

California Heritage YouthBuild Academy

Immigration Enforcement Response Procedures

Adopted: February 25, 2026

Adopted as part of the 2026 Comprehensive School Safety Plan

Governing Board Approval Date: February 25, 2026

Purpose

California Heritage YouthBuild Academy (CHYBA) is committed to maintaining a safe, orderly, and supportive learning environment for all students. In accordance with California Education Code § 234.7, applicable provisions of the Family Educational Rights and Privacy Act (FERPA), and related federal and state laws, CHYBA shall safeguard student rights and confidentiality while responding appropriately to immigration enforcement activity.

These procedures are adopted to ensure compliance with California law limiting assistance with immigration enforcement activities, to protect student privacy, and to maintain uninterrupted access to education.

1. Campus Access by Immigration Enforcement Officers

Any immigration enforcement officer requesting access to school grounds, students, staff, or records shall be immediately referred to the Executive Director or designee.

School personnel shall not grant access to classrooms, students, facilities, or student records unless the officer presents valid legal authority, including:

- A judicial warrant signed by a federal or state judge; or
- A valid court order or subpoena issued by a court of competent jurisdiction.

Administrative warrants, immigration detainers, or documents not signed by a judge shall not be considered sufficient legal authority to access students or confidential records.

The Executive Director or designee shall:

- Review all documentation presented;
- Verify the legal sufficiency of the document;
- Consult legal counsel as appropriate prior to permitting any access; and
- Document the interaction in writing.

No staff member shall independently grant access to students or records.

2. Protection of Student Records and Information

CHYBA shall maintain the confidentiality of student records in compliance with FERPA and applicable California law.

School personnel shall not disclose personally identifiable student information, including information related to immigration status, without:

- Written parent or guardian consent; or
- A valid judicial warrant, court order, or lawfully issued subpoena.

CHYBA does not inquire about or collect information regarding a student's immigration status except as required by law.

All requests for records from immigration enforcement shall be reviewed by the Executive Director or designee prior to any response.

3. Staff Responsibilities

All staff members shall:

- Immediately notify the Executive Director or designee if immigration enforcement personnel are present on campus or request information;
- Refrain from independently providing access to students, facilities, or records;

- Maintain a calm and orderly school environment to minimize disruption to instruction;
- Follow established safety protocols consistent with the Comprehensive School Safety Plan.

Annual staff training shall include review of these procedures to ensure consistent implementation and understanding of legal obligations.

4. Communication Protocol When Immigration Enforcement Is Confirmed on Campus

If immigration enforcement activity is confirmed on or immediately adjacent to campus property:

1. The Executive Director or designee shall promptly assess the situation.
2. The school shall determine whether the activity poses an immediate impact to student safety or school operations.
3. CHYBA shall notify parents/guardians, teachers, administrators, and appropriate school personnel through established communication platforms (e.g., ParentSquare, email, or automated notification systems) when such activity may affect school operations or student safety.

Notifications shall:

- Provide factual, non-speculative information to the extent permitted by law;
- Avoid disclosure of confidential student information;
- Emphasize that CHYBA continues to protect student privacy and maintain safe operations;
- Refrain from interfering with lawful enforcement activities.

If appropriate, CHYBA may coordinate communication with legal counsel or local authorities to ensure accuracy and compliance with applicable law.

All communications shall be documented.

5. Student Safety and Continuity of Education

If a student's parent or guardian is detained or taken into custody by immigration enforcement:

- The school shall make reasonable efforts to contact the student's emergency contacts listed in school records;
- The school shall follow established student release procedures to ensure the student is released only to an authorized individual;
- The school shall provide age-appropriate emotional support and referrals to counseling services as needed;
- The school shall take reasonable steps to ensure continuity of instruction and educational access.

Students shall continue to have access to education regardless of immigration status.

6. Documentation and Recordkeeping

CHYBA shall document:

- The date and time of any immigration enforcement presence on campus;
- The identity of the agency (if known);
- Documentation presented;
- Actions taken by school administration;
- Communications issued to staff and families.

Documentation shall be maintained consistent with district record retention policies.

7. Coordination With Law Enforcement

CHYBA shall cooperate with law enforcement only as required by law and consistent with student privacy protections. All interactions with immigration enforcement shall be managed by the Executive Director or designee.

Nothing in this policy prohibits lawful cooperation required by a valid judicial warrant or court order.

Public Posting

This policy shall be:

- Included in the Comprehensive School Safety Plan;
- Posted on the CHYBA website;
- Reviewed annually in conjunction with the CSSP update process;
- Made available upon request.