

Board Policy #: 18

Adopted/Ratified: October 3, 2019

Revision Date: January 28, 2023, March 9, 2024, January 25, 2025, February 19, 2026

(Please note, this is an appendix to the larger Comprehensive School Safety Plan)

Appendix: C of Policy #18 - School Safety Plan

Compass Charter Schools: Procedures on Immigration Enforcement Access and Student Privacy (SB 98 and SB 49 Compliance)

This policy is designed for Compass Charter Schools to ensure compliance with Senate Bill 98 (SB 98) and the subsequent guidance from the California Department of Education (CDE).

It incorporates the specific requirements of Education Code Section 234.7, which mandates that school districts and charter schools adopt policies to provide a safe learning environment and limit the collection and disclosure of student information to immigration enforcement.

Purpose

Compass Charter Schools (“the School”) is committed to providing a safe and welcoming learning environment for all scholars, regardless of their immigration status or that of their families. In compliance with SB 98 and California Education Code Section 234.7, this policy establishes procedures to limit assistance to immigration enforcement, protect scholar and family privacy, and ensure that all scholars have equal access to educational opportunities.

I. Superintendent/Designee Notification

Any request by immigration enforcement officials (including ICE or CBP) for campus access, access to a scholar, or access to scholar records shall be handled as follows:

- **Immediate Reporting:** School staff must immediately notify the Superintendent or their designated legal/administrative representative of any request.
- **Authorization Required:** No staff member shall grant access to a scholar or release any records without express written authorization from the Superintendent/Designee, except where required by a valid judicial warrant or court order.
- **Inquiry Limitation:** Staff shall not inquire about a scholar’s immigration status or the status of their family members.

II. Campus Access Procedures

To the extent that Compass Charter Schools operates physical learning centers or administrative offices, the following protocols apply:

- **Judicial Warrant Requirement:** Immigration enforcement officials shall not be permitted to enter non-public areas of the school without a valid judicial warrant signed by a judge. An administrative warrant (e.g., ICE Form I-200 or I-205) is not sufficient for entry into non-public areas without consent.

- **Verification of Credentials:** Staff shall request, review, and copy the credentials and any documentation (warrants/subpoenas) presented by enforcement officials.

- **Non-Public Areas Defined:** These include, but are not limited to, virtual or physical classrooms, administrative offices, counseling areas, records rooms, and any supervised scholar activity spaces.

III. Field Trips and Scholars in Public Spaces

Compass Charter Schools recognizes that its duty to protect scholar safety and privacy extends to all school-sponsored activities, including field trips, physical fitness test locations, graduation activities, and other school sponsored social events in public spaces

- **Designated Lead:** For every field trip or off-site event, a designated School Lead (Teacher, Staff, or Administrator) shall be responsible for handling interactions with law enforcement.

- **Protocol for Interaction:** If immigration enforcement officials approach scholars during a school-sponsored activity in a public space, the School Lead shall:

1. Immediately notify the Superintendent/Designee.
2. Ask the official for identification and the reason for their presence.
3. Assert that the scholars are under the School's care and that the activity is a protected educational event.
4. Advise the scholar of their right to remain silent and not to sign any documents without a lawyer or parent present.

- **Prevention of Disruption:** Staff shall make every effort to ensure that any enforcement action does not take place in the presence of other scholars to minimize trauma and disruption to the educational environment.

- **Reporting:** Any off-site encounter must be documented in the same manner as an on-campus request, including the location, time, and specific actions of the officials.

IV. Scholar Records and Confidentiality

The School shall adhere to the Family Educational Rights and Privacy Act (FERPA) and California law regarding the privacy of scholar records:

- **Prohibition on Data Collection:** The School shall not collect or maintain information regarding the immigration or citizenship status of scholars or their family members, except as required by state or federal law to determine eligibility for specific programs (e.g., certain federal grants).

- **Release of Records:** Scholar records shall not be released to immigration officials without:

1. Written parental/guardian consent; or
2. A valid judicial warrant or court order.

- **Directory Information:** The School shall not disclose "directory information" to immigration officials if it would jeopardize the privacy of a scholar's immigration status.

V. Parent/Guardian Notification

In accordance with SB 98, parents or guardians shall be notified as soon as practicable if immigration enforcement officials:

1. Request access to a scholar during school hours or activities.
2. Seek to question or remove a scholar from the School's jurisdiction.
3. Request access to the scholar's private records.

Exceptions to Notification: Staff shall not notify the parent if a judicial warrant, subpoena, or court order specifically prohibits such notification, or if there is a verified exigent circumstance involving immediate physical danger.

Resources for families:

1. California Department of Justice Attorney General's Office - [Know Your Immigration Rights](#) (To be included in annual parent notifications.)
2. [Know Your Educational Rights](#)
3. [Immigration and Family Safety Resources](#)

VI. Documentation

The Superintendent/Designee shall maintain a log of all immigration enforcement requests, including:

- Date, time, and specific nature of the request.
- Copies of all documentation/warrants presented by officials.
- The School's response to the request.
- The date, time, and method of parent/guardian notification.
- Any legal restrictions preventing notification.

VII. Staff Training and Awareness

Compass Charter Schools will provide training to all staff on these procedures. This training will include:

- How to respond to immigration officials.
- The difference between judicial warrants and administrative warrants.
- Prohibitions on inquiring about immigration status.
- The rights of scholars and parents under California law and the U.S. Constitution.

VIII. Monitoring and Review

This policy shall be reviewed annually as part of the School's Comprehensive School Safety Plan to ensure ongoing compliance with California Department of Education (CDE) guidelines and legislative updates.