



# Highlands Montessori Policy on Privacy and Immigration Requests

**Purpose:**

This policy outlines how Highlands Montessori responds to immigration officials to ensure the safety, privacy, and well-being of children, families, and staff.

**Scope:**

This policy applies to all children, families, staff, and visitors at Highlands Montessori. It covers interactions with immigration authorities and protects the privacy of children, families, and staff members, including their personal records.

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**1. Privacy and Confidentiality**

We will not share personal information about children, families, or staff with immigration authorities without legal authorization, except when required by law.

**2. Access to the Premises**

Immigration officials may only access the premises if they provide legal documentation (warrant, subpoena, etc.). The Director or a designated staff member must be present during any interaction with immigration officials.

**3. Staff, Student, and Family Records**

Immigration officials cannot access staff, student, or family records without legal authorization. All personal records will be kept confidential.

**4. Staff Training**

All staff will be trained on how to respond to immigration requests, ensuring the safety and privacy of all individuals in our care.

**5. Parental Rights and Support**

Parents/guardians will be notified immediately if immigration officials are present. We encourage families to discuss any concerns with the Director.

**6. Emergency Situations**

In an emergency, we will follow our standard safety protocols while complying with the law. Immigration officials will be informed of our commitment to protecting the safety of children and staff.

For resources and further information, please visit:

<https://www.jeffcopublicschools.org/services/family-community-partnerships/family-response-service-team/immigration-frequently-asked-questions-for-students-and-families>

# ICE Procedures at Highlands Montessori

The safety, privacy, and well-being of children is our highest priority. These procedures apply **at all times**, including when the Director is not on site.

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## If ICE Comes to Campus

### 1. No entry

- ICE is **not permitted to enter the building** under any circumstances.
  - Doors remain locked.
  - Any interaction occurs **outside only**.
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### 2. If a parent encounters ICE

- Parents should **not allow access** to the building.
  - Parents should **immediately locate a staff member** or notify the front desk.
  - Staff will take over the interaction and follow school procedures.
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### 3. Staff follow a fixed protocol

- Staff immediately notify school leadership.
  - No individual staff member makes decisions independently.
  - If leadership is unavailable, staff **still follow these procedures** without exception.
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### 4. Children are fully protected

- Children remain with their teachers at all times.
  - Children are **never released** to ICE.
  - Children are never identified, discussed, or pointed out.
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### 5. No information is shared

The school does **not** share or confirm:

- Enrollment status
- Family or guardian names

- Addresses or contact information
- Schedules or attendance
- Immigration or citizenship information

All child and family information remains confidential.

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## 6. Normal routines continue

- Classrooms continue their day as usual.
  - No announcements are made to children.
  - The goal is calm, stability, and minimal disruption.
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## 7. Documentation and follow-up

- The interaction is documented by administration.
  - Legal counsel and licensing support are consulted if needed.
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## What This Means for Families

- Your child will **always remain safe and supervised**.
  - Your family's information is **not shared**.
  - Families are asked to help maintain building security by **directing any law enforcement to staff**.
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## Bottom Line

**No entry.**

**No information.**

**No release of children.**

**Staff notified immediately.**