

**TITLE:** LAUSD Campuses as Safe Zones and Resource Centers

**NUMBER:** REF-6767.4

**ISSUER:** Pedro Salcido, Deputy Superintendent  
Business Services and Operations Office

**DATE:** February 24, 2025

**DUE DATE:** Not Applicable.

**PURPOSE:** The purpose of this Reference Guide is to provide guidance to site administrators and District staff on the process and procedures to follow if Federal immigration officials, including Immigration and Customs Enforcement (“ICE”) agents or designees, request access to a school site or District facility, student, or student records. This guidance also may be applied in situations where federal immigration officials seek access to employees, volunteers, or their respective records.

**MAJOR CHANGES:** This revises REF-6767.3 and specifies the steps school sites, Region Administrators of Operations and Region Operations Coordinators shall follow when Federal immigration officials, including ICE agents, request access to a school site or District facility, student, or student records. Additionally, it includes a school site notification checklist (see Attachment A: School Site Notification Checklist). These updates are made pursuant to the California Attorney General’s Office *Guidance and Model Policies to Assist California’s K-12 Schools in Responding to Immigration Issues*, issued in December 2024.

**ROUTING**

All Schools  
All Region  
Superintendents  
Region  
Administrator  
of Operations  
Instructional Directors  
Operations Coordinators  
Los Angeles School  
Police  
SAA  
Non-School Site  
Administrators  
Charter School Division  
Early Education Centers  
Beyond the Bell  
Adult Schools

**BACKGROUND:** On February 9, 2016, the Board of Education (“Board”) reaffirmed its position regarding immigration reform, as noted in Board Resolution 032-15/16, entitled “LAUSD Campuses as Safe Zones and Resource Centers.” The Board declared that every LAUSD site will be a place of support and resource for all students and families, regardless of immigration status.

On November 19, 2024, the Board reaffirmed that Los Angeles Unified School District will be a sanctuary district and safe zone for families threatened by immigration enforcement as noted in Board Resolution 034-24/25. The Board offers unwavering support for families facing threats of immigration enforcement. Protocols for responding to immigration personnel who request information about students, families, and staff have been included within this Reference Guide. A communications plan has been uploaded to the Principal’s Portal to provide students with a sense of security and belonging, allowing them to thrive academically and emotionally without fear.

The 1982 U.S. Supreme Court case *Plyler v. Doe* held that undocumented children have a constitutional right to receive a free public K-12 education which provides the means to becoming a “self-reliant and self-sufficient participant in society” and instills the “fundamental values necessary to the maintenance of a democratic political system.” The Board resolved that the Superintendent shall establish all K-12 schools, early education centers, adult schools, and parent centers as resource and information sites for students and their families. Further, the Board encouraged the Superintendent to increase and enhance partnerships with community-based organizations and legal services organizations that provide resources for families facing immigration challenges. Additionally, the Board encouraged that a rapid response network be created to assist children whose family members have been detained through providing crisis management and support services.

In 2017, the California Legislature passed Assembly Bill 699 titled the Educational Equity: Immigration and Citizenship Status bill (AB 699). AB 699 amended sections 200, 220, and added 234.7, which in part required the Attorney General to issue model policies to help California’s public K-12 schools and other local educational agencies, protect the rights of undocumented students and their families. The Attorney General released a guide that includes model policies to help California’s public K-12 schools and other local educational agencies protect the rights of undocumented students and their families.

In 2018, the District affirmed its commitment to providing a working and learning environment free from discrimination, harassment, intimidation and/or bullying. It also affirmed its commitment to the prohibition against discrimination, harassment, intimidation and/or bullying based on actual or perceived nationality, ethnicity and immigration status including a person's association with a person or group with one or more actual or perceived legally protected characteristics. The District's Uniform Complaint Procedures (UCP) complaint process is the vehicle for ensuring compliance with applicable state and federal laws and regulations, and under such the District will investigate complaint allegations of discrimination, harassment, intimidation, and/or bullying. UCP brochures are available at all schools and on the District's website in primary languages of the school community.

### **KEY TERMS**

Below are key terms that will help District staff understand language which may be used when referring to students who have recently arrived to the United States. Although the District does not inquire about a student's immigration status, this reference guide aims to better support and assist our students and families that may be impacted by immigration matters.

#### **Accompanied Immigrant Youth**

Youth who had entered the U.S. with a biological parent and were apprehended and placed in a detention center. Release occurs once a sponsor is identified. The deportation process begins; however, unlike unaccompanied youth, families do not have the pro-bono (free) legal services available.

#### **Unaccompanied Immigrant Youth**

Youth under 18 years of age who entered the U.S. without a biological parent, were apprehended and placed in a detention center. These youth are held until a sponsor can be identified. Once released, the deportation process is initiated, and youth must attend court hearings to determine whether relief will be granted. Pro-bono legal services may be available for these youth.

#### **Undocumented Student**

A student who does not have the legal documentation to live in the U.S. or who has overstayed his or her visa.

#### **Enforcement Actions**

Pre-planned arrests of immigrants working, studying or living in the United States without lawful immigration status. These arrests can target a wide

range of immigrants, from long-term lawful permanent residents who may have committed a minor offense, to undocumented immigrants who have final deportation orders.

**Exigent Circumstances**

Exigent circumstances include, but are not limited to:

- National security/terrorism
- Imminent risk of death, violence, or physical harm to any person
- Fresh pursuit of dangerous felon
- Protection of evidence in a criminal case

**Extended Support Site (ESS)**

The Extended Support Sites are located at each Region and in key highly represented areas (See Attachment C). Student Support and Attendance Services staff at these sites assess student and family needs related to school enrollment, attendance, medical referrals, health insurance enrollment, legal resources and mental health referrals and connect them with services to ensure academic success.

**Immigration and Customs Enforcement (ICE)**

The U.S. Immigration and Customs Enforcement (ICE) enforces Federal laws governing border control, customs, trade and immigration to promote homeland security and public safety. ICE consists of three directorates including Homeland Security Investigations (HSI), Enforcement and Removal Operations (ERO) and Management and Administration ("M&A"). Although ICE is the main immigration enforcement body, there may be other federal immigration officials or designated agents who may request access to school sites and facilities, students, or student records. These include Customs and Border Protection (CBP) agents and local law enforcement officers who may have an agreement with the federal government to enforce immigration laws.

**GUIDELINES:**

LAUSD is committed to creating environments where the school community feels safe, welcome, and excited to learn. The following guidelines provide procedures for addressing federal immigration enforcement efforts as well as safeguarding confidentiality and providing social-emotional support. Additional resources may be found at

<https://www.lausd.org/site/Default.aspx?PageType=7&SiteID=4>.

LAUSD defines protected areas to include its schools, official activities of its schools, including those occurring in public places and adjacent areas, and all LAUSD property, including but not limited to, facilities owned, controlled by, or leased by LAUSD.

### *Overview of Law Enforcement Requests*

The typical circumstances under which law enforcement officers, including federal law enforcement officers, ICE agents, federal immigration officials, or designees may have a need to come to District campuses or facilities, when acting in the scope and course of their employment, include the following scenarios:

- Request for information or for general investigative purposes
- Service of a subpoena for student records
- Service of a search warrant
- Action pursuant to exigent circumstances

Note: Exigent circumstances include, but are not limited to:

- National security/terrorism
- Imminent risk of death, violence, or physical harm to any person
- Fresh pursuit of dangerous felon
- Protection of evidence in a criminal case

These exigent circumstances are no different for any other law enforcement agency that may come onto District property. Exigent circumstances are determined by law enforcement agencies.

### *Warrants, Subpoenas, Court Orders Used for Immigration Enforcement*

An immigration enforcement officer may provide an administrative ICE warrant, federal court warrant, administrative subpoena, federal judicial subpoena, or court order, to search a school, interview a student, or obtain school records. It is important to determine whether the District needs to comply with the warrant, subpoena, or court order. An administrative ICE warrant, for instance, does **NOT** grant an immigration officer any special power to compel a school official to cooperate, access school grounds, or interview a student. (From *Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues*, California Attorney General, December 2024). It is important that the school site follow the procedures outlined below which includes consultation with the Office of the General Counsel to determine appropriate action when presented with a warrant, subpoena, or court order.

For subpoenas or other lawful court orders for pupil records, Education Code section 49077 requires the school to make reasonable efforts to notify the parent/legal guardian of the student prior to complying with the

order. LAUSD shall avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by the Family Educational Rights and Privacy Act (FERPA).

LAUSD personnel shall take the following action steps upon receiving an information request related to a student's or family's immigration or citizenship status:

- Notify a designated [local educational agency] official about the information request.
- Provide students and families with appropriate notice and a description of the immigration officer's request.
- Document any verbal or written request for information by immigration authorities.
- Unless prohibited, provide students and parents/guardians with any documents issued by the immigration-enforcement officer.

#### *Reporting Requirement to the California Department of Justice*

The District is required to inform 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 law enforcement officers to access a school site or information for immigration-enforcement purposes. Further, AB 699 requires the Superintendent or designee to report to the Board of Education in a timely manner any requests for information or access to a school site by an officer or employee of a law enforcement agency for enforcing immigration laws. These reports should be handled in a manner that ensures the confidentiality and privacy of any potentially identifying information.

### **I. RESPONSIBILITIES OF SCHOOL ADMINISTRATOR/DESIGNEE**

#### **A. A School Administrator/Designee must complete the following tasks if ICE agents or other federal immigration officials come on campus for any reason:**

1. Immediately notify your Region Administrator of Operations and the Los Angeles School Police Department (LASPD) Watch Commander at (213) 625-6631. (Refer to Attachment A: School Site Notification Checklist.)
2. Request the name and badge number of the ICE agent or Federal immigration official or designee, phone number of the agent's supervisor and purpose of the visit.



3. Obtain any documentation from the agent (e.g., subpoena; search warrant; or, court order). Make copies and forward to Region Administrator of Operations (AOO).
4. Advise the agent that prior to proceeding with their request, and absent exigent circumstances, notifications and direction from specific District offices, including the Office of the General Counsel, must take place.
5. Wait for further direction and advice from the Region Administrator of Operations to appropriately respond to the ICE agent request.
6. Activate the School Site Crisis Team, as needed.
7. Create an iSTAR, as soon as practicable: Indicate incident type as on or off campus activity. In the Issue Type Tab, select Law Enforcement Activity, sub-category *Immigration and Customs Enforcement (ICE) Inquiry/Investigation*. Do not include the name of the individual who is the subject of the inquiry/investigation.
8. Obtain additional guidance from the Region AOO on any necessary notification to parents/caregiver of the student who may be the focus of the ICE inquiry.

**Note: Should an agent declare that exigent circumstances exist and demand immediate access to the campus, administrators should comply with the order of ICE or federal immigration official and immediately contact the Region AOO and LASPD Watch Commander.**

Although school staff should not consent to access by an immigration enforcement officer except for a declaration of exigent circumstances, school staff 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 school premises without consent, a School Administrator or designee shall document the officer/s' actions while on campus. (8 U.S.C. section 1373)

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 administrative warrant: LAUSD personnel shall inform the agent that they cannot consent to any request without first consulting with the AOO and/or Office of the General 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 LAUSD's legal counsel or AOO 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. LAUSD personnel shall inform the AOO and Office of General Counsel of the subpoena, and await further instructions on how to proceed.

If ICE agents or other federal immigration officials remove a student from a school campus, the school must obtain the agent/official's name and contact information and must immediately notify the student's parent/legal guardian that the agent/official has taken temporary custody of the student. Although the law does not require parent/legal guardian notification when a law enforcement official interviews a student on a school campus, school officials may notify the parent/legal guardian of a student that an ICE agent or other federal immigration official has requested an interview, except when that agent/official has a judicial warrant or court order.

- B. If ICE agents or other federal immigration officials/designees are rumored or verified to be in the community, and this information may have an impact on school operations or students attending school, the School Administrator/Designee shall immediately notify your Region AOO for further guidance and direction.**

## **II. RESPONSIBILITIES OF REGION ADMINISTRATORS OF OPERATIONS (AOO)**

**A. An AOO must complete the following tasks in all ICE-related situations:**

1. When an AOO is notified by any school that an ICE agent or Federal immigration official is on site or they have received an ICE request, immediately notify the Division of School Operations.
2. Assess the situation, identify the level of crisis and respond as needed.
3. Designate Region staff to ensure the school site team is provided with guidance and support, as needed.
4. Verify that the LASPD Watch Commander has been notified.
5. Contact the Office of General Counsel for guidance needed pertaining to access to student records, subpoena or search warrant service.



6. Verify that an iSTAR has been created. If needed, assist the school administrator/ designee in creating the iSTAR. Do not include the name of the individual who is the subject of the inquiry/investigation.
  7. Follow up with affected school site administrator to provide necessary direction or advice.
- B. On a case-by-case basis, the AOO must do the following:
1. Continue to assess and monitor the situation to determine if Region resources are needed. Possibly activate the Rapid Response Team (Region Crisis Team). (Refer to BUL-5800.1, Crisis Preparedness Response and Recovery for more information).
  2. Consult with the Office of Communications.
  3. Provide consultation in notifying neighboring schools and Regions as needed.
  4. Determine if other communication methods are needed (i.e., Blackboard Connect message, parent meeting, letters, resources, talking points).
- C. If a situation escalates to a crisis response, (i.e., crisis requires central office crisis team to provide direct intervention services, assistance with communications and memos). Region AOO shall coordinate additional support and guidance with the District Office Crisis Response Team.
- D. If ICE agents are rumored or verified to be in the community, the Region AOO shall do the following:
1. Attempt to verify that ICE is conducting enforcement actions/immigration raids in the area by contacting LASPD for confirmation.
  2. Determine if this might affect the school or students attending school.
  3. If it is determined that ICE activity might affect the District or school-site operations, the Region AOO will execute responsibilities outlined above (Section II A) as needed.
  4. Contact the Division of School Operations and the Los Angeles School Police Department (LASPD) Watch Commander at (213) 625-6631.
- E. The Division of School Operations, in collaboration with the LASPD Watch Commander, will assist with providing support from District Headquarters (Beaudry) on a case-by-case basis. To

prevent duplicate communication, further guidance to Regions will be articulated through the Region AOO.

### **III. COMMUNICATION DURING NON-SCHOOL HOURS**

If an ICE agent is on-site during non-school hours (weekdays or weekends), conducting official ICE business, the administrator/designee on campus should immediately call the AOO. Examples of activities or locations in which ICE agents may need to come to a District site during non-school hours include, but are not limited to, Early Education Programs, Youth Service Programs, athletic events, parent conferences, school dances, etc. If a school administrator/designee is not on site, notify your Region AOO and they will coordinate further notifications and assist involved staff with providing support to the school.

### **IV. COLLECTING AND RETAINING STUDENT INFORMATION**

LAUSD 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. LAUSD 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.

LAUSD personnel shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.

Where permitted by law, LAUSD shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status, or national origin, and that do not reveal information related to citizenship or immigration status. LAUSD shall note the method of age verification but is not required to maintain a copy of the document used to show age. Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information

permitted by law or this policy, LAUSD's procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under this policy.

LAUSD shall not solicit or collect entire Social Security numbers or cards. LAUSD 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, LAUSD 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.

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, LAUSD shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.

#### **V. RESPONDING TO DETENTION/DEPORTATION OF A STUDENT'S FAMILY MEMBER**

LAUSD shall encourage families and students to have and know their emergency phone numbers and to know where to find important documentation, including birth certificates, passports, Social Security cards, doctors' contact information, medication lists, lists of allergies, etc., which will allow them to be prepared in the event that a family member is detained or deported. LAUSD shall permit students and families to update students' emergency contact information as needed throughout the school year and provide alternative contacts if no parent or guardian is available.

LAUSD shall ensure that families may include the information of an identified trusted adult guardian as a secondary emergency contact in case a student's parent or guardian is detained. LAUSD shall 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.

In the event a student's parent/guardian has been detained or deported by federal immigration authorities, LAUSD shall use the student's emergency card contact information and release the student

to the person(s) designated as emergency contacts. Alternatively, LAUSD shall release the student into the custody of an individual who presents a Caregiver's Authorization Affidavit on behalf of the student. LAUSD shall only contact Child Protective Services if LAUSD personnel 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.

Student support services are available for impacted students. Please see section IV, above, for additional information.

## VI. EXCHANGE STUDENTS

The District welcomes students with F-1 and J-1 visas. If a high school has F-1 or J-1 students, officials from ICE Student Exchange and Visitor Program (SEVP) may make campus visits as part of the SEVP certification and reporting requirements. For assistance or additional information, contact the Foreign Student Admissions Office, Pupil Services at (213) 241-3844 or [studyinla@lausd.net](mailto:studyinla@lausd.net).

### RELATED RESOURCES:

- [BUL-5800.1 Crisis Preparedness Response and Recovery](#)
- [BUL-5159.13 Uniform Complaint Procedures](#)
- [BUL 6887.1 Pupil Records - Access, Confidentiality, and Notice of Educational Rights](#)
- [MEM-5818.12 Nondiscrimination Required Notices and Ordering of Student Brochures](#)
- [BUL 5212.3 Bullying and Hazing Policy-Student-to-Student](#)
- *Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues*, California Attorney General, April 2018; <https://oag.ca.gov/sites/all/files/agweb/pdfs/bcj/school-guidance-model-k12.pdf>
- Education Code sections 200, 220, and 234.7 (Assembly Bill 699) [https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=2017\\_20180AB699](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=2017_20180AB699)

**ATTACHMENTS:** Attachment A – School Site Notification Checklist  
Attachment B – Extended Support Sites

**ASSISTANCE:** For assistance or further information, please contact your Region Administrator of Operations. Additionally, the following District offices can provide support:

Division of School Operations  
(213) 241-5337  
<http://achieve.lausd.net/Page/1604>

Los Angeles School Police Department  
(213) 625-6631  
<http://www.laspd.com/>

Office of the General Counsel  
(213) 241-7600  
<http://achieve.lausd.net/Page/2573>

Student and Family Resource Line  
Monday – Friday 8:00 a.m. – 4:30 p.m.  
(213) 241-3840  
[https://apps.welligent.com/apps/utilities/lausd\\_public.inquiryform](https://apps.welligent.com/apps/utilities/lausd_public.inquiryform)

Student Mental Health and Wellness Services  
(213) 241-3848  
[Student Mental Health & Wellness Services / Home](#)

School Enrollment Placement & Assessment (S.E.P.A) Center  
(213) 482-3954  
<https://www.lausd.org/Page/11906>

## SCHOOL SITE NOTIFICATION CHECKLIST

### Responsibilities of School Administrator/Designee

#### IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) REQUESTS ACCESS TO SCHOOL SITE

A School Administrator/Designee must complete the following tasks if ICE agents or other federal immigration officials come on campus for any reason:

- ☐ 1. **IMMEDIATELY NOTIFY**
  - ☐ Region Administrator of Operations (Region AOO) \_\_\_\_\_
  - ☐ Los Angeles School Police Department (LASPD) Watch Commander (213) 625-6631
- ☐ 2. **REQUEST THE NAME AND BADGE NUMBER** of the ICE agent or federal immigration official or designee, phone number of the agent's supervisor and purpose of the visit
- ☐ 3. **OBTAIN ANY DOCUMENTATION FROM THE AGENT** (e.g., subpoena; search warrant) make copies of the documentation and send to Region Administrator of Operations who will forward to the Office of the General Counsel
- ☐ 4. **ADVISE THE AGENT** that prior to proceeding with their request, and absent exigent circumstances, notifications and direction from specific District offices must take place
- ☐ 5. **WAIT FOR FURTHER DIRECTION AND ADVICE** from the Region Administrator of Operations to appropriately respond to the ICE agent request
- ☐ 6. **ACTIVATE THE SCHOOL SITE CRISIS TEAM** as needed (Attachment C)
- ☐ 7. **CREATE ISTAR INCIDENT REPORT**, as soon as practicable: Indicate incident type as on or off campus activity. In the Issue Type tab, select Law Enforcement Activity, sub-category *Immigration and Customs Enforcement (ICE) Inquiry/Investigation*
- ☐ 8. **OBTAIN ADDITIONAL GUIDANCE FROM REGION AOO** on any necessary notification to parents/ caregiver of the student who may be the focus of the ICE inquiry

#### ICE RUMORED OR VERIFIED IN COMMUNITY

If ICE agents or other federal immigration officials/designee are rumored or verified to be in the community, and this information may have an impact on school operations or students attending school, the School Administrator/Designee shall do the following:

- ☐ 1. **IMMEDIATELY NOTIFY YOUR REGION ADMINISTRATOR OF OPERATIONS** \_\_\_\_\_  
for further guidance and direction

#### Exigent Circumstances

Include, but are not limited to:

- National security/terrorism
- Imminent risk of death, violence, or physical harm to any person
- Fresh pursuit of dangerous felon
- Protection of evidence in a criminal case

#### NOTE:

Should an agent declare that exigent circumstances exist and demand immediate access to the campus, administrators should comply with the order of ICE or federal immigration official and immediately contact the Region AOO and LASPD Watch Commander.





# EXTENDED SUPPORT SITES

The Extended Support Sites (ESS) assess student and family needs related to school enrollment, attendance, physical and mental health referrals, health insurance enrollment, legal resources and connect them with services to ensure academic success.



## Region East

2151 N. Soto St.  
Los Angeles 90032  
(323) 224-3100



## Region North

6621 Balboa Blvd.  
Lake Balboa 91406  
(818) 654-3600



## Region South

1208 Magnolia Ave.  
Gardena 90247  
(310) 354-3400



## Region West

11380 W. Graham Pl.  
Los Angeles 90064  
(310) 914-2100



## School Enrollment Placement and Assessment (SEPA) Center

1339 Angelina St.,  
Los Angeles, CA 90026  
(213) 482-3954

8015 Van Nuys Blvd.,  
Panorama City, CA 91402  
(818) 909-4593