



Immigration Enforcement Policy

Board Approved: June 24, 2025

Responding to On-Campus Immigration Enforcement

iLEAD Online staff shall notify the school Director, or designee of any request by an immigration or law-enforcement officer for school or learner access, requests for review of school documents, or requests of the services of lawful subpoenas, petitions, complaints etc., as soon as possible.

In addition, if an officer appears on campus specifically for immigration-enforcement purposes, iLEAD Online staff must take the following actions:

1. Advise the officer that school staff must have the Director or designee review written notification prior to beginning with request;
2. Ask to see (and make a copy of or note) the officer's name and badge number;
3. Ask the officer for her/his reason for being on school grounds and document it;
4. Ask the officer to produce any documentation that authorizes school access;
5. Make copies and retain a copy of all documents provided by the officer. Retain one copy for school records;
6. If the officer asserts that special exigent circumstances exist and demands immediate access to the campus, iLEAD Online staff should comply and contact the Director or designee.

If the officer does not declare that exigent circumstances exist, iLEAD Online staff shall inform the officer that the school must consult its own legal counsel before proceeding. In the event the officer presents a federal judicial warrant (search and seizure warrant or arrest warrant), consultation with the School's legal counsel shall be made before providing the agent access to the person or materials specified in the warrant if feasible.

iLEAD Online staff should not consent to access by an immigration-enforcement officer, except as described above. At the same time, staff shall never physically impede an officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If the officer enters without consent, staff shall document his or her actions while on campus.

iLEAD Online staff shall provide notes of the interaction to the school's legal counsel and provide the governing board a report of the interaction as timely as possible. These notes must include, but are not limited to:

1. List or copy of the officer's credentials and contact information;
2. List of all school staff who communicated with the officer;
3. Details of the officer's request;
4. Information on whether the officer presented a warrant or subpoena to accompany his/her request, the information/access requested and proof that the warrant was/wasn't signed;
5. iLEAD Online staff's response to the officer's request;
6. Any further action taken by the officer;
7. Photo or copy of all/any information presented by the agent.

Any attempt by a law-enforcement officer to access a school site or a learner for immigration-enforcement purposes should be reported to the Bureau of Children's Justice in the California Department of Justice at BCJ@doj.ca.gov.

Parental Notification

Before a learner can be interviewed or searched by any officer seeking to enforce civil immigration laws at the school, iLEAD Online staff must receive consent from the learner's parent or guardian, unless the officer presents a valid, effective warrant signed by a judge or a valid, effective court order, stating otherwise.

iLEAD Online staff must immediately notify the learner's parents or guardians if a law-enforcement officer requests or gains access to a learner for immigration-enforcement purposes unless that access was in compliance with a warrant or subpoena that restricts the disclosure of the information to the parent or guardian.