

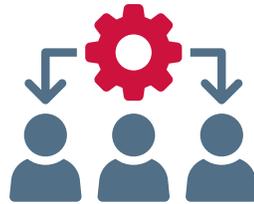
## CHECKLIST:

# When immigration enforcement agents detain parents or guardians

School administrators such as principals should be the point person responsible in the event a students' parents or guardians are detained by immigration enforcement agents. In such events, they must follow state and local guidelines first, then district protocol (e.g., principal alerts central office).

### Administrators' To-Do List

- Confirm law enforcement presence and document names/badge numbers if applicable.
- Attempt to notify the parent/guardian or their designee. In all communications, ensure language translation/interpretation services are available.
- Record times, methods, and outcomes of all communications.
- Activate family alternatives in order:
  - Emergency contacts on file (exhaust all attempts to reach emergency contacts)
  - Honor written caregiver authorization (affidavit/letter) or power of attorney
  - If applicable, contact another trusted adult identified by the family.
- Keep the student safe at school. The student may remain on campus while arrangements are made.
- Provide counseling support for the student as appropriate.
- Limit information sharing to those with a legitimate educational interest (FERPA always applies).
- Call Child Protective Services only if no safe adult can be identified after documented efforts, and all other options have been exhausted.



### District Protocol Best Practices

- Presume family unity. The goal is to keep families together whenever possible. Do not assume neglect.
- Regularly collect updated emergency contact information and documents (i.e. copies of notarized power of attorney forms) from all families. Assist families in identifying a trusted adult if one is not identified.
- Include a clear decision tree for determining who may be contacted or authorized to care for a student, such as: parent/guardian, emergency contacts, and written caregiver authorization.
- State explicitly that immigration enforcement alone does not trigger Child Protective Services involvement.
- Require training for front-office staff and administrators as these are the most common first points of contact for families and law enforcement.
- Partner with community organizations to provide families and emergency contacts with wraparound resources.
- Have a plan to follow-up on the status of detained parents/guardians and status of students.
- Ensure counselors are trained in working with immigrant students.

