



Notice of Nondiscrimination Checklist

Oregon Notice of Nondiscrimination Requirements OAR 581-021-0045

Notice states that the district does not discriminate and prohibits discrimination

Notice is for the purpose of notifying:

Students

Staff

Third Parties

Notice identifies at least the required 10 protected classes under Oregon Law: Age, Disability, National Origin, Race, Color, Marital Status, Religion, Sex, Sexual Orientation, and Gender Identity

Notice is continuously available on the district website, accessible either by a direct link on the front page of the website or by a direct link on the footer of every page of the website

Notice is posted in multiple locations, including but not limited to public-facing documents such as staff and student handbooks, annual publications, official school board documents, bulletins, graduation announcements, catalogs, recruitment materials, and school related applications

Notice is made available in the languages of the communities served by the district

Notice is disseminated annually to staff, students, and families of students as an individual notice that is accessible and written in plain language

Notice contains the contact information including name/title, work address, email address and telephone number of:

The Civil Rights Coordinator

Title IX Coordinator

Section 504 Coordinator

ADA Coordinator

Contains a link to or the web address for the district's discrimination complaint process and procedures

***Disclaimer:** Please note that this is a sample checklist provided by ODE to assist school districts. Its use is not mandatory and school districts may choose to develop their own procedures that align with OAR 581-021-0045. ODE encourages school districts to consult with legal counsel, as necessary. Contact ode.civilrights@ode.oregon.gov for more information.