



WCCUSD PROTOCOLS FOR ICE ACTION & INQUIRIES

WCCUSD stands with our students, families, and staff during these challenging times and is committed to doing everything possible to ensure schools are safe and inclusive for all students and families. Our schools have a response plan on what to do if there is Immigration Customs Enforcement (ICE) activity on or near a school.

We expect that it is very unlikely that ICE would come onto a school campus, however, we do want to be prepared. The information shared in this document includes our districtwide plan.

WCCUSD SCHOOL PROTOCOL FOR ICE ACTIVITY

> Ice Contact or Attempted Contact on Campus

If staff, parents, teachers, or students are contacted directly by ICE – immediately refer ICE agents to the school Principal (or Designated Secondary Responder) to activate district response protocol.

> ICE Information Requests

ALL staff are directed to **NOT** provide any information about individual students, families, or employees regardless of the reason given and unless directed to by the Legal Office.

> District Protocol Support Team

The Superintendent and members of the Superintendent's Cabinet have designated roles of support in the event of ICE activity. Immediate support will be provided to school sites if sites are contacted or visited by ICE.

IN THE UNLIKELY EVENT THAT ICE COMES TO A SCHOOL SITE

- > ICE officers may present a warrant, subpoena, or legal document to the school site. Whether or not they do so, a school site administrator should **ALWAYS** call the Superintendent's Office, and the Superintendent, or designee, will contact the district's legal counsel.
- > In all scenarios, schools may provide ICE personnel with a copy of the WCCUSD Board Policy 5145.13, Response to Immigration Enforcement.
- > In accordance with FERPA (Family Educational Rights and Privacy Act), District staff should **NOT** provide any access or information to ICE unless legally obligated by a warrant or subpoena. This should be determined **ONLY** by WCCUSD legal counsel.



WHAT SUPPORT IS AVAILABLE FOR IMMIGRANT FAMILIES?

Families can take very important steps now to prepare for an emergency situation. The following precautions can help you and your family prepare for ICE activity.

- Make sure you have provided the most up-to-date information on your school's **emergency card**, including family members and trusted friends who could potentially pick a child up from school.
- Complete a **family preparedness plan** and contact sheets that you can find easily at home. Find the forms in multiple languages here: [English](#) | [Spanish](#) | [Chinese](#)
- **Save key phone numbers:** your school's main office and afterschool providers
- Connect with **Immigration legal providers** like Stand Together Contra Costa which provides rapid response and immigration legal services in Contra Costa County by calling **(925) 900-5151** or visiting standtogethercontracosta.org



WHAT CAN BE DONE IF IMMIGRATION ACTIVITY HAPPENS?

- **Take precautions to stay safe.** If ICE activity does occur at a WCCUSD school, remember that the school is directed to follow the protocol outline.
 - **If you are concerned about your ability to drop off or pick up your student at school,** call the main office at school or afterschool provider to make arrangements.
 - Report suspected ICE action to Stand Together Contra Costa: **(925) 900-5151**
- The Stand Together Hotline is prepared to respond to any reports of ICE law enforcement in Contra Costa County as well as answer questions about legal rights and provide referral to legal support services.

KNOW YOUR RIGHTS

- **Learn your rights:** Regardless of immigration status, all people have certain rights and protections under the U.S. Constitution. Know your rights by printing **red cards** from the **Immigrant Legal Resource Center** or these flyers ([English](#) / [Spanish](#)). These can be kept in your wallet and other places as a reminder.
- **Attend a Know Your Rights Training:** Reimagine Richmond offers a Know Your Rights Training in English and in Spanish. Please check their website for more details, www.reimaginerichmond.org.

KEY CONTACT INFORMATION

School main office phone number: listed at www.wccusd.net/immigration-resources

If your child goes to an afterschool program, have the contact information written down