

SUGGESTED GUIDELINES

on the Occasion of Law Enforcement Coming to Campus

1. If a law enforcement agent comes onto school property, the head of school (or his/her designee) must immediately be notified, and the agent should be escorted to a room that is private.
2. The head of school (or his/her designee) should introduce himself/herself to the agent and ask the agent for the purpose of his/her visit.
3. The head of school (or his/her designee) should assure the agent that it is the intention of the school to comply with the law.
4. The head of school (or his/her designee) should ask if he/she is an agent and for the agent's card. If one is not available, he/she should write down the agent's name and identification number, as well as a contact telephone number.
5. If the agent has a warrant or a subpoena, the head of school should ask to make a copy. After receiving information about the purpose of the visit and obtaining copies of any documents the agent has pertaining to the occasion of the visit, the head of school (or his/her designee) should contact the school attorney, _____, at his/her cell number: _____. Note: An administrative warrant does not give law enforcement the right to enter the non-public areas of the school unless invited. A judicial warrant signed by a judge or magistrate is required. The warrant must be examined to be sure it designates the school by address.
6. The head of school (or his/her designee) should then inform the agent that the head of school must contact the school attorney, per school guidelines (feel free to share this guideline).
7. From there, the school attorney should discuss with the head of school how to proceed with the agent.
8. In general, before a member of law enforcement speaks with a student, the school should first contact the parent/guardian of the student to obtain permission. In matters involving immigration, however, this may not be possible because the parent/guardian may not wish to interact with an agent or with the school if an agent is present. In all matters, including matters of immigration, the student (and parent) have the right to remain silent and not to answer the law enforcement agent's questions; they also have the right to counsel (but not at government expense).
9. Generally, if a warrant or subpoena is signed by a judge or magistrate, the school must comply. This will need to be determined by the school attorney.
10. If there is an informal request for information that is not in the form of a document signed by a judge, the school attorney will advise that the school is not in a position to provide information about a student or a student's family without proper documentation, which would be written parental consent or an order from a judge or magistrate.
11. Remember to be calm and respectful.

