

Responding to On-Campus Immigration Enforcement Policy

➤ As early as possible, Oasis Charter personnel shall notify the Executive Director of any request by an immigration-enforcement officer for school or student access, or any requests for review of school documents (including for the services of lawful subpoenas, petitions, complaints, warrants, etc.).

➤ In addition to notifying the Executive Director, Oasis personnel shall take the following action steps in response to an officer present on the school campus specifically for immigration-enforcement purposes:

1. Advise the officer that before proceeding with his or her request, and absent exigent circumstances, school personnel must first receive notification and direction from the Executive Director.
2. Ask to see, and make a copy of or note, the officer's credentials (name and badge number). Also ask for and copy or note the phone number of the officer's supervisor.
3. Ask the officer for his/her reason for being on school grounds and document it.
4. Ask the officer to produce any documentation that authorizes school access.
5. Make a copy of all documents provided by the officer. Retain one copy of the documents for school records.
6. If the officer declares that exigent circumstances exist and demands immediate access to the campus, Oasis personnel should comply with the officer's orders and immediately contact the Executive Director.
7. 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 (Immigrations and Customs Enforcement) administrative warrant, Oasis personnel shall inform the agent that he or she cannot consent to any request without first consulting with the local governing UCEN Board, or legal 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 the Oasis Charter's legal counsel or designated administrator, before providing the agent access to the person or materials specified in the warrant.
 - a subpoena for production of documents or other evidence, immediate compliance is not required. Therefore, Oasis personnel shall inform legal counsel or other designated official of the subpoena, and await further instructions on how to proceed.
8. While Oasis Charter personnel should not consent to access by an immigration-enforcement officer, except as described above, he/she 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 premises without consent, Oasis personnel shall document his or her actions while on campus.
9. After the encounter with the officer, Oasis 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 his/her request, what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge;
- ✓ Oasis Charter's 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.

10. Oasis personnel shall provide a copy of those notes, and associated documents collected from the officer, to the Oasis Charter.

11. In turn, the Oasis Charter's legal counsel or other designated official shall submit a timely report to the UCEN governing board regarding the officer's requests and actions and Oasis response(s).

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

Parental Notification of Immigration-Enforcement Actions

- Oasis personnel must receive consent from the student's parent or guardian before a student can be interviewed or searched by any officer seeking to enforce the civil immigration laws at the school, unless the officer presents a valid, effective warrant signed by a judge, or presents a valid, effective court order.
- Oasis personnel shall immediately notify the student's parents or guardians if a law-enforcement officer requests or gains access to a student for immigration-enforcement purposes, unless such access was in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the parent or guardian.