

Protocol if Student's Family Member is Detained

If faculty/staff/student becomes aware of a student that has a family member detained, email the Dean of Students, Norah Collins Pienta ncollinspienta@lewisu.edu or deanofstudents@lewisu.edu to notify.

Faculty/staff should not ask for any specifics about the person detained (Name/DOB/etc.) but provide support, care, space for the student/employee to share what they want, and inquire of the student/employee what they need.

- Resources to the student, such as TimelyCare, Student Wellness Center, and LU Cares website.
- Resources to the employee, such as EAP and LU Cares website.

Dean of Students will identify a person of trust and support to be a primary point of contact – could be a Success Coach/Faculty Mentor or Dean of Students Office. Person of Trust will outreach to the student whose family member was detained with support, including:

- Basic Needs
 - Housing/Shelter – Housing Insecurity [Office of the Dean of Students | HOUSE Program](#)
 - Food – Romeoville Campus Food Pantry [University Ministry | Food Pantry](#)
 - External Resources, based on location
- Financial Aid Review **Available to degree seeking students*
- LU Cares - links to external resources [Student Services | LU Cares | Undocumented and Immigrant Student Resources](#)
- TimelyCare [Student Wellness Center | Timely Care](#) and Student Wellness Center [Student Wellness Center](#) **Available to degree seeking students*
- Rise Together Student Support Group **group may not continue to meet. Will reach out to Lasallian Belonging before sharing this as a resource.*
- Academic Supports – Instructors may offer an online option for in-person courses **on a per-student basis**, using the following procedure:
 - **Instructor Discretion:** Individual instructors may choose to allow a student to attend class remotely if the student expresses concern about their safety traveling to and from campus. **No Documentation Required:** Students are not required to provide documentation. Simply having knowledge that the student is not attending due to these concerns is sufficient. **Modality Change Requests:** If a section-wide modality change is needed, please contact Sarah Wiegman to submit a ticket. Brad Baldys will assist in implementing the change. **Registrar Support:** The Registrar's Office is aware of this procedure and ready to assist as needed.

Dean of Students office will remind employee of EAP resources for their own support [Office of Human Resources | Employee Assistance Program \(EAP\)](#)

If federal agents come to the Romeoville location, contact LUPD. If federal agents come to any other location, contact local law enforcement and then LUPD. Do not attempt to physically impede or obstruct agents or their vehicles as this could result in criminal charges. Advise agents they are on private property and they must await LUPD for further assistance and review of their purpose for being present on campus. Students and employees retain the right to remain silent and are not required to answer any questions asked by any law enforcement officer.

Protocol if Student is Detained

If faculty/staff/student become aware of a student that has been detained, email the Dean of Students, Norah Collins Pienta ncollinspienta@lewisu.edu or deanofstudents@lewisu.edu to notify. Please share who notified of the detainment – friend, family and contact email/phone, if known.

Dean of Students staff or designee will serve as a primary point of contact with family or emergency contact.

Dean of Students will work with CASE on Absence Notification to faculty without identifying any specific details. If needed, DOS and CASE will facilitate an Administrative Withdrawal and review student account.

Dean of Students office will remind employee of EAP resources for their own support [Office of Human Resources | Employee Assistance Program \(EAP\)](#) and Students to TimelyCare [Student Wellness Center | Timely Care](#) and Student Wellness Center [Student Wellness Center](#).

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Protocol if Employee's Family Member is Detained

If faculty/staff becomes aware of an employee that had a family member detained, email Human Resources at hr@lewisu.edu to notify.

Faculty/staff should not ask any specifics about the person detained (Name/DOB/etc) but provide support, care, resources to the employee. Provide space for the employee to share what they want. Inquire of the employee what they need.

HR will reach out and share EAP resources and inquire what other supports might be needed.

- EAP [Office of Human Resources | Employee Assistance Program \(EAP\)](#)
- LU Cares -links to external resources [Student Services | LU Cares | Undocumented and Immigrant Student Resources](#)

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