

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:

1

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

2

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**.

3

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

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

4

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

Important Reminder:

- 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