Epic California Academy ("School") is committed to ensuring that public schools remain safe and accessible to all California residents, regardless of immigration status.

RESPONDING TO AN IMMIGRATION OR LAW-ENFORCEMENT OFFICER

As early as possible, School personnel shall notify the Executive Director or designee of any request by an immigration or law-enforcement officer seeking access to the school site or any student for immigration enforcement purposes, or any requests for review of school documents (including lawful subpoenas, petitions, complaints, etc.).

In addition, if an officer appears at a school function specifically for immigration-enforcement purposes, School personnel must take the following actions:

- Advise the officer that, absent exigent circumstances, the School must first receive notification and direction from the Executive Director or designee before proceeding;
- Ask to see (and make a copy of or note) the officer's credentials (name and badge number) and ask for, and copy or note, the phone number of the officer's supervisor;
- Ask the officer for the reason for being at the School and document it;
- Ask the officer to produce any documentation that authorizes access to the location;
- Make copies and retain a copy of all documents provided by the officer for School records;
- If the officer declares that exigent circumstances exist and demands immediate access, School personnel should comply with the officer's orders and immediately contact the Executive Director or designee.

If the officer does not declare exigent circumstances, School personnel shall respond to the officer's documentation as follows:

- **ICE administrative warrant**: School personnel shall inform the officer that they cannot consent to the request without first consulting the School's legal counsel or designated administrator.
- **Federal judicial warrant** (search-and-seizure warrant or arrest warrant): Prompt compliance is usually legally required. If feasible, consult with the School's legal counsel or designated administrator before providing access to the person or materials specified in the warrant.
- **Subpoena** for production of documents or other evidence: Immediate compliance is not required. School personnel shall inform the School's legal counsel or designated administrator of the subpoena and await further instructions.

School personnel should not consent to access by an immigration-enforcement officer, except as described above. At the same time, personnel shall never physically impede an officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If the officer enters the premises without consent, personnel shall document the officer's actions while on campus and, if feasible, accompany them at all times.

After the encounter, School personnel shall promptly take written notes of all interactions. These notes, along with any associated documents collected, shall be provided to the School's legal counsel or designated administrator.

The School's legal counsel or designated administrator shall submit a timely report to the governing board regarding the officer's requests and actions and the School's response(s).

The notes taken by personnel must include, but are not limited to:

- List or copy of the officer's credentials and contact information;
- List of all School personnel who communicated with the officer;
- Details of the officer's request;
- Whether the officer presented a warrant or subpoena, what was requested, and whether the warrant/subpoena was signed by a judge;
- The School personnel's response to the officer's request;
- Any further action taken by the officer/agent;
- Photo or copy of all/any information presented by the agent.

Any attempt by a law-enforcement officer to access a school location or a student for immigration-enforcement purposes will be reported to the Bureau of Children's Justice in the California Department of Justice at BCJ@doj.ca.gov.

PARENTAL NOTIFICATION

Before a student can be interviewed or searched by any officer seeking to enforce civil immigration laws at Epic California Academy, School personnel must receive consent from the student's parent or guardian, unless the officer presents a valid, effective warrant signed by a judge or a valid, effective court order.

School personnel must 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 that access was authorized by a judicial warrant or subpoena that restricts disclosure to the parent or guardian.

TRAINING

Epic California Academy will establish training regarding immigration issues for teachers, school administrators, and school staff, including information on responding to requests from officers enforcing immigration law to visit a school site or access a student.

The School will designate an employee to facilitate training programs for staff, help provide non-legal advice to families, and assist in communications with the School and other stakeholders in local and state government.