

[AB 699](#) requires that by July 1, 2018, all local educational agencies in California, including all school districts, county offices of ed, and charter schools, adopt these or equivalent policies.

## Sanctuary School Policies

### Policies and Procedures Regarding Information Sharing

- **IEM Charter Schools** shall avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by Family Educational Rights and Privacy Act (FERPA).
- **IEM Charter Schools** personnel shall take the following action steps upon receiving an information request related to a student's or family's immigration or citizenship status:
  - ✓✓ Notify a designated **IEM Charter Schools** official about the information request.
  - ✓✓ Provide students and families with appropriate notice and a description of the immigration officer's request.
  - ✓✓ Document any verbal or written request for information by immigration authorities.
  - ✓✓ Unless prohibited, provide students and parents/guardians with any documents issued by the immigration-enforcement officer.
- Except for investigations of child abuse, child neglect, or child dependency, or when the subpoena served on the local educational agency prohibits disclosure, IEM Charter Schools shall provide parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.
- **IEM Charter Schools** shall require written parental or guardian consent for release of student information, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information to immigration authorities for immigration-enforcement purposes; no student information shall be disclosed to immigration authorities for immigration enforcement purposes without a court order or judicial subpoena.
- **IEM Charter Schools** request for written or parental or guardian consent for release of student information must include the following information: (1) the signature and date of the parent, guardian, or eligible student providing consent; (2) a description of the records to be disclosed; (3) the reason for release of information; (4) the parties or class of parties receiving the information; and (5) if requested by the parents, guardians or eligible student, a copy of the records to be released. **IEM Charter Schools** shall permanently keep the consent notice with the record file.
- The parent, guardian, or eligible student is not required to sign the consent form. If the parent, guardian or eligible student refuses to provide written consent for the release of student information that this not otherwise subject to release, **IEM Charter Schools** shall not release the information.

## **Policies for Annual Information Notice to Parents and Guardians**

### ***General Information Policy***

➤➤ **IEM Charter Schools** must provide an annual notice to parents and guardians of the school's general information policies that includes:

✓✓ Assurances that the **IEM Charter Schools** will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

✓✓ A statement that, unless **IEM Charter Schools** is providing information for a legitimate educational purpose under FERPA and the California Education Code or directory information, IEM Charter Schools shall notify parents or guardians and eligible students—and receive their written consent—before it releases a student's personally identifiable information.

### ***Directory Information Policy***

➤➤ If **IEM Charter Schools** decides to release directory information, **IEM Charter Schools** shall provide an annual notice to parents and guardians, and “eligible students” in attendance, of **IEM Charter Schools** directory information policy that includes:

✓✓ The categories of information that **IEM Charter Schools** has classified as public directory information that may be disclosed without parental consent and which should only include the information specifically identified in Education Code section 49061, subdivision (c).

✓✓ A statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where **IEM Charter Schools** receives consent as required under state law).

## **Policies for Parental Notification of Immigration-Enforcement Actions**

➤➤ **IEM Charter Schools** personnel must receive consent from the student's parent or guardian before a student can be interviewed or searched by any officer seeking to enforce the civil immigration laws at the school, unless the officer presents a valid, effective warrant signed by a judge, or presents a valid, effective court order.

➤➤ **IEM Charter Schools** personnel shall immediately notify the student's parents or guardians if a law-enforcement officer requests or gains access to a student for immigration-enforcement purposes, unless such access was in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the parent or guardian.

## **Policies for Responding to the Detention or Deportation of a Student's Family Member**

➤➤ **IEM Charter Schools** shall encourage that families and students have and know their emergency phone numbers and know where to find important documentation, including birth certificates, passports, Social Security cards, doctors' contact information, medication lists, lists of allergies, etc., which will allow them to be prepared in the event that a family member is detained or deported.

➤➤ **IEM Charter Schools** shall permit students and families to update students' emergency contact information as needed throughout the school year, and provide alternative contacts if no parent or guardian is available.

✓✓ **IEM Charter Schools** shall ensure that families may include the information of an identified trusted adult guardian as a secondary emergency contact in case a student's parent or guardian is detained.

✓✓ **IEM Charter Schools** shall communicate to families that information provided within the emergency cards will only be used in response to specified emergency situations, and not for any other purpose.

➤➤ In the event a student's parent/guardian has been detained or deported by federal immigration authorities, **IEM Charter Schools** shall use the student's emergency card contact information and release the student to the person(s) designated as emergency contacts. Alternatively, **IEM Charter Schools** shall release the student into the custody of any individual who presents a Caregiver's Authorization Affidavit on behalf of the student. **IEM Charter Schools** shall only contact Child Protective Services if **IEM Charter Schools** personnel are unsuccessful in arranging for the timely care of the child through the emergency contact information that the school has, a Caregiver's Authorization Affidavit, or other information or instructions conveyed by the parent or guardian.

### **Training Students, Teachers, and Staff on Anti-Bullying and Anti-Harassment Policy**

➤➤ **IEM Charter Schools** shall educate students about the negative impact of bullying other students based on their actual or perceived immigration status or their religious beliefs or customs.

➤➤ **IEM Charter Schools** shall also train teachers, staff, and personnel to ensure that they are aware of their legal duty to take reasonable steps to eliminate a hostile environment and respond to any incidents of harassment based on the actual or perceived characteristics noted above. Such training should, at minimum, provide agency personnel with the skills to do the following:

✓✓ Discuss the varying immigration experiences among members of the student body and school community;

✓✓ Discuss bullying-prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims;

✓✓ Identify the signs of bullying or harassing behavior;

✓✓ Take immediate corrective action when bullying is observed; and

✓✓ Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.