NOCE Protocol for Responding to Immigration Inquiry at an Off-Site Classroom

NOCE has the following protocol for any immigration inquiries to support students and their right to privacy under FERPA. This protocol is aligned with the NOCCCD Board of Trustees Resolution No. 16-17-18, Support for Students and Privacy of Student Records, NOCCCD Protocol for Immigration Related Requests, and NOCCCD Board Policy 5040, Student Records, Directory Information, and Privacy.

The following **NOCE protocol** is designed to guide the **implementation of district procedures** while considering NOCE's **unique organizational structure**.

If an authority representative visits your off-site classroom with an immigration-related inquiry, please follow these steps to ensure compliance with the district protocol and a supportive environment for students:

Remain Calm and Professional – Politely inform the officer that you are **not obstructing the process** but must follow **NOCCCD's established protocol**.

Provide the Anaheim Campus Safety Contact Card – Clearly state that, per NOCE protocol, all immigration-related inquiries must be handled by the Campus Safety Department. Hand the officer the Anaheim Campus Safety Contact Card, which includes contact information for immediate assistance.

Gather Information – If **Campus Safety is not immediately available**, politely request the officer's:

- Full name
- Badge number
- Official documentation supporting the inquiry

Report the Incident – Complete the **Immigration Inquiry Reporting Form** located at **noce.edu/capmus-safety** and submit electronically **within 24 hours** along with any supporting documentation.

Important Reminder:

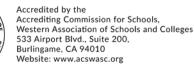
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- Your classroom is not a public space. Only registered students are allowed inside.
- If you cancel the class session, **contact your** Immediate Management Supervisor.

Thank you for your commitment to ensuring a safe and welcoming learning environment for all students at NOCE.







Scan QR Code for Immigration Inquiry Reporting Form This form can also be found at: noce.edu/campus-safety

The North Orange County Community College District's (NOCCCD) North Orange Continuing Education (NOCE) Administrative Offices are located at 1830 W. Romneya Drive in Anaheim, California 92801. For more information, call 714.808.4645 or visit www.noce.edu. It is the policy of NOCCD to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status or physical or mental disability as defined and prohibited by state and federal statutes. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. To read the entire NOCCCD nondiscrimination statement, see the policy in the General Information section in the back of the NOCE class schedule.