

UCLA Community School Proposed RFK-Wide Sanctuary Protocol

TABLE OF CONTENTS

| | |
|---|----------|
| PREAMBLE | 2 |
| SAFE ZONE PROTOCOL | 2 |
| Prerequisites for Protocol Implementation | 2 |
| Higher Security at Campus Entrances | 2 |
| At the Point that ICE Requests to Access a Student, Parent, or Staff Member | 2 |
| If ICE Claims “Exigent Circumstances” to Demand Immediate Campus Access | 3 |
| Should There be Rumored ICE Activity in the Area | 3 |
| If a Student or Their Family is Rumored to Have Been Detained Outside of School/ School Hours | 4 |
| If a Student or Their Family is Facing Deportation Proceedings | 4 |
| RESOURCE CENTER COMMITMENTS | 5 |
| Permanent Legal Clinic at School Site | 5 |
| Identification Cards for Families | 5 |
| Safety Plans & Guardianship Papers in Case of ICE Detention | 5 |
| Temporary Refuge Policy | 5 |
| FOSTERING A SCHOOL WIDE SAFE ZONE CULTURE | 6 |
| Restorative Justice Program in Place of Reliance on Police | 6 |
| Know Your Rights Trainings for All School Site Staff | 6 |
| Crisis Team Fully Established & School Safe Zone Protocol Practiced | 6 |
| Updated Emergency Cards & Guardianship Papers Drive | 6 |

PREAMBLE

RFK Community Schools is committed to being a safe place for its students and their families in the wake of immigration enforcement efforts. A sanctuary school is as strong as a school's organization. We believe it is important to be proactive in protecting and providing resources for our families. Our site, in partnership with community organizations and legal services, will be a refuge where families can seek safety, information, and resources if they feel threatened or afraid.

SAFE ZONE PROTOCOL

Prerequisites for Protocol Implementation

- All RFK Academies Must Adopt a Common Safe Zone Protocol
- Each Existing Crisis Team Creates Immigration - Specific Internal Protocols and Trainings
 - ◆ Should coordinate with community - based rapid response networks, sanctuary locations, and immigration lawyers
- Immigration Protocol Trainings for All Stakeholders
- Create Two Pre-Formulated Letters to Parents Regarding Rumored ICE Activity in the Community: One for Verified Activity and One for Unverified (ie Disproven) Activity

Higher Security at Campus Entrances

- Train all gate and Welcome Center staff to ask about visitors relationship to the campus (parent, guest speaker, enquiring parent of potential student, etc.) and reason for visit in order to actively identify ICE agents before they are able to access campus
- Extend gate staff hours to include coverage for afterschool
- If ICE agents seek to access campus, have gate staff (or Welcome Center staff, if they manage to get past the gates) deny access until an administrator can intervene [\[Res-093-16/17\]](#)
- Have a clear protocol about which administrator should be called if ICE is present

At the Point that ICE Requests to Access a Student, Parent, or Staff Member

- Such a request can only be presented to an administrator and should not be a pretext for ICE to enter campus - instead ICE should be asked by an administrator to give their name, badge number, and supervisor's phone #, to explain the request (purpose of visit) and hand over any relevant legal documents from the edges of LAUSD property [\[Res-093-16/17\]](#)
- ICE waits off-property for authorization to enter - campus security monitor their presence
- Administrator notifies other admin and alerts the campus crisis team, who then follow their own protocols to ensure the well-being of those affected [*some crisis team members may need class coverage to respond*]
- Administrator notifies parent or caregiver of student affected, in coordination with crisis response team

- Administrator places school site on “lock down” using special code for immigration enforcement until ICE leaves [*raise to first step if school is out or close to ending*] - and robocalls families to wait for all clear to pick up kids if school is close to ending
- Administrator “slow-walks” the ICE request to appointed district personnel *vis a vis* LAUSD bulletin [\[Res-093-16/17\]](#)
 - ◆ Notify LAUSD Administrator of Operations, General Counsel, & The LAUSD Superintendent
 - ◆ **Do not include the LASPD Watch Commander as part of the response plan until LASPD has taken the required steps to comply with LAUSD [Res-093-16/17](#):** *“Campus police shall create a policy acknowledging that they have no authority to enforce federal civil immigration law and declaring that they will not participate in immigration enforcement efforts of federal authorities. This includes campus police not holding people on ICE detainers, not responding to ICE notification or transfer requests, not making arrests based on civil immigration warrants, or allowing ICE to use campus facilities for immigration enforcement purposes.”*
 - ◆ Per School Board Resolution [“Reaffirmation of Los Angeles Unified School District Schools as Safe Zones for Families Threatened by Immigration Enforcement” \[Res-093-16/17\]](#), ICE cannot enter campus even with valid warrant or subpoena, without authorization of the LAUSD Superintendent in consultation with district lawyers

If ICE Claims “Exigent Circumstances” to Demand Immediate Campus Access

- Even in “exigent circumstances”, school staff and administrators follow protocol above *before granting access* and must take all necessary steps, in coordination with appointed district personnel, “to provide for the emotional and physical safety of its students and staff” *before granting access* [\[Res-093-16/17\]](#)

Should There be Rumored ICE Activity in the Area

- The first to hear of the rumors report it immediately to an administrator
- The administrator alerts all site administrators and mobilizes additional security as needed to campus periphery, while seeking to verify rumors through contacting community - based rapid response networks
 - ◆ Security works to ensure that ICE activity does not spill over onto campus
- If necessary, activity that has been “dis”-verified by community rapid response teams will be reported via letter to all teachers to then be passed out to students - with the message that “according to [community rapid response network], [said activity] was reported but deemed to be false...]
- If ICE activity is verified, the school is placed on lockdown using special code for immigration enforcement and teachers all info available about activity is made available to teachers (text, email, letter?) so students can call home and inform families
 - ◆ Security patrols gates but allows fleeing community members in as part of “policy of temporary refuge”
 - ◆ Designated area [possibly library] is temporarily opened for fleeing community members

If a Student or Their Family is Rumored to Have Been Detained Outside of School/ School Hours

- Whoever first hears the rumor reports it immediately to the administration, who then alert / activate the crisis team
- The administration works with the crisis team (and community orgs / legal aid where needed) to verify the facts, while also taking any possible measures to respect the family's privacy
- The crisis team implement their protocols to ensure student / family well-being
- The administrator alerts LAUSD AOO and requests LAUSD's rapid response team take action [\[Res-093-16/17\]](#)

If a Student or Their Family is Facing Deportation Proceedings

- The school administration will utilize all resources offered by LAUSD and community partners to "assist family members of students who are in removal proceedings with legal resources and information" [\[Res-093-16/17\]](#)
- The school administration will make all possible efforts to ensure that the school crisis team and / or other school staff attend the hearing along with the family and work with their legal team to offer support, while also respecting the family's privacy
- Should deportation seem imminent, the school administration will publicly speak out against any effort to remove our students or their families

RESOURCE CENTER COMMITMENTS

Permanent Legal Clinic at School Site

- To be supported and advertised by all academies
- BEFORE IT OPENS:
 - ◆ Resource center site set up in the meantime with multilingual flyers describing LAUSD's Sanctuary School policy, offering Know Your Rights support including flyers and regularly scheduled trainings, offering family safety plan trainings, and housing lists of recommended lawyers, community resources, and sanctuary locations [\[Res-093-16/17\]](#)
- ONCE IT OPENS:
 - ◆ Access to legal aid and socio-emotional counseling for all RFK families and the community

Identification Cards for Families

- Implement fundraising plan to offer photo IDs to our RFK families
- Drive to ensure that all RFK families receive IDs
- IDs used for families to have quick access to campus (not required for access) and to show any time they need to show ID to law enforcement without revealing their immigration status

Safety Plans & Guardianship Papers in Case of ICE Detention

- Constant drives to ensure families update their emergency cards with most recent contact info
- Bi-monthly safety planning, dual citizenship, and guardianship paper preparation workshops
- Offer to house copies of family emergency guardianship documents securely on campus (not on file though)

Temporary Refuge Policy

- Policy of temporary refuge for community members fearing ICE activity, for example during ICE raids
- Library as possible location

FOSTERING A SCHOOL WIDE SAFE ZONE CULTURE

Restorative Justice Program in Place of Reliance on Police

- Given that any student interaction with law enforcement, even if charges are ultimately dropped or overturned, can be cause for said student to be considered a deportation priority under new enforcement guidelines - we need to ensure that all RFK school sites are utilizing restorative justice practices in order to limit use of law enforcement to only those situations where lives are at risk or harm is imminent

Know Your Rights Trainings for All School Site Staff

- PD time allocated for Immigration Know Your Rights Trainings that teachers can then use to train students - goal: 100% trained campus [\[Res-093-16/17\]](#)

Crisis Team Fully Established & School Safe Zone Protocol Practiced

- Release time for Crisis Team to create immigration-specific protocols & train
- School-wide ICE Lock-Down drills every semester

Updated Emergency Cards & Guardianship Papers Drive

- See resource center protocol