Know Your Educational Rights

You have the Right to Enroll Your Child at any Public School

The 1982 Supreme Court Case Plyler vs. Doe held that all children have a Constitutional right to access a free public education regardless of their immigration status or that of their parents. All District K-12 schools, early education centers, adult schools, and parent centers are resource and information sites for students and their families, per Board Resolution 032. Every student, regardless of immigration status, will be immediately enrolled in school.

Confidentiality of Personal Information

The Family Education Rights and Privacy Act (FERPA) generally prohibits school districts from providing third parties with student education records. However, there may be exceptional circumstances under which the L.A. Unified could be required to provide pupil records information to federal immigration officials, including the following: 1) if there is a valid subpoena, judicial warrant, or court order; and 2) if there are emergency circumstances, such as confirmed danger to public safety.

Complaint Rights

You have the right to file a complaint under the District’s Uniform Complaints Procedures for noncompliance with state and federal laws and regulations, including but not limited to alleging discrimination, harassment, intimidation and/or bullying. Complainants are protected from retaliation. Complaints under various venues (e.g., UCPs, special education due process, Title IX) are afforded to all students regardless of immigration status. For more information regarding this, see https://achieve.lausd.net/Page/3655.

Be Prepared

Speak to your family about critical information that every member of the family must know regarding legal guardianship, health records, and who to contact at the school site should a member or caretaker affidavit of the family be detained by I.C.E. Keep your documents updated and located in a safe and accessible area, including the emergency information card.
Know Your Rights

The United States Constitution guarantees certain rights for every person living in the United States, whether immigrant or native-born citizen, documented or undocumented. Today more than ever, it is important to know and assert your rights.

Right to Remain Silent

Everyone has the right to remain silent. You can plead the 5th Amendment and choose not to speak. You don’t have to answer any questions or disclose any information regarding where you were born or how you entered the United States. Anything you say to federal immigrant enforcement officials can be used against you—so be aware that you can exercise your 5th Amendment rights.

Don’t Open Your Door

You may talk with an immigrant and customs Enforcement (ICE) officer without having to open your door. In some cases, ICE agents may identify themselves as police officers. You are encouraged to look through a window or peephole or ask them to identify themselves without opening the door. They are not allowed to enter your home unless you invite them in or they have a warrant signed by a judge. You may ask them to hold the warrant up against a window or slide it under the door. To ensure the validity of the warrant, make sure that it includes your correct name and address.

Private Spaces

ICE is not allowed in other private spaces such as the doctor’s office—without a warrant. Staff members are able to deny ICE permission to enter these private areas if they don’t have a warrant or if the warrant is not signed by a judge.

Speak to a Lawyer before Signing or Speaking

The language used on legal documents may be confusing or hard to understand—so do not sign anything if you are not certain about what it means. Always speak to an attorney before signing anything given to you by ICE. If questioned by an immigrant officer, simply task to speak to a lawyer. If the questioning continues, repeat your request to speak with a lawyer.

You Have the Right to a Lawyer and a Hearing

You may have a lawyer by your side if ICE or other law enforcement officers begin to question you. If you are arrested for a crime, you have the right to a lawyer—and should ask for one immediately. If you are detained by ICE, you have the right to speak with an attorney. You also have a right to a court hearing and for a judge to review your case. While a judge reviews your case, you can remain in the United States until a final decision is made.
Know Your Rights

Record All Information

If possible, take pictures and record any encounters with federal immigration enforcement officials. Try to take note of all names, badge numbers, time, location, and exactly what happened. You can use this information in your defense.

Defend Yourself

Make sure to have a trustworthy attorney on hand to help explore all your options when fighting your case. You may be eligible for bail or there may be forms of immigration relief that you are not aware of.

Red Cards

The Immigrant Legal Resource Center (ILRC) has created Red Cards to help our communities assert their constitutional rights in encounters with federal immigration enforcement officials.

When interrogated by federal immigration officials, you have the right to stay silent. Hand the Red Card to the officer and remember that you do not have to answer any questions.

Organizations and individuals may request these cards for distribution at the following website https://www.ilc.org/redcards. These cards are also available at the offices of some of our partner organizations.

Usted tiene derechos constitucionales:
- NO ABRA LA PUERTA si un agente de inmigración está tocando la puerta.
- NO CONTESTE NINGUNA PREGUNTA de un agente de inmigración si el trato de hablar con usted. Usted tiene el derecho de mantenerse callado.
- NO FIRME NADA sin antes hablar con un abogado. Usted tiene el derecho de hablar con un abogado.
- Si usted está afuera de su casa, pregunte al agente si es libre para irse y si dice que sí, váyase con tranquilidad.
- ENTREGUE ESTA TARJETA AL AGENTE. Si usted está dentro de su casa, muestre la tarjeta por la ventana o pásela debajo de la puerta.

I do not wish to speak with you, answer your questions, or sign or hand you any documents based on my 5th Amendment rights under the United States Constitution.

I do not give you permission to enter my home based on my 4th Amendment rights under the United States Constitution unless you have a warrant to enter, signed by a judge or magistrate with my name on it that you slide under the door.

I do not give you permission to search any of my belongings based on my 4th Amendment rights.

I choose to exercise my constitutional rights.

These cards are available to citizens and noncitizens alike.
Family Preparedness Plan

Every family should have a Family Preparedness Plan that can assist in an emergency.

The Family Preparedness Plan should include the following:

- Regularly update your child’s school emergency card. You can request or keep a copy or use the optional form below to organize your information.
- Designate a trusted adult that can care for your child if you cannot.
  - Seek counsel from legitimate legal organization for information on legal guardianship.
- Review with the designated trusted adult their specific roles and responsibilities.
- Securely store all important vital documents in a location that child and/or assigned caregiver has access too. (Ex. Birth certificate/passports, social security card, medical record, insurance card affidavits, ID, etc...)
- Review with designated caregiver/guardian any financial assistance available for the care of your child.
- Write down any medical conditions and/or medications of child.
- Make a list of emergency contact information that your child can use for assistance.
- Find out About Your Immigration Options (if applicable)
  - Seek counsel from legitimate legal organization for legal advice and services.
- Review your preparedness plan with child and assigned caregiver/guardian.

You can refer to the following templates below that can assist with gathering emergency contact information, children’s information & medical history, and it includes a check off list of important documents you should keep on file.

Emergency Numbers and Important Contact Information

<table>
<thead>
<tr>
<th>Emergency Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate Emergency</td>
</tr>
<tr>
<td>Police Department</td>
</tr>
<tr>
<td>Fire Department</td>
</tr>
<tr>
<td>Poison Control</td>
</tr>
</tbody>
</table>
Emergency Numbers and Important Contact Information

<table>
<thead>
<tr>
<th>Family Contacts</th>
<th>Miscellaneous Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mother/Parent/Guardian:</strong></td>
<td><strong>Doctor:</strong></td>
</tr>
<tr>
<td>A Number</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Home Phone</td>
<td>Health Insurance Company</td>
</tr>
<tr>
<td>Cell Phone</td>
<td>Policy Number</td>
</tr>
<tr>
<td>Work Address</td>
<td></td>
</tr>
<tr>
<td>Work Phone</td>
<td></td>
</tr>
<tr>
<td><strong>Father/Parent/Guardian:</strong></td>
<td><strong>Pediatrician:</strong></td>
</tr>
<tr>
<td>A Number</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Home Phone</td>
<td>Health Insurance Company</td>
</tr>
<tr>
<td>Cell Phone</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Work Address</td>
<td></td>
</tr>
<tr>
<td>Work Phone</td>
<td></td>
</tr>
<tr>
<td><strong>Other Emergency Contact and Relationship:</strong></td>
<td><strong>Car Make/Model:</strong></td>
</tr>
<tr>
<td>Cell Phone</td>
<td>License Plate Number</td>
</tr>
<tr>
<td><strong>Other Emergency Contact and Relationship:</strong></td>
<td>Car Insurance Company</td>
</tr>
<tr>
<td><strong>Country of Origin Family Contact:</strong></td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td><strong>Attorney/Legal Services Provider:</strong></td>
</tr>
<tr>
<td>Home Address</td>
<td>Address</td>
</tr>
<tr>
<td></td>
<td>Phone Number</td>
</tr>
<tr>
<td><strong>Consulate:</strong></td>
<td><strong>Pastor/Clergy:</strong></td>
</tr>
<tr>
<td></td>
<td>Phone Number</td>
</tr>
<tr>
<td><strong>Congress Member:</strong></td>
<td>Address</td>
</tr>
<tr>
<td></td>
<td>Phone Number</td>
</tr>
</tbody>
</table>

**Emergency Numbers and Important Contact Information**

*(Complete one form for every child)*

Keep this information so those you designate to care for your children in your absence and have all the information they may need.

<table>
<thead>
<tr>
<th><strong>Children’s Information &amp; Medical History</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Child’s Name</td>
</tr>
<tr>
<td>A-Number (Green Card/Visa)</td>
</tr>
<tr>
<td>Date of Birth</td>
</tr>
<tr>
<td>Child’s Cell Phone Number</td>
</tr>
<tr>
<td>Name of School</td>
</tr>
<tr>
<td>School Phone Number</td>
</tr>
<tr>
<td>Teachers Name</td>
</tr>
<tr>
<td>Classroom Number</td>
</tr>
<tr>
<td>Afterschool Program Name</td>
</tr>
<tr>
<td>Afterschool Program Number</td>
</tr>
<tr>
<td>Other: Camp/Sports/Program</td>
</tr>
<tr>
<td>Other: Camp/Sports/Program Phone Number</td>
</tr>
<tr>
<td>Allergies</td>
</tr>
<tr>
<td>Medical Conditions</td>
</tr>
<tr>
<td>Medications</td>
</tr>
<tr>
<td>Doctor’s Phone Number</td>
</tr>
<tr>
<td>Doctor’s Address</td>
</tr>
<tr>
<td>Health Insurance</td>
</tr>
<tr>
<td>Additional Numbers</td>
</tr>
</tbody>
</table>
Filing of Important Documents

Keep a file of all of these documents or a copy of these documents in a safe place. Tell your children, family members, and emergency caregiver where to find this file in an emergency.

- Passports
- Birth Certificates
- Marriage License (if applicable)
- Caregiver’s Authorization Affidavit
- Any Restraining orders you may have against anyone (if applicable)
- A-Number and any immigration documents (work permit, green card, visa, etc.)
- Documents demonstrating your residence in the United States and amount of time you have been physically present in the United States
- Driver’s License and/or Other Identification Cards
- Social Security Card or ITIN number
- Registry of birth
- Important Children’s Information
- Emergency Numbers and Important Contact Information
- Children(s)’ Medical Information, including health insurance, medication list, and doctor’s contact information
- Any other documents you would want to be able to quickly find

Consider keeping an extra copy electronically, for example, storing the above documents in a Google Drive, icloud, or on your phone for you children or other family relatives to have easy access.
**Safety Plan**

**Have emergency contact(s)**
updated to call if detained, and memorize important phone numbers (lawyer, family, etc.).

**Make arrangements for childcare and school pick-ups**
- Make sure the School Emergency Card is up-to-date at your child(ren)’s school.
- Consider designating a trusted adult to temporarily care for your children.
- Encourage parents to provide the school with a caregivers affidavit.

**Arrange for your medical needs**
- Have medical information, including medications, dosages, and doctor’s contact information, on hand and in a safe place.

**Organize important documents**
in a safe place; make copies and make them accessible to a trusted person.

**Keep your Identification**
(for example: Driver’s License, Identification Card, Alien Registration Number (A#), etc.) and birthdate information in a place accessible by family members should they need to locate you.

**Create a network of friends, family, neighbors, etc.,**
that will support and keep you informed.
Response When Families Are Detained

Parents/Guardians/Caregivers

Make a Plan

It’s important to always have a plan and prepare for any possible situation. Please consider taking the following steps:

- Memorize all important phone number in case you or a loved one is detained. The numbers of parents, friends, close relatives and immigration attorney should all be memorized in case of an emergency.
- Identify someone you can trust to take on the responsibility of taking care of your children in case of an emergency. List the person as an emergency contact at your child’s school.
- If you are responsible for taking care of children or elders, try to have alternate caregivers available in case you are detained.
- Try to keep important legal documents, including immigration documents and birth certificates, in a safe, accessible place for family members to have in case of an emergency.
- Tell your relatives and friends where to find you in case you are detained. Ask them to look you up under the ICE detainee locator: https://locator.ice.gov/odls/homePage.do

Student Rapid Response

Steps you may follow in the case that a student’s parent is detained by ICE

Suggestions for students who find themselves in a situation where their parent or guardians have been detained by ICE:

It is important that you discuss a safety plan beforehand with your parent /guardian if you are concerned that they may be at risk of being detained or deported:

- Discuss with your parents/guardian who your caregiver is in their absence.
- Discuss with your parents/guardian where important documents such as your birth certificate, medical records, insurance card, social security cards are stored.
- Memorize important phone numbers are located.
- Seek legal counsel with your parents/guardians from a legitimate legal organization to establish legal guardianship and custody for minors. A list of legal resources is included in this guide.
- Verify that your parents regularly update your school emergency card on file with new phone number and emergency contacts.
- Talk to school administrator.
- Consult with a school administrator for support in contacting your siblings’ schools to arrange for a plan to support your siblings.

If you are made aware that your parent or guardian has been detained during school hours:

- Contact the caregiver that your parent has designated to care for you in case of emergency or in your family safety plan.
- Contact a local legal organization for support. A list of legal resources is included in the guide.
- Attempt to contact the Online Detainee Locator through ICE for more information about your parent with adult support at 1-888-351-4021.
- Write down as much personal info regarding your parent as possible (Alien Number if applicable, full name, date of birth etc.)

If you are detained by ICE:

- Refer to the “Know Your Rights” information included in this guide.
Legal Resources

The following is a list of reputable legal organizations serving the Los Angeles area. It is important that families seek legal advice from reputable organizations and lawyers who specialize in particular legal matters. For your protection, it is not recommended that you seek assistance from notarios who are not licensed to practice law. L.A. Unified recognizes and appreciates the various organizations for providing support and lending their expertise in their respective legal fields to inform and educate our communities. This list will be updated periodically for additional resources. Please also check with the organizations on hours and clinic times as they may be subject to change.

Asian Americans Advancing Justice-LA
1145 Wilshire Blvd., 2nd Floor
Los Angeles, CA 90017
(213) 977-7500
http://advancingjustice-la.org/

Asian Americans Advancing Justice provides services in multiple languages:
Chinese - (800) 520-2356
Khmer - (800) 867-3126
Korean - (800) 867-3640
Thai - (800) 914-9583
Vietnamese - (800) 267-7395
Tagalog - (855) 300-2552
English/Spanish/Other - (888) 349-9695

Provides low cost legal information, counseling and representation
• Free citizenship workshops
• Free immigration relief eligibility screenings
• Family-based immigration, asylum, Special Immigrant Juvenile Status, T-Visa, Temporary Protected Status, U-Visa, and Violence Against Women Act (VAWA)
• Workers’ rights, wages, labor trafficking, housing, and family law

Bet Tzedek Legal Services
3250 Wilshire Blvd.,
Los Angeles, CA 90010
(323) 549-5825
www.bettzedek.org

Provides free legal services for qualifying low-income individuals and families in Los Angeles
• Probate Guardianship proceedings
• Special Immigrant Juvenile Status
• Elder/Caregiver Law, Employment Rights, Guardianships, Human Trafficking, Health, Holocaust Reparations, Housing, and Public Benefits
Legal Resources

CARECEN

Headquarters
2845 W. 7th Street
Los Angeles, CA 90005
(213) 385-7800
http://www.carecen-la.org

Provides low or no-cost comprehensive legal services
• Citizenship and permanent residency application assistance
• Legal representation for asylum applicants, unaccompanied minors and Violence Against Women Act (VAWA), U-Visas applicants and their beneficiaries, family petitions, work permit renewals and Deferred Action for Childhood Arrivals (DACA.)
• Education, enrichment and leadership development programs for children
• Youth Center
• Citizenship classes
• Day Laborer Center no agency fees
• English courses as well as information about labor, health and safety laws

San Fernando Valley Location
16501 Sherman Way, Suite 245
Van Nuys, CA 91406
(818) 616-6019

Day Labor Center
1675 Wilshire Blvd.,
Los Angeles, CA 90017
(213) 483-0136

CHIRLA

2533 W 3rd St.,
Los Angeles, CA 90057
(213) 353-1333
http://www.chirla.org/

• Low-cost immigration services to the community

California Immigrant Policy Center (CIPC)

634 South Spring Street
Suite 600 A
Los Angeles, CA 90014
(213)250-0880
www.caimmigrant.org

• Identifies important immigrant-related policy issues
• Works alongside lawmakers, advocates, policy makers, and community members to support policies that benefit all Californians
• Issue areas include advocating against mass detention and deportation, immigrant integration, health and public benefits, and protecting workers’ rights
Legal Resources

Community Lawyers, Inc.
1216 E. Compton Blvd.,
Compton, CA 90221
Phone: (310) 635-8181
http://www.community-lawyers.org/
- Provides legal clinics, workshops, and information sessions
- With the support of volunteer attorneys, students, and paralegals work to educate individuals about their legal rights and responsibilities

Esperanza Immigrant Rights Project
1530 James M. Wood Blvd.
Los Angeles, CA 90015
(213) 251-3505
https://www.esperanza-la.org
Direct Representation Program (no cost)
Staff attorneys represent:
- Released youth eligible for relief.
- Detained adults who qualify for the National Qualified Representative Program (NQRP)
Pro Bono Program
- Volunteer attorneys provide pro bono representation for released youth in the Los Angeles and adults detained at Adelanto Detention Center
- Affordable Services Program
- Offers a variety of services to low-income clients who cannot afford private attorneys

Immigrant Defenders Law Center
634 S. Spring St., 10th Fl.,
Los Angeles, CA 90014
(213) 634-0999
www.lmmDef.org
Hours: Monday - Friday 9 am - 5 pm
Immigrant Legal Resource Center (ILRC):
- Hosts webinars, podcasts, conference calls, and publishes informative toolkits and flyers for public use
- Provide full-scale deportation defense
- Legal education classes and screenings
- Legal representation of minors who have been designated as Unaccompanied Alien Children (UAC) by the Office of Refugee Resettlement (ORR) who are in active removal proceedings
Legal Resources

**Immigrant Legal Resource Center (ILRC):**
(415) 255-9499
https://www.ilrc.org/

Hosts webinars, podcasts, conference calls, and publishes informative toolkits and flyers for public use

**International Rescue Committee (IRC)**
625 N. Maryland Ave.,
Glendale, CA 91206
Phone: (818) 550-6220
https://www.rescue.org/united-states/los-angeles-ca

- Hours of Operation: 9 am - 6 pm
- Languages: Armenian, Farsi, Arabic, Spanish, Tagalog, Bosnian and Serbian
- Resettlement of Refugees, asylees, CAM AOR, citizenship and financial literacy classes and immigration services
- Immigration workshops
- Free citizenship classes and financial literacy classes in Library
- Cultural orientations for refugees classes

**Kids In Need of Defense (KIND)**
350 S. Grand Ave., 32nd Fl.,
Los Angeles, CA 90071
(213) 892-2043
Fax: (213) 892-2054
https://supportkind.org/

- Protection of children who enter the U.S. immigration system alone
- Ensures that child do not appear in immigration court without representation

**Legal Aid Foundation of Los Angeles**
5228 Whittier Blvd.
Los Angeles, CA 90022
(800)399-4529
www.lafla.org

Provides civil legal aid and direct representation in court on civil matters especially with regard to housing and evictions, government benefits and domestic violence/family law. Offers community education, know your rights workshops and legal clinics. Immigration work focuses on adults and minors who have been the survivors of crime
Legal Resources

Los Angeles County Bar Association (LACBA)
Immigration Legal Assistance Project
Los Angeles Federal Building (same building as US Citizenship & Immigration Services)
300 N. Los Angeles St., Room 3107
Los Angeles, CA 90012
(213) 485-1873 or (213) 485-1872

Office hours are Monday - Friday, 8 am - 12:00 pm and 1 pm - 3 pm

Immigration Legal Assistance Project provides quality legal advice and form preparation
- Preparation of immigration and naturalization petitions; Family, travel permits, work permits, naturalization, Deferred Action for Childhood Arrivals (DACA), child citizenship, fee waivers, replace lost “green” cards, adjustment of status, military PIP, consultations on DAPA, affidavits of support, conditional residency, and much more.

Loyola Immigrant Justice Clinic
919 Albany St.,
Los Angeles, CA 90015
Phone: (213) 252-7409
http://www.lls.edu/academics/clinics-experiential-learning/loyolaimmigrantjusticeclinic/

Hours of Operation: 9 am - 5pm
- Community based collaboration of Loyola Law School, Homeboy Industries and Dolores Mission Parish to advance the rights of the indigent immigrant population residing on the East Side of Los Angeles

Additional Information:

National Immigration Law Center (NILC):
3450 Wilshire Blvd., #108 – 62
Los Angeles, CA 90010
(213) 639-3900
https://www.nilc.org/

Hours: Monday - Friday 9 am - 5 pm
- Provide full-scale deportation defense
- Legal education classes and screenings
- Legal representation of minors who have been designated as Unaccompanied Alien Children (UAC) by the Office of Refugee Resettlement (ORR) who are in active removal proceedings
Legal Resources

**Neighborhood Legal Services of Los Angeles County (NLSLA)**
13327 Van Nuys Blvd.
Pacoima, CA 91331
1104 E. Chevy Chase Dr.
Glendale, CA 91205

9354 Telstar Ave.
El Monte, CA 91731
Call their main number at (800) 433-6251
http://www.nlsla.org/

Antelope Valley and throughout Los Angeles County
• Serves low income individuals and families
• Provides education, advice and legal representation in the following areas: health, housing, domestic violence, consumer debt, public benefits, veteran benefits & criminal record clearing

**PARS Equality Center**
4954 Van Nuys Blvd., Suite 201
Sherman Oaks, CA 91403
(818) 616-3091
www.parsequalitycenter.org

• Advocates for families and individuals in need with a strong focus on refugees, asylees, and those newcomers living in poverty.
• Resume writing and interview skills workshop, Mental Health Workshops, Business Workshops. Financial Aid and College application workshop, Financial Literacy workshop, Computer Classes, ESL classes, Citizenship Classes, Job Placement, Social Services.

**Public Counsel**
610 South Ardmore Avenue
Los Angeles, CA 90005
Tel: (213) 385-2977

Hours: Monday - Friday 9 am - 5:15 pm

• Represents individuals seeking asylum in the United States based on past persecution or a well founded fear of future persecution on account of political opinion, race, religion, nationality or membership in a particular social group.
• Assists immigrants who have been abused by a US citizen or permanent resident, and victims of trafficking and other crimes.