

Re: Guidance on Interactions with ICE and Support for All Students

As we strive to ensure our schools remain safe, inclusive, and supportive spaces for all students, staff and families, I want to provide clear guidance regarding the protocols we will follow to address interactions with Immigration and Customs Enforcement (ICE) officials. These protocols reflect our unwavering commitment to protecting the well-being and rights of every student, staff and their family.

ICE Requests for Information or Access:

- Any requests from ICE officials to access school information, grounds, or interact with students, families, staff, or contractors **must be directed to the Office of the Superintendent**.
- No ICE official should be granted access without prior consultation with, and approval by, the Superintendent who will work closely with legal counsel to ensure compliance with all applicable laws.
- This protocol applies to all school personnel, ensuring that no ICE-related interactions occur without centralized oversight.
- **Proper Warrants:** Whether a warrant authorizes a non-local law enforcement officer, including an ICE officer, to take a specific action, such as conducting a search or arrest, depends on the scope of the warrant and whether it was issued by a judge or was administratively issued. The school district, consistent with the rule of law, **must honor valid judicial warrants**, but it is difficult for an untrained person to determine whether a warrant has been validly issued by a judge. Thus, it is vitally important to obtain a copy of the warrant and contact the Superintendent's office before allowing any access pursuant to a warrant. *If a non-local law enforcement officer, including an ICE officer, presents a warrant of any type, provide the warrant to the Superintendent's office and await further instructions.* [\(NYC DOE\)](#)

Proof of attending our schools:

- **Proof of attending our Schools:** If asked to verify a child's attendance at school, contact the District Registrar or Assistant Superintendent for Pupil Services.
- **Student Records:** If any law enforcement officer, including an ICE officer, seeks access to student records, provide a copy of any subpoena or court order provided by the law enforcement officer to the Superintendent's Office. DO NOT take action until you receive instruction from the Superintendent or designee. [\(NYC DOE\)](#)

In addition to the above protocols, we have created a list of resources:

Resources to Assist Schools in Responding to U.S. Immigration and Customs Enforcement (ICE) Raids

- **“10 Strategies for How Schools Should Respond to Help Children Impacted by ICE Raids”** You can also download the **Infographic in English** and **Spanish**.
Source: Intercultural Development Research Association (IDRA), August 2019
- **As the threat of ICE raids increases, schools can take steps to put students at ease** This article provides steps schools can take, the rights of undocumented students as well as SEL practices schools can put in place to assist undocumented students. *Source: By Naaz Modan, August 8, 2019, Education Dive*
- **“Guidelines for Identifying Humanitarian Concerns among Administrative Arrestees When Conducting Worksite Enforcement Operations”** Source: U.S. Immigration and Customs Enforcement (ICE) Cited in “ICE Raids Send Schools Scrambling” U.S. News & World Report

Resources for Families:

- *Neighbors Link* has updated their website with information that can help interested families. Here is a link to their website: [Resources for Families](#) Please take some time to review the information available on the site.

Building leaders play a critical role in upholding these procedures and fostering a safe environment for all members of our school community. I encourage you to:

- Communicate these procedures to your staff and ensure their understanding of the protocols.
- Be vigilant in addressing any incidents or questions related to these guidelines promptly and in alignment with district policy.
- Collaborate with families and community organizations to reassure them of our district’s commitment to their safety and inclusion.

Please do not hesitate to reach out to my office with any questions or for further clarification. Together, we can ensure that our schools remain welcoming havens where all students can learn, grow, and thrive. Thank you for your unwavering dedication to our students and your leadership in upholding these important principles.