Protocols for immigration customs enforcement (ICE) actions and inquiries

At MVUSD, student safety is our top priority and we want to ensure we are inclusive of all students regardless of their status as United States residents or citizens. Board Policy 5111 states that “all children should have the opportunity to receive educational services. All children residing within the District shall have access to District schools. Immigrant children shall not be denied admission on the basis of citizenship or legal resident status.”

**MVUSD is providing these protocols for staff to follow in the event of ICE actions or inquiry.**

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**IMMEDIATE ACTION FOR SCHOOLS IF CONTACTED DIRECTLY BY ICE**

**Principal:** Review and follow the protocol on the back of this page.

**Staff, Teachers, Parents and Students:** Please refer any officer, agent or law enforcement personnel to the Principal of the school site.

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**DO**

**STAY ON MESSAGE:**
Be polite and calm. Keep a positive attitude to help de-escalate a combative situation. Try not to ramble or speak without thinking.

**BE PREPARED TO REPEAT YOURSELF:**
Law enforcement may ask the same question multiple times, with the hope of eliciting a different response

**DO NOT**

**DO NOT PROVIDE INFORMATION**
about an individual student, family, or employee, regardless of the reason given for seeking the information. Unless directed by district administration.

**DO NOT ANSWER QUESTIONS** about a student, family, or employee, even if they seem simple.

**DO NOT PANIC.** Remember to breathe and try to stay calm.
**WHAT TO DO**

**ICE LAW ENFORCEMENT PRESENTS A WARRANT TO THE SCHOOL SITE**
- Call Safety and Security Director Darryl Scott, Ext. 17565
- Forward a copy of written document to Superintendent’s office: Ext. 17202
- Notify Public Information Officer: Ext. 17625

**ICE LAW ENFORCEMENT PRESENTS A SUBPOENA OR LEGAL DOCUMENT REQUESTING INFORMATION**
- Call Safety and Security Director Darryl Scott, Ext. 17565
- Forward a copy of written document to Superintendent’s office: Ext. 17202
- Notify Public Information Officer: Ext. 17625

**ICE LAW ENFORCEMENT REQUESTS INFORMATION WITH NO DOCUMENTATION, WARRANT, SUBPOENA OR ASKS TO DETAIN A STUDENT**
- Request an officer to put any request in writing.
- Call Safety and Security Director Darryl Scott, Ext. 17565
- Notify Superintendent’s office: Ext. 17202
- Notify Public Information Officer: Ext. 17625

**PARENT/STUDENT REPORT THAT FAMILY MEMBER HAS BEEN DETAINED**
- Collect as many details as possible. (Location of detainment, names of anyone known to have been detained, contact information of their family members).
- Follow regular district incident reporting protocol (Contact Superintendent’s administrative assistants and Safety and Security Director Darryl Scott)
- Provide support to the student and family.
- If needed, contact Student Services, Ext. 17630.

**COMMUNITY REPORTS THAT ICE IS IN THE AREA OR RAIDS HAVE OCCURRED**
- Collect as many details as possible. (Location of detainment, names of anyone known to have been detained, contact information of their family members)
- Follow regular district incident protocol (Contact Superintendent’s administrative assistants and Safety and Security Director Darryl Scott)

**IMPORTANT CONTACTS**

Safety and Security: Ext. 17565, darryl.scott@mvusd.net, tevangelista@mvusd.net
Superintendent’s office: Ext. 17202, rcastellano@mvusd.net, dhellerstedt@mvusd.net
Public Information Officer: Ext. 17625, cweddle@mvusd.net