



What to Do if Immigration and Customs Enforcement (ICE)/Homeland Security Shows Up at Your School Step-by-step Guidance

The Los Angeles County Office of Education's (LACOE) has developed the following step-by-step guide for district and school leaders as they prepare to protect the rights of immigrant students and their families within the public education system when Immigration and Customs Enforcement (ICE)/Homeland Security agents show up.

Steps to Follow	Step-by-Step	Who
Step 1: ICE/Homeland Agent show up at sites.	1. Instruct ICE/Homeland Agent to follow visitor sign-in procedures	Check-in Employee
	2. Request and verify agent credential	
	3. Request the presence of District Administrator/School Administrator	
Step 2: Meet the agent at the entrance.	1. Ask ICE/Homeland Agent the reason for their presence	School Administrator
	2. Document all interactions and communication	
	3. Request and verify <ul style="list-style-type: none"> a. Agent's credential b. Subpoena, Administrative Warrant or judicial warrant c. Additional paperwork d. Supervisor contact information 	
	4. Make a copy of all documents provided by the officer, including <ul style="list-style-type: none"> a. Agent's credential b. Subpoena, Administrative Warrant, or Judicial Warrant c. Additional paperwork d. Supervisor contact information 	
Step 3: Contact the District Administrator.	1. Contact your District Administrator	School Administrator, District Administrator and Legal Counsel School
	2. District Administrator will contact your legal counsel If needed, contact LACOE's Office of General Counsel <ul style="list-style-type: none"> a. LACOE's Office of General Counsel at 562-922-6173 b. Fredy Ruiz, LACOE's <i>Immigration Relations Coordinator</i> at 562-419-5275 or email at ruiz_fredy@lacoed.edu <i>Note: Legal counsel must be involved in any discussions with law enforcement.</i>	
Step 4: Adhere to District and Legal Counsel guidance.	1. School Administrator will contact agent's supervisor to <ul style="list-style-type: none"> c. confirm the situation d. seek clarification 	
	2. Relocate agent into a private area (if and only if exigent circumstances or a federal judicial warrant has been provided)	
Step 6: Contact Elected Official/ Relevant Organizations	1. Report the incident	District Administrator
	2. Seek support	
Step 7: Send District/Site communication	1. Provide district/school communication of the incident and protocols followed to ensure student safety. <ul style="list-style-type: none"> a. Ensure communication reaches all employees, parents, students and community partners b. Use a variety of platforms (i.e. email, website, robocalls, text) 	District Administrator and School Administrator
Step 8: Set up Wellness Supports	1. Dispatch District Wellness Supports to location of incident	District Administrator and School Administrator
	2. Activate your school triage of wellness supports for students, staff and families.	