

Guidance for School Principals: Steps for Handling ICE Officer Visits

- 1. Meet the ICE Officer at the Entrance**
 - Greet the officer at the school entrance. Refer to [PGCPS Administrative Procedure 0500](#).
- 2. Request Identification and Details**
 - Ask for the officer's name, ID number, supervisor's phone number, and a business card.
 - Document the reason for their visit.
- 3. Request Documentation**
 - Obtain any documents related to their visit (e.g., subpoena, administrative ICE warrant, search warrant, arrest warrant).
- 4. Do Not Share Student Information Without Proper Documentation**
 - If there is no valid subpoena, search warrant, or arrest warrant, do not release any personally identifiable information.
 - Avoid disclosing information about a student's or family's immigration status unless authorized under the Family Educational Rights and Privacy Act (FERPA).
 - You don't have to comply with a subpoena for documents or evidence right away.
- 5. Contact the Office of General Counsel**
 - Inform the officer that you must notify and get guidance from the Office of General Counsel.
- 6. Advise the Officer to Wait Outside**
 - Ask the officer to remain outside the school building while you consult with the Office of General Counsel.
- 7. Provide Documentation to the Office of General Counsel**
 - Share all details and documents obtained from the officer with the Office of General Counsel.
 - Wait for their review and instructions before taking further action.
- 8. Notify Parents or Guardians**
 - After consulting the Office of General Counsel, inform the parents or guardians of the student(s) involved.
 - If a student is removed by an ICE official, the school must request information from ICE regarding where the student is being taken, then notify the parent/guardian, Superintendent's office, and the Office of General Counsel immediately.
 - Communicate in their preferred language whenever possible.
- 9. Inform Security Personnel**
 - Ensure school security notifies their supervisors, as needed.
- 10. Document Events**
 - Record as much information as possible about the interaction.
 - Obtain as much information as possible from the officer and notify the Office of General Counsel and the Office of Security Services.
 - **If the officer does not comply with instructions, do not interfere physically.**

Responding to Exigent Circumstances: *If an officer claims exigent circumstances and demands immediate access, comply with their order. Then contact the Office of General Counsel immediately.*

This guidance is subject to change if there are subsequent changes in state and/or federal guidance or law.

