

ADMINISTRATIVE REGULATION

Response to Immigration Enforcement

A. Responding to Requests for Information

GGUSD will not disclose information to indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by Family Educational Rights and Privacy Act (FERPA). District personnel shall take the following action steps upon receiving an information request related to a student's or family's immigration or citizenship status:

1. Notify the Office of Student Services about the information request
2. Provide students and families with appropriate notice and a description of the immigration officer's request
3. Document any verbal or written request for information by immigration authorities
4. Unless prohibited, provide students and parents/guardians with any documents issued by the immigration-enforcement officer

If GGUSD possesses information that could indicate immigration status, citizenship status, or national origin, the district shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending school. If parents or guardians choose not to provide information that could indicate their or their children's immigration status, citizenship status, or national origin information, the district shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling in or attending school. The district shall not allow school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity, or national origin.

B. Monitoring and Receiving Visitors onto Campus

No outsider, which would include immigration-enforcement officers, shall enter or remain on school grounds during school hours without having registered with the principal or designee.

If there are no exigent circumstances necessitating immediate action, and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit, the officer must provide the following information to the principal or designee:

- Name, address, occupation;
- Age, if less than 21;
- Purpose in entering school grounds;
- Proof of identity; and
- Any other information as required by law.

GGUSD shall adopt measures for responding to outsiders that avoids classroom interruptions, and preserves the peaceful conduct of the school's activities, consistent with local circumstances and practices.

GGUSD shall post signs at the entrance of its school grounds to notify outsiders of the hours and requirements for registration.

GGUSD personnel shall report entry by immigration-enforcement officers to any on-site school police or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus.

C. Response to On-Campus Immigration Enforcement

Consistent with requirements of the California Office of the Attorney General, GGUSD has developed procedures for addressing any requests by a law enforcement officer for access to district records, school sites, or students for the purpose of immigration enforcement.

As early as possible, District personnel shall notify the Office of Student Services 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 Office of Student Services, district 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 Office of Student Services
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, district personnel should comply with the officer's orders and immediately contact the Office of Student Services.
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 has:

- a. An ICE (Immigrations and Customs Enforcement) administrative warrant, district personnel shall inform the agent that he or she cannot consent to any request without first consulting with the Office of Student Services.
- b. 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 Office of Student Services before providing the agent access to the person or materials specified in the warrant.
- c. A subpoena for production of documents or other evidence. Immediate compliance is not required. Therefore, personnel shall inform the Office of Student Services of the subpoena, and await further instructions on how to proceed.

While District 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 the warrant or other document. If an officer enters the premises without consent, district personnel shall document his or her actions while on campus. After the encounter with the officer, district personnel shall promptly take written notes of all interactions with the officer. The notes shall include the following items:

- List or copy of the officer's credentials and contact information;
- Identity of all school personnel who communicated with the officer;
- Details of the officer's request;
- 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;
- District personnel's response to the officer's request;
- Any further action taken by the agent; and
- Photo or copy of any documents presented by the agent

District personnel shall provide a copy of those notes, and associated documents collected from the officer, to the Office of Student Services. In turn, the District's legal counsel or other designated official shall submit a timely report to the governing board regarding the officer's request and actions and the district's response(s).

The Office of Student Services will then email the Bureau of Children's Justice in the California Department of Justice, at BCJ@doj.ca.gov regarding any attempt by a law--enforcement officer to access a school site or a student for immigration--enforcement purposes.

D. Response to the Detention and Deportation of a Student's Family Member

In the event a student's parent/guardian has been detained or deported by federal immigration authorities, use the student's emergency card contact information and release the student to the person(s) designated as emergency contacts. Alternatively, a student may also be released into the custody of any individual who presents a Caregiver's Authorization Affidavit on behalf of the student.

Only contact Child Protective Services if schools are unsuccessful in arranging for the timely care of the child through the emergency contact information that the school has, a Caregiver's Authorization Affidavit, or other information or instructions conveyed by the parent or guardian.

Encourage families and students to:

- Know their emergency phone numbers and know where to find important documentation, including birth certificates, passports, Social Security cards, doctors' contact information,
- Keep medication lists, lists of allergies, etc., which will allow them to be prepared in the event that a family member is detained or deported
- Update students' emergency contact information as needed throughout the school year, and provide alternative contacts if no parent or guardian is available
- include the information of an identified trusted adult guardian as a secondary emergency contact in case a student's parent or guardian is detained.

Communicate to families that information provided within the emergency cards will only be used in response to specified emergency situations, and not for any other purpose.

E. Parental Notification of Immigration-Enforcement Actions

GGUSD 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. District 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 her parent or guardian.

Parents/guardians shall be notified regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration

enforcement. This information shall include information related to the “Know Your Rights” immigration enforcement established by the Attorney General. The district shall inform students who are victims of hate crimes of their right to report such crimes. (Education Code 234.7)

F. Social Security Numbers or Cards

The District shall not solicit or collect entire Social Security numbers or cards.

The District shall solicit and collect the last four digits of an adult household member’s Social Security number only if required to establish eligibility for federal benefit programs.

When collecting the last four digits of an adult household member’s Social Security number to establish eligibility for a federal benefit program, the District shall explain the limited purpose for which this information is collected, and clarify that a failure to provide this information will not bar the student from enrolling in or attending the school.

The District shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the free and reduced lunch program, transportation, and educational instruction.

Ref: Education Code: 200, 220, 234.1, 234.7, 48204.4, 48980, 48985
Government Code: 8310.3
Penal Code 422.55, 627.1-627.6

Adopted: October 6, 2021