

SB 98 & Immigration Enforcement

Elite Academic Academy (Lucerne)
Attorney General Model Policies (2025 Update)

I. Immigration Enforcement & Student Protection Policies (AG-Aligned)

Policy 1: Collection and Handling of Student & Family Information

Elite Academic Academy (EAA) shall maintain written policies governing the collection, retention, and protection of student and family information. The Academy:

- Shall not collect or require information regarding immigration status, citizenship status, or national origin.
- Shall not discriminate based on a family's decision to withhold such information.
- Shall not use school resources to create registries based on immigration status, race, ethnicity, religion, gender, or sexual orientation.
- Shall ensure staff training on these policies annually.

Policy 2: Inquiries Regarding Immigration or Citizenship Status

EAA personnel shall not:

- Inquire about or document a student's or family member's immigration or citizenship status.
- Require documentation that reveals immigration status as a condition of enrollment.

Alternative, lawful documentation for age, residency, and eligibility shall always be accepted.

Policy 3: Social Security Number Collection

- The Academy shall not collect full Social Security numbers.
- If the last four digits are required for federal benefit eligibility, families shall be informed that refusal does not impact enrollment or attendance.

Policy 4: Information Sharing, FERPA, and Legal Requests

No student or employee information shall be disclosed for immigration-enforcement purposes without a **judicial warrant, court order, or subpoena**.

Upon receipt of any such request, the Academy shall:

1. Notify the CEO or designee immediately.
2. Document the request.
3. Notify parents/guardians unless legally prohibited.
4. Consult legal counsel prior to any response.
5. Decline disclosure absent proper legal authority.

Policy 5: Immigration Enforcement on School Grounds

Immigration enforcement officers are considered visitors and must comply with all visitor registration procedures.

Absent exigent circumstances or a judicial warrant:

- Access to campus, students, or records shall not be granted.
- Staff shall document officer credentials, purpose, and actions.
- Legal counsel shall be contacted immediately.

A report shall be made to the governing board and the California DOJ Bureau of Children's Justice.

Policy 6: Parental Notification

Parents/guardians shall be notified immediately if:

- An officer seeks or gains access to a student for immigration enforcement purposes, unless prohibited by law.

Policy 7: Detention or Deportation of a Family Member

The Academy shall:

- Allow families to update emergency contacts at any time.
- Permit designation of trusted adults or caregivers.
- Release students only to authorized emergency contacts or individuals with a Caregiver's Authorization Affidavit.
- Contact Child Protective Services only as a last resort.

Policy 8: Hate Crimes, Harassment, and Bullying

Elite Academic Academy prohibits discrimination, harassment, intimidation, or bullying based on actual or perceived immigration status or national origin.

Complaints shall be addressed through the Uniform Complaint Procedure (UCP) with confidentiality safeguards and anti-retaliation protections.

II. Annual Parent & Guardian Notice (Required)

Each year, EAA shall provide notice that:

- Students have the right to a free public education regardless of immigration status.
- The Academy does not release information for immigration enforcement without a court order.
- Immigration status is not considered directory information.
- Families may opt out of directory information disclosures.
- “Know Your Educational Rights” resources are available.

IV. Implementation Checklist

By March 1, 2026:

- Board adopts Immigration Enforcement & Student Protection Policies
- Policies incorporated into CSSP
- Annual parent notice distributed
- Staff training completed and documented
- Website updated with public access to policies

IV. Board Resolution for Adoption

Resolution No. BP 5145.13 – Response to Immigration Enforcement

A Resolution of the Governing Board of Elite Academic Academy Adopting Immigration Enforcement & Student Protection Policies

WHEREAS, California law and guidance from the Attorney General require local educational agencies to adopt policies protecting students and families in matters related to immigration enforcement; and

WHEREAS, the Governing Board seeks to ensure a safe, inclusive, and legally compliant learning environment;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of Elite Academic Academy hereby adopts the Immigration Enforcement & Student Protection Policies effective immediately, and directs the CEO to implement, train staff, and ensure public availability of these policies.

Adopted this 4th day of February, 2026.



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2025-26 SB 98: SAFE Act Notification Procedures

This template provides a framework for developing the Procedures for Notification when Immigration Enforcement is Confirmed on the Schoolsite and should be tailored to the unique needs and context of the Local Educational Agency (LEA) and its school sites.

Resources to help support implementation can be found at <https://www.cde.ca.gov/ls/pf/if/yr25cdoletter0227.asp>

Local Educational Agency (LEA) Name	School Name	Contact Name and Title	Email and Phone
Elite Academic Academy-Lucerne	Elite Academic Academy - Lucerne	Ashlea Kirkland CEO	AKirkland@eliteacademic.com 866-354-8302

Introduction and Purpose

This plan establishes the **Procedures for Notification when Immigration Enforcement is Confirmed on the Schoolsite**. These procedures are a mandatory component of the Comprehensive School Safety Plan (CSSP), pursuant to the amendment of California Education Code (EC) Section 32282(a)(2)(N). The

purpose of these procedures is to create a safe and inclusive campus environment for all students by preventing panic and promoting calm and security on schoolsites in the event of confirmed immigration enforcement.

CSSP Integration Requirement: This plan must be included in the LEA’s Comprehensive School Safety Plan (CSSP).

Implementation Deadline: The procedures must be incorporated into the CSSP when it is next reviewed and updated, but no later than March 1, 2026.

Definition and Scope of Enforcement

Definition of Immigration Enforcement: For the purposes of this plan, “immigration enforcement” includes any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal civil immigration law.

Criminal Immigration Enforcement: The definition also includes any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal criminal immigration law that penalizes a person’s presence in, entry, or reentry to, or employment in, the United States.

Confirmation and Notification Protocols

Confirmation Protocol

Detail the specific process and designated staff member (e.g., principal, superintendent) responsible for confirming the presence of immigration enforcement on the schoolsite, which triggers the notification requirement.

1. Confirmation Protocol

The Chief Executive Officer (CEO) or Chief Academic Officer, Chief Personnel Officer, Chief Operations Officer, must confirm the authenticity and purpose of the enforcement presence through:

Direct communication with enforcement personnel

Consultation with legal counsel if necessary

Once confirmation is made, the CEO or designee triggers the notification process.

Required Notification Recipients

The procedures must ensure notification is issued to the following groups:

- Parents and guardians of pupils
- Teachers
- Administrators
- School personnel

Upon confirmation, notification will be issued via electronic notification and phone call to:

Parents/Guardians of affected students
EAA teachers, staff, and administrators
Local partners or site hosts (if applicable)

Notification Timing

Specify the timeline for issuing notification following confirmation, ensuring it aligns with safety goals and minimizes panic.

Notification must occur within one hour of confirmation, or as soon as it is safe to communicate, prioritizing the emotional safety and privacy of students and staff.

Notification Content and Privacy Requirements

Safety and Well-being Standard

The content and timing of the notification shall consider the safety and well-being of the pupils, employees, and community members of the schoolsite.

All communications will:

Emphasize calm, reassurance, and factual information

Avoid speculation or operational details that could cause alarm

Include clear next steps and available supports

Privacy Constraint

The notification shall not include any personally identifiable information.

Notifications will not include:

Names, citizenship status, or personal identifiers of any students, staff, or families

Notification Methods

Specify the secure methods used for two-way communication to reach the required recipients, such as mass communication systems, email, or school portals, and detail how these methods are maintained.

EAA will use ParentSquare as its primary mass notification platform, with secure two-way communication features.
Additional channels may include:

Staff email notifications (internal network only)

Administrative updates on EAA's official website (if appropriate)

All communication systems are maintained by the IT and Communications Department to ensure accessibility and confidentiality.

Field Trips & Off-Campus Events Protocol Procedures for Immigration Enforcement

If an immigration agent arrives at any location:

Politely ask for identification and state purpose.

Direct the agent to the designated Immigration Response Lead (CEO, Site Director, or Principal).

Do not provide access to students, staff, or records until the warrant is verified by legal counsel.

Notify the Director and CEO immediately.

Complete an Incident Report and notify families in accordance with SB 98 emergency communication requirements.

Field Trips & Off-Campus Activities

These protections apply to all school-sponsored activities, including field trips, competitions, and community service events.

Staff Guidelines:

Carry the Field Trip Immigration Response Information included in your chaperone Information.

If approached by an enforcement agent:

Stay calm and avoid confrontation.

Request a judicial warrant and contact the Response Lead via phone or text.

Relocate students to a safe area.

Document details (time, location, agency, badge number).

Do not disclose any student information (rosters, transport logs, etc.).

Families will be notified per SB 98 protocols through ParentSquare and provided CDE Toolkit resources.

Resource Provision (Optional but Encouraged)

The notification may include a hyperlink to additional resources for families regarding:

- Educational rights
- State laws that protect parents' and students' privacy and confidentiality

- Counseling or support services (including services that support families impacted by immigration enforcement and model policies adopted by the LEA).

Each ParentSquare notification will include a link to family support resources, such as:

California Department of Education: Immigration Enforcement Resources

Know Your Educational Rights (CDE Fact Sheet)

Counseling and Support Services Directory

Community Legal Aid and Family Safety Resources

Review and Compliance

Annual Evaluation

This plan will be evaluated and amended, as needed, by the school safety planning committee, but shall be evaluated at least once a year.

The EAA School Safety Committee will review and revise this plan annually to ensure compliance with state law and alignment with best practices.

Public Availability

An updated file of all safety-related plans and materials shall be readily available for inspection by the public.

An updated copy of this plan will be available for public inspection at the EAA Main Office and on the school's website under Safety Plans & Policies.

State Guidance

Compliance with this plan should align with the checklist for developing a comprehensive school safety plan, which the Department of Education is required to maintain and conspicuously post on its internet website

This plan aligns with CDE's checklist for developing Comprehensive School Safety Plans, as required under SB 98 (2025).