

# **Opportunities For Learning-William S. Hart Response to Immigration Enforcement – Policy and Procedures**

---

January 2026

The Governing Board of Opportunities For Learning-William S. Hart (“Charter School”) is committed to providing a safe, welcoming, and inclusive learning environment for all students, including immigrant students and their families. Immigration enforcement activities in and around schools create hardships and barriers to health and educational attainment for immigrant students; cause a severe disruption to the learning environment and education setting; and establish a pervasive climate of fear, conflict, and stress that affects all students, regardless of their background, citizenship or immigration status. The following policy sets forth the Governing Board’s position and procedures regarding the Charter School’s response to immigration enforcement at school.

## **1. Gathering and Handling Student and Family Information**

The Charter School shall develop written policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.

### Collecting and Retaining Student Information

Except as required by state or federal law, or as required to administer a state or federally supported education program, the Charter School shall not collect information or documents regarding citizenship or immigration status of pupils or their family members in accordance with Education Code Section 234.7(a)(1). Where any law contemplates submission of national origin-related information to satisfy the requirements of a special program, Charter School personnel shall solicit that documentation or information separately from the school enrollment process.

If the Charter School possesses information that could indicate immigration status, citizenship status, or national origin information, the Charter School shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending school.

If parents or guardians choose not to provide information that could indicate their or their children’s immigration status, citizenship status, or national origin information, the Charter School shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling in or attending school.

The Charter School shall not allow school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status.

### Inquiries Regarding Immigration Status, Citizenship Status, and National Origin Information

Charter School personnel shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.

Where permitted by law, the Superintendent (or designee) of the Charter School shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status, or national origin, and that do not reveal information related to citizenship or immigration status. The Charter School shall note the method of age verification but is not required to maintain a copy of the document used to show age.

Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law or this policy, the Charter School's procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under this policy.

#### Inquiries About Social Security Numbers or Cards

The Charter School shall not solicit or collect entire Social Security numbers or cards.

The Charter School shall solicit and collect the last four digits of an adult household member's Social Security number only if required to establish eligibility for federal benefit programs.

When collecting the last four digits of an adult household member's Social Security number to establish eligibility for a federal benefit program, the Charter School shall explain the limited purpose for which this information is collected and clarify that a failure to provide this information will not bar the student from enrolling in or attending the school.

The Charter School shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the free and reduced lunch program, transportation, and educational instruction.

## **2. Sharing Information Regarding Students, Families and Employees**

The Charter School is committed to protecting the confidentiality of sensitive information about students and their families through policies that prohibit information sharing with law enforcement authorities for immigration enforcement purposes to the maximum extent permitted under law.

#### Information Sharing

The Charter School, to the extent practicable, shall not disclose or provide in writing, verbally, or in any other manner, the education records of or any information about a student or a student's family and household without the student's parents' or guardians' written consent, a

school employee, or a teacher, including but not limited to, personal information as defined in Civil Code Section 1798.3(a), information about a student's home, and information about a student's travel schedule, to an officer or employee of an agency conducting immigration enforcement absent a valid judicial warrant or judicial subpoena, or court order directing the Charter School to do so in accordance with Education Code Section 234.7(b).

The Charter School shall avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status without first attempting to notify the parent or guardian in compliance with the Family Educational Rights and Privacy Act (FERPA).

Charter School personnel shall take the following actions upon receiving an information request related to a student's or family's immigration or citizenship status:

- Notify the Superintendent (or designee) about the information request.
- Provide students and families with appropriate notice and a description of the officer or employee's request.
- Document any verbal or written request for information by an officer or employee of an agency for immigration enforcement purposes.
- Unless prohibited, provide students and parents/guardians with any documents provided by the officer or employee seeking the information.

Except for investigations of suspected child abuse, child neglect, or child dependency, or when the subpoena served on the Charter School prohibits disclosure, the Charter School shall provide parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.

The Charter School shall make every effort to receive written parental or guardian consent for release of student information, unless the information is for directory information only.

The Charter School should make a photocopy of the request and immediately consult legal counsel and/or a designated representative of the agency. No information regarding students, their families, teachers, or employees shall be disclosed, to the extent practicable, to an officer or employee of an agency conducting immigration enforcement without a judicial subpoena, judicial warrant, or court order, and any disclosure must be in accordance with requirements set forth in Section 99.31(a)(9)(ii) of Title 34 of the Code of Federal Regulations. If faced with an administrative subpoena, the Charter School's legal counsel should be consulted to determine how or whether to respond as there is no separate requirement in federal or state law to provide information to the Department of Homeland Security (DHS), ICE, or any other agency within DHS, without a court order, judicial warrant, or judicial subpoena.

The Charter School's request for written parental, guardian, or eligible student 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. The Charter School 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 is not otherwise subject to release, the Charter School shall not release the information.

Employers, or persons acting on behalf of the employer, shall not provide “voluntary consent” to an immigration enforcement agent to “access, review, or obtain the employer’s employee records”. If an immigration enforcement agent requests access to employee information, they must be referred to the Director of Human Resources, who is designated by the school to manage and respond to these requests.

Employee information may only be disclosed by Human Resources when disclosure is legally required. Disclosure is permitted under the following circumstances:

- The immigration enforcement agent provides a subpoena for the employee records; or
- The agent provides a judicial warrant for the employee records; or
- The employee records accessed, reviewed, or obtained by the immigration enforcement agent are I-9 Employment Eligibility Verification forms and other documents that are requested in a Notice of Inspection issued under federal law.

For any requests for information, the Charter School is under no obligation to produce the records or information immediately. Rather, the Charter School should note any designated date for production of records, if one is indicated in the request, and convey that to the Director of Schools, or Designee, Human Resources, when applicable, and legal counsel. The Superintendent will then designate a contact person to whom such requests for information should be directed.

The Charter School should obtain the contact information of the person to whom a response to the request for information should be directed and forward such contact information to the person the Charter School has designated to receive such requests.

#### Annual Information Notice to Parents and Guardians

*(Refer to Annual Notification of Rights and Notice Regarding Disclosure of Student Directory Information Under FERPA)*

#### General Information

The Charter School shall provide an annual notice to parents and guardians of the school’s general information policies that includes:

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

- A description of the types of student records maintained by the Charter School.
- A list of the circumstances or conditions under which the Charter School might release student information to outside people or entities.
- A statement that, unless the Charter School is providing directory information or information permitted to be disclosed without parental consent under FERPA and the California Education Code, the Charter School shall notify parents or guardians and eligible students – and receive their written consent – before it releases a student’s personally identifiable information.
- Even for those exceptions that permit the release of education records without parental consent, the Charter School is required to notify the student and their family unless an exception exists. The Charter School’s annual notice should explain these exceptions that do not require prior notification.

Directory Information

If the Charter School decides to release directory information, the Charter School shall provide an annual notice to parents and guardians, and eligible students in attendance, of the Charter School’s directory information policy that includes:

- The categories of information that the Charter School 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(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 the Charter School receives consent as required under state law).
- The recipients of the directory information.
- A description of the parent’s, guardian’s, or eligible student’s abilities to refuse release of the student’s directory information, and how to refuse release.
- The deadline by which the parent, guardian, or eligible student must notify the school in writing that they do not want the information designated as directory information.

Reporting Requests for Information by Immigration Enforcement Officers to the Governing Board

The Superintendent (or designee) shall report to the Governing Board in a timely manner any requests for information by immigration enforcement officers in a manner that ensures the confidentiality and privacy of any potentially identifying information in accordance with Education Code Section 234.7(c).

**3. Responding to Requests for Access to Resource Centers and School-Sponsored Activities for Immigration Enforcement Purposes**

Monitoring and Receiving Visitors onto Campus and at School-Sponsored Activities

No outsider, including immigration enforcement officers, shall enter or remain on school grounds of the Charter School during school hours without having registered with the Principal (or designee).

If there are no exigent circumstances necessitating immediate action, the officer must provide, to the extent practicable, the following information to the Principal (or designee):

- Name, address, occupation;
- Age, if less than 21;
- Purpose in entering school grounds;
- Proof of identity; and
- Any other information as required by law.

The Charter School shall not allow immigration enforcement officers to enter a “nonpublic” area of a Charter School resource center, an area where a school-sponsored activity is currently being held, or a school bus or other transportation provided by the Charter School for any purpose without being presented with a valid judicial warrant or judicial subpoena, or a court order in accordance with Education Code Section 234.7(a)(2). “Nonpublic” areas may include, but are not limited to, the interior of school buildings, including classrooms, hallways, stairwells, administrative offices, or a parking lot that is completely fenced in and requires authorization to enter.

The Charter School shall adopt measures for responding to outsiders that avoids classroom interruptions, and preserves the peaceful conduct of the school’s activities, consistent with local circumstances and practices.

The Charter School shall post signs at the entrance of its school grounds to notify outsiders of the hours and requirements for registration.

Charter School personnel shall report entry by immigration enforcement officers to any on-site school police, security officers, or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus.

#### Responding to Immigration Enforcement On Campus and During School-Sponsored Activities

As early as possible, Charter School personnel shall notify the Superintendent (or designee) of any request by any officer seeking access to the resource center, any school-sponsored activity, transportation provided by the Charter School, or any student to conduct immigration enforcement, or any requests for review of school documents (including for the service of lawful subpoenas, petitions, complaints, warrants, etc.).

In addition to notifying the Superintendent (or designee), Charter School personnel shall take the following action steps in response to an officer present on the school campus or a school-sponsored activity specifically for immigration enforcement purposes:

1. Advise the officer that before proceeding with their request, and absent exigent circumstances, school personnel must first receive notification and direction from the Superintendent (or designee).

2. Ask to see, and make a copy of or note, the officer's credentials (name and badge number). Also ask for and copy or note the phone number of the officer's supervisor.
3. Ask the officer for their reason for being on school grounds or at the school-sponsored activity and document it.
4. Ask the officer to produce any documentation that authorizes school access.
5. Make a copy of all documents provided by the officer. Retain one copy of the documents for school records.
6. If the officer declares that exigent circumstances exist and demands immediate access to the campus or school-sponsored activity, Charter School personnel should comply with the officer's orders and immediately contact the Superintendent (or designee).
7. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation. If the officer has:
  - a) ***an ICE (Immigrations and Customs Enforcement) administrative warrant (see Appendix A)***, Charter School personnel shall inform the officer that they cannot consent to any request without first consulting with the Charter School's legal counsel and/or Superintendent (or designee).
  - b) **a federal judicial warrant (search-and-seizure warrant or arrest warrant; see Appendix B & C)**, prompt compliance with such a warrant is usually legally required. If feasible, consult with the Charter School's legal counsel and/or Superintendent (or designee) before providing the agent access to the person or materials specified in the warrant.
  - c) **a subpoena for production of documents or other evidence (see Appendix D & E)**, immediate compliance is not required. Therefore, Charter School personnel must inform the Charter School's legal counsel and Superintendent (or designee) of the subpoena, and await further instructions on how to proceed.
8. Employers or persons acting on behalf of the employer, shall not provide "voluntary consent" to the entry of an immigration enforcement agent to "any non-public areas of a place of labor." If an immigration agent requests to access non-public areas for an employee matter, notify the Assistant Superintendent and Director of Human Resources immediately. In most circumstances, law enforcement needs a judicial warrant that has been reviewed and signed by a judge to enter non-public spaces in the workplace. Documents issued by a government agency but not issued by a court and signed by a judge are not judicial warrants. An Immigration enforcement agent may show up with something called an "administrative warrant" or a "warrant of deportation or removal." These documents are judicial warrants. A copy of the notice should be taken and provided to Human Resources to review to determine if entry should be granted.
9. While Charter School personnel should not consent to an officer seeking access for immigration enforcement purposes, except as described above, they should not attempt to physically impede the officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If an officer enters the premises or school-sponsored activity without consent, Charter School personnel shall document their actions while on campus and if feasible, accompany them at all times.

10. After the encounter with the officer, Charter School personnel must promptly take written notes of all interactions with the officer. The notes shall include the following items:
  - List or copy of the officer's credentials and contact information;
  - Identity of all school personnel who communicated with the officer;
  - Details of the officer's request;
  - Whether the officer presented a warrant or subpoena to accompany their request, what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge;
  - Charter School personnel's response to the officer's request;
  - Any further action taken by Charter School personnel; and
  - Photo or copy of any documents presented by Charter School personnel.
11. Charter School personnel shall provide a copy of those notes, and associated documents collected from the officer, to the Charter School's legal counsel and Superintendent (or designee).
12. In turn, the Charter School's legal counsel or Superintendent (or designee) shall submit a timely report to the Charter School's governing board regarding the officer's requests and actions and the Charter School's response(s).
13. E-mail the ***Bureau of Children's Justice*** in the ***California Department of Justice***, at ***BCJ@doj.ca.gov***, regarding any attempt by an officer or employee of an agency to access a resource center or a student for immigration enforcement purposes.

#### Parental Notification of Immigration Enforcement Actions

Charter School 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.

Charter School personnel shall immediately notify the student's parents or guardians if an officer or employee of an agency 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.

#### Reporting Access to Resource Center by Immigration Enforcement Officers to the Governing Board

The Superintendent (or designee) shall report to the Governing Board in a timely manner any access to the resource center by immigration enforcement officers in a manner that ensures the confidentiality and privacy of any potentially identifying information in accordance with Education Code Section 234.7(c).

#### **4. Responding to the Detention or Deportation of a Student's Family Member**

The Charter School shall encourage families and students to have and know their emergency phone numbers and to 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.

The Charter School 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. The Charter School 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.

The Charter School 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, the Charter School shall use the student's emergency card contact information and release the student to the person(s) designated as emergency contacts. Alternatively, the Charter School shall release the student into the custody of any individual who presents a Family Code Section 6550 compliant Caregiver's Authorization Affidavit on behalf of the student. The Charter School shall only contact a child protective services agency if the Charter School 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.

## **5. Responding to Hate Crimes and Bullying Related to National Origin or Ethnicity**

### Notification of Rights

The Charter School shall notify parents and guardians of their children's right to a free public education, regardless of immigration status or religious beliefs in accordance with Education Code Section 234.7(e)(1). This information shall include information relating to the following:

- The Immigration-Enforcement Actions at California Schools Guide for Students and Families, also known as "Know Your Educational Rights," developed by the Attorney General (see *Appendix F* for current version). The guide shall be posted at the resource centers and on the Charter School's website. The guide shall be posted in every language that the Attorney General provides and shall be updated the school year following any updates published by the Attorney General.
- "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues" issued by the Attorney General, including, but not limited to, information related to plans for family safety, the caregiver's authorization affidavit in Family Code Section 6552, and the importance of providing the school with, and regularly updating, emergency contact information, including secondary and additional contact

information. The provided information shall be revised as necessary to be consistent with any revisions or updates to the guidance issued by the Attorney General.

### Anti-Bullying and Anti-Harassment Policy

The Charter School has adopted and publicized policies that prohibit discrimination, harassment, intimidation, and bullying on the basis of a student's actual or perceived nationality, ethnicity, or immigration status. (Refer to *Anti-Discrimination, Harassment, Intimidation, and Bullying Policy*; Refer also to *Uniform Complaint Procedures Policy*.) The policies must be translated in the student's primary language if at least 15 percent of the students enrolled in the school speak a single primary language other than English.

The Charter School shall inform students who are victims of hate crimes of their right to report such crimes.

### Processing Complaints of Harassment and Bullying

The Charter School has adopted a process for receiving complaints of and investigating complaints of discrimination, harassment, intimidation, and bullying based on any of the following actual or perceived characteristics: disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, association with a person or group with one or more of the aforementioned characteristics, immigration status. (Refer to *Anti-Discrimination, Harassment, Intimidation, and Bullying Policy*; Refer also to *Title IX Policy*; Refer also to *Uniform Complaint Procedures Policy*.)

The complaint process includes, but is not limited to, the following steps:

- A requirement that, if school personnel witness an act of discrimination, harassment, intimidation, or bullying, they shall take immediate steps to intervene when safe to do so;
- A timeline to investigate and resolve complaints of discrimination, harassment, intimidation, or bullying that shall be followed by all schools under the jurisdiction of the local educational agency; and
- An appeal process afforded to the complainant should they disagree with the resolution of a complaint.
- The Charter School shall ensure that complaint procedures contain confidentiality safeguards for immigration status information.
- The Charter School shall prohibit retaliation against a person who submits a complaint of discrimination, harassment, intimidation, or bullying.

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

The Charter School 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 in accordance with Education Code Section 234.7(e)(2).

The Charter School 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.

**Appendix A**  
**Sample ICE Administrative Warrants**  
**“Arrest Warrant” (Form I-200) and “Removal Warrant” (Form I-205)**

**U.S. DEPARTMENT OF HOMELAND SECURITY**      **Warrant for Arrest of Alien**

---

File No. \_\_\_\_\_

Date: \_\_\_\_\_

**To:** Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations

I have determined that there is probable cause to believe that \_\_\_\_\_ is removable from the United States. This determination is based upon:

- the execution of a charging document to initiate removal proceedings against the subject;
- the pendency of ongoing removal proceedings against the subject;
- the failure to establish admissibility subsequent to deferred inspection;
- biometric confirmation of the subject’s identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or
- statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

**YOU ARE COMMANDED** to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.

\_\_\_\_\_  
(Signature of Authorized Immigration Officer)

\_\_\_\_\_  
(Printed Name and Title of Authorized Immigration Officer)

**Certificate of Service**

I hereby certify that the Warrant for Arrest of Alien was served by me at \_\_\_\_\_  
(Location)

on \_\_\_\_\_ on \_\_\_\_\_, and the contents of this  
(Name of Alien) (Date of Service)

notice were read to him or her in the \_\_\_\_\_ language.  
(Language)

\_\_\_\_\_  
Name and Signature of Officer

\_\_\_\_\_  
Name or Number of Interpreter (if applicable)

DEPARTMENT OF HOMELAND SECURITY  
U.S. Immigration and Customs Enforcement  
WARRANT OF REMOVAL/DEPORTATION

File No: \_\_\_\_\_

Date: \_\_\_\_\_

To any immigration officer of the United States Department of Homeland Security:

\_\_\_\_\_  
(Full name of alien)

who entered the United States at \_\_\_\_\_ on \_\_\_\_\_  
(Place of entry) (Date of entry)

is subject to removal/deportation from the United States, based upon a final order by:

- an immigration judge in exclusion, deportation, or removal proceedings
- a designated official
- the Board of Immigration Appeals
- a United States District or Magistrate Court Judge

and pursuant to the following provisions of the Immigration and Nationality Act.

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homeland Security under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien, pursuant to law, at the expense of:

\_\_\_\_\_  
(Signature of immigration officer)

\_\_\_\_\_  
(Title of immigration officer)

\_\_\_\_\_  
(Date and office location)

**Appendix B**  
**Sample Federal Search and Seizure Warrant (Form AO 93)**

AO 93 (Rev. 11/13) Search and Seizure Warrant

UNITED STATES DISTRICT COURT

for the

In the Matter of the Search of \_\_\_\_\_  
*(Briefly describe the property to be searched  
or identify the person by name and address)*

)  
)  
)  
)  
)

Case No. \_\_\_\_\_

**SEARCH AND SEIZURE WARRANT**

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the \_\_\_\_\_ District of \_\_\_\_\_  
*(identify the person or describe the property to be searched and give its location):*

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal *(identify the person or describe the property to be seized):*

**YOU ARE COMMANDED** to execute this warrant on or before \_\_\_\_\_ *(not to exceed 14 days)*  
 in the daytime 6:00 a.m. to 10:00 p.m.  at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to \_\_\_\_\_  
*(United States Magistrate Judge)*

Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized *(check the appropriate box)*

for \_\_\_\_\_ days *(not to exceed 30)*  until, the facts justifying, the later specific date of \_\_\_\_\_

Date and time issued: \_\_\_\_\_  
*Judge's signature*

City and state: \_\_\_\_\_  
*Printed name and title*

**Appendix C**  
**Sample Federal Arrest Warrant (Form AO 442)**

AO 442 (Rev. 11/11) Arrest Warrant

UNITED STATES DISTRICT COURT

for the

United States of America

v.

)  
) Case No.  
)  
)  
)  
)  
)

\_\_\_\_\_  
*Defendant*

**ARREST WARRANT**

To: Any authorized law enforcement officer

**YOU ARE COMMANDED** to arrest and bring before a United States magistrate judge without unnecessary delay  
(name of person to be arrested) \_\_\_\_\_,  
who is accused of an offense or violation based on the following document filed with the court:

- Indictment     Superseding Indictment     Information     Superseding Information     Complaint  
 Probation Violation Petition     Supervised Release Violation Petition     Violation Notice     Order of the Court

This offense is briefly described as follows:

Date: \_\_\_\_\_

\_\_\_\_\_  
*Issuing officer's signature*

City and state: \_\_\_\_\_

\_\_\_\_\_  
*Printed name and title*

**Return**

This warrant was received on (date) \_\_\_\_\_, and the person was arrested on (date) \_\_\_\_\_  
at (city and state) \_\_\_\_\_.

Date: \_\_\_\_\_

\_\_\_\_\_  
*Arresting officer's signature*

\_\_\_\_\_  
*Printed name and title*

**Appendix D**  
**Sample DHS Immigration Enforcement Subpoena (Form I-138)**

1. To (Name, Address, City, State, Zip Code)	DEPARTMENT OF HOMELAND SECURITY  <b>IMMIGRATION ENFORCEMENT                  SUBPOENA</b> to Appear and/or Produce Records 8 U.S.C. § 1225(d), 8 C.F.R. § 287.4
Subpoena Number	
2. In Reference To	
_____	_____
(Title of Proceeding)	(File Number, if Applicable)

By the service of this subpoena upon you, **YOU ARE HEREBY SUMMONED AND REQUIRED TO:**

- (A)  **APPEAR** before the U.S. Customs and Border Protection (CBP), U.S. Immigration and Customs Enforcement (ICE), or U.S. Citizenship and Immigration Services (USCIS) Official named in Block 3 at the place, date, and time specified, to testify and give information relating to the matter indicated in Block 2.
- (B)  **PRODUCE** the records (books, papers, or other documents) indicated in Block 4, to the CBP, ICE, or USCIS Official named in Block 3 at the place, date, and time specified.

Your testimony and/or production of the indicated records is required in connection with an investigation or inquiry relating to the enforcement of U.S. immigration laws. Failure to comply with this subpoena may subject you to an order of contempt by a federal District Court, as provided by 8 U.S.C. § 1225(d)(4)(B).

3. (A) CBP, ICE or USCIS Official before whom you are required to appear	(B) Date
Name	
Title	
Address	(C) Time <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Telephone Number	

4. Records required to be produced for inspection



If you have any questions regarding this subpoena, contact the CBP, ICE, or USCIS Official identified in Block 3.

5. Authorized Official

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**Appendix E**  
**Sample Federal Judicial Subpoena**

AO 88B (Rev. 02/14) Subpoena to Produce Documents, Information, or Objects or to Permit Inspection of Premises in a Civil Action

**UNITED STATES DISTRICT COURT**

for the

<i>Plaintiff</i>	)	
v.	)	Civil Action No.
<i>Defendant</i>	)	

**SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OR OBJECTS  
OR TO PERMIT INSPECTION OF PREMISES IN A CIVIL ACTION**

To:

\_\_\_\_\_

*(Name of person to whom this subpoena is directed)*

**Production:** YOU ARE COMMANDED to produce at the time, date, and place set forth below the following documents, electronically stored information, or objects, and to permit inspection, copying, testing, or sampling of the material:

Place:	Date and Time:
--------	----------------

**Inspection of Premises:** YOU ARE COMMANDED to permit entry onto the designated premises, land, or other property possessed or controlled by you at the time, date, and location set forth below, so that the requesting party may inspect, measure, survey, photograph, test, or sample the property or any designated object or operation on it.

Place:	Date and Time:
--------	----------------

The following provisions of Fed. R. Civ. P. 45 are attached – Rule 45(c), relating to the place of compliance; Rule 45(d), relating to your protection as a person subject to a subpoena; and Rule 45(e) and (g), relating to your duty to respond to this subpoena and the potential consequences of not doing so.

Date: \_\_\_\_\_

CLERK OF COURT

OR

\_\_\_\_\_  
*Signature of Clerk or Deputy Clerk*

\_\_\_\_\_  
*Attorney's signature*

The name, address, e-mail address, and telephone number of the attorney representing *(name of party)* \_\_\_\_\_, who issues or requests this subpoena, are:

**Notice to the person who issues or requests this subpoena**  
If this subpoena commands the production of documents, electronically stored information, or tangible things or the inspection of premises before trial, a notice and a copy of the subpoena must be served on each party in this case before it is served on the person to whom it is directed. Fed. R. Civ. P. 45(a)(4).

**Appendix F**  
**Know Your Educational Rights**

**Immigration Enforcement Actions at California TK-12 Schools**  
**Guide for Students and Families**  
**December 2025**

***Your Child Has the Right to a Free Public Education***

All children have a right to equal access to free public education, regardless of their or their parents'/ guardians' immigration status.

All children in California:

- Have the right to a free public education.
- Must be enrolled in school if they are between 6 and 18 years old, unless otherwise exempt.
- Have the right to attend safe, secure, and peaceful schools.
- Have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
- Have equal opportunity to participate in any program or activity offered by the school without discrimination.

***Information Required for School Enrollment***

Schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency and schools are not required to keep a copy of the document used as proof of a child's age.

Information about citizenship/immigration status is never needed for school enrollment. A Social Security number is never needed for school enrollment.

***Confidentiality of Personal Information***

Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.

Some schools collect and provide publicly basic student "directory information." If so, the school district must provide parents/guardians with written notice of the directory information policy, and provide the option to refuse release of your child's information.