

Protocols for Responding to Requests from ICE or Other Agencies

NOTE: School staff must follow these protocols when interacting with officers from Immigration and Customs Enforcement or any other law enforcement or government agency. These protocols are consistent with federal and state law, Board Policy [KIA](#), Administrative Regulation [KIA-RA](#), City Schools' building entry [protocols](#), and guidance from [MSDE](#) and the [Maryland Attorney General](#)."

1. The principal/designee **meets the officer(s) at the school entrance**, where all visitors are screened for entry.
2. The principal/designee **requests the following information** from the officer(s):
 - o Name and government-issued identification/credentials for each officer present;
 - o Name and phone number of the officer(s)'s supervisor;
 - o Reason for the visit during the school day or during a school-sponsored activity; and
 - o Any documentation from the officer(s) (such as a subpoena, warrant, or court order).
3. The principal/designee **makes a copy of, scans, or takes a picture** of the officer(s)'s credentials and any documentation that they provide.
4. The principal/designee **politely advises the officer(s)** that:
 - o City Schools protocols require schools to notify and obtain guidance from OLC;
 - o **The officer(s) does not have permission to access school property**, which includes the school building and the school grounds, **without authorization from OLC**; and the officer(s) must display their official badges while on school property and remove any non-religious, non-medical face or head coverings.
5. The principal/designee **immediately calls OLC** (410-396-8542).
 - o In the unlikely event that OLC cannot be reached by phone, **the principal/designee should immediately call the Chief Legal Officer**, their Instructional Leadership Executive Director ("ILED") (or Executive Director of Operator Support, for charter and operator-led schools), their school manager, and School Police (410-396-8588 or 410-396-8589).
6. The principal/designee **waits while OLC reviews the information** and documentation obtained from the officer.
 - o Do not panic.
 - o Do not take action—including answering questions from the officer(s)—**until the principal/designee receives instructions from OLC**.
 - o Do not consent for the officer to access or search any part of the school property.
7. While OLC is reviewing the information, the principal/designee **provides the officer(s) with a waiting space** outside or in the main office that is not disruptive to school operations.
 - o Whenever possible, this waiting space **should not have access to sensitive student information** (for example, a box of paper files or an unlocked City Schools computer).
8. The principal/designee **contacts the parent/guardians of the student(s)** in question immediately after receiving authorization from OLC.
 - o If they cannot be reached, **call the student(s)'s emergency contacts** in the order they are listed in Infinite Campus. The principal/designee should continue calling the emergency contact(s) until they reach someone.
 - o When contacting parents/guardians, **use their preferred language of communication**.

Important Phone Numbers

Office of Legal Counsel:

410-396-8542

School Police:

410-396-8588

or 410-396-8589

ILED:

See back for more information about your school's designees and waiting area



If the officer fails to comply with these protocols, immediately call School Police, the ILED, and OLC. School employees should not attempt to physically interfere.

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Designees: Names and Phone Numbers

Waiting Area

Important Phone Numbers

Office of Legal Counsel:

410-396-8542

School Police:

410-396-8588

or 410-396-8589

ILED:

For more information, visit

baltimorecityschools.org

/page/immigration

