

SUPPORTING OUR
IMMIGRANT
FAMILIES

Resource Packet for Families



RUSD

RIVERSIDE UNIFIED SCHOOL DISTRICT



Table of Contents

Our Commitment To Families

2 - 3

Safe Learning Zone Protocols

4 - 8

Family Preparedness Plan

9 - 13

Family Resource Center

14

Additional Resources

15 - 19

Wellness Resources

20 - 21



Our Commitment To Families



Dear RUSD Families,

In 2017, the Board of Education designated all RUSD campuses as Safe Learning Zones for all students and families, regardless of immigration status. The District is committed to providing a safe, welcoming, and inclusive learning environment and to protecting the rights of immigrant students and their families to the fullest extent permitted by law.

It is important for our families to know the following.

Riverside Unified School District:

- Protects student records and privacy
- Applies procedures consistently across schools
- Does not initiate communication with federal immigration authorities regarding students or families
- Does not use District resources, including personnel, to conduct or support immigration enforcement activities

This guide is intended to clarify our protocols and provide resources for RUSD families that need to make arrangements for their students in case of parent or family detention or deportation. We encourage families to visit the RUSD website to review detailed information, including Frequently Asked Questions regarding district policies and procedures. Printed copies of this information are also available at school offices and the District Office for families who prefer non-digital access.

RIVERSIDEUNIFIED.ORG/SAFEZONES



We recognize that uncertainty can create stress or anxiety for students. If your child is experiencing distress or your family needs assistance, please contact your school site or the **Family Resource Center** at (951) 328-4003.

Additionally, Riverside Unified School District offers **Riverside Virtual School (RVS)**, a fully accredited program offering live, guided instruction in a structured online environment. If you are interested in more information about how your students can learn from home, please visit rvs.riversideunified.org or call (951) 778-5300.

RUSD remains dedicated to fostering schools where every student feels safe, respected, and supported. Our strength as a district comes from our shared commitment to care, stability, and opportunity for all children.

With care and respect,
Riverside Unified School District



Safe Learning Zone Protocols

Campus Access Procedures

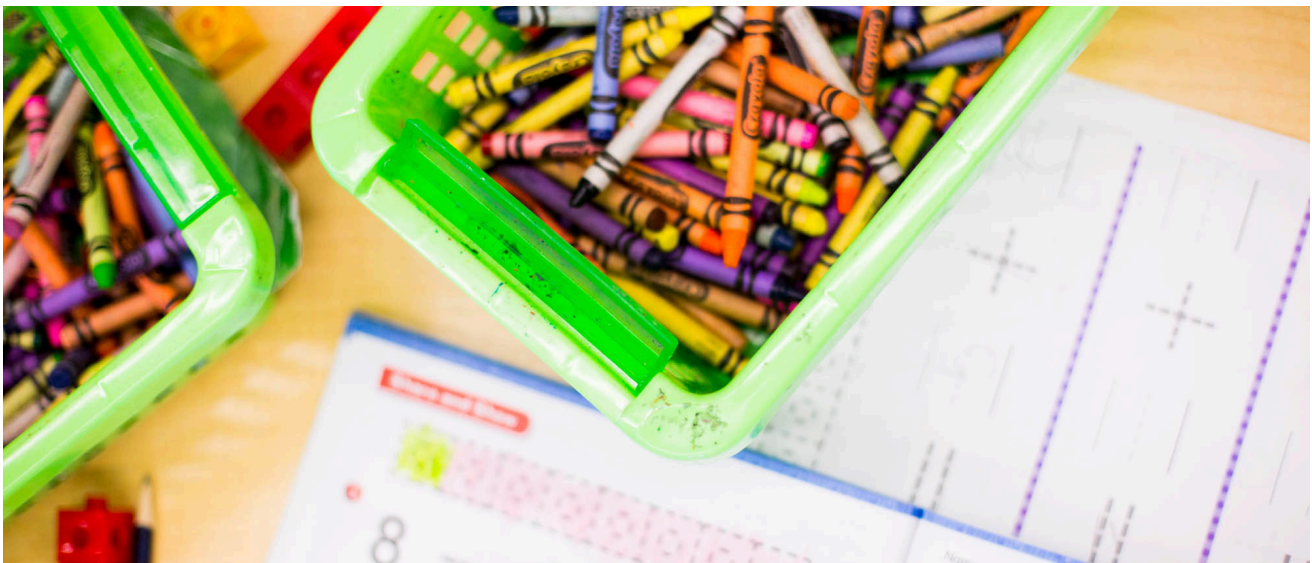
Riverside Unified School District Policy 3515.19: District Campuses As Safe Learning Zones requires schools to deny all requests from immigration enforcement agencies seeking access to campuses, students, or student records unless compliance is legally required.

B.P. 3515.19



Such situations are rare and require thorough review of appropriate legal documentation.

All RUSD schools have been provided with consistent signage designating schools as closed campuses. In accordance with Board policy, all visitors are required to check in at the front office, present identification, and register before accessing campus for legitimate school business. Unauthorized access to campus is prohibited.



Documentation & Review

If a request by an agent involved in immigration enforcement activities occurs:

- Requests are immediately referred to district administration and legal counsel
- If the request involves a student, parent or guardian is notified immediately by staff
- Officer credentials are verified
- Written authorization is reviewed
- Warrants or court orders are reviewed
- School staff do not independently make legal determinations

Consistent with district procedures, agents are directed to remain in the front office while documentation is reviewed.

If agents cannot provide written authorization and a judicial warrant signed by a judge that specifically identifies the individual or area authorized for search or arrest, access to District property is denied.

If the District's legal counsel determines access is legally required:

- Access is strictly limited to what is specifically authorized in the warrant
 - Agents are prohibited from accessing information or areas beyond what is specifically identified in the warrant
 - Agents are monitored by the principal or designee at all times while on campus
 - The principal or designee will minimize, where practicable, agent or officer interaction with persons outside the scope of the warrant
 - If a student interview is authorized, it will be conducted in a private location, out of sight and hearing of other students to minimize disruption and protect student privacy
 - The district administrator, principal or designee will attend the interview to monitor the investigation
-

Student Information & Privacy

Without parental consent or verified judicial authorization, the district does not release:

- Education records of any kind
- Personal student information
- Home or travel information

If presented with a subpoena, including an ICE Administrative Subpoena, the matter is referred to the District's legal counsel for review. The District will oppose enforcement of administrative subpoenas that are not education-related and will comply only with final court orders as required by law.

The district will provide parental or guardian notification of any such requests, unless expressly prohibited by the warrant or court order.

Staff Training & Preparedness

Principals, administrators, and office staff receive training on district protocols governing:

- Visitor access procedures
- Documentation review requirements
- Student privacy protections
- Emergency response protocols



Emergency Circumstances & Safety Response

Under the law, agents and officers may occasionally assert emergency circumstances involving urgent safety concerns that pose an immediate threat to campus security.

If an Agent Does Not Comply With Staff Directions & District Protocol

Consistent with district policy, staff are not expected to physically impede an officer who enters campus without authorization. Employees are trained to prioritize safety and follow district procedures, including immediate implementation of safety protocols, notifying administration, and documenting the interaction. These procedures mirror how schools respond to any unauthorized campus entry.

District Communication When Immigration Enforcement Agent Are on Campus

RUSD prioritizes clear, accurate communication with families. Consistent with California law (Senate Bill 98), the district will notify families at the impacted school if immigration enforcement activity is confirmed on a school campus. Follow up notification to other schools will take place as appropriate.



When Families Are Notified About Immigration Enforcement Activity Near Schools

Families are notified when:

- Information is verified
- A situation directly affects the school community, campus operations or safety
- Communication provides meaningful clarity or reassurance

Communication will be shared with communities directly impacted by the verified activity, not all reports of external activity near schools result in districtwide messaging.

Why Verification Is Necessary

Initial reports may be incomplete or inaccurate.

Verification protects:

- Accuracy
- Student privacy
- Unnecessary stress caused by misinformation

Many of our students and families are experiencing heightened anxiety and fear, and we are committed to verifying facts to protect them from further stress while ensuring information is shared with our community in a timely manner.



Family Preparedness Plan

Every family should have a family preparedness plan in case of an emergency. It is equally critical for immigrant families to think ahead and set more concrete plans for immigration-related emergencies that may arise. For a detailed, printable plan, visit the [Immigrant Legal Resource Center \(ILRC\)](https://www.ilrc.org) at [ilrc.org](https://www.ilrc.org) or scan the QR code.



Have a Caregiver's Authorization Affidavit

If you have identified a trusted adult who can care for your child if you cannot, have them fill out a Caregiver's Authorization Affidavit. A Caregiver's Authorization Affidavit is a form which allows non-relatives to enroll your child in school and to receive school-related medical treatment. A Caregiver's Authorization Affidavit does not affect your rights as your child's parent – you still have custody and control of your child. A template is on the following page and a completed affidavit must be submitted to the **Central Registration Center at 5700 Arlington Ave, Riverside, CA 92504.**



Caregiver's Authorization Affidavit

Use of this affidavit is authorized by Part 1.5 (Sections 6550–6552) of Division 11 of the California Family Code.

Instructions: Completion of items 1–4 and the signing of the affidavit is sufficient to authorize enrollment of a minor child in school and authorize school-related medical care. Completion of items 5–8 is additionally required to authorize any other medical care for the child. Type or print clearly.

The minor child named below lives in my home, and I am 18 years of age or older.

1. Name of minor child: 2. Minor's date of birth: 3. My name (*adult completing*

form):

4. My home address:

5. I am a relative of the minor child named in item 1. (*See the back of this form for a definition of "relative."*)

6. Check one or both (*for example, if you advised one parent but cannot locate the other*):

- a. I have advised the parent(s) or other person(s) having legal custody of the minor child named in item 1 of my intent to authorize medical care for the child and have received no objection.
- b. I am unable at this time to contact the parent(s) or other person(s) having legal custody of the minor child named in item 1 to notify them of my intent to authorize medical care for the child.

7. My date of birth:

8. My California driver's license *or* identification card *or* government-issued consular card number:

Warning to caregiver: Do not sign this form if any of the completed statements above are not true. If you do so, you will be committing a crime punishable by a fine, imprisonment, or both.

Notice to Local Educational Agencies and health care service providers: This form does not need a court seal or the signature of a court clerk or judge to be valid. And it does not need to be notarized.

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____



Sign your name

See Notices and Additional Information on page 2.

Notices:

1. This affidavit (also known as a *declaration*) does not affect the rights of the parents or legal guardian of the minor child named in item 1 on page 1 regarding the care, custody, and control of the child. It does not give the caregiver legal custody of the child.
2. A person who relies on this affidavit has no obligation to make further inquiry or investigation.

Additional Information:

TO CAREGIVERS:

1. "Relative," for purposes of item 5, means an adult who is related to the child by blood, adoption, or affinity within the fifth degree of kinship, including stepparents, stepsiblings, and all relatives whose status is preceded by the words "great," "great-great," or "grand," or the spouse of any of these persons even if the marriage was terminated by death or dissolution.
2. The law may require you, if you are not a relative or a currently licensed, certified, or approved foster parent, to obtain resource family approval pursuant to Section 1517 of the Health and Safety Code or Section 16519.5 of the Welfare and Institutions Code in order to care for a minor child.
If you have any questions, please contact your local department of social services.
3. If the minor stops living with you, the affidavit is no longer valid. You are required to notify any school, health care provider, or health care service plan to which you have given this affidavit that the minor is no longer living with you and that, as a result, the affidavit is no longer valid.
4. If you do not have the information requested in item 8 (California driver's license or ID, or government-issued consular card), provide another form of identification such as your social security number or Medi-Cal number.

TO SCHOOL OFFICIALS:

1. Section 48204 of the Education Code provides that this affidavit constitutes a sufficient basis for a determination of residency of the minor, without the requirement of a guardianship or other custody order, unless the school district determines from actual facts that the minor is not living with the caregiver.
2. The school district may require additional reasonable evidence that the caregiver lives at the address given in item 4.
3. This form does not need a court seal or the signature of a court clerk or judge to be valid. And it does not need to be notarized.

TO HEALTH CARE PROVIDERS AND HEALTH CARE SERVICE PLANS:

1. When signed by a relative, this affidavit confers on that relative the same rights to authorize medical care and dental care for the minor child named in item 1 on page 1 as are given to a guardian under Section 2353 of the Probate Code. The medical care authorized by a relative caregiver may include mental health treatment, subject to the limitations in Section 2356 of the Probate Code.
2. A health care service provider who acts in good faith reliance upon a completed *Caregiver's Authorization Affidavit* to provide medical or dental care, without actual knowledge of facts contrary to those stated on the affidavit, is not subject to criminal liability or to civil liability to any person, and is not subject to professional disciplinary action, for that reliance if the applicable portions of the form are completed.
This form does not need a court seal or the signature of a court clerk or judge to be valid. And it does not need to be notarized.
3. This affidavit does not confer dependency for health care coverage purposes.



KNOW YOUR EDUCATIONAL RIGHTS

Your Child has the Right to a Free Public Education

- All children have a right to equal access to free public education, regardless of their or their parents'/guardians' immigration status.
- All children in California:
 - Have the right to a free public education.
 - Must be enrolled in school if they are between 6 and 18 years old.
 - Have the right to attend safe, secure, and peaceful schools.
 - Have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
 - Have equal opportunity to participate in any program or activity offered by the school without discrimination.

Information Required for School Enrollment

- Schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency and schools are not required to keep a copy of the document used as proof of a child's age.
- Information about citizenship/immigration status is never needed for school enrollment. A Social Security number is never needed for school enrollment.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If so, the school district must provide parents/ guardians with written notice of the directory information policy, and provide the option to refuse release of your child's information.

Family Safety Plans if You Are Detained or Deported

- You can update your child's emergency contact information, including secondary contacts, to identify a trusted adult guardian who can care for your child if you are detained or deported.
- You can complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person to give a trusted adult the authority to make educational and medical decisions for your child.

Right to File a Complaint

- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated or bullied because of his or her actual or perceived nationality, ethnicity, or immigration status.

For more information on resources for responding to immigration enforcement activities at California schools, or to file a complaint, please contact:

Bureau of Children's Justice

California Attorney General's Office
P.O. Box 944255

Sacramento, CA 94244-2550

Phone: (800) 952-5225

E-mail: BCJ@doj.ca.gov

<https://oag.ca.gov/bcj/complaint>



CHECKLIST FOR IMMIGRANT STUDENTS AND FAMILIES ATTENDING PUBLIC SCHOOLS

1. You do not have to share the following information with school officials:

- You do not have to share information, including passports or visas, regarding the immigration status of students, parents, guardians, or other family members.
- You do not have to provide Social Security numbers (SSN) or cards.
- When completing the “Free and Reduced-Price Meals” form, only provide the last four digits of the SSN of the adult household member who signs the application.
- If the family meets the income eligibility requirements and no adult household member has a SSN, your child still qualifies. Check the “No SSN” box on forms where applicable, to ensure that applications are complete.
- If any household member participates in CalFresh, CalWORKs (California Work Opportunity and Responsibility for Kids), or FDPIR (Food Distribution Program on Indian Reservations), no adult household member needs to provide the last four digits of his or her SSN to qualify the student for free or reduced-price meals at school.
- When providing information for proof of a student’s residency or age, you do not have to use documents that could reveal information related to immigration status.

2. Take steps to protect student information:

- Ask for the school’s written privacy policies regarding student information.
- Review the school’s policy for “directory information”—which allows for public release of basic student information—and consider whether to opt out of releasing of that information.

3. Take steps to prepare for situations where one or more parents or guardians are detained or deported:

- Develop and keep in a safe place a “Family Safety Plan” (example: https://www.ilrc.org/sites/default/files/resources/family_preparedness_plan.pdf) that includes the following information:
- Name of a trusted adult to care for your child if no parent or guardian can.
- Emergency phone numbers and instructions on where to find important documents (birth certificates, passports, Social Security cards, doctor contact information, etc.)
- Make sure that your child’s school always has current emergency contact information, including alternative contacts if no parent or guardian is available.

RESOURCES

The following resources are available to immigrant families responding to detentions or deportations:

- The Immigration and Customs Enforcement (ICE) detainee locator: <https://locator.ice.gov/odls/homePage.do>. Please Note: This site is intended only for locating individuals who are already detained, and not for general immigration status inquiries.
- Immigration lawyers in private practice, accredited representatives (who assist immigrants in immigration proceedings), or legal-aid organizations:
 - State Bar of California Attorney Search: <http://www.calbar.ca.gov/Attorneys>
 - California organizations accredited by Board of Immigration Appeals (BIA) to represent immigrants before the Department of Homeland Security (DHS) and Executive Office of Immigration Review (EOIR): <https://www.justice.gov/eoir/page/file/942306/download#CALIFORNIA>.
 - California Courts Self-Help Centers: <http://www.courts.ca.gov/selfhelp-selfhelpcenters.htm>.
 - Legal-aid offices and lawyer-referral services: <http://www.courts.ca.gov/getting-legal-help>.
 - The consulate or embassy of the parent’s or guardian’s country of origin.

Family Resource Center

The FRC serves as a hub to connect parents and caregivers to district services and trusted community partners. FRC has established ties with local immigration and legal services, as well as family support agencies.

<p>RUSD Family Resource Centers (FRC) <i>Learning. Wellness. Engagement</i></p>	<p>Locations</p>
<p>RUSD Family Resource Center (FRC) Contact us for information and linkages to:</p> <ul style="list-style-type: none"> • Access to essential family support services • Legal Assistance Programs • Health and Wellness • Counseling and Crisis Assistance - SAP Counselor on-site • Parenting Support • Childcare • Low-cost Internet and Computer Access • Referrals to local providers 	<p>6735 Magnolia Avenue, Portable B6 Riverside, CA, 92506 (951) 328-4003</p> <p>Hours: Monday - Friday 7:30 am to 4:30 pm <i>Extended office hours by appointment only</i></p>
<p>RUSD Family Resource Center at Community Settlement Association (CSA) The FRC at CSA facilitates access to FRC services for families residing in the Eastside. The partnership enables resources and support in the following areas:</p> <ul style="list-style-type: none"> • Legal document preparation • Basic Needs: Food pantry, clothing closet, diaper distributions • Cal Fresh and MediCal applications • Computer Access • After-school programs 	<p>4366 Bermuda Avenue Riverside, CA 92507 (951) 328-4003</p> <p>Hours: Mondays: 8:00 am - 4:30 pm Wednesdays: 8:00 am - 4:30 pm Extended office hours by appointment only. <i>*Ask for Melissa Santana, Bilingual Family and Community Liaison</i></p>

Additional Resources

Know Your Rights: What to do if detained

This resource is designed to help immigrants and their families better understand what to do when someone is detained by immigration officials. For more information about immigrants' rights, visit immigrantjustice.org/KnowYourRights.

IMMIGRANTJUSTICE.ORG/KNOWYOURRIGHTS




City and County Resources

City and County Resources	Website
<p><u>City of Riverside - A Safe, Inclusive Riverside for Everyone</u> The webpage provides helpful information, reporting tools, and resources to help community members stay informed, understand their rights, and access City services with confidence.</p>	 bit.ly/rivcityimmig
<p><u>County of Riverside - Immigration Resources</u> The webpage provides community members with immigration information and resources.</p>	 bit.ly/rivcoimmig
<p><u>Riverside County Department of Public Social Services (DPSS) Refugee and Immigrant Resources</u> DPSS works with community organizations to support refugees and immigrants in Riverside County.</p>	 bit.ly/dpssimmigration

Local Immigration Legal Services	Location	Website
<p><u>Training Opportunity Development Education Center (TODEC)</u> Free legal services for immigrants and community members, as well as community advocacy and engagement.</p>	<p>234 S. D Street Perris, CA 92570 (951) 943-1955</p>	 todec.org
<p><u>San Bernardino Community Service Center</u> SBCSC provides limited legal services to eligible community members in the Inland Empire.</p>	<p>788 N. Arrowhead Avenue San Bernardino, CA 92401 (909) 885-1992</p>	 sbcsinc.org
<p><u>Catholic Charities Family & Community Services</u> Information, consultation, and education. Catholic Charities is also a Refugee Resettlement Agency authorized by the federal Department of State to provide supportive services to refugees.</p>	<p>3020 Madison Street Riverside, CA 92504 (909) 388-1240</p>	 ccsbriv.org
<p><u>Coalition for Humane Immigrant Rights (CHIRLA)</u> Legal services, education, advocacy, and leadership.</p>	<p>330 North D Street, Suite 424 San Bernardino, CA 92401 (909) 475-0687</p>	 linktr.ee/CHIRLAIE
<p><u>Central American Resource Center (CARECEN)</u> Legal services, advocacy, and policy.</p>	<p>468 W. 5th Street Suite 204 San Bernardino, CA 92401 (213) 385-7800</p>	 carecen-la.org
<p><u>Inland Counties Legal Services</u> Immigration support to adults and minors who have been survivors of domestic violence in the U.S.</p>	<p>Riverside Office 1040 Iowa Avenue Suite 109 Riverside, CA 92507 (888) 245-4257</p>	 inlandlegal.org

Local Immigration Legal Services	Location	Website
<p><u>Libreria del Pueblo-San Bernardino</u> Legal consultation, education, and family support services.</p>	<p>998 N D Street San Bernardino, CA 92410 (909) 888-1800</p>	 libreriadelpueblo.org
<p><u>The Pomona Economic Opportunity Center (PEOC)</u> The Immigrant Rights Department provides affordable immigration legal services, education, and advocacy to day laborers, household workers, and other low-wage immigrant workers.</p>	<p>Riverside Extension 3610 Central Avenue Suite 204 Riverside, CA 92506 (909) 397-4215</p>	 pomonadaylabor.org
<p><u>Asian American Advancing Justice Southern CA</u> Legal services, education, advocacy, and engagement.</p>	<p>2401 East Katella Avenue Suite 600 Anaheim, CA 92806 (213) 977-7500</p>	 ajsocal.org
<p><u>Immigrant Defenders Law Center (ImmDef)</u> ImmDef is a next-generation social justice law firm that defends our immigrant communities against injustices in the immigration system.</p>	<p>634 S. Spring St. 10th Fl. Los Angeles, CA 90014 213-634-0999 info@immdef.org <i>Offices in Riverside-By appointment only</i></p>	 immdef.org
<p><u>U.S. Department of Justice-Executive Office for Immigration Review</u> A listing of Pro Bono Legal Service Providers within CA.</p>	 justice.gov/eoir	




Local Immigration Legal Services	Location	Website
<p><u>UC Immigrant Legal Services</u> The UC Immigrant Legal Service Center only provides immigration assistance to enrolled UC students and their immediate family members.</p>	<p>UCR Undocumented Student Programs 900 University Avenue Riverside, CA 92521 (951) 827-2193</p>	 <p>usp.ucr.edu</p>








<p>Consulate Offices <i>Legal Assistance, Records and Document Preparation, Emergency Support</i></p>	<p>Website</p>
<p><u>Find your nearest Consulate Office - Directory</u></p>	 <p>bit.ly/4cKAYkp</p>
<p><u>Consulate of Mexico, San Bernardino</u> Dr. Salvador Percastre Mendizabal, Cónsul titular 293 N D St. San Bernardino, CA 92401 (909) 889-9836</p>	 <p>consulmex.sre.gob.mx</p>
<p><u>Consulate of Guatemala, San Bernardino</u> Licda. Raquel Donado, Cónsul San Bernardino, California proteccionconsularsb@minex.gob.gt (909) 572-8800</p>	 <p>minex.gob.gt</p>
<p><u>Consulate of El Salvador, San Bernardino</u> Lic. Manuel Eugenio Flores Tobar 3505 Highland Ave. Highland, CA 92346 (888) 301-1130</p>	 <p>consuladoselsalvador.com</p>

Wellness Resources

We recognize that uncertainty and stressful situations can take an emotional toll on students and families. Feelings of worry, anxiety, or distraction are completely understandable during challenging times. The well-being of our students remains a priority, and support is available. Below you will find resources and services designed to help students and families navigate concerns and access assistance when needed.

Wellness Resources	Website
<p><u>RUSD Student Assistance Program (SAP)</u> Students may be experiencing emotional distress due to immigration concerns, affecting their sense of safety and well-being. These emotions can sometimes lead to a refusal to attend school or other behavioral changes. SAP counselors are a vital resource and are available to support the mental health and well-being of all students and their families.</p>	 riversideunified.org/sap
<p><u>Care Solace</u> Care Solace provides care coordination to verified mental health care providers, including counseling agencies and private practice providers, offering in-person and telehealth options.</p>	 bit.ly/RUSD_CareSolace
<p><u>CA Youth Crisis Line</u> Text 24/7 to get free support from a trained counselor. 800-843-5200 or chat online.</p>	 calyouth.org

Wellness Resources	Website
<p><u>Reach Out</u> Free Mental Health Support for the IE</p>	 <p>we-reachout.org/jrvc/</p>
<p><u>Immigrants Rising</u> Wellness resources to help undocumented people stay grounded and thrive regardless of their status.</p>	 <p>immigrantsrising.org</p>
<p><u>If you need to talk, the 988 Lifeline is here</u> The 988 Suicide & Crisis Lifeline is available if you're facing mental health struggles, emotional distress, or just need someone to talk to. You are not alone.</p>	 <p>988lifeline.org</p>
<p><u>Brightlife Kids</u> Personalized support for California families. Kids ages 0-12 get free, expert coaching for sleep issues, worry, social skills, and more.</p>	 <p>brightlife.kids</p>
<p><u>The Inland Empire Immigrant Youth Collective (IEIYC)</u> Elevating the Voices of Immigrant & Undocumented Youth</p>	 <p>theieiy.org</p>