



Parkrose School District
IMMIGRATION AND CUSTOMS ENFORCEMENT PROTOCOL

The following protocol is to be followed if Immigration and Customs Enforcement (or ICE) comes to our schools or district office asking for information or asking to contact students, staff, or parents. Remember that Oregon has the Sanctuary Promise law. This law prohibits immigration agents or law enforcement from directly or indirectly helping with immigration enforcement without a judicial warrant. This means that no local law enforcement will be called in to assist them in their actions unless the person they are looking for has a criminal warrant.

Key Components of the Oregon Sanctuary Law

School districts are prohibited from disclosing personal information for purposes of immigration enforcement. This includes disclosing a person's address or other contact information, place or hours of work or school hours, and known associates or relatives.

School districts are prohibited from collecting information on immigration status except where otherwise required by law. And, if a school district or other public body is required to collect such information, it may not be disclosed except as authorized by law or a valid court order.

School districts are prohibited from using public resources and facilities, including technology or personnel, for immigration enforcement purposes.

If a school district receives a request from a federal agency regarding immigration enforcement, the school district must document and deny that request, and then report it to the Oregon Department of Justice.

The only exception is that, if the request or communication is accompanied by a judicial subpoena, the district should comply after consulting with counsel. Note that only judicial subpoenas are valid for this purpose; ORS 181.823(2) specifically excludes administrative subpoenas issued by a federal immigration authority from the definition of "judicial subpoena."

General Guidelines for Staff:

1. Our schools have a legal obligation to educate every child between the ages of 4-18, and up to 21 for some students. This obligation does not depend on whether the child is legally within the United States.
2. Parkrose District staff shall not ask about a student's immigration status or that of the student's family members.
3. Staff shall not disclose the personal information of any Parkrose School District students pursuant to the Family Educational Rights and Privacy Act (FERPA), relevant law and Board



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policies Student Education Records Management, [JO/IGBAB-AR](#), and [JOA Directory Information](#), and [JOB Personally Identifiable Information](#).

4. All law enforcement initiated requests to interview or investigate students shall be done in accordance with district policy.
5. Any ICE officer intending to enter any Parkrose School District property, sponsored event, or bus must first notify the Superintendent in person. Adequate notice must be given so that steps can be taken to ensure students' and staff's emotional and physical safety. **Staff should refer all ICE inquiries to the district office.**

Protocol for Staff:

1. Unless they have an arrest warrant for one of our students, the student is not to be disturbed at school. We will notify the student (grades 6-12) that they want to speak to him/her but it is his/her decision as to whether he/she will do so. We suggest that the student call their parent and/or guardian before making the decision to speak to them. This is not an option for elementary-aged students.
2. If you believe you have information related to child abuse, you must contact the Department of Human Resources or local law enforcement, as they coordinate child abuse response. Follow the usual protocol as it relates to suspected child abuse.
3. Our staff do not contact parents on any matters except those that involve school-related subjects, such as student attendance, completion of homework, etc. We will not contact parents for any reason that is not directly related to a school-based issue.
4. If a student goes home only to find that there are no parents at home due to deportation while the child was at school, by any means, the child is to return to school where the proper authorities will be contacted. Those listed in Synergy as parent/guardians will be contacted until we are certain the child or children are safe.
5. If anyone asks for copies of student records, including emergency procedure cards that contain home address, phone number, emergency contact, etc., or other student educational records, we are not obligated to provide them unless they present a subpoena signed by an attorney or a judge. Even though some of this information may be “directory information,” remember that while the District MAY release directory information, it is NOT OBLIGATED to do so in every request. Ask the requesting officer to put in writing the request for student records or information in records and send it to the Superintendent’s Office.



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6. If you have any questions at any time regarding ICE situations, please immediately contact Antoinette Harrison at antoinette_harrison@parkrose.k12.or.us or 503-408-2118

Communication with Students:

Parkrose School District has procedures in place to keep them safe at school from immigration enforcement. We will not provide anyone with their information that is not their parent or guardian. We are working together to help parents and students understand that our focus is on their education and their safety.

PS- RESOURCES FOR FAMILIES ON NEXT PAGE



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Oregon Department of Justice Sanctuary Promise Response Hotline

1-844-924-STAY
(1-844-924-7829)

Spanish Direct Line:
1-844-626-AMPARO
(1-844-626-7276)

Operators are standing by 9 am to 5 pm Pacific time, Monday-Friday. Interpreters in over 240 languages. After hours? Leave a message and we'll return your call. We accept all relay calls.

The Sanctuary Promise Act was signed into law on July 19th, 2021, strengthening the existing state sanctuary laws. It restricts the collection and prohibits sharing of information related to a person's national origin, immigration or citizenship status. Oregon state and local public resources and personnel, including state and local government offices and law enforcement agencies, are prohibited from being used for immigration enforcement.

If you suspect a violation of Oregon sanctuary laws, we want to hear from you. Suspected violations can be reported through this online portal or call the Oregon sanctuary promise hotline at 1-844-924-STAY. Call us in any language. We have a direct access language website at PromesaSantuario.Oregon.gov with a Spanish direct dial hotline at 1-844-626-AMPARO (1-844-626-7276)

To report ICE Activity in the community, contact Portland Immigrant Rights Coalition, PIRC at 1-888-622-1510.