**PURPOSE:**

In order to provide clear guidance to school administrators and central office personnel when interacting with non-local, federal or State law enforcement, the following information is provided to protect the rights of students, staff, and to ensure the appropriate legal responses. HCPSS will continue to comply with federal and State law while ensuring the safety of the school community.

**Guiding Principles:** The primary focus is on the protection, safety, and well-being of students while providing a protocol for responding to and adhering to legal requirements when seeking guidance in accordance with Board of Education Policy 1070 and 3020.

**Protocol For Response If an officer**[[1]](#footnote-1) **appears at school or approaches a principal or designee –**

1. Meet the non-local State or federal law enforcement officer at the school entrance where visitors are typically screened for entry into the school.
2. At the entrance, prior to admittance into the building or beyond the main office, request the Officer’s name, identification, phone number of the office and supervisor, and the reason for the visit during school hours[[2]](#footnote-2).
3. Obtain any documentation from the Officer such as a court order, subpoena, search warrant, arrest warrant, etc.
4. Advise the Officer that the school administration is required to contact the Office of General Counsel, (410) 313-6604, and notify that office of the visit, and to receive guidance. School-based staff and/or central office staff shall immediately contact the Office of General Counsel by telephone and email to [officeofgeneralcounsel@hcpss.org](mailto:officeofgeneralcounsel@hcpss.org) with a copy of any documentation.
5. School administration shall request the Officer wait in the main office while the school administration obtains guidance from the Office of General Counsel. School administration may also offer to call the Officer if the Officer wishes to wait elsewhere.
6. Notify the Office of General Counsel of the visit, the Officer’s stated reason for the visit, and provide copies of any and all documentation provided by the Officer. DO NOT take any action or release any information until school administration receives clear direction from either the Office of General Counsel or Division of Schools which will be contacted by the Office of General Counsel.
7. Contact the parents or guardians of the student in question immediately AFTER consultation with the Office of General Counsel.
8. School administration shall notify their school security assistant or SRO who will advise their supervisor.
9. Once the school administration has received instructions or guidance, which may include denial of the requested action, school administration is not to interfere with any enforcement actions taken by the Officer nor obstruct the Officer from carrying out a lawful order or the action.

**As a reminder, HCPSS is and always will remain a safe place where every child – regardless of immigration status – is welcomed, valued, affirmed, validated, and respected.**

**Staff DOs Staff DON’Ts**

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| **Create a Welcoming and Inclusive Environment**   * Use inclusive language * Celebrate diversity * Ensure all students feel safe | **Don’t Share Sensitive Information**   * Do not share student immigration status with unauthorized individuals |
| **Protect Student Privacy**   * Understand and adhere to the Family Educational Rights and Privacy Act * Maintain confidentiality regarding student immigration status | **Don’t Use Discriminatory Language**   * Avoid dehumanizing or derogatory or discriminatory language * Do not speculate or discuss a student’s immigration status |
| **Provide Accurate Information**   * Share accurate and reliable information about student rights and resources * Partner with community organizations to support immigrant families | **Don’t Engage in Inappropriate Behavior**   * Do not make assumptions about student/family status * Do not make false promises * Neither inhibit nor support immigration enforcement actions |

1. The term officer is used in the protocol to cover all non-local State or federal law enforcement officer, including Maryland State Police, Immigration Custom Enforcement agents, or other agency officers. [↑](#footnote-ref-1)
2. Consistent with the United States Immigration and Customs Enforcement 2011 and 2021 policy directives and guidance, the HCPSS believes that schools are sensitive locations where immigration enforcement action should not occur. Unless federal, state, or local law mandates otherwise, immigration enforcement actions may not occur on any property owned or leased by the HCPSS. [↑](#footnote-ref-2)