Immigration/ICE Protocol for School Front Desk Staff - 2025

In response to questions about concerns regarding potential immigration raids at schools, this document has been prepared to serve as a guide for front desk and administrative school staff. There has been a longstanding federal policy that ICE will refrain from taking immigration enforcement action at "sensitive locations" such as schools and churches. However, President-elect Trump has indicated that he plans to rescind this policy as soon as he enters office. Although he may rescind the policy, it is unclear at this time as to whether or not ICE will actually plan to conduct detentions at schools. Nevertheless, schools should be prepared for encountering such a scenario.

If an ICE officer comes to your school for any reason, **front office staff** should:

1. Meet the officer at the first point of contact at your school, usually the front desk, and do not permit entry.
2. Request the name and badge/ID number of the officer, phone number of the officer's supervisor, purpose of the visit, and the specific reason why the officer is visiting your school during school hours.
3. Obtain a copy of any documentation from the officer (e.g., subpoena, search warrant, arrest warrant).
4. Advise the officer that he/she must wait outside the school building while you obtain guidance from building administration and contact building administration for further assistance.

Building administration should:

1. Contact district administration and local law enforcement.
2. Greet the officer and advise the officer that prior to responding to his/her request, you must notify and obtain guidance from district administration and legal counsel.
3. Notify our legal counsel at 541-693-5620, and provide them with the details and documentation obtained from the officer. Do not take action until you obtain instructions from local law enforcement and/or legal counsel.
4. Contact the parent/emergency contact after consulting with local law enforcement.

Generally, ICE law enforcement will not be permitted to interview, detain, etc. a student unless they are in possession of a valid legal document that permits them to do so, such as a warrant. Therefore, it is imperative that you check with legal counsel and/or local law enforcement before taking any action.

Regarding student records, federal law (FERPA) prohibits schools from disclosing any educational records relating to a student without parental consent (or the student's consent if 18 and over) or an exception (e.g., a court order or subpoena or a health and safety emergency). Given this, if an ICE officer requests student information, you are prohibited from disclosing it unless the above scenarios are met.

One last note: Oregon is a sanctuary state. This means it is against Oregon law for public agencies or for state or local law enforcement officials to participate directly or indirectly in immigration enforcement activities without a judicial warrant. In other words, your local law enforcement should not be coming into the schools for the purpose of enforcing immigration laws without an enforceable warrant. **If ICE does have valid legal documentation, district staff must comply. A staff member who does not comply could be charged with obstruction, which is a federal crime.**