

# Know Your Rights



## Confidentiality

NYC Public Schools (NYCPS) does not ask about or track the immigration status of students or family members. Our personnel will not keep any documentation related to immigration status that you may give them. Unless absolutely required by law, NYCPS staff will not share student information.

## Language Access

All New York City public schools provide free translation and interpretation services for families who prefer to communicate in a language other than English. Visit [schools.nyc.gov/Hello](https://schools.nyc.gov>Hello) to learn more.

## Safe Schools

To maintain a safe environment for all students, non-local law enforcement officers, including Immigration and Customs Enforcement (ICE) personnel, are not allowed to enter NYCPS schools except when required by law, and only after the school has consulted with NYCPS lawyers. What happens if an ICE officer shows up at school?

- The School Safety Agent will call the principal, who will meet the officer at the safety desk. The principal will tell the officer that he or she must wait outside of the school building while the principal talks with NYCPS lawyers.
- The principal will speak with NYCPS lawyers and notify the parent or guardian. ICE officers will only be allowed to enter if they have a valid judicial warrant or if certain types of emergencies occur that require urgent action. Visit [schools.nyc.gov/SupportingAllStudents](https://schools.nyc.gov/SupportingAllStudents) to learn more.

## Can I visit my child's school if I'm undocumented?

**Yes.** To visit a NYCPS school, you need to have an official form of photo identification. NYCPS accepts IDNYC, the free municipal ID card issued by NYC to all New Yorkers.

IDNYC does not collect immigration status information. You can sign up for a free IDNYC card at [nyc.gov/IDNYC](https://nyc.gov/IDNYC).

# Protect Your Family

## Update Your Information

Provide emergency contact information to your child's school that includes names and telephone numbers of adults (for example: family members, friends, babysitters, neighbors, or other school parents) who can pick up your child in your absence. That includes any 3-K, pre-K, child care, or after-school program that your child attends.

There are several ways to appoint someone to take care of your child. Visit [on.nyc.gov/FamilySeparation](https://on.nyc.gov/FamilySeparation) to learn more.

1. The first way is to designate a person in parental relationship by filling out a form with the NYS Office of Children and Family Services called **OCFS-4940**. This can be done immediately and does not require you to go to court.
2. The second way to go this is through a process called **Standby Guardianship**. This process requires filling with a court.

## Respect For All

No child should feel unsafe at school, which is why NYCPS is committed to maintaining a safe and supportive learning environment that is free from harassment, intimidation, bullying, and discrimination. If your child tells you of feeling bullied or harassed, please report it immediately to school staff.

Visit [schools.nyc.gov/RespectForAll](https://schools.nyc.gov/RespectForAll) for more information on how to report bullying.

## Additional Resources

### NYC Mayor's Office of Immigrant Affairs – MOIA Immigration Legal Support Hotline

**800-354-0365**

Monday–Friday, 9:00 a.m.–6:00 p.m.  
Interpretation services available

### The City of New York

**311**

Available all day, every day  
Ask for "immigration"  
Interpretation services available

### Family Legal Care

**212-343-1122**

Monday–Friday, 9:00 a.m.–1:00 p.m.  
and 2:00 p.m.–5:00 p.m.  
Interpretation services available

### Know Your Rights

[nyc.gov/KnowYourRights](https://nyc.gov/KnowYourRights)

Learn about your rights and available protections.

### Family Justice Centers

[nyc.gov/FJC](https://nyc.gov/FJC)

Find support and services for survivors of domestic and gender-based violence.

