

Da Vinci Schools

Policy and Procedures

Responding to On-Campus Immigration Enforcement

This policy ensures that Da Vinci Schools complies with federal and state laws while safeguarding the rights of students, families, and staff. It outlines procedures for responding to on-campus immigration enforcement and protects sensitive student information and records.

Notification Requirements

1. Immediate Notification:

Any school personnel who receive a request from an immigration-enforcement officer for access to students, school grounds, or documents (including subpoenas, petitions, complaints, or warrants) must notify the Superintendent or designated administrator immediately.

Response Procedures

When an immigration-enforcement officer is present on campus for immigration-related purposes, school personnel must take the following actions:

1. Advise the Officer:

- Inform the officer that school personnel must notify and await direction from the Superintendent or designated administrator before proceeding with the request, except in cases of exigent circumstances.
 - Effective January 1, 2026, school personnel should document compliance with statutory identification and anti-masking requirements for law enforcement on campus. Prior to this effective date, staff shall still log observed identification and any masking, and notify the Superintendent/designee.

2. Community Notification

- When federal immigration enforcement is confirmed on campus, the Superintendent or designee will initiate immediate notification to staff and parents/guardians using established emergency communication systems (e.g., robocall, SMS, email) without compromising student safety or ongoing legal processes.

3. Verify Credentials:

- Request the officer's credentials (name, badge number) and contact information for their supervisor. Make a copy or detailed notes of this information.

4. Document Reason for Presence:

- Ask the officer for the specific reason for their presence and document the explanation provided.

5. Request Documentation:

- Request and make a copy of any documentation authorizing the officer's access to the school or students. Retain a copy for school records.

6. Exigent Circumstances:

- If the officer declares exigent circumstances and demands immediate access, comply with the request and immediately notify the Superintendent or administrator.

7. Evaluate Documentation:

- If no exigent circumstances exist, evaluate the documentation provided:
 - **ICE Administrative Warrant:** Inform the officer that consent cannot be given without first consulting the school's legal counsel or a designated official.
 - **Federal Judicial Warrant:** Typically, compliance is legally required. Notify legal counsel or the Superintendent prior to providing access, if feasible.
 - **Subpoena:** Compliance is not immediate. Notify legal counsel or a designated official and await further instructions.

8. Non-Interference:

- Do not physically impede the officer, even if they appear to exceed the authorization in their documentation. Document their actions.

Documentation and Reporting

1. Detailed Notes:

After the encounter, school personnel must take detailed written notes, including:

- Officer's credentials and contact information.
- Names of school personnel who communicated with the officer.
- Details of the officer's request.
- Description of any warrant or subpoena, including whether it was signed by a judge.
- School personnel's response and the officer's actions.
- Copies or photos of all documents presented by the officer.

2. Submission of Records:

Provide all notes and collected documents to the school's legal counsel or designated official.

3. Governing Board Report:

The legal counsel or designated official shall submit a timely report to the governing board detailing the officer's requests, actions, and the school's response.

4. Notification to State Authorities:

E-mail the Bureau of Children's Justice in the California Department of Justice at **BCJ@doj.ca.gov** to report any law-enforcement attempt to access the school or a student for immigration-enforcement purposes.

Statutory Updates (As of September 20, 2025)

- SB 98 (Perez) – Effective immediately; requires, by March 1, 2026, School Safety Plans to include procedures specifically designed to notify parents/guardians and staff whenever federal immigration enforcement is confirmed on campus.
- AB 49 (Muratsuchi) – Effective immediately; prohibits school employees from allowing immigration enforcement officials into nonpublic areas without a valid judicial warrant; prohibits disclosure of student/parent records or information without written consent or lawful court order; requires employees to request and verify valid identification from immigration enforcement officials.
- SB 627 (Wiener) – Effective January 1, 2026; bans federal and local law enforcement officers from concealing their faces with 'extreme masking' while performing duties, with limited exceptions.
- SB 805 – Effective January 1, 2026; requires non-uniformed law enforcement officers to clearly display identification, including agency and name or badge number, while performing duties.
- SB 81 (Arreguín) – Effective immediately; limits immigration enforcement access to nonpublic/patient-only areas of hospitals and health care facilities and prohibits the sharing of certain medical information.

Plan Integration: Notification Requirements (SB 98)

Added requirement: When federal immigration enforcement is confirmed on campus, the Superintendent or designee will initiate immediate notification to staff and parents/guardians using established emergency communication systems (e.g., robocall, SMS, email) without compromising student safety or ongoing legal processes. School Safety Plans must include and implement this notification procedure no later than March 1, 2026.

- Designate who confirms presence (e.g., site administrator after credential verification).
- Use pre-approved message templates that communicate facts without identifying individual students/families.
- Ensure multilingual notifications consistent with LEP access obligations.

Plan Integration: Response Procedures (AB 49)

- Nonpublic Areas: Do not permit immigration enforcement access to classrooms, offices, or other nonpublic spaces without a valid judicial warrant naming the person/place. Direct officials to the front office pending legal review.
- Identification: Request and document valid identification from immigration enforcement officials (name, agency, badge/ID #).
- Records/Information: Do not disclose records or information without written consent or a valid court order/subpoena reviewed by legal counsel.
- Training: Provide annual staff refreshers on distinguishing administrative vs. judicial warrants and on referral to the Superintendent/designee.

Plan Integration: Officer Identification & Masking (SB 627 & SB 805)

Effective January 1, 2026, school personnel should document compliance with statutory identification and anti-masking requirements for law enforcement on campus. Prior to this effective date, staff shall still log observed identification and any masking, and notify the Superintendent/designee.

- If a non-uniformed officer lacks visible identification, request display of agency and name/badge number and note response in the incident log.
- If an officer appears to be using 'extreme masking' inconsistent with SB 627 (post-1/1/2026), record details and inform counsel; do not physically interfere.

Plan Integration: Documentation & Reporting (SB 98 & SB 81)

- Maintain a Notifications Log: time stamp of confirmation, message content, channels used, languages provided, and completion time.
- If the encounter involves a hospital/health-care partner (e.g., school-based clinic referral), ensure no disclosure of protected medical information and that enforcement access is limited consistent with SB 81; document any attempted access.

Commitment to Students and Families

This policy reflects Da Vinci Schools' commitment to creating safe, secure, and inclusive environments for all students, regardless of nationality or immigration status. We strive to protect the rights and privacy of students while complying with applicable laws.

Updated: October, 2025

Approved by the Board of Trustees on March 25, 2026