the Superintendent's Office immediately.

School personnel must contact the Superintendent's Office immediately if approached by immigration law enforcement agents. Personnel must also attempt to contact the parents or guardians of any students involved.

The Superintendent's Office must process requests by immigration law enforcement agents to **enter a school site** or **obtain student data** as follows:

1. Request identification from the officers or agents and photocopy it;
2. Request a judicial warrant and photocopy it;
 - a. If no warrant is presented, request the grounds for access, make notes, and contact legal counsel for the District;
3. Request and retain notes of the names of the students and the reasons for the request;
 - a. If school site personnel have not yet contacted the students' parents or guardians, do so;
 - b. Do not attempt to provide your own information or conjecture about the students, such as their schedule, for example, without legal counsel present;
4. Provide the agents with a copy of this Policy and Resolution No. _____;
5. Contact legal counsel for the District;
6. Request the agents' contact information; and
7. Advise the agents you are required to complete these steps prior to allowing them access to any school site or student data.





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