

Provisional Accelerated Learning Academy (PALA)

Immigration Enforcement Policy





Provisional Accelerated Learning (PAL) Charter Academy

(Muscoy Campus) 2450 BLAKE STREET • SAN BERNARDINO • 92407 • PH: (909) 887-7002 FX: (909) 887-7624
(SB-19 Middle School Campus) • 1686 W. 19TH ST. • SAN BERNARDINO • 92411 • PH: (909) 473-0017



PAL Charter Academy

Response to Immigration Enforcement

PAL Charter Academy is committed to maintaining a safe, secure, and respectful learning environment for all students, families, staff, and visitors, regardless of immigration status. The Academy recognizes the importance of protecting student privacy and ensuring compliance with all applicable federal and state laws, including those governing student confidentiality.

This policy applies to all employees, contractors, volunteers, and representatives of PAL Charter Academy when interacting with federal immigration officials or responding to immigration enforcement activity on school property.

2. Designated Responders (DRs)

PAL Charter Academy shall designate one or more administrators or staff members as Designated Responders (“DRs”) responsible for handling all communications and interactions with immigration enforcement officials.

If immigration enforcement officials arrive on campus or request information, staff members must:

- Immediately notify a Designated Responder.
- Refrain from engaging in substantive conversations with immigration officials.
- Avoid providing access to records, students, staff, or non-public areas unless authorized by the Designated Responder and legally required.

Only a Designated Responder or authorized legal representative may respond on behalf of the Academy.

3. Response to Immigration Enforcement at School Premises (Without a Judicial Warrant)



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Do Not Consent to Entry

If immigration enforcement officials request entry into non-public or restricted areas of the school, the Designated Responder shall state:

“I do not consent to your entry. You are not permitted to enter non-public areas without a judicial warrant signed by a judge.”

Deny Access to Non-Public Areas

School staff shall not permit access to classrooms, offices, student records areas, staff-only spaces, or other non-public areas unless officials present a valid judicial warrant signed by a federal or state judge or magistrate.

Administrative warrants issued by immigration agencies alone are not sufficient to authorize entry into non-public school areas.

Do Not Disclose Information

Staff shall not:

- Answer questions regarding a student's, family member's, or employee's immigration status.
- Provide student or personnel records without proper legal authorization.
- Share confidential information unless required by a valid court order, subpoena, or applicable law.

All requests for records or information must be immediately referred to the Designated Responder and legal counsel.

4. Response to Immigration Enforcement with a Judicial Warrant

Review the Warrant

The Designated Responder shall request that the warrant be:

- Slid under the door,
- Held against a window, or
- Otherwise, provided for review before any entry is permitted.



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Verify Validity

The Designated Responder shall confirm that the warrant:

- Is signed by a federal or state judge or magistrate,
- Includes the correct school address,
- Specifies the date and scope of the search or enforcement action, and
- Clearly identifies the areas or individuals involved.

Limit Scope of Access

If a valid judicial warrant is presented, access shall be limited strictly to the areas and purposes identified in the warrant.

Inform Individuals of Their Rights

Staff and students present during the interaction should be informed, when appropriate, that they have the right to remain silent and may request legal counsel.

5. Documentation and Safety

During any interaction with immigration enforcement officials, staff should, when safe and appropriate:

- Document the date, time, and location of the interaction,
- Record the names and badge numbers of officials,
- Photograph or copy any warrants or official documents presented, and
- Identify witnesses to the interaction.

PAL Charter Academy shall promptly notify legal counsel following any immigration enforcement activity and shall take appropriate steps to protect students' and staff's privacy rights.

The safety and emotional well-being of students and staff shall remain a priority throughout any incident.



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6. Training and Compliance

PAL Charter Academy shall provide annual training to all staff regarding:

- This policy and related procedures,
- Student and family privacy rights,
- Appropriate responses to immigration enforcement activity, and
- Applicable state and federal laws regarding school access and confidentiality.

All staff members are expected to comply fully with this policy. Failure to do so may result in corrective action consistent with Academy policies and applicable law.