

Explore Academy OC Immigration Policy

IMMIGRATION POLICY

Pursuant to California Assembly Bill 699 (2017-2018) requires all public Explore Academy OCs to adopt policies that conform to the Attorney General's model policies "limiting assistance with immigration enforcement at public Explore Academy OCs, to the fullest extent possible consistent with federal and state law and ensuring that Explore Academy OC remains safe and accessible to all California residents regardless of immigration status." The following policies conform to these requirements.

Collecting and Retaining Student Information

EXPLORE ACADEMY OC shall maintain in writing policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.

If EXPLORE ACADEMY OC possesses information that could indicate immigration status, citizenship status, or national origin information, EXPLORE ACADEMY OC shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending Explore Academy OC.

If parents or guardians choose not to provide information that could indicate their or their children's immigration status, citizenship status, or national origin information, EXPLORE ACADEMY OC shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending Explore Academy OC.

EXPLORE ACADEMY OC shall not allow Explore Academy OC resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity, or national origin.

Inquiries Regarding Immigration Status, Citizenship Status, and National Origin Information

EXPLORE ACADEMY OC personnel shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.

Where any law contemplates submission of national origin related information to satisfy the requirements of a special program, EXPLORE ACADEMY OC personnel shall solicit that documentation or information separately from the Explore Academy OC enrollment process.

Explore Academy OC Immigration Policy

Where permitted by law, EXPLORE ACADEMY OC shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status, or national origin, and that do not reveal information related to citizenship or immigration status.

Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law or this policy, EXPLORE ACADEMY OC procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under this policy.

Inquiries About Social Security Numbers or Cards

EXPLORE ACADEMY OC shall not solicit or collect entire Social Security numbers or cards.

EXPLORE ACADEMY OC shall solicit and collect the last four digits of an adult household member's Social Security number only if required to establish eligibility for federal benefit programs.

When collecting the last four digits of an adult household member's Social Security number to establish eligibility for a federal benefit program, EXPLORE ACADEMY OC shall explain the limited purpose for which this information is collected, and clarify that a failure to provide this information will not bar the student from enrolling in or attending Explore Academy OC.

EXPLORE ACADEMY OC shall treat all students equitably in the receipt of all Explore Academy OC services, including, but, not limited to, the gathering of student and family information for the free and reduced lunch program, transportation and educational instruction.

Model Policies and Procedures Regarding Information Sharing

EXPLORE ACADEMY OC shall avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by Family Educational Rights and Privacy Act (FERPA).

EXPLORE ACADEMY OC personnel shall take the following action steps upon receiving an information request related to a student's or family's immigration or citizenship status:

1. Notify a designated EXPLORE ACADEMY OC official about the information request.
2. Provide students and families with appropriate notice and a description of the immigration officer's request.

Explore Academy OC Immigration Policy

3. Document any verbal or written request for information by immigration authorities.
4. Unless prohibited, provide students and parents/guardians with any documents issued by the immigration-enforcement officer.

Except for investigations of child abuse, child neglect, or child dependency, or when a subpoena served on the local educational agency prohibits disclosure, the EXPLORE ACADEMY OC shall provide parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.

EXPLORE ACADEMY OC shall require written parental or guardian consent for release of student information, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information to immigration authorities for immigration-enforcement purposes; no student information shall be disclosed to immigration authorities for immigration enforcement purposes without a court order or judicial subpoena.

EXPLORE ACADEMY OC request for written or parental or guardian consent for release of student information must include the following information:

1. the signature and date of the parent, guardian, or eligible student providing consent;
2. a description of the records to be disclosed;
3. the reason for release of information;
4. the parties or class of parties receiving the information; and
5. if requested by the parents, guardians or eligible student, a copy of the records to be released. EXPLORE ACADEMY OC shall permanently keep the consent notice with the record file.

The parent, guardian, or eligible student is not required to sign the consent form. If the parent, guardian or eligible student refuses to provide written consent for the release of student information that is not otherwise subject to release, EXPLORE ACADEMY OC shall not release the information.

Annual Information Notice to Parents and Guardians General Information Policy

EXPLORE ACADEMY OC must provide an annual notice to parents and guardians of the Explore Academy OC's general information policies that includes:

- Assurances that EXPLORE ACADEMY OC will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.
- A description of the types of student records maintained by EXPLORE ACADEMY OC.
- A list of the circumstances or conditions under which the EXPLORE ACADEMY OC might release student information to outside people or entities.

Explore Academy OC Immigration Policy

- A statement that, unless EXPLORE ACADEMY OC is providing information for a legitimate educational purpose under FERPA and the California Education Code or directory information, EXPLORE ACADEMY OC shall notify parents or guardians and eligible students—and receive their written consent—before it releases a student’s personally identifiable information.

If EXPLORE ACADEMY OC decides to release directory information, EXPLORE ACADEMY OC shall provide an annual notice to parents and guardians, and “eligible students” in attendance, of EXPLORE ACADEMY OC directory information policy that includes:

- The categories of information that EXPLORE ACADEMY OC has classified as public directory information that may be disclosed without parental consent and which should only include the information specifically identified in Education Code section 49061, subdivision (c).
- A statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where EXPLORE ACADEMY OC receives consent as required under state law).
- The recipients of the directory information.
- A description of the parent’s or guardian’s abilities to refuse release of the student’s directory information, and how to refuse release.
- The deadline in which the parent, guardian or student must notify the Explore Academy OC in writing that he or she does not want the information designated as directory information.

Monitoring and Receiving Visitors onto Campus

No outsider—which would include immigration-enforcement officers—shall enter or remain on school grounds of EXPLORE ACADEMY OC during school hours without having registered with the principal or designee.⁷⁷ If there are no exigent circumstances necessitating immediate action, and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit, the officer must provide the following information to the principal or designee:

- Name, address, occupation;
- Age, if less than 21;
- Purpose in entering Explore Academy OC grounds;
- Proof of identity; and
- Any other information as required by law.

EXPLORE ACADEMY OC shall adopt measures for responding to outsiders that avoids classroom interruptions, and preserves the peaceful conduct of the school’s activities, consistent with local circumstances and practices.

EXPLORE ACADEMY OC shall post signs at the entrance of its school grounds to notify outsiders of the hours and requirements for registration.

Explore Academy OC Immigration Policy

EXPLORE ACADEMY OC personnel shall report entry by immigration-enforcement officers to any on-site school police or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus.

Responding to On-Campus Immigration Enforcement

As early as possible, EXPLORE ACADEMY OC personnel shall notify the designated administrator of any request by an immigration-enforcement officer for Explore Academy OC or student access, or any requests for review of Explore Academy OC documents (including for the services of lawful subpoenas, petitions, complaints, warrants, etc.).

In addition to notifying the designated administrator, EXPLORE ACADEMY OC personnel shall take the following action steps in response to an officer present on the Explore Academy OC campus specifically for immigration-enforcement purposes:

1. Advise the officer that before proceeding with his or her request, and absent exigent circumstances, Explore Academy OC personnel must first receive notification and direction from the administrator.
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 Explore Academy OC grounds and document it.
4. Ask the officer to produce any documentation that authorizes Explore Academy OC access.
5. Make a copy of all documents provided by the officer. Retain one copy of the documents for Explore Academy OC records.
6. If the officer declares that exigent circumstances exist and demands immediate access to the campus, EXPLORE ACADEMY OC personnel should comply with the officer's orders and immediately contact the administrator.
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:
 - a. an ICE (Immigrations and Customs Enforcement) administrative warrant, EXPLORE ACADEMY OC personnel shall inform the agent that he or she cannot consent to any request without first consulting with EXPLORE ACADEMY OC counsel or other designated administrative official;
 - b. 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 EXPLORE ACADEMY OC legal counsel or designated administrator before providing the agent access to the person or materials specified in the warrant);
 - c. a subpoena for production of documents or other evidence, immediate compliance is not required. Therefore, EXPLORE ACADEMY OC personnel shall inform the EXPLORE ACADEMY OC legal counsel or

Explore Academy OC Immigration Policy

other designated administrator of the subpoena, and await further instructions on how to proceed.

8. While EXPLORE ACADEMY OC 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, EXPLORE ACADEMY OC personnel shall document his or her actions while on campus.
9. After the encounter with the officer, EXPLORE ACADEMY OC personnel shall promptly take written notes of all interactions with the officer. The notes shall include the following items:
 - a. List or copy of the officer's credentials and contact information;
 - b. Identity of all Explore Academy OC personnel who communicated with the officer;
 - c. Details of the officer's request;
 - d. 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;
 - e. EXPLORE ACADEMY OC personnel's response to the officer's request;
 - f. Any further action taken by the agent; and
 - g. Photo or copy of any documents presented by the agent.
10. EXPLORE ACADEMY OC personnel shall provide a copy of those notes, and associated documents collected from the officer, to the EXPLORE ACADEMY OC legal counsel or other designated administrator.
11. In turn, EXPLORE ACADEMY OC legal counsel or other administrator shall submit a timely report to the EXPLORE ACADEMY OC governing board regarding the officer's requests and actions and the EXPLORE ACADEMY OC 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 an Explore Academy OC site or a student for immigration-enforcement purposes.

Model Policies for Parental Notification of Immigration-Enforcement Actions

EXPLORE ACADEMY OC 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.

EXPLORE ACADEMY OC 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.

Explore Academy OC Immigration Policy

Model Policies for Responding to the Detention or Deportation of a Student's Family Member

EXPLORE ACADEMY OC shall encourage that families and students have and know their emergency phone numbers and know where to find important documentation, including birth certificates, passports, Social Security cards, doctors' contact information, medication lists, lists of allergies, etc., which will allow them to be prepared in the event that a family member is detained or deported.

EXPLORE ACADEMY OC shall permit students and families to update students' emergency contact information as needed throughout the Explore Academy OC year and provide alternative contacts if no parent or guardian is available.

EXPLORE ACADEMY OC shall ensure that families may include the information of an identified trusted adult guardian as a secondary emergency contact in case a student's parent or guardian is detained.

EXPLORE ACADEMY OC shall communicate to families that information provided within the emergency cards will only be used in response to specified emergency situations, and not for any other purpose.

In the event a student's parent/guardian has been detained or deported by federal immigration authorities, EXPLORE ACADEMY OC shall use the student's emergency card contact information and release the student to the person(s) designated as emergency contacts. Alternatively, EXPLORE ACADEMY OC shall release the student into the custody of any individual who presents a Caregiver's Authorization Affidavit on behalf of the student. EXPLORE ACADEMY OC shall only contact Child Protective Services if EXPLORE ACADEMY OC personnel are unsuccessful in arranging for the timely care of the child through the emergency contact information that the Explore Academy OC has, a Caregiver's Authorization Affidavit, or other information or instructions conveyed by the parent or guardian.

Responding to Hate Crimes and Bullying Adopting and Publicizing Anti-Bullying and Anti-Harassment Policy

EXPLORE ACADEMY OC shall adopt and publicize policies that prohibit discrimination, harassment, intimidation, and bullying on the basis of a student's actual or perceived nationality, ethnicity, or immigration status. Those policies must be translated in the student's primary language if at least 15 percent of the students enrolled in the Explore Academy OC speak a single primary language other than English.

EXPLORE ACADEMY OC shall notify parents and guardians of their children's right to a free public education, regardless of immigration status or religious beliefs.

- This information shall include information related to the "Know Your Rights" immigration enforcement established by the Attorney General included as an Appendix to this policy.

Explore Academy OC Immigration Policy

- EXPLORE ACADEMY OC shall inform students who are victims of hate crimes of their right to report such crimes.

Processing Complaints of Harassment and Bullying

EXPLORE ACADEMY OC shall adopt a process for receiving complaints of and investigating complaints of discrimination, harassment, intimidation, and bullying based on any of the following actual or perceived characteristics:

- Disability
- Gender
- gender identity
- gender expression
- nationality
- race or ethnicity
- religion
- sexual orientation
- association with a person or group with one or more of the aforementioned characteristics
- immigration status

The complaint process must include, but is not limited to, the following steps:

1. A requirement that, if Explore Academy OC personnel witness an act of discrimination, harassment, intimidation, or bullying, they shall take immediate steps to intervene when safe to do so;
2. A timeline to investigate and resolve complaints of discrimination, harassment, intimidation, or bullying that shall be followed by all Explore Academy OCs under the jurisdiction of the EXPLORE ACADEMY OC; and
3. An appeal process afforded to the complainant should he or she disagree with the resolution of a complaint.
4. EXPLORE ACADEMY OC shall ensure that complaint procedures contain confidentiality safeguards for immigration status information.
5. EXPLORE ACADEMY OC shall prohibit retaliation against a person who submits a complaint of discrimination, harassment, intimidation, or bullying.

Training Students, Teachers, and Staff on Anti-Bullying and Anti-Harassment Policy

EXPLORE ACADEMY OC shall educate students about the negative impact of bullying other students based on their actual or perceived immigration status or their religious beliefs or customs.

EXPLORE ACADEMY OC shall also train teachers, staff, and personnel to ensure that they are aware of their legal duty to take reasonable steps to eliminate a hostile environment and respond to any incidents of harassment based on the actual or perceived characteristics noted above.

Explore Academy OC Immigration Policy

Such training should, at minimum, provide agency personnel with the skills to do the following:

- Discuss the varying immigration experiences among members of the student body and Explore Academy OC community;
- Discuss bullying-prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims;
- Identify the signs of bullying or harassing behavior;
- Take immediate corrective action when bullying is observed; and
- Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.

Explore Academy OC Immigration Policy

KNOW YOUR RIGHTS

Your Child has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
- In California:
 - All children have the right to a free public education.
 - All children ages 6 to 18 years must be enrolled in Explore Academy OC.
 - All students and staff have the right to attend safe, secure, and peaceful Explore Academy OCs.
 - All students have a right to be in a public Explore Academy OC learning environment free from discrimination, harassment, bullying, violence, and intimidation.
 - All students have equal opportunity to participate in any program or activity offered by the Explore Academy OC, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

Information Required for Explore Academy OC Enrollment

- When enrolling a child, Explore Academy OCs must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in Explore Academy OC. Also, you never have to provide a Social Security number to have your child enrolled in Explore Academy OC.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that Explore Academy OC get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the Explore Academy OC's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

Family Safety Plans if You Are Detained or Deported

- You have the option to provide your child's Explore Academy OC with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.

Explore Academy OC Immigration Policy

- You have the option to complete a Caregiver’s Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

Right to File a Complaint

- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

Adopted: _____