

CPS Guidelines for Responding if a Student Is Stranded Due to ICE Detention of Parents or Guardians

If you *suspect* or have credible evidence that a student is stranded due to ICE detention of parents and/or guardians:

1. **Emergency Contact:** Review the student's emergency contact information. Contact the individuals listed as emergency contacts.
2. **Check for Affidavit or Petition:** See if there is an Affidavit of Enrollment and Residency or a Petition for Appointment of Short-Term Guardianship of the student on file. These documents may grant a trusted adult the authority to make decisions for the student.
3. **Family Safety Plan:** if the student has a safety plan you can access, consult the Family Safety Plan.
4. **Contact CPS or DCFS:** If you have been unable to contact anyone through emergency contacts, an Affidavit or Petition, or a Family Safety Plan, contact the CPS Student Safety Center at 773-553-3335 or, if necessary, the DCFS hotline at 1-800-25-ABUSE (252-2873).
5. The school principal or designee must document the interaction with ICE in Aspen, under event reason "Safety and Security Alert." (Note: this does not trigger an automatic alert to the Office of Safety & Security).

Additional Resources:

- ICE Detainee Locator: Use the ICE detainee locator (<https://locator.ice.gov/odls/#/search>) to help locate detained parents or guardians; please share this resource with trusted adults, emergency contacts, and the student themselves if appropriate.
- Legal Assistance and Other Community-Based Resources: Refer families to immigration lawyers, accredited representatives, or legal aid organizations for legal assistance, and local non-profit agencies that can offer support and resources.
 - To locate immigration and legal services near your school, review the ICIRR [Legal Services Directory](#) organized by CPS networks.

Key Reminders

- Prioritize the student's safety and well-being.
- Maintain confidentiality and protect the student's privacy.
- Do not contact ICE or other immigration enforcement agencies unless specifically instructed to do so by legal counsel or CPS.
- Document all actions taken and communications with relevant parties.

For additional information, please refer to: [OMME Safe Learning Environment for All - Resources for Chicago Public Schools in Responding to Immigrant Issues](#).