



San Jose Charter Academy

Responding to the Detention or Deportation of a Student's Family Member Policy

San Jose Charter Academy shall encourage families and students to have and know their emergency phone numbers and to know where to find important documentation, including birth certificates, passports, Social Security cards, doctors' contact information, medication lists, lists of allergies, etc., which will allow them to be prepared in the event that a family member is detained or deported.

The school shall permit students and families to update students' emergency contact information as needed throughout the school year, and provide alternative contacts if no parent or guardian is available.

The school shall ensure that families may include the information of an identified trusted adult guardian as a secondary emergency contact in case a student's parent or guardian is detained.

The school shall communicate to families that information provided within the emergency cards will only be used in response to specified emergency situations, and not for any other purpose.

In the event a student's parent/guardian has been detained or deported by federal immigration authorities, the school shall use the student's emergency card contact information and release the student to the person(s) designated as emergency contacts. Alternatively, the school shall release the student into the custody of any individual who presents a Caregiver's Authorization Affidavit on behalf of the student. The school shall only contact a child protective services agency if the school personnel are unsuccessful in arranging for the timely care of the child through the emergency contact information that the school has, a Caregiver's Authorization Affidavit, or other information or instructions conveyed by the parent or guardian.