



MCCPS Board of Trustees

Board of Trustees Meeting

Published on September 25, 2026 at 5:41 PM EDT

Date and Time

Tuesday September 29, 2026 at 7:00 PM EDT

Location

Hybrid Format:

- in person at MCCPS
- via Zoom at <https://us06web.zoom.us/j/98355446062?pwd=bVg2VzE4bEZUVXJqY0R4UIJnVmZ1dz09>

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
Opening Items			
A. Record Attendance and Guests		Ian Hunt	1 m
B. Call the Meeting to Order		Eric Neagle	1 m
C. Public Comment	Discuss	Eric Neagle	5 m
II. Head of School Report, Annual Report, and Charter Amendment			7:07 PM
A. September 2026 HOS report	Discuss	Stephanie Brant	25 m

	Purpose	Presenter	Time
III. Board Action Items:			7:32 PM
A. Approve July 2026 Meeting Minutes	Approve Minutes	Ian Hunt	5 m
B. Board Self Assessment	Discuss	Eric Neagle	5 m
C. Approve Committee Memberships and Vice-Chairs	Discuss	Eric Neagle	5 m
IV. Board Annual Items			7:47 PM
A. Upcoming Agenda Items	Discuss	Katie Holt	5 m
July - Adopt Annual Report, by July 31, Adopt Annual Board Goals • August – Board Officer Vote, Adopt HOS Goals, Open Annual Board Self Assessment • Sept – Review Annual Board Self Assessment, Approve Committee Memberships and Vice-Chairs • Oct – Adoption of the Annual Audit (must be done by Oct 31), MCAS Presentation, Presentation on HOS Evaluation Process by the Personnel Committee • Nov – HOS Contract Renewal Notice • Dec – • Jan – HOS Mid-year review • Feb - Adopt School Calender • March – Set up Satisfaction Survey, Set Annual Board Retreat Date, Presentation of HOS Annual Evaluation Form • April – Presentation by HOS of Annual Goals, Budget Adoption • May – HOS Annual Evaluation • June – Annual Board Retreat			
V. Committee Updates			7:52 PM
A. Finance Committee	Discuss	Emily Promise	5 m

	Purpose	Presenter	Time
• Review of Finance Committee Documents • Relevant Discussion			
B. Governance Committee	Discuss	Katie Holt	5 m
C. Academic Excellence	Discuss	Chris Doyon	5 m
D. Development & Communications —A new committee chair is needed	Discuss	Kimberly Nothnagel	5 m
E. DEI Committee A new committee chair is needed	Discuss	Lindsay Smith	
F. Personnel Committee	FYI	Chris Re	
VI. Public Comment			8:12 PM
A. Public Comment	Discuss	Lindsay Smith	5 m
VII. Closing Items			8:17 PM
A. Adjourn Meeting	Vote	Katie Holt	

Coversheet

September 2026 HOS report

Section:	II. Head of School Report, Annual Report, and Charter Amendment
Item:	A. September 2026 HOS report
Purpose:	Discuss
Submitted by:	
Related Material:	September 2026 HoS Report .pdf MCCPS Protect Act Policy (1).pdf Protect Act .pdf

Stephanie Brant Head of School Report September 29, 2026

1. Enrollment

2. Staffing Shifts

3. Curriculum Teaching and Learning Updates

- **Math & ELA Diagnostic Testing Completed**
- **Teacher Evaluation**

- **2026-2027 Teacher Goal(s)**

- Professional Practice**

By the end of the 2026–2027 school year, general and special education teachers as well as instructional assistants will strengthen meaningful inclusion by increasing their use of purposeful, data-informed, flexible small-group instruction as a Tier 1 differentiation practice within core content. All students will demonstrate 85% median progress toward typical growth on end of year benchmark data.

- Student Learning**

By the end of the 2026–2027 school year, all students will demonstrate 85% median progress toward typical growth on end of year benchmark data and 10% of students will demonstrate stretch growth in ELA/Math, as measured by the school's end-of-year benchmark assessment.

4. Preliminary 2026 MCAS data results

5. Review of Brant HoS Goals for 2026-2027

6. Project Protect Act Policy Review

7. Community Events

- Parent Dinners: Grade 4 (9/24), Grades 5&6 (10/8) and Grades 7&8 (10/15)
- 10/7 YMCA All-School Field Trip
- 10/17 Walk for My Brother's Table
- 10/30 Haunted Happenings Event @MCCPS

8. Miscellaneous

- 2 DESE Accountability Site Visits
- New MCAS Parent Portal Release
- IDEA and Title 1 Grant Submission
- Building Updates

Marblehead Community Charter Public School

Policy on Interactions with Civil Law Enforcement and Federal Immigration Authorities

Adopted by Board of Trustees: [Date]

Effective Date: [Date]

Responsible Administrator: Head of School

I. Purpose

Marblehead Community Charter Public School ("MCCPS" or the "School") is committed to maintaining a safe, welcoming, and educationally focused environment in which every student can learn and every family can access the School without fear.

This policy establishes procedures for responding to civil law-enforcement activity, including requests or actions by federal immigration authorities such as U.S. Immigration and Customs Enforcement (ICE), in accordance with the Massachusetts PROTECT Act, St. 2026, c. 163, including M.G.L. c. 71, § 102, applicable federal law, and applicable student privacy requirements.

This policy is intended to protect student and staff safety, preserve student confidentiality, ensure consistent School responses, and establish a clear process for responding to civil-law-enforcement requests.

II. Scope

This policy applies to:

- All MCCPS employees, administrators, contractors, and volunteers;
- All MCCPS students;
- All School buildings and grounds;
- All civil-law-enforcement requests made to MCCPS personnel, whether in person, by telephone, electronically, or through written documentation.

For purposes of this policy, "civil law enforcement" includes efforts to investigate, enforce, or assist in the enforcement of civil law, including federal civil immigration law.

This policy does not restrict or interfere with legitimate criminal law enforcement or with any action that School personnel are required by state or federal law to take.

III. Policy Statement

MCCPS will comply with all applicable state and federal laws while protecting the safety, privacy, and educational rights of its students.

MCCPS personnel shall not independently investigate, interpret, or determine the legal validity of an immigration-enforcement request. Requests involving civil law enforcement shall be referred promptly to the Head of School or designated administrator.

The School will not voluntarily provide access to students, student information, or nonpublic areas of the School for civil immigration enforcement unless authorized or required by applicable law.

IV. Designated School Personnel

The Head of School shall serve as the School's primary designated contact for civil-law-enforcement requests.

The Head of School shall designate at least one administrator as a secondary contact when the Head of School is unavailable.

Primary Contact:

Stephanie Brant, LICSW
Head of School

Secondary Contact:

Chris Doyon
Assistant Head of School

The designated administrator is responsible for:

1. Receiving and reviewing civil-law-enforcement requests;
2. Contacting School legal counsel as appropriate;
3. Coordinating the School's response;
4. Ensuring that interactions are documented;
5. Ensuring that required notifications are made;
6. Coordinating with the Board Chair or other School leadership when appropriate.

Front-office personnel and other staff members shall immediately refer civil-law-enforcement requests to the designated administrator.

V. Arrival of Federal Immigration Officers or Other Civil-Law-Enforcement Agents

If an ICE agent or other civil-law-enforcement agent arrives at MCCPS:

1. The staff member receiving the agent shall remain calm, courteous, and professional.
2. The staff member shall request identification and documentation concerning the purpose of the visit.
3. The staff member shall notify the Head of School or designated administrator immediately.
4. The agent shall be asked to remain in the reception area while the request is reviewed, unless the agent presents documentation that establishes a legal basis for immediate access.
5. Staff shall not independently provide access to students, classrooms, offices, records, or other nonpublic areas.
6. Staff shall not provide information about a student or family member unless directed to do so by the designated administrator following review of the applicable legal requirements.
7. The School shall contact legal counsel as appropriate.
8. The interaction shall be documented.

No staff member shall physically interfere with or obstruct a law-enforcement officer.

VI. Judicial Warrants and Judicial Orders

Under the PROTECT Act, civil arrests, including federal immigration arrests, are generally prohibited on school grounds during operating hours without a judicial warrant or judicial order, subject to applicable exceptions under state or federal law.

If an agent presents a warrant, order, subpoena, or other legal document, the document shall immediately be referred to the Head of School or designated administrator.

School personnel shall not attempt to determine independently whether a document is legally sufficient or enforceable.

The designated administrator shall, when appropriate, contact School legal counsel to review the document and advise the School regarding its obligations.

For purposes of this policy, an administrative immigration warrant issued by a federal immigration agency shall not automatically be treated as equivalent to a judicial warrant or judicial order.

VII. Requests for Access to a Student

If a civil-law-enforcement agent requests access to a student:

1. The request shall immediately be referred to the Head of School or designated administrator.
2. The student shall not be released to the requesting agent by an individual staff member acting independently.
3. The School shall request and review the agent's identification and documentation.
4. The School shall consult legal counsel as appropriate.
5. The School shall follow applicable state and federal law concerning parental/guardian notification and student access.
6. The interaction and actions taken by the School shall be documented.

The School shall not assist a student in evading lawful law enforcement and shall not physically interfere with an agent.

VIII. Requests for Student Information or Records

If an agent requests student information, including but not limited to:

- Address or contact information;
- Emergency contact information;
- Attendance information;
- Academic records;
- Special education records;
- Counseling or health-related records;
- Enrollment information;
- Family information; or
- Other personally identifiable student information,

the request shall immediately be referred to the Head of School or designated administrator.

Staff shall not voluntarily provide such information based solely on an oral request from an agent.

The School shall review the request under applicable federal and state student privacy laws, including FERPA where applicable, and shall consult legal counsel as appropriate.

IX. Notification of Parents/Guardians

When a civil-law-enforcement agent requests access to a student or the student's information for a civil-law-enforcement purpose, MCCPS shall follow applicable legal requirements and the School's established notification procedures concerning parents/guardians.

Where notification is legally required or appropriate, the School shall make reasonable efforts to notify the student's parent or guardian, or the student if the student is 18 years of age or older or is emancipated.

The School shall not make promises to a family concerning whether a student will or will not be detained, arrested, questioned, or otherwise affected by law enforcement.

X. Confidentiality and Privacy

Information concerning immigration status, citizenship, national origin, family circumstances, or immigration-enforcement activity involving a student or family shall be treated as confidential and shared only with individuals who have a legitimate need to know or as otherwise required by law.

If civil-law-enforcement agents are confirmed to be present on School grounds, MCCPS will communicate with students, families, faculty, administrators, and staff as necessary to maintain safety and order while protecting the confidentiality and privacy of potentially identifying information.

MCCPS will not publicly identify a student or family member who is the subject of an immigration-enforcement request.

XI. Emergency Contacts

MCCPS shall maintain current emergency-contact information for every student.

Families shall be provided an opportunity to identify more than one emergency contact.

The School shall periodically request that families review and update emergency contacts and shall maintain procedures for obtaining updated information throughout the school year.

XII. Staff Responsibilities

All MCCPS employees and regular volunteers shall receive information regarding this policy and the School's procedures for responding to civil-law-enforcement activity.

Staff members shall:

- Remain calm and professional;
- Immediately notify the designated administrator;
- Avoid providing information or access independently;
- Avoid attempting to interpret legal documents;
- Maintain student confidentiality;
- Avoid discussing an immigration-enforcement incident with individuals who do not have a legitimate need to know; and
- Follow the direction of the Head of School or designated administrator.

Staff shall not:

- Hide or move a student to prevent lawful law enforcement;

- Provide false information to law enforcement;
- Destroy or alter records;
- Physically interfere with law enforcement;
- Post confidential information about an incident on social media; or
- Make public statements on behalf of MCCPS unless authorized to do so.

XIII. Documentation

MCCPS shall document interactions with civil-law-enforcement agents occurring on School premises.

Documentation should include, as appropriate:

- Date and time;
- Name and agency of the officer/agent;
- Identification information, if provided;
- Nature of the request;
- Documents presented;
- Names/titles of MCCPS personnel involved;
- Actions taken;
- Notifications made;
- Legal counsel consulted;
- Outcome of the interaction.

Documentation shall be maintained in accordance with applicable School record-retention requirements and student privacy laws.

XIV. Training and Communication

The Head of School shall ensure that this policy and related procedures are communicated to staff.

MCCPS shall provide appropriate training or information to front-office personnel, administrators, and other staff who may be likely to encounter civil-law-enforcement requests.

The School shall make the policy and related family-facing information available through appropriate School communication channels, including the School website.

XV. Relationship to Other Laws and Policies

Nothing in this policy shall:

- Prevent MCCPS from complying with a valid legal obligation;
- Interfere with criminal law enforcement;
- Require a staff member to physically interfere with law enforcement;

- Authorize a staff member to provide legal advice; or
- Supersede applicable state or federal law.

If there is a conflict between this policy and applicable law, the School shall follow applicable law and consult legal counsel.

XVI. Board Oversight

The MCCPS Board of Trustees shall maintain oversight of this policy and the School's emergency response plan concerning civil-law-enforcement interactions.

The policy shall be reviewed periodically and updated as necessary to remain consistent with changes in Massachusetts or federal law and guidance.

XVII. Adoption

This policy was adopted by the MCCPS Board of Trustees on _____.

Board Chair: _____

Head of School: _____

Date: _____

MAURA T. HEALEY

GOVERNOR



STEPHEN ZRIKE JR., Ed. D

SECRETARY

KIMBERLEY DRISCOLL

LT. GOVERNOR

EXECUTIVE OFFICE OF
EDUCATION

Guidance for K-12 Schools Related to Interacting with Civil Law Enforcement

August 21, 2026

The Governor's Office, the Executive Office of Education (EOE), and the Department of Elementary and Secondary Education (DESE) issue this guidance pursuant to *An Act promoting rule of law, oversight, trust and equal constitutional treatment* ("PROTECT Act" or "Act"). [Stat. 2026, c. 163](#), §§ 1–24. Please review this guidance together with DESE's Model Policy, for adoption by school committees and boards of trustees, and DESE's Model Procedures, for implementation by superintendents and executive directors, also released today.

In preparing this guidance, as well as the Model Policy and Model Procedures, DESE consulted with the Attorney General's Office, the Massachusetts Association of School Committees, the Massachusetts Association of 766 Approved Private Schools and numerous other stakeholders, consistent with the Act. As to the recommendations and obligations for K-12 schools, this guidance supersedes the *Recommendations For Entities Providing Education and Child Care Services Related to Interacting with Federal Immigration Officers* issued in May 2026 pursuant to the Governor's Executive Order 650: Protecting Access to Essential Services and Keeping Massachusetts Communities Safe.

I. Introduction

On August 5, 2026, Governor Maura Healey signed the PROTECT Act. It is now the law in Massachusetts that, except as required by state or federal law or as required for the Commonwealth or its subdivisions to administer a state or federally supported or funded program, civil arrests, including for federal immigration enforcement, **are not allowed** in the following nonpublic areas: school grounds during operating hours (defined below), without a Judicial Warrant or Judicial Order.¹

¹ This guidance addresses the protections against civil arrests adopted in the PROTECT Act. Other constitutional protections limit civil law enforcement access to nonpublic places, regardless of whether the purpose is an arrest, without a Judicial Warrant or Judicial Order.

The Act requires that school committees, collaborative schools, and charter school boards of trustees ensure that every school under their jurisdiction has a written policy (described in the Act as an “emergency response plan”) that addresses student and staff safety relating to interactions with law enforcement agents engaged in civil law enforcement.² Under the Act, that plan must reflect the seven required elements of the DESE Model Policy: (1) identification and designation of a person(s) at each school and the district/administrative office as the individual(s) responsible for having primary contact with law enforcement agents; (2) procedures for contacting the designated authorized person(s), who will contact the school’s attorney; (3) procedures for documenting interactions with law enforcement agents on school grounds; (4) procedures for notifying a parent or guardian (or the student if 18 years or older or emancipated) if a law enforcement agent requests access to a student or to a student’s information for any civil law enforcement purpose; (5) procedures following the confirmation of law enforcement agents engaged in civil law enforcement on school grounds, including procedures to notify parents and guardians, teachers, administrators, and school personnel in a manner that ensures the confidentiality and privacy of any potentially identifying information; (6) a plan to confirm and update students’ emergency contacts and allow for more than one person to be listed; and (7) a plan to share these procedures and policies with students and families, including on the school website. Policies and procedures should apply equally to all forms of law enforcement and should be focused on maintaining student safety.

II. Definitions

This guidance uses the following words and phrases consistent with the PROTECT Act:

“Civil arrest” means an arrest that is not for the purpose of preparing the person subject to such arrest for criminal prosecution for an alleged violation of a state or federal criminal law. Civil arrests may be authorized by, among other things: (1) a parole warrant issued under G.L. c. 127, § 149A, or a probation warrant issued under G.L. c. 279, § 3; (2) state law permitting protective custody for incapacitated and intoxicated persons, G.L. c. 111B § 8, or (3) an administrative warrant issued by a federal agency like the United States Immigration and Customs Enforcement (ICE) agency for violations of the federal Immigration and Nationality Act, or related civil immigration enforcement efforts.

“Civil law enforcement” means efforts to investigate, enforce or assist in the investigation or enforcement of state or federal civil law, including, but not limited to, any federal civil immigration law. For added context, civil law enforcement often relates to preventative detention for an individual’s safety or security, enforcement of civil actions in court,

² While the PROTECT Act does not require private K-12 schools to adopt such policies, we encourage them to do so, consistent with this guidance and the *Recommendations For Entities Providing Education and Child Care Services Related to Interacting with Federal Immigration Officers*, which remain in effect for K-12 private schools and private (independent) colleges and universities.

or immigration law enforcement. In contrast, criminal law enforcement involves the investigation and enforcement of state or federal criminal laws (like those outlawing theft and assault). Note that law enforcement officers (defined below) can engage in civil law enforcement and/or criminal law enforcement.

“Judicial Warrant” or **“Judicial Order”** refers to an arrest warrant or other judicial order, signed by a judge or magistrate sitting in the judicial branch of a local or state government or of the federal government, authorizing an arrest. *See* Appendix A for examples.

“Law enforcement officer” or **“officer”** means any agent or officer of a federal, state, county, municipal, or district law enforcement agency, including but not limited to local police departments, sheriffs, constables, the Massachusetts State Police, the United States Immigration and Customs Enforcement (ICE) agency, the United States Customs and Border Protection (CBP) agency, and the United States Department of Homeland Security (DHS).

“Operating hours” means regular school hours, student drop off and pick up windows, before-school and after-school programming, and school-sponsored events.

“School” means a school administered by the school department of a city, town or regional school district; a county agricultural school; an independent vocational school or a vocational school operated by a county; a Commonwealth charter school or a Horace Mann charter school established under G.L. c. 71, § 89 (“charter school”); a special day school or other day facility or a short or long term residential school providing educational programs for children with disabilities established pursuant to chapter 71B and in accordance with chapter 766 of the acts of 1972; or a school operated by an education collaborative established under G.L. c. 40, § 4E (“collaborative school”).

“School district” means the school department of a city or town, a regional school district, an independent vocational school or a vocational school or agricultural school operated by a county.

“School grounds” means the main school building(s) and any other building or property owned or controlled by a school or school district and used by the school in direct support of or in a manner related to the school’s educational or athletic purpose. This includes playgrounds, fields, parking lots, recreation areas, athletic fields, courts, competition areas and other locations owned or controlled and used for school-related purposes, whether or not physically connected to the main school building(s). During operating hours, as defined above, school grounds are nonpublic.³

³ Although bus stops are generally not considered “school grounds,” please see Section III(C) (Escalation Protocol) for recommendations on how to handle law enforcement activity at bus stops.

III. Guidance Regarding Interactions with Law Enforcement Officers Engaged in Civil Law Enforcement

This guidance includes the topics required by the PROTECT Act, marked with an asterisk (*), and other information that the Governor's Office, Attorney General's Office, EOE, and DESE deem relevant to schools.

A. General Guidance for Interacting with Law Enforcement Officers

A written procedure should provide general advice for employees/staff and administrators about how to interact with law enforcement officers engaged in civil law enforcement, including:

1. Employees, staff, and administrators are encouraged to remain calm when engaging with law enforcement officers.
2. Employees, staff, and administrators should never attempt to physically interfere with law enforcement activities, nor should they feel compelled to approach a law enforcement officer or engage with them first.
3. If employees and staff feel unsafe engaging with law enforcement officers, they can decline to interact with the officers and instead rely on administrators, as described below.

Civil arrests are not allowed on school grounds during operating hours, unless law enforcement officers have a Judicial Warrant or Judicial Order.⁴ If law enforcement officers proceed to conduct a civil arrest in these areas in violation of the PROTECT Act, no one should attempt to physically interfere with them; rather, on-site staff should follow the guidance for bystanders to document an interaction, included in Section III(G) (Documentation of Interactions) and Section IV(B) (Rights of Bystanders) below. After law enforcement has left the school grounds, the school should report the incident to the Attorney General's Office Civil Rights Division.

B. Designated Contact Person(s) *

Under the PROTECT Act, schools must designate a contact person in the principal's office ("school-level contact person") and an authorized contact at the Superintendent's or Executive Director's office ("district-level contact person") to be notified if law enforcement officers arrive on site or request information.⁵ Different people may serve as the designated

⁴ As noted in Section III(M) (Existing Obligations), nothing in this guidance prohibits appropriate cooperation with authorities, including police, fire departments, emergency medical services, child protective authorities, or other public safety officials, responding to an emergency, protecting a child from abuse or neglect, or otherwise exercising lawful authority unrelated to civil law enforcement.

⁵ If the school does not have a district office or administrative office that is distinct from the school itself, it may be appropriate to have the same contact person serve as the school-level contact person and district-level contact person.

contact person at different times throughout the day, and you should strongly consider naming at least one “back up” contact person at the school- and district-levels. We recommend that (1) the highest-ranking administrator or manager at the school serve as the primary designated school-level contact person, and (2) the Superintendent, Executive Director, or their designee, or an attorney serve as the district-level contact person.

The written procedures required by the PROTECT Act must include the name(s) and contact information for the designated contact person(s). If multiple people will share this role, you may consider giving them a shared cell phone or telephone number, to make it easier for front-line staff to reach them in case of an emergency.

C. Escalation Protocol*

The written procedures required by the PROTECT Act must address how employees, staff, and administrators should respond if law enforcement officers arrive on site and whom to notify (the “escalation protocol”). Schools must make sure that staff and employees are aware of the protocol, and how to contact the relevant individuals. This protocol should be simple, easy to remember, and consistent with procedures used in other circumstances. An escalation protocol should include the following instructions:

1. If law enforcement officers engaged in civil law enforcement arrive on site and there are no apparent exigent (emergency) circumstances, employees and staff should inform the officers that the employees/staff will contact an administrator to assist them and that they should wait where they are (ideally outside, away from students/children and their families).
2. The employee or staff member should immediately contact the school-level contact person.
3. Once notified, the school-level contact person should immediately call the district-level contact person and go to the location where the law enforcement officers are waiting. If the school has access to an attorney, the written procedures should provide for either the school-level contact person or the district-level contact person to call the attorney and keep them on the phone for advice.
4. The school-level contact person should speak to the law enforcement officers. The school-level contact person should ask the law enforcement officers for identification and record their names, agencies, and badge numbers.
5. The school-level contact person should ask to view any warrant or other documentation. The school-level contact person—with assistance from an attorney, if able, and/or the district-level contact person—should review the documents to determine whether the law enforcement officers have a valid Judicial Warrant or Judicial Order. *See* Section III(F) (Review of Warrant) for tips on reviewing a warrant.

- a. If the law enforcement officers have a valid Judicial Warrant or Judicial Order authorizing an arrest or entry to search or both, the school-level contact person should inform the law enforcement officers that they may enter the school grounds; however, the school-level contact person should request that, where feasible, law enforcement officers avoid any areas where students/children are present.
- b. If the law enforcement officers do not have a valid Judicial Warrant or Judicial Order, or they have only an administrative warrant (*see* Appendix A for an example), the school-level contact person must inform them that they are not authorized to conduct the arrest on school grounds and ask them to leave.⁶
- c. If the law enforcement officers proceed to conduct a civil arrest on school grounds in violation of the PROTECT Act, no one should attempt to physically interfere with them; rather, staff should follow the guidance for bystanders to document an interaction, included in Section III(G) (Documentation of Interactions) and Section IV(B) (Rights of Bystanders) below. If there is an imminent threat to the safety of a child, staff member, family member, or other person, program staff should not hesitate to call 9-1-1 for assistance.
- d. After law enforcement has left the school grounds, the school should report the incident to the Attorney General's Office Civil Rights Division.

In addition to the procedures described above, schools are encouraged to consider the various scenarios in which interactions with law enforcement officers engaged in civil law enforcement may occur in their programs and on their grounds, so that they may prepare escalation protocols for these particular scenarios. Schools should also consider including guidance tailored to certain staff positions, such as front-office staff, that may be more likely to interact with law enforcement officers engaged in civil law enforcement. Schools should also consider updating existing Emergency Operations Plans and Medical and Behavioral Health Emergency Response Plans to ensure student safety in the event of any type of law enforcement activity on or near school grounds.

Additionally, schools should review school transportation contracts and communicate with school transportation companies regarding policies and protocols for bus drivers in the event of active law enforcement activity near a school bus stop. This includes considerations for special education transportation. Transportation-related procedures should focus on maintaining

⁶ In rare circumstances, law enforcement officers may identify a clear and immediate health or safety threat that qualifies as an exception to the warrant requirement.

student safety and avoiding dangers associated with dropping a student near an active crime scene or any law enforcement arrest or operation.

Schools should review and consider updating policies and protocols for ensuring student safety when law enforcement activities are being carried out on school grounds. Policies should apply equally to all forms of law enforcement and should be focused on maintaining student safety.

D. *Checklists and Approved Language*

We encourage schools to develop checklists and draft approved language for employees, staff, administrators, and the designated contact person(s) to use when interacting with law enforcement officers engaged in civil law enforcement. These checklists can include the escalation protocol with clear instructions about whom employees/staff should contact if law enforcement officers are on site or making requests.

Examples of “Approved Language” may include:

1. “I am not authorized to allow you to enter the school. Please wait here while I contact an administrator.”
2. “I am not authorized to discuss specific individuals or to speak with you about this student/child/employee. I am going to contact an administrator who will discuss this further with you.”
3. “I am not permitted to discuss/disclose private information to you.”

E. *Proactive Discussions with School Attorney(s)*

Where applicable, the school and/or school district should confer with its attorney(s) about the best and most expedient way to reach them in an emergency, including the arrival of law enforcement officers to school grounds. The school/school district should make sure that the school-level and district-level contact persons have means to reach the attorney immediately if necessary. The school/school district may also want to consult its attorney as part of establishing the procedures outlined in this guidance.

F. *Review of Warrant*

Written procedures should include information about how to identify a valid Judicial Warrant or Judicial Order. *See* Appendix A (Sample Judicial Warrants and Administrative Warrants), below for sample warrants.

Judicial Warrants and Judicial Orders are documents issued by a judge or magistrate sitting in the judicial branch of state or federal government. These documents authorize a search of a specific place or an arrest of a specific person based on sufficient information to support that a crime has been committed (“probable cause”). Note that other judicial orders can include subpoenas or summons, but they do not allow physical access into nonpublic places.

A Judicial Warrant is: (1) signed by a judge, magistrate, or assistant clerk magistrate and dated; (2) issued by a court; and (3) includes the location to be searched or the persons or items to be seized/arrested.

A Judicial Order may take many forms but should include: (1) the caption of a court case; (2) the name of the court; and (3) a judge, clerk magistrate, or assistant clerk magistrate's signature, with a date.

As stated above in Section III(C) (Escalation Protocol), if law enforcement officers engaged in civil law enforcement arrive on-site, employees/staff should contact the school-level contact person who will contact the district-level contact person and proceed to the location where the law enforcement officers are waiting. (School procedures should direct either the school-level contact person or the district-level contact person to call the school attorney at this time, as well.) Once the school-level contact person meets the officer and asks to view any warrants or orders, they should describe those documents over the phone to the school's attorney, who will evaluate the documents and advise the school-level contact person on their validity. If the school-level contact person feels safe doing so, they may ask the law enforcement officer if they may send a photo of the warrant or order to the school's attorney or show the warrant or order to the attorney via a video call. If the school does not have access to an attorney, or cannot reach the attorney, the school-level contact person, in consultation with the district-level contact person, if there is one, should use this guidance and Appendix A to determine whether the law enforcement officers have a valid Judicial Warrant or Judicial Order. *See Appendix A (Sample Judicial Warrants and Administrative Warrants).*

G. Documentation of Interactions*

Under the PROTECT Act, schools must include in their written procedures instructions for documenting interactions with law enforcement officers engaged in civil law enforcement. Employees, staff, administrators, and the designated contact person(s) are encouraged to wait until they feel safe to write down what happened. This may be after the officers leave the school grounds. Schools should use an existing form or create a new one to record interactions with law enforcement officers and keep those records as they would any other school records, in the normal course.

Under the escalation protocol recommended above, employees, staff, administrators, and the designated contact person(s) may interact with law enforcement officers in different ways and at different times. Everyone should be advised to write down what they remember of the incident, including but not limited to the following information:

- Date and time when law enforcement officers arrived on school grounds or made the information request;
- The names and badge numbers of the officers, and the agency they represented;
- The number of vehicles and license plate numbers, if visible;

- The names of witnesses, students, or other staff involved;
- Steps taken to notify the school-level contact person, the district-level contact person, or the school's attorney, as the case may be;
- The actions of the law enforcement officers, including whether the officers complied with school instructions;
- Whether the law enforcement officers had a valid Judicial Warrant or Judicial Order, or some other documentation;
- Whether a civil arrest was made on school grounds; and
- Impact on any students/children/employees/staff (after any immediate issues have been addressed) and any follow up actions needed to support them.

See DESE Model Procedures for a template form for recording interactions with law enforcement officers engaged in civil law enforcement.

Bystanders, including employees and staff, can openly (not secretly) videorecord the interaction, but they must not interfere.

H. School Resource Officers

School districts with School Resource Officers (SROs) should ensure that they have an SRO Memorandum of Understanding (MOU) that complies with the mandatory [statewide model](#), and districts are encouraged to distribute this MOU to school administrators and school safety personnel. Under state law, the SRO shall not (i) serve as school disciplinarian, enforcer of school regulations, or in place of licensed school psychologists, psychiatrists, or counselors; or (ii) use police powers to address traditional school discipline issues, including non-violent disruptive behavior. According to the model MOU, "it may be appropriate for school administrators rather than the SRO [to] deal with low-level offenses including but not limited to misdemeanor allegations of threats, assault and battery, larceny, receiving stolen property, and willful, malicious, or wanton destruction or injury to personal property." For circumstances that require juvenile court intervention, a summons is the preferred method for bringing juveniles to court, rather than making an arrest on school grounds, unless there is reason to believe the juvenile will not appear upon a summons.

Per the model SRO MOU, school district personnel and SROs shall not disclose to a law enforcement officer or agency, including local, municipal, regional, county, state and federal law enforcement, any information relating to a student or a student's family member from its databases and other recordkeeping systems including: (i) immigration status; (ii) citizenship; (iii) neighborhood of residence; (iv) religion; (v) national origin; (vi) ethnicity; or (vii) suspected, alleged, or confirmed gang affiliation, unless it is germane to a specific unlawful incident or to a specific prospect of unlawful activity the school is otherwise required to report. Schools are encouraged to share any new or updated policies or procedures they adopt in accordance with the PROTECT Act, and policies pertaining to student privacy, with their on-site SROs.

I. Parental Notice

1. Notice to School Community of the Presence of Law Enforcement Officers*

When a school confirms the presence of law enforcement agents engaged in civil law enforcement on school grounds, the school should notify students' parents and guardians, teachers, administrators, and school personnel. The school should provide this notice in a manner that ensures the confidentiality and privacy of any potentially identifying information. *See* DESE Model Procedures for a template notice.

2. Individualized Notice to Parents When Law Enforcement Officers Are Seeking a Particular Student or Information about that Student

If the law enforcement officers are trying to reach a minor child/student or seeking information about a minor child/student, employees/staff should contact the school-level contact person(s) and then immediately inform the minor child/student's parent or legal guardian. If the student is 18 years or older, or emancipated, employees/staff should notify the student directly, in addition to notifying the school-level contact person. Schools are encouraged to designate an employee or staff member who will notify families or students as part of their escalation protocol. *See* DESE Model Procedures for a template notice.

J. Protection of Personally Identifiable Information

Schools cannot disclose personally identifiable information about a student or child in their care to third parties, including law enforcement officers and the media, either orally or in writing unless: the school has specific informed consent from the student/child's parent or guardian (or students themselves if at least 18 years old or emancipated); it is pursuant to a Judicial Warrant, Judicial Order, or subpoena; or there is a health or safety emergency, as the case may be. Generally, schools should also respect the privacy preferences and concerns of a student's parent or guardian (or the student himself if over 18 years old or emancipated) in response to media inquiries and, to the extent consistent with the law, interactions of law enforcement officers that may implicate students.

Schools should allow parents/guardians (or students themselves if at least 18 years old or emancipated) to opt out of being included in directory information. They may also limit what information is included in the directory (e.g., by excluding the child's/student's address and place of birth), and limit disclosure to the school community. Under federal law, schools are required to notify students and their families at least once per year of what information is included in the directory, and to permit parents/guardians to opt out of including information in the directory at any time. Schools must communicate this information using translation or interpretation services to parents/guardians with limited English proficiency.

In the event law enforcement officers seek confidential information about school personnel, the school should refer the officers to their human resources department, which should follow standard protocols.

K. Caregiver Plans and Contact Information

Schools are encouraged to establish clear protocols for their response in the event a child/student or their parent/guardian is detained by law enforcement officers. Under the PROTECT Act, schools are expected to develop a plan to make sure that emergency contact information, alternative caregiver contacts, and authorized pick-up contacts are up to date for all students/children. As part of this review, schools must allow parents/guardians to list more than one person as an emergency contact. Schools are also encouraged to keep any associated documentation on file, such as an authorization of another caregiver, temporary agent, or guardian.

L. Visitor Policies

Schools should adopt written visitor policies (or procedures) that specify restrictions for visitors and that apply equally to all visitors—that is, the visitor policy (or procedure) does not differentiate between law enforcement officers visiting to conduct civil law enforcement and other types of visitors.

M. Existing Obligations

Nothing in this guidance alters the school's obligations to comply with state and federal laws or existing policies or procedures.

Nothing in this guidance prohibits appropriate cooperation with authorities, including police, fire departments, emergency medical services, child protective authorities, or other public safety officials responding to an emergency, protecting a child from abuse or neglect, or otherwise exercising lawful authority unrelated to civil immigration enforcement. If there is an imminent threat to the safety of a child, staff member, family member, or other person, the school should not hesitate to call 9-1-1 for assistance.

IV. **Rights of a Person Being Arrested/Detained and Rights of a Bystander**

A. Rights of the Person Being Arrested or Detained

Right to Remain Silent: A person being arrested or detained by civil law enforcement officers, including federal immigration officers, does not have to answer questions about their immigration status, citizenship, where they were born, or how they entered the United States. The person can say, "I am exercising my right to remain silent," and refuse to speak with the law enforcement officer until they have spoken with an attorney. Beginning on September 4, 2026, the PROTECT Act prohibits law enforcement officers from asking about immigration status or citizenship, except as required by state or federal law, or materially related to a specific criminal offense.

Right to Hire/Consult Attorney: A person being arrested or detained has the right to hire and speak with an attorney, but the government is not generally required to provide one in immigration proceedings.

Right to Refuse to Sign Documents: A person being arrested or detained has the right to refuse to sign documents (e.g., waiver of rights, voluntary departure forms). The person has a right to read and understand any document before signing it.

B. *Rights of Bystanders*

Right to Observe: Bystanders to civil law enforcement actions, including federal immigration enforcement, have the right to observe officers and to video the encounter from a reasonable distance, as long as they do not interfere with the officers. Massachusetts law permits openly (not secretly) videorecording.

Right to Remain Silent: Though law enforcement officers may ask questions, bystanders have the right to remain silent. Bystanders are not required to answer questions about their own immigration status or the status of anyone else. As noted above, beginning on September 4, 2026, the PROTECT Act prohibits law enforcement officers from asking about immigration status or citizenship, except as required by other laws or specifically related to a potential criminal violation.

V. **Support for Students and Children**

We encourage schools to offer counseling and social work support to students and children experiencing increased anxiety, especially those who are personally affected, and those whose families are directly affected by civil law enforcement activity, including federal immigration enforcement.

Moreover, it is important for schools to maintain awareness and sensitivity regarding student absences and behavioral challenges in school. Staff and educators should proactively engage and build trusting relationships with parents and students, offer support, and partner with families to address any attendance or behavioral concerns that may emerge.

Pursuant to the PROTECT Act, schools must develop a plan to share the required policies and procedures with students and families affiliated with your school. We recommend posting that material on the school's and/or school district's website(s).

It is essential that all communications with parents and guardians relating to student needs, transportation, updating alternative contacts and directory information, emergency protocols, law enforcement activity, or other matters be communicated in the parent/guardian's primary language, utilizing interpreters. Parental notices and written communications should use plain language to the extent practicable and be translated into the languages primarily used by your school's community.

VI. Human Resources/Labor/Union Issues

Employees/staff are encouraged to raise any employment or labor concerns about interacting with law enforcement officers engaged in civil law enforcement, including federal immigration enforcement, with their human resources team or union representatives, respectively. These issues may include questions about this guidance and related policies or procedures, or general questions about personal situations involving civil law enforcement. Employees/staff are encouraged to review the resources listed in Section VIII (Additional Resources for Schools) for more information, as well.

VII. Trainings Regarding Interactions with Civil Law Enforcement

Schools are encouraged to conduct trainings on the requirements of the PROTECT Act, the recommendations included in this guidance, and any related policies or procedures adopted by the school or district to support safety on school grounds for all students and staff, regardless of national origin or immigration status. Reminders to employees and staff on escalation protocol are often best practice here. DESE, in consultation with EOE, the Massachusetts Office for Refugees and Immigrants, and the Massachusetts Attorney General's Office, will develop a model training incorporating the components of this guidance, along with its Model Policy and Model Procedures, that school committees, collaborative schools, and charter school boards of trustees may provide to their staff.

VIII. Additional Resources for Schools

The Massachusetts Attorney General's Office, Massachusetts Office for Refugees and Immigrants, and DESE have created the following resources for the public to learn more about their rights. We encourage members of the school community to review these resources, and we suggest that schools consider posting or disseminating these resources to students/children, families, and employees/staff.

- [Massachusetts Attorney General: Resources for Immigrants in Massachusetts](#)
- [Massachusetts Office for Refugees and Immigrants: Community Resource Toolkit](#)
- [Massachusetts Attorney General Guidance: KNOW YOUR RIGHTS: ICE Enforcement An Updated Guide for Immigrants, Families, and Communities \(available in *Spanish*, *Portuguese*, *Haitian Creole*, *Chinese*, *Vietnamese*\)](#)
- [Massachusetts Attorney General Guidance: General Information for Massachusetts Service Providers Regarding Immigration Enforcement \(available in *Spanish*, *Portuguese*, *Haitian Creole*, *Chinese*, *Vietnamese*\)](#)
- [Massachusetts Attorney General Guidance: K-12 Schools' Obligations to Protect Students and Their Information](#)
- [Massachusetts Attorney General Flyer: Immigrant Students' Right to Attend School: A Guide for Families \(available in *Spanish*, *Portuguese*, *Haitian Creole*, *Vietnamese*, *Chinese*\)](#)

- [Massachusetts Attorney General Flyer: K-12 Schools on Protections for Students and their Information](#)
- [Emergency Planning Guide for Parents with Uncertain Immigration Status](#) *(available in [Spanish](#), [Portuguese](#), [Haitian Creole](#), [Simplified Chinese](#))*
- [Emergency Planning Fact Sheet for Parents with Uncertain Immigration Status](#) *(available in [Spanish](#), [Portuguese](#), [Haitian Creole](#), [Simplified Chinese](#))*
- [Attorney General's Advisory Regarding Equal Access to Public Education for All Students Irrespective of Immigration Status](#) *(available in [Spanish](#), [Portuguese](#), [Arabic](#))*
- [Upholding the Rights of Immigrant Students to Enroll in School: Guidance for School Committees and Districts](#)
- [Upholding the Rights of Immigrant Students to Enroll in School: Guidance for Families and Students](#) *(available in [Chinese](#), [Haitian Creole](#), [Portuguese](#), [Spanish](#), [Vietnamese](#))*

APPENDIX A

Sample Judicial Warrants and Administrative Warrants

Figure 1: State Court Judicial Warrant

APPLICATION FOR SEARCH WARRANT G.L. c. 276, §§ 1-7	TRIAL COURT OF MASSACHUSETTS	
NAME OF APPLICANT [REDACTED]	SUPERIOR ESSEX	COURT DEPT. DIVISION
POSITION OF APPLICANT Trooper, Massachusetts State Police	SEARCH WARRANT DOCKET NUMBER	

I, the undersigned APPLICANT, being duly sworn, depose and say that:

1. I have the following information based upon the attached affidavit(s), consisting of a total of 77 pages, which is (are) incorporated herein by reference.
2. Based upon this information, there is PROBABLE CAUSE to believe that the property described below:

☐	<i>has been stolen, embezzled, or obtained by false pretenses.</i>
☒	<i>is intended for use or has been used as the means of committing a crime.</i>
☐	<i>has been concealed to prevent a crime from being discovered.</i>
☒	<i>is unlawfully possessed or concealed for an unlawful purpose.</i>
☒	<i>is evidence of a crime or is evidence of criminal activity.</i>
☐	<i>other (specify):</i>
3. I am seeking the issuance of a warrant to search for the following property (*describe the property to be searched for as particularly as possible*):
See Addendum A, which is incorporated herein by reference.
4. Based upon this information, there is also probable cause to believe that the property may be found (*check as many as apply*):

☒	<i>at (identify the exact location or description of the place(s) to be searched):</i>
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APPENDIX A

Sample Judicial Warrants and Administrative Warrants

Figure 2: Federal Court Judicial “search warrant” (left) & Administrative “ICE Warrant” (right)

AO 102 (Rev. 11-01-00) Search and Seizure Warrant

UNITED STATES DISTRICT COURT
for the
Southern District of California

In the Matter of the Search of
(Single or dual))
or other)
2943 Highland Avenue)
San Diego, California)

Case No. **'14 MJ 0396**

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the Southern District of California
claiming the person or describe the property to be searched and give its location:
See Attachment A-2

The person or property to be searched, described above, is believed to conceal (identify the person or describe the property to be seized):
See Attachment B-2

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property.

YOU ARE COMMANDED to execute this warrant on or before February 11, 2014
(Date of Service of this Warrant)

☒ in the daytime 6:00 a.m. to 10 p.m. ☐ at any time in the day or night as I find reasonable cause has been established

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to United States Magistrate Judge Hon. David H. Barlick
(Name)

☐ I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (unless the appropriate law Officer says time is waived for):
Chantel, the facts justifying the later specific date of _____

Date and time issued: 1/31/2014 5:44 PM [Signature]
Judge's signature

City and state: San Diego, California Hon. David H. Barlick, U.S. Magistrate Judge
Printed name and title

U.S. DEPARTMENT OF HOMELAND SECURITY Warrant for Arrest of Alien

File No. _____
Date: _____

To: Any immigration officer authorized pursuant to sections 236 and 237 of the Immigration and Nationality Act and part 237 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations

I have determined that there is probable cause to believe that _____ is removable from the United States. This determination is based upon:

☐ the execution of a charging document to initiate removal proceedings against the subject;

☐ the pendency of ongoing removal proceedings against the subject;

☐ the failure to establish admissibility subsequent to deferred inspection;

☐ biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or

☐ statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

YOU ARE COMMANDED to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.

(Signature of Authorized Immigration Officer)

(Printed Name and Title of Authorized Immigration Officer)

Certificate of Service

I hereby certify that the Warrant for Arrest of Alien was served by me at _____ (Location)
on _____ (Name of Alien) on _____ (Date of Service), and the contents of this notice were read to him or her in the _____ (Language) language.

Name and Signature of Officer

Name or Number of Interpreter (if applicable)

Form I-203 (Rev. 09/10)