

Immigration Enforcement Response Training

CLSD • Policy KNA



Purpose of Training

Keep schools safe, protect privacy, follow the law, and maintain a calm learning environment.

SB 1538 (2026)

Effective July 1, 2026

Includes changes related to immigration and citizenship status, and Oregon DOJ model policies for public schools.

[Read SB 1538 on OLIS](#)

HB 4079 (2026)

Effective September 30, 2026

Requires districts to adopt policies addressing notice when federal immigration authorities are confirmed on school property, designate responsible administrators, and provide training.

[Read HB 4079 on OLIS](#)

Related Policy

Keep schools safe, protect privacy, follow the law, and maintain a calm learning environment.

General Student Policies

[Policy ACB](#)

Every Student Belongs (Bias Incidents)

[Policy JOA](#)

Student Records & Directory Information

[Policy JOB](#)

Personally Identifiable Information

Immigration Response Protocol

[Policy KNA \(forthcoming\)](#)

Immigration Enforcement Response Policy

[KNA - AR1](#)

Administrative Regulation: Response Protocol

[KNA - AR2](#)

Administrative Regulation: Information Sharing

[Model Attorney Generals Policy](#)

Our Goal

Keep schools safe, protect privacy, follow the law, and maintain a calm learning environment.

Staff Expectations

No Expert Knowledge Required

You are not expected to be an immigration law expert.

Know the Protocol

You are expected to know what to do — and who to call.

District Protocol

Do Not Assess Authority

Do not independently decide whether an officer has legal authority.

Centralized Coordination

CLSD leadership will coordinate the district's response.

CLSD Chain of Communication



Five Things Staff Should NOT Do

Information & Access

- **Do not** provide records or information about a student, staff member, or volunteer.
- **Do not** confirm whether a person is present — or make that person available.
- **Do not** allow access to non-public areas of district facilities or property.

Authority & Consent

- **Do not** sign documents presented by federal immigration authorities.
- **Do not** give consent to an immigration enforcement action.

Do not physically interfere with or obstruct lawful enforcement activity.

What Do I Actually Say?

RESPONSE SCRIPT

“I am not authorized to provide access or information. I will contact my administrator, who can assist you.”



Stay Calm

Take a breath, speak clearly, and remain professional.



Do Not Argue

Avoid debating the law or policies with the officer.



Contact Administrator Immediately

Notify your designated building or department head right away.

STOP → REFER → NOTIFY

STOP

Don't provide information, access, signatures, or consent.

REFER

Direct the officer/request to the building or department administrator.

NOTIFY

Administrator immediately contacts the Superintendent/District Office.

Protecting Information

CORE DIRECTIVE

**Don't confirm.
Don't deny.
Refer.**

Do not disclose protected student, staff, or volunteer information.



Protected Information Examples

Includes address, schedules, contact information, known associates or relatives, and citizenship or immigration status.



Protocol & Compliance

A seemingly simple question can still involve protected data.

Always route requests through the official LCSD response process.

Scenario 1: Front Office

THE SCENARIO

Two federal immigration officers enter the school office and ask:

“Is this student at school today?”



1. Strict Non-Disclosure

Do not confirm or deny the student's presence.



2. Immediate Notification

Contact the building administrator immediately.



3. Professional Referral

Explain that the administrator will assist them.

Scenario 2: “I Have a Warrant”

The Scenario

An officer says:

“I have a warrant. You have to let me in.”



1. No Independent Access

Do not argue — and do not independently grant access.



2. Immediate Notification

Contact the administrator immediately.



3. District Escalation

The administrator contacts the Superintendent/District Office.



4. Official Review

The document and its scope will be reviewed before an authorized response is made.

Scenario 3: School Bus

The Scenario

An immigration officer asks a driver to open the bus doors so the officer can board.



1. Request Outside Waiting

Ask the officer to wait outside the bus/vehicle.



2. Secure the Bus

Close the doors.



3. Immediate Notification

Immediately contact the immigration liaison/administrator.



4. Follow LCSD Protocol

Follow the direction provided through the LCSD response process.

Communication Is Coordinated

The Policy

Policy KNA establishes notice requirements:

When federal immigration authorities are confirmed on school property for immigration enforcement.



1. No Personal Messages

Individual staff should not send their own ParentSquare messages, emails, texts, or social media posts about the situation.



2. District Coordination

District leadership will coordinate and manage all required communication.



3. Protect Privacy

Never disclose personally identifiable or otherwise protected student or staff information.

Remember

Core Directive

STOP

Do not provide access or information without authorized review:

- **No information**
- **No access**
- **No signatures**
- **No consent**



1. Refer

Building/department administrator



2. Notify

Superintendent / District Office



3. Stay Calm

Do not argue, interfere, or obstruct



4. Protect Privacy

Do not discuss or disclose protected information

Immigration Enforcement Response