School Personnel must contact the Superintendent’s Office and School Police immediately if immigration law enforcement agents enter a school site. Call: 561-434-8000

School Personnel will inform the immigration enforcement officers they are required to complete certain steps prior to providing them any information and request that they wait in a private area of the main office. After the officers are in the private area, school personnel must take the following steps:

1. School Personnel must request the names of any students or staff members the immigration officers are inquiring about. School personnel may not confirm the enrollment status or provide any information regarding a student without prior authorization from the Superintendent’s office.

2. School Personnel must request and photocopy the officer’s identification and a copy of any judicial warrants presented by the officers.

3. School Personnel will forward this information to the Superintendent’s Office and the Office of General Counsel for legal review.

4. School Personnel will contact the parents or guardians of any student that is the subject of the Immigration Enforcement’s request for access to the school and notify them of the situation.

5. School Personnel will provide the Immigration Enforcement agents a copy of the School Board’s Resolution to Promote Welcoming and Inclusive Schools.

6. School Personnel shall not take any further action until they receive direction from the Office of the Superintendent.

7. If a student is removed from campus, School Personnel shall take steps to document in writing the names and badge numbers of the officers that remove the student and require them to provide the location and telephone number of the facility where the student will be held. School Personnel shall provide this information to the student’s parents or guardians.