

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
Number:	300.32
Effective Date:	3/6/2020
Review Date:	2/5/2021
Revised Date:	4/30/2020
Page:	1 of 1

I. Policy:

St. Joseph Academy (SJA) is committed to equitable and fair treatment of all students and families. This policy outlines that SJA is a designated Safe Haven for undocumented students and families and denotes steps that personnel will take to assure that any actions that might be taken by U.S. Immigration and Customs Enforcement (ICE) on Academy grounds will be opposed by all means.

II. Procedures:

SJA is a safe and welcoming ministry accessible to all members of our learning community; however, there is potential for U.S. Immigration and Customs Enforcement (ICE) to enter academy grounds to detain undocumented individuals. SJA believes that ICE's presence on campus would be disruptive so in the best interest of our learning community, the following action will be taken to ensure there is not intrusion.

Should ICE arrive at SJA:

1. Main office attendants shall request identification, make copies of any warrants, subpoenas or any other documentation and immediately notify and forward the documentation to the CEO/President. The attendant is not to disclose any information.
2. No ICE officer or other immigration personnel shall be granted access into the academy building for the purpose of enforcing immigration laws.
3. The CEO/President will contact legal counsel for advisement and proceed accordingly.

St. Joseph Academy will do everything in its power to afford protection to all students and families.

Approved by: Tabea Rojas
President/CEO

Date: 2/9/2021