
IMMIGRATION ENFORCEMENT ACTIVITY POLICY**I. PURPOSE AND COMMITMENT**

Sage Oak Charter Schools (or the “Charter School”) fosters a safe, welcoming environment where all students, educators, and staff feel supported and connected. The Charter School supports all students' right to education regardless of immigration status. State law requires that all public schools adopt policies in that regard.

The Charter School finds school offices, official school activities (including those in public places), adjacent areas, and all property owned, controlled, or leased by The Charter School as “sensitive locations” under state law, and seeks commitments from contractors and service providers not to facilitate immigration enforcement at these locations unless law requires it.

The Charter School provides the California Attorney General's *Know Your Educational Rights* handout to all families upon enrollment. This handout is also posted in all administrative buildings and is available on the school website. The Charter School also provides the California Attorney General's “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”, which can be found at <https://oag.ca.gov/system/files/media/school-guidance-model-k12.pdf>.

The Charter School also provides information about children's educational rights as contained in this Policy to all families through the Parent and Student Handbook.

All notices, enrollment materials, registration information, and complaint procedures are language-accessible pursuant to state and federal law.

II. DEFINITION

- “*Immigration enforcement*” includes any efforts to investigate, enforce, or assist in investigating or enforcing federal civil immigration law, and any efforts to investigate, enforce, or assist in investigating or enforcing federal criminal immigration law that penalizes a person's presence in, entry, reentry to, or employment in the United States.

III. ANTI-DISCRIMINATION AND HARASSMENT

The Charter School prohibits discrimination, harassment, intimidation, and bullying based on protected characteristics, including but not limited to immigration status, nationality, race, ethnicity, citizenship status, color, religion, national origin, ancestry, or association with any

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protected group. This applies to school offices, at school-related events, and through school-owned technology.

The Charter School promptly and thoroughly investigates complaints of unlawful harassment or discrimination and takes appropriate corrective action when warranted. The Charter School educates students to respect all peers regardless of protected characteristics and teaches them about bullying's negative impact.

The Charter School trains teachers, staff, and personnel to recognize their legal duty to eliminate hostile environments and respond to harassment incidents, and informs students who experience hate crimes of their right to report them.

The Charter School's Uniform Complaint Policy and Procedures and Harassment, Discrimination, Intimidation, & Bullying Policy are available for review upon request and/or on the school's website.

IV. STUDENT INFORMATION COLLECTION AND PROTECTION**General Principles**

The Charter School does not request citizenship or immigration documents, information, or proof of citizenship or immigration status for enrollment, other than documents we might review to establish a child's birthdate. The Charter School does not collect information about students' or families' citizenship or immigration status except when state or federal law requires it to administer education programs. The Charter School does not:

- Allow school resources or data to create registries based on race, gender, sexual orientation, religion, ethnicity, or national origin
- Inquire about students' or parents' citizenship or immigration status
- Require documentation that may indicate immigration status (green cards, voter registration, passports, citizenship papers) to the exclusion of other permissible documents
- Use any information the school might possess about immigration status, citizenship status, or national origin to discriminate against students or families or bar children from enrollment

Enrollment Documentation

For Proof of Residency, The Charter School accepts:

- Property tax bills
- Rental contracts, leases, or payment receipts
- Utility service contracts, statements, or payment receipts

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- Pay stubs
- Voter registration
- Correspondence from government agencies

For Age Verification, the Charter School accepts:

- Certified birth record
- Passport
- When none are available, an affidavit of birth from parent, guardian, or custodian

Age-verification documents (e.g. birth certificates or passports) that reveal immigration or citizenship status will be used only to verify age, and will not be retained in the student's education record.

Students experiencing homelessness may enroll even without typical documentation if otherwise eligible, consistent with the McKinney-Vento Homeless Assistance Act.

Special Program Information

When law requires national origin information for special programs (such as language instruction for English learners), the Charter School collects it separately from enrollment. The Charter School may ask for place of birth, U.S. entry date, and date first attending U.S. school. The Charter School does not use this information to discriminate or prevent enrollment if families choose not to provide it.

Social Security Information

The Charter School does not collect entire Social Security numbers or cards for enrollment.

V. SHARING STUDENT INFORMATION**General Policy**

The Charter School requires written parental consent (or consent from students aged 18+) before releasing personally identifiable student information, except when FERPA permits disclosure without consent (such as directory information or information relevant to legitimate educational interests).

The Charter School's requests for written consent include:

- Parent, guardian, or eligible student's signature and date
- Description of records disclosed

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- Reason for release
- Parties receiving the information
- If requested, a copy of the records

Parents may choose to withhold such consent, in which case the Charter School does not release it. The Charter School permanently keeps consent notices with record files.

The Charter School avoids disclosing information that might indicate a student's or family's citizenship or immigration status unless the Family Educational Rights and Privacy Act (FERPA), other federal or state law, or a valid court order, warrant, or subpoena authorizes it. The Charter School provides parent or guardian notification before responding to court orders, warrants, or subpoenas, except for child abuse/neglect investigations or when the subpoena, warrant, or order prohibits disclosure.

FERPA exceptions do not authorize disclosure for immigration enforcement purposes. Immigration enforcement does not serve a legitimate educational interest, and immigration status is not directory information.

Families can review our complete Educational Records and Student Information Policy on the school website. The Charter School provides annual notice of this policy, including directory information and opt-out rights.

Immigration Enforcement Officers

Unless required by a valid judicial warrant or subpoena, or other court order, the Charter School does not disclose student education records or any personally identifiable information about students or their families—in any form—to immigration enforcement officers conducting an immigration enforcement action without written parental consent, including students' home address and travel schedules.

When a valid judicial warrant, subpoena, or other court order requires disclosure, the Charter School notifies parents or guardians as soon as practicable.

Response to Information Requests

When the Charter School receives information requests related to the immigration or citizenship status of a student, staff:

1. Notify the Superintendent or designee
2. Provide students and families appropriate notice and description of the request
3. Document verbal or written requests from immigration authorities

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4. Unless prohibited, provide students and parents copies of documents issued by immigration enforcement officers

VI. ACCESS FOR IMMIGRATION ENFORCEMENT

Consistent with California law, the Charter School does not permit immigration enforcement officers to enter nonpublic areas of the Charter School for immigration enforcement activity unless they present a valid judicial warrant or court order.

Response Procedures

Staff will notify the Superintendent or designee as soon as practicable about any immigration enforcement official request for student access or document review.

Staff take these steps when an immigration or any other law enforcement official arrives at a nonpublic school office:

1. **Initial Contact:** Explain to the official that staff must first notify and receive direction from the Superintendent or designee
2. **Purpose:** Ask and document the official's stated reason for the request
3. **Documentation:** Request and copy the officer's credentials (name and badge number) and supervisor's phone number, and produce documentation authorizing access
4. **Record Keeping:** Make and retain copies of documentation that the official produces
5. **Exigent Circumstances:** If the official declares exigent circumstances (such as a felony in progress) and demands immediate access, comply with orders and immediately contact the Superintendent or designee
6. **Levels of Response:** If no exigent circumstances exist, respond according to the official's documentation:
 - o **ICE or other administrative warrant:** For warrants not signed by a judge, do not permit entry. Refer to the Superintendent.
 - o **Judicial/court-issued warrant or court order:** Compliance is usually required to follow what is described in the court-issued order. Consult the Superintendent or designee for next steps.
 - o **Subpoena:** Subpoenas seek documents. Inform the Superintendent or designee and await instructions.
7. **Cooperation Without Consent:** While staff should not consent to access except as described above, they should not physically impede law enforcement officials, even if officials appear to exceed warrant authorization. Document law enforcement officials' actions if they enter without consent
8. **Parental Notification:** The Superintendent or designee may notify the student's parent or guardian if a law enforcement official requests or gains access to a student for immigration enforcement, unless access is pursuant to a judicial warrant.
9. **Required Notifications:**

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- o The Superintendent or designee submits a timely report to the Board of Directors regarding immigration enforcement requests, actions, and the Charter School's responses, ensuring confidentiality of potentially identifying information
- o The Superintendent or designee emails the Bureau of Children's Justice at BCJ@doj.ca.gov regarding any immigration enforcement official's attempt to access the school site or a student
- o The Charter School follows its Comprehensive School Safety Plan procedures for notifying parents, guardians, students, teachers, administrators, and staff related to immigration enforcement.

VII. SUPPORT FOR AFFECTED FAMILIES**Emergency Preparedness**

The Charter School encourages families to have emergency phone numbers and know where they keep important documentation (birth certificates, passports, Social Security cards, doctors' contacts, medication lists, allergy lists) to prepare for potential family member detention or deportation.

The Charter School permits and encourages students and families to update emergency contact information throughout the school year and provide alternative contacts when no parent or guardian is available. Families may include a trusted adult guardian as a secondary or tertiary emergency contact in case parents or guardians are detained. The Charter School uses emergency card information only for specified emergencies, not for other purposes.

Caregiver Authorization Affidavits

The Charter School encourages families to support relative caregivers in completing a Caregivers Authorization Affidavit. The Charter School will rely on a signed, completed Affidavit to allow an authorized caregiver to enroll a student in school and to consent to school-related medical care. A parent's signature is not required on the Caregiver Authorization Affidavit.

When Parents Are Detained or Deported

If immigration authorities detain or deport a student's parent or guardian, The Charter School:

- Uses the student's emergency card contact information to release the student to designated emergency contacts
- Releases the student or student information to an adult presenting a Caregiver's Authorization Affidavit on the student's behalf

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- Contacts child protective services if the school cannot arrange timely care through emergency contacts, a Caregiver's Authorization Affidavit, or other parent-provided information or instructions

Family Safety Plans

The Charter School encourages families to develop Family Safety Plans to store at known locations. These plans identify trusted adults who can care for students if parents or guardians cannot. Students should know who their trusted adult is, that this person is their contact if parents are detained or deported, and how to reach them.

Additional Resources

When a family member is detained, The Charter School may refer students and families to:

ICE Detainee Locator (<https://locator.ice.gov/odls#/search>)

- Helps determine if and where family members are detained
- Requires date of birth and Alien Registration Number (A-Number) if available
- **Note:** Use this only to locate detained individuals. The Charter School never refers students, parents, or guardians to ICE or immigration enforcement for general immigration status questions

Legal Assistance

- Legal aid organizations may secure detained parents' release or arrange student visits
- California organizations accredited by the Board of Immigration Appeals:
<https://www.justice.gov/eoir/recognition-accreditation-roster-reports>
- California court Self-Help Centers for family law assistance:
<http://www.courts.ca.gov/selfhelp-selfhelpcenters.htm>
- Legal aid offices and lawyer referral services: <http://www.courts.ca.gov/1001.htm>

Consulates or Embassies

- The parent's or guardian's country of origin may offer additional information and assistance.