

Protocol for Responding to Immigration Enforcement at Centennial Schools

The following protocol is to be followed if Immigration and Customs Enforcement (ICE) comes to schools or the district office asking for information or asking to contact students, staff or parents.

Portland and Multnomah County are considered a “sanctuary” city and county. This means that no local law enforcement will be called in to assist ICE actions without a criminal warrant. Schools are considered safe zones:

“Under current policy, schools are safe zones where federal officials should avoid immigration enforcement actions. We don’t know yet what the policies the President-Elect or Congress will put into place regarding immigration enforcement. In the meantime, all current Department of Homeland Security (DHS) policies remain in effect...DHS policy on sensitive locations enforcement instructs immigration and border agents to avoid undertaking enforcement actions at sensitive locations, like schools, recognizing the importance of being safe from fear of immigration enforcement actions at certain locations.” ACLU letter to Oregon Superintendents, December 16, 2016

Pro-active strategies:

- Encourage families to attend community “Know Your Rights” trainings
- Review student emergency contacts to ensure that there are names/numbers in Synergy
- Include reminders to families regarding updating emergency contacts, etc. in your school’s newsletter.
- Provide this ICE Protocol information to secretaries and staff
- Review relevant policies
- Review “Shelter in Place” practices: (heat override, access to food and water, supervision and contacts.)

Relevant School Board Policies/Procedures:

- Unmet Student Protocol
- Standard Response Protocol-”Shelter in Place”
- Reporting of Suspected Child Abuse (JHFE)
Reporting of Suspected Child Abuse (JHFE-AR)
- Education Records/Records of Students with Disabilities (JO/GBAB)
Education Records/Records of Students with Disabilities Management (JO/GBAB-AR)
- Directory Information (JOA)
- Relations with Law Enforcement Agencies (KN)
Relations with Law Enforcement Agencies (KN-AR)

If you have any questions regarding ICE situations, please contact Superintendent Dr. Paul Coakley or Assistant Superintendent James Owens.

In the **unlikely** event that a school is contacted by immigration officials, contact the District Office immediately. The following protocol should be followed.

Event	District/School Response
Immigration officials arrive at school, asking for information/records about a child or family	<p>Do not share records without a subpoena. Under FERPA, we cannot share records without a subpoena. This includes home address, phone number, emergency contacts, etc. Ask the requesting officer to send a written request to the Superintendent.</p>
Immigration officials arrive at school asking to interview a child or children	<p>This is not an option for k-5 students.</p> <p>Notify students (grade 6-12 only) that the official wants to speak to him/her but it is their decision as to whether they will do so.</p> <p>If the immigration officers indicate that they are dealing with a matter of child abuse or neglect, inform the officer: <i>“If you believe you have information related to child abuse, you must contact Child Welfare or local law enforcement as they coordinate child abuse response.”</i></p> <p>If the immigration officer provides school staff with information that would indicate the possibility of child abuse, the staff member should follow the district protocol to report suspected child abuse.</p>
Immigration officials arrive with the intent to remove a child or children	Unless there is an arrest warrant, the student is not to be disturbed at school.
Students are unmet at the end of the school day because of family member detainment and students are returned to school.	<p>Initiate “Shelter in Place” from Standard Response Protocol.</p> <p>Contact Parent/Guardian and emergency contacts listed in Synergy. Follow Unmet Student Protocol if no parent/guardian or emergency contact is located.</p>