

TITLE: LAUSD Campuses as Safe Zones and Resource Centers

NUMBER: REF-6767.5

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

DATE: February 23, 2026

DUE DATE: Not Applicable.

ROUTING

- All Schools
- All Region
- Superintendents
- Executive Director, Region
- 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

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-6767.4 issued February 24, 2025, and specifies the steps school sites, Executive Directors, Region Operations and 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 TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes*, issued in December 2025.

BACKGROUND: 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 support for families facing immigration issues. 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.

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 provide crisis management and support services for children whose family members have been detained.

In December 2024, the Attorney General released an updated guide that includes model policies to help California's public K-12 schools and local educational agencies protect the rights of undocumented students and their families.

In September and October 2025, the Governor signed into law several bills that amended Education Code section 234.7, including AB 49, AB 419, and AB 495. Education Code section 234.7 provides as follows:

Access to non-public areas: prohibits school officials and employees of a local educational agency, unless required by state or federal law, or required to administer a state or federally supported educational program, from allowing an officer or employee of an agency conducting immigration enforcement to enter a non-public area of a school site for any purpose, unless the person seeking entry presents them with a valid judicial warrant, subpoena, or a court order.

Access to documents or information: prohibits a local educational agency and its personnel from disclosing or providing, in writing, verbally, or in any other manner, and to the extent practicable, any information about a pupil,

including their education records, or information about the pupil's family and household, to an officer or employee of an agency conducting immigration enforcement, unless that officer or employee provides a valid judicial warrant, judicial subpoena, or court order requesting the information. This prohibition applies as well to any information about a school employee or teacher.

All local educational agencies in California are subject to the updated guidance by the Attorney General's office and the provisions of Education Code section 234.7. This includes not only TK-12 schools, but preschool programs, transitional kindergarten programs, aftercare programs, summer school programs, continuation programs, and any other program operated by the District.

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 in 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. If the deportation process begins, families do not have the pro-bono (free) legal services available that may be available for unaccompanied youth.

Exigent Circumstances

Exigent circumstances include, but are not limited to:

- National security threat
- Imminent risk of death, violence, or physical harm to any person
- Hot pursuit of person who poses a public safety threat
- An imminent risk that evidence material to a criminal case will be destroyed
- A safe alternative location does not exist

Extended Support Site (ESS)

The Extended Support Sites are located at each Region and in key highly represented areas (See Attachment B). 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.

Immigration Enforcement

Any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal civil immigration law, and any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal criminal immigration law that penalizes a person’s presence in, entry, or reentry to, or employment in, the United States.

School Sites

An individual school campus of a school district, county office of education, or charter school; an area where a local educational agency’s school-sponsored activity is currently being held, or a school bus or other transportation provided by a local educational agency.

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 their visa.

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://weareone.lausd.org/>.

Federal Policy: Schools were previously designated by the federal government as “protected areas” at which immigration enforcement should not generally occur. However, in January 2025, the U.S. Department of Homeland Security rescinded this federal policy.

State Law: California law provides protections to minimize access to certain school areas and disruptions to classroom activities. California law in California Education Code section 35160 authorizes school district boards and county office of education governing boards to “initiate and carry on any program, activity, or otherwise act in any manner which is not in conflict with or inconsistent with, or preempted by, any law and which is not in conflict with the purposes for which school districts are established¹.” State law also directs local educational agency governing boards to adopt policies that limit classroom interruptions.

Government Code section 7285.1 prohibits local education agencies as an employer from providing voluntary consent to an immigration enforcement agent to enter any non-public areas of a place of labor, unless presented with a judicial warrant.

Consistent with this Government Code, LAUSD has adopted this policy to limit access to school sites and questioning of students for immigration enforcement purposes.

Education Code section 234.7 prohibits local educational agencies and their personnel from allowing an officer or an employee of an agency conducting immigration enforcement to enter a non-public area of a school site for any purpose, unless they are presented with a valid judicial warrant, judicial subpoena, or court order.

School sites have both public (areas that members of the public can access) and non-public areas. Non-public areas include playgrounds that are gated, the interior of school buildings, including classrooms, hallways, stairwells, offices, or a parking lot that is completely fenced in and requires authorization to enter.

¹ https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=35160.

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 threat
- Imminent risk of death, violence, or physical harm to any person
- Hot pursuit of person who poses a public safety threat
- An imminent risk that evidence material to a criminal case will be destroyed
- A safe alternative location does not exist

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 TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes*, California Attorney General, December 2025). 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 steps upon receiving an information request related to a student's or family's immigration or citizenship status:

- Notify the Region Executive Director, Region Operations, about the information request.
- Provide involved students and families with appropriate notice and a description of the immigration officer's request, consistent with the court order.
- 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.
- The superintendent of a school district, the superintendent of a county office of education, and the principal of a charter school, as applicable, shall report to the respective governing board or body of the local educational agency 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 the purpose of enforcing the immigration laws in a manner that ensures the confidentiality and privacy of any potentially identifying information.

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, 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 Executive Director, Region Operations (EDRO) 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, court order). Make copies and forward to the EDRO. 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.
4. Wait for further directions and advice from the EDRO to appropriately respond to the ICE agent request.
5. Activate the School Site Crisis Team, as needed.
6. 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.
7. Obtain additional guidance from the EDRO, on any necessary notification to the community regarding possible immigration enforcement activity near their campus, potential impacts to the school (lockdown, modified dismissal, etc.), and any resources needed.
- 8.

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 EDRO 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.

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 Executive Director, Region Operations 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 Executive Director, Region Operations before providing the agent with 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 EDRO and Office of General Counsel of the subpoena and await further instructions on how to proceed.

Except in cases of suspected child abuse, neglect, or dependency matters, local educational agencies must immediately notify parents or guardians if a student is released to a law enforcement officer from the school premises. LAUSD will notify parents or guardians before an officer or employee of an agency questions or removes a student for immigration enforcement purposes, except when the officer or employee or an agency has a judicial warrant or court order that restricts the disclosure of this information to the parent or guardian.

- 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 their EDRO for further guidance and direction.

II. RESPONSIBILITIES OF REGION EXECUTIVE DIRECTOR OF REGION OPERATIONS (EDRO)

- A.** The EDRO must complete the following tasks in all ICE-related situations:

1. When notified by any school that an ICE agent or Federal immigration official is on site or they have received an ICE request, the EDRO must 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. After the encounter with the immigration enforcement officer, LAUSD 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 their request, and if so, what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge
 - LAUSD 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
8. Follow up with the affected school site administrator to provide necessary direction or advice.
9. The EDRO shall provide a copy of those notes, and associated documents collected from the officer to the Office of the General Counsel. In turn, the Office of the General Counsel shall submit a timely report to the LAUSD's school board regarding the officer's requests and actions and the District's response(s).
10. E-mail the ***Bureau of Children's Justice*** in the ***California***

Department of Justice, at BCJ@doj.ca.gov, regarding any attempt by an officer or employee of an agency to access a school site or a student for immigration enforcement purposes.

- B. On a case-by-case basis, the EDRO may do the following as needed
 - 1. Continue to assess and monitor the situation to determine if Region resources are needed, including but not limited to activating 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., Finalsite Connect message formerly known as Blackboard Connect, 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), the EDRO 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 EDRO, 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 school operations.
 - 3. If it is determined that ICE activity might affect the District or school-site operations, the EDRO 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 EDRO.

III. COMMUNICATION DURING NON-SCHOOL HOURS

If an ICE agent is on-site during non-instructional days (weekdays or weekends) conducting official ICE business, the administrator/designee on campus should immediately call the EDRO. 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, Beyond the Bell Programs, athletic practices and events, parent conferences, and school dances. If a school administrator/designee is not on site, notify your EDRO 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 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 family members; nor shall personnel seek or require 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 people regardless of immigration status, citizenship status, or national origin, and that does not reveal information related to citizenship or immigration status. LAUSD shall note the method of age verification, but it 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 Social Security numbers or cards or the last four digits of Social Security numbers from students or parents/legal guardians. LAUSD shall solicit or 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 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 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 as authorized by the parent. Alternatively, LAUSD shall release the student to an individual who presents a completed Caregiver's Authorization Affidavit form 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.

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.

RELATED RESOURCES:

- [BUL-5800.1 Crisis Preparedness Response and Recovery](#)
- [BUL-5159.14 Uniform Complaint Procedures \(UCP\)](#)
- [BUL 6887.1 Pupil Records – Access, Confidentiality, and Notice of Educational Rights](#)
- [MEM-5818.13 Nondiscrimination Required Notices and Ordering of Student Brochures](#)
- [BUL-5212.3 Bullying and Hazing Policy \(Student-to-Student\)](#)
- [BUL-2047.3, Hate-Motivated Incidents and Crimes—Response and Reporting](#)
- [BUL-160516.1 Admission and Enrollment of Foreign Students on F-1 Student Visas](#)
- [BUL-5417.4 Admission and Enrollment of Foreign Students on J-1 Exchange Visas](#)
- [Promoting a Safe and Secure Learning Environment for All: Guidance](#)

[and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes](#) California Attorney General, December 2025;

- Education Code sections 200, 220, 234.7, 35160, 49060 *et seq.*

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

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

Division of School Operations

(213) 241-5337

<https://schooloperations.lausd.org/>

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

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://studentmedicalservices.lausd.org/apps/pages/index.jsp?uREC_ID=4459148&type=d&pREC_ID=2634570

Family Hotline

(213) 443-1300

The hotline is available 24 hours a day, 7 days a week.

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**
 - Executive Director, Region Operations (Region -EDRO) _____
 - 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 - Executive Director, Region 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 Executive Director, Region Operations to appropriately respond to the ICE agent request
- 6. ACTIVATE THE SCHOOL SITE CRISIS TEAM** as needed
- 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** - Executive Director, Region Operations 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 -EXECUTIVE DIRECTOR, REGION 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 - Executive Director, Region Operations 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