

Sample District Preparedness Plan



Los Angeles County Office of Education

Serving Students ■ Supporting Communities ■ Leading Educators

District Preparedness Plan: Immigration and Education

The **District Preparedness Plan: Immigration and Education** template is designed to provide school districts with a comprehensive framework to support immigrant students and their families. This template serves as a guide for districts to create a safe, inclusive and supportive educational environment, ensuring that all students, regardless of their immigration status, have access to the resources and protections they need to succeed.

The plan is structured to function similarly to an emergency preparedness plan, offering clear procedures and protocols for various scenarios that may impact immigrant students, including:

- **Legal Rights and Protections:** Information on students' rights to education, confidentiality of personal information, and protections under federal and state laws.
- **Safe and Inclusive Environment:** Policies to prevent discrimination, bullying, and harassment, and to establish schools as safe zones and resource centers.
- **Emergency Preparedness:** Guidelines for developing family emergency plans, updating school emergency contact information, and identifying trusted adults and guardians.
- **Access to Services and Resources:** Procedures for enrollment, access to nutrition programs, and health and mental health services.
- **Community and Family Engagement:** Strategies for effective communication, parent and family workshops, and building community partnerships.
- **Staff Training and Professional Development:** Training on cultural competency, legal rights and responsibilities, and crisis response.
- **Monitoring and Evaluation:** Methods for assessing the effectiveness of the plan, gathering feedback, and implementing continuous improvement strategies.

This template is intended to be customized by each district to reflect the specific resources and needs within their Local Educational Agency (LEA). By following this guide, districts can ensure they are well-prepared to support their immigrant student population and foster a welcoming and equitable educational environment for all.

DISTRIBUTE KNOW YOUR RIGHTS MATERIALS
• LACOE Immigrant Relations Website • Know Your Rights Card • Know Your Educational Rights • Red Cards available in multiple languages
[LEA response here]
ASSET MAPPING
• Nearest Immigration Raid Response Team: Identify and list local response teams: ACLU Southern California Rapid Response Network • Health and Mental Health Services: Map out available services within the district: 211la • Access to nutrition programs: Detail the programs available to students: LA Food Bank Pantry Locator
[LEA response here]
SCHOOL BOARD MEMBERS AND POLICY MAKERS
• Sample Board Resolutions: LACOE Resolution Recognizing Immigrant Heritage Month in June 2024 • Board Policies: (include examples of policies that protect and support immigrant students) ○ Sample ■ LACOE BP 5145.3 Nondiscrimination/Harassment ■ LACOE BP 5145.11 Questioning and Apprehension by Law Enforcement ■ LACOE SP 4050 Safe Locations Policy
[LEA response here]
CREATING A SAFE AND INCLUSIVE ENVIRONMENT
• Anti-discrimination policies: List policies that prevent discrimination. ○ Sample ■ BP 5145.3 Nondiscrimination/Harassment • Bullying and Harassment Prevention: Flag specific language around bullying and harassment prevention that supports immigrant students. ○ Sample ■ BP 5145.3 Nondiscrimination/Harassment
[LEA response here]
STAFF TRAINING AND PROFESSIONAL DEVELOPMENT
• Legal Rights and Responsibilities: Identify training opportunities for staff. ○ Available Trainings • Cultural Competency Training: Identify training opportunities for staff. • Crisis Response Training: Detail trainings available for responding to crises involving immigrant students.
[LEA response here]

RESPONDING TO REQUESTS FOR ACCESS TO SCHOOL GROUNDS

- Responsibilities of School Administrator: Outline the steps administrators should take if ICE agents request access.
- Procedures for monitoring and receiving visitors: Review visitor's policy with key relevant information.

[LEA response here]

Sample Response

If ICE agents approach the school, refer ICE agents to the Superintendent's Office. The Superintendent should follow these procedures:

- *Request and verify agent credentials and supervisor contact information.*
- *Inquire about the reason for their presence, particularly why they are not adhering to the policy against enforcement actions at sensitive locations.*
- *Request written authorization demonstrating prior approval for their actions.*
- *Contact the agent's supervisor to confirm the situation and seek clarification.*
- *Involve school attorneys in any discussions with law enforcement.*
- *Document all interactions and communications.*
- *Contact elected officials and relevant organizations to report the incident and seek support.*

COMMUNICATIONS

- Responding to ICE agents rumored or verified in the community: Guidelines for communication strategies. [View sample templates.](#)

[LEA response here]

EMERGENCY RESPONSE WHEN FAMILIES ARE DETAINED

- Convening a crisis team: Outline the steps for convening a crisis team.

[LEA response here]

Sample Response

1. **Activate the Crisis Team**
 - *Assemble the team and designate roles.*
2. **Gather Information**
 - *Collect and verify details about the detained family member(s).*
3. **Develop an Action Plan**
 - *Assess immediate needs and create a response plan.*
4. **Implement the Plan**
 - *Provide support, communicate with families, and coordinate with external agencies.*
5. **Monitor and Adjust**
 - *Regularly check in, document actions, and adjust the plan as needed.*
6. **Debrief and Evaluate**
 - *Hold a debriefing session and evaluate the response.*
7. **Provide Ongoing Support**
 - *Ensure long-term support and schedule follow-up meetings.*

LIST OF RESOURCES

FAMILY PREPAREDNESS PLAN

- | |
|---|
| <ul style="list-style-type: none">• <u>ILRC Step-By-Step Family Preparedness Plan</u>• <u>ILRC Step-By-Step Family Preparedness Plan (Spanish)</u> |
|---|

Resources/References for Template Development:

- [LACOE's Supporting Immigrant Students and Families Toolkit](#)
- [American Federation of Teachers: Immigrant and Refugee Children \(a Guide for Educators and School Support Staff\)](#)
- [ILRC Step-By-Step Family Preparedness Plan](#)
- [OAG: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues](#)
- [LAUSD: We Are One LA Unified](#)
- [CDE Crisis Response](#)

Policy Changes Template



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POLICY CHANGES LETTER TEMPLATE

Subject: Important Update on Immigration Policies and Available Resources

Dear [School District Name] Families,

As we prepare for the changes that come with a new presidential administration, we understand that some students and families may feel uncertain or concerned. At [School District Name], we are committed to supporting every student and family, regardless of immigration status.

Our schools remain safe and welcoming spaces for learning and we want to ensure you have access to the resources and information you need during this time.

What You Need to Know

1. **Student Rights:** Every child has the right to a free public education, regardless of their immigration status or that of their family. Schools are safe spaces for all students.
2. **Confidentiality:** The district does not collect or share information about the immigration status of students or their families.
3. **District Commitment:** We are here to provide guidance, support and resources to help families navigate these challenging times.

Available Resources

We have compiled a list of organizations and resources to assist families in understanding their rights and accessing support:

- **Board Policy:** Our Board Policy [Insert Number] clearly outlines our district's procedures regarding immigration enforcement.
- **Know Your Rights:**
 - [Know Your Educational Rights](#)
 - [OAG "Promoting a Safe and Secure Learning Environment for All"](#)
- **Legal Assistance:**
 - [List of L.A. County Non-Profit Legal Service Providers](#)
 - [Legal Aid Foundation of L.A. immigration referral list](#)
 - [The State Bar of California](#)

- **Family Preparedness Plans:** [Immigrant Legal Resource Center's Step-By-Step Family Preparedness Plan](#)

District Support Services

We encourage families to reach out to our district for additional support. Our school counselors and social workers are available to assist with emotional and practical needs.

Upcoming Information Session

We invite you to attend an informational session where you can learn more about these policy changes and ask questions:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Staying Informed

For updates and additional information, please visit our district website at [Insert Website URL] or follow us on [Social Media Platforms].

We Are Here for You

If you have any questions or need assistance, please do not hesitate to contact [insert name] at [email/phone]. We are here to support you.

Our strength lies in our diversity and we remain committed to ensuring that every student feels safe, valued and ready to learn.

Sincerely,

[Superintendent Name]

[School District Name]

Off-Campus Template



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TEMPLATE 1: OFF-CAMPUS INCIDENT

Subject: School District Communication Regarding Deportation in the Community

Dear [School District] Community,

We have been made aware that immigration enforcement actions recently occurred in our community, which we know may raise concerns and questions for many families and students.

What We Know

[Provide a brief and factual summary of the event, avoiding specific identifying details to protect privacy. For example, "Earlier this week, a member of our community was detained by immigration authorities. We are aware that this has caused distress for some of our students and families."]

At [School District Name], we are committed to fostering a safe, supportive and inclusive environment for all students and families.

Supporting Students

Events like this can be deeply unsettling, particularly for students who may be worried about their families or friends. It is important for us as a community to come together to support our children during this time.

How Our Schools Are Responding

Our schools will continue to:

- Provide emotional support for students through our counseling team.
- Ensure a welcoming and inclusive environment for all students, regardless of immigration status.
- Connect families to resources they may need during this time.

Important Information for Families:

- Update emergency contact information if needed.
- Inform teachers/counselors if your child needs support.
- Student privacy remains fully protected.
- Attendance policies have been adjusted for affected families.

- Academic support is available for impacted students.

Available Resources

View a list of resources to assist families in understanding their rights and accessing legal support on our website [insert web url] or [LACOE's website](#).

We understand this is an incredibly difficult and emotional time for many in our school community. Please remember that you are not alone. Our doors are always open, and our support team is here to help in any way we can. If you need someone to talk to, please don't hesitate to contact [insert name] at [email/phone].

We remain committed to maintaining schools as safe spaces where all students can learn and thrive.

Sincerely,

[Superintendent Name]

[School District Name]

On Campus Template



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TEMPLATE 2: ON-CAMPUS INCIDENT

Dear [School District] Community,

I am writing to address a serious incident that occurred at [School Name] on [Date]. During school hours, immigration enforcement actions took place on our campus that impacted members of our school community. We recognize this event has caused significant distress to our students, staff and families.

Immediate Actions We've Taken:

- Our crisis response team was immediately activated
- Mental health counselors have been deployed to support affected students
- All students remained supervised and safe throughout the incident
- We are reviewing our safety protocols to prevent future unauthorized campus access

Resources for Families

We understand this incident may raise concerns about immigration enforcement and its impact on families. Below are some resources you may find helpful:

- **Know Your Rights:**
 - [OAG: Resources for Immigrant Communities](#)
 - [ILRC Red Cards](#)
 - [ACLU Know Your Rights](#)
- **Local Legal Aid Services:**
 - [List of L.A. County Non-Profit Legal Service Providers](#)
 - [Legal Aid Foundation of L.A. immigration referral list](#)
 - [The State Bar of California](#)
- **Counseling Support:** [Details of school counselors or community mental health providers]

How to Talk to Students About Deportation

It can be challenging to discuss sensitive topics like deportation with children. However, open and compassionate conversations can help them process their feelings and feel supported. Here are some tips:

- Emphasize that they are not alone and that there are adults who care for and protect them.
- Avoid stigmatizing language or blame. Use inclusive and compassionate terms.
- Share your family's plan if they are concerned about future incidents.

Our Ongoing Efforts

We are committed to keeping our schools safe and supportive for all students. We will continue to provide staff training on how to handle similar situations and support affected families.

If you have any questions or need additional support, please contact [insert name] at [phone number] or [email address].

Sincerely,

[Superintendent Name]

[School District Name]

Talking to Children About Deportation



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Dear [School District] Families,

Following recent immigration enforcement events in our community, we want to provide you with guidance on supporting your children during this challenging time. Children process difficult events differently than adults, and they need our help to understand and cope with these situations.

Understanding Your Child's Reactions

Every child responds differently to stressful events. You may notice:

- Changes in sleep patterns or appetite
- Increased anxiety or clinginess
- Difficulty concentrating
- Physical complaints (headaches, stomach aches)
- Behavioral changes or mood swings
- Decreased interest in usual activities
- Questions about safety and separation

These reactions are normal responses to stress. However, if these behaviors persist or intensify, please reach out to our school counseling team.

How to Support Your Child

This incident may lead to feelings of fear, anxiety or uncertainty among students. Here are some ways you can help your child process these emotions:

- **Be Honest and Reassuring:** Let your child know it is okay to feel worried but reassure them that their school and family are working to keep them safe.
- **Encourage Open Conversations:** Allow your child to express their feelings and ask questions. Answer as honestly and age-appropriately as possible.
- **Focus on Routines:** Maintaining normal routines can provide comfort and a sense of stability.
- **Use Age-Appropriate Language:** For younger children, focus on their safety and support. For older students, explain the complexities of immigration policies if they are interested.

Practical steps to help children feel secure:

- Keep daily routines consistent
- Plan regular family time
- Limit media exposure
- Maintain connections with friends and family
- Continue normal activities when possible
- Create safety plans together
- Practice self-care as a family

Available Support Services

Immediate Support:

- School Counselors: [Contact Information]
- Family Support Hotline: [Number] (24/7, multiple languages)
- Crisis Response Team: [Contact Information]

Additional Resources:

- [BrightLife Kids](#)
- [California Courts: Immigration resources: Help for children and families](#)
- [NCTSN: Additional Resources Traumatic Separation and Refugee and Immigrant Children: Tips for Current Caregivers](#)
- [NCTSN: Guiding Caregivers: How to Talk to a Child about Deportation or Separation](#)

Remember that you're not alone in supporting your child through this difficult time. Our entire school community is here to help. If you need additional support or resources, please don't hesitate to reach out to [Contact Person/Number].

With care and support,

[Superintendent Name]

[School District Name]