Responding to Immigration and Customs Enforcement (ICE)

For building staff:

If ICE agents come into the school:

1. Ask for identification. Make a copy of the ID.
2. Ask the ICE agents to wait in the office or other space away from students.
3. Call for the assistance of a building administrator.
4. Call 503-916-3570 to inform District office of the presence of ICE at your building. If the ICE agent is looking for a particular student, contact the parents immediately to let them know what is happening at the school.
5. DO NOT PROVIDE THE AGENTS WITH ANY INFORMATION.
6. DO NOT PRODUCE THE STUDENT(S) THEY ARE ASKING ABOUT.
7. If the ICE agent presents a warrant, take a photo it and let the agent know that you have no authority to assist in this matter and direct them to contact the General Counsel's office at 503-916-3570.

If ICE agents are outside of or on school property:

1. Usher students into the building. Secure the perimeter. Principal will convene building crisis team.
2. Contact Portland Immigration Rights Coalition (PIRC) 1-888-622-1510.
3. Call 503-916-3570 to inform District office of the presence of ICE outside the building.
4. Building staff and central office will notify families and community partners to develop transportation plans for families who may be reluctant to pick up their children.

If there is a community raid which might impact parents' ability to pick up children after school:

1. Contact emergency contacts listed in Synergy.
    - Ideally, schools should have conversations with potentially impacted families to help them identify family members or friends as emergency contacts.
2. Follow the unmet student protocol
3. Contact community partners and community agents to determine whether there are family plans in place and to assist families in identifying persons to pick up the children.
4. Contact PIRC, 1-888-622-1510.

For district staff:

1. The General Counsel's office will take responsibility for incoming calls from building staff.
2. The General Counsel's office will communicate to the Superintendent's office, the Chief of Staff's office and Communications. A representative of one or all will go to the building to assist school personnel.
3. An attorney from the General Counsel's office will determine whether the ICE agents are operating under administrative or judicial warrants. Administrative warrants carry no relevant legal force and the District will not honor them.
4. An attorney from the General Counsel's office will also determine whether to comply with ICE subpoenas for records. The District will refuse to comply with administrative subpoenas, citing FERPA.
5. Communications will coordinate with building administration to provide a response for the families, community and the media.

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