



Sanctuary District ICE Protocol Overview and Recommendations for Families

OUSD stands behind a commitment to do everything possible to ensure schools are safe and inclusive environments for all students and families, regardless of immigration status as outlined in the OUSD Sanctuary Resolution. In keeping with the resolution, schools in OUSD are trained to follow protocols if Immigration Customs Enforcement (ICE) actions occur.

Many schools have a customized plan that is more detailed, however the following expectations apply to all schools. This overview also shares community and legal resources to support families with immigration questions, concerns or needs (page 2).

OUSD school protocol for responding to ICE

If contacted directly by ICE, staff, teachers, parents and students should refer ICE agents to the school Principal (or Designated Secondary Responder) to activate protocol.

ALL staff are directed to not provide any information about individual students, families or employee regardless of the reason given and unless directed to by the Legal Office.

In the unlikely event ICE comes to a school,

- ICE officers may present a warrant, subpoena or legal document to the school site. Whether or not they do so, a school site should always call the Chief of the Oakland School Police first.
- If a legal document is provided, the school should contact OUSD Legal for review. If information is requested without a legal document, schools should contact the OUSD Superintendent as well as Legal.
- In all scenarios, schools are directed to provide ICE personnel with a copy of the OUSD Sanctuary Resolution and Board Policy.
- As mandated by the OUSD Sanctuary Resolution, District staff should NOT provide any access or information to ICE unless legally obligated by a warrant or subpoena.

If a school receives reports of a detained family member

- Staff should collect as many details as possible, then call the Rapid Response Hotline.
- The school Principal is directed to inform the Sanctuary Task Force leads in key District offices as well as activate social-emotional supports for the student and family.

If a school receives reports of ICE in the area

- Staff should collect as many details as possible, then call the Rapid Response Hotline and Oakland School Police.
- If ICE activity is confirmed, schools may send a recorded call to alert the community and remind about supports.
- School Principal should inform Sanctuary Task Force leads in key District offices.

Proactive

You can take very important steps now to prepare for an emergency situation.

The following precautions can help you and your family prepare for ICE activity.

Make sure you have provided the most up-to-date information on **your schools' emergency card**, including multiple adults that could potentially pick a child up from school.

- Complete a family preparedness plan and contact sheets that you can find easily at home.
- Download a sample planning form for your family at www.ousd.org/sanctuary/families

Save key phone numbers: your school's main office and afterschool providers
Alameda County Rapid Response Hotline: (510) 241- 4011

Connect with organizations that provide support: [Centro Legal de la Raza](#) offers free immigration clinics and Know Your Rights trainings. Call [\(510\) 437-1554](tel:5104371554) to check on date of the next session.

Learn your rights: Regardless of immigration status, all people have certain rights and protections under the U.S. Constitution. Know your rights by printing [red cards](#) from the [Immigrant Legal Resource Center](#). These can be kept in your wallet as a reminder.

Immediate

Take precautions to stay safe. If ICE activity does occur either in the community or at an OUSD school, remember that the school is directed to follow the protocol outline. You may receive a recorded call from the school to alert you of ICE presence in the community.

If you are concerned about your ability to drop off or pick up your student at school, call the main office at school or afterschool provider in order to make arrangements.

Report suspected ICE action to the Alameda County Rapid Response Hotline: (510) 241-4011

The ACILEP hotline is prepared to respond to reports of ICE law enforcement in Oakland as well as answer questions about legal rights and provide referral to legal support services.

Follow - up

If a family member or community member has been detained by ICE, contact the following resources for support and legal advice:

- **Centro Legal de la Raza:** (510) 437-1554
- **Immigrant Family Defense Fund** (in case of a detained family member): (510) 241-3811

IMPORTANT CONTACTS

School main office phone number: listed at www.ousd.org/schools

If your child goes to an afterschool program, have the contact information written down

Sanctuary Task Force: nicole.knight@ousd.org | **OUSD Legal:** amy.brandt@ousd.org

Oakland School Police: (510) 874-7777

ACILEP Rapid Response hotline: (510)241-4011