



# INS-A035-IMMIGRATION OFFICIALS AND OTHER NON-LOCAL LAW ENFORCEMENT: SCHOOL RESPONSE

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## ADMINISTRATIVE POLICY

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### INSTRUCTION

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#### SUMMARY

The Salem-Keizer School District is committed to providing all students with a safe and welcoming learning environment.

#### DEFINITIONS

#### I.C.E.

United States Immigration and Customs Enforcement

#### INSTRUCTION

1. In the event that non-local law enforcement official(s) such as United States Immigration and Customs Enforcement (ICE), or any other federal law enforcement officials presents themselves at a school, staff shall request and verify identification.
2. Absent an arrest warrant, non-local law enforcement officials including ICE officials do not have the authority to remove a student from school.
  - a. If the intent of the visit is to remove a student, staff should immediately contact the superintendent's office AND safety and risk management services for guidance before allowing access to the student.
3. Student records shall remain protected under federal law and shall not be shared.
  - a. If the law enforcement official presents a valid search warrant, subpoena, or authorization from the parent or guardian, staff should immediately contact the superintendent's office AND safety and risk management services for guidance before allowing access to records.
4. Advise the law enforcement official that you intend to contact the parent/guardian.
  - a. If the officer gives a direct order not to contact the parent, request the authority for such an order and immediately contact the superintendent's office AND safety and risk management services for guidance before contacting the student's parent/guardian or taking any other action.

#### APPLICABILITY

- All SKPS Staff and Students

#### APPROVAL AUTHORITY

- Executive Administration

#### REVISION HISTORY

- 12/15/2016 – Document Approved
- 01/04/2017 – Title Change
- 01/23/2025 – Added definitions, moved to new accessible template
- 10/16/2025 – Added Safety and Risk Management Services to the guidance