

# Filing a Civil Rights Complaint

A resource for Oregon K-12 students, families, and communities.

If you are experiencing any kind of protected class discrimination in an Oregon K-12 public school or public charter school setting, you have options for filing a complaint. Options for filing a civil rights complaint include:



LOCAL

Filing a  
complaint with  
your local  
school/district



FEDERAL

Filing a complaint  
with the US  
Department of  
Education Office for  
Civil Rights



STATE

Appealing a  
complaint to the  
Oregon  
Department of  
Education



## File a complaint with your local school or district

All K-12 public school districts and public charter schools in Oregon are required by state law to have discrimination policies and procedures that cover discrimination based on **age, disability, national origin, race, color, marital status, religion, sex, sexual orientation, or gender identity**.

ORS 659.850

- Contact *any* school official to make a report either verbally or in writing (including email), such as the district Civil Rights Coordinator, your school Principal, a district official, or other staff member you trust. **Let them know you want to make a discrimination complaint.**
- Some schools provide discrimination complaint forms, which you can find on the school or district website or by contacting one of the people listed above. These forms may be used to submit a complaint in person or electronically.
- Locate your school/district's non-discrimination policies and complaint procedures for reference.

### **Can't find your district's discrimination policy? Aren't sure how to file a complaint with your district?**

- Contact your Civil Rights Coordinator and ask them how to submit a discrimination complaint. The contact information for the Civil Rights Coordinator should be posted on the district website in the district's notice of nondiscrimination; OR
- Contact an ODE Civil Rights Support Specialist at [ODE.CivilRightsSupport@ode.oregon.gov](mailto:ODE.CivilRightsSupport@ode.oregon.gov) or 971-209-8278.



## File a complaint with the U.S. Department of Education

Discrimination based on **age, color, disability, national origin, race, or sex** can be reported to the U.S. Department of Education's Office for Civil Rights (OCR) *with or without first filing a complaint with your school or district*.

OCR Website: <https://www.ed.gov/about/ed-offices/ocr>



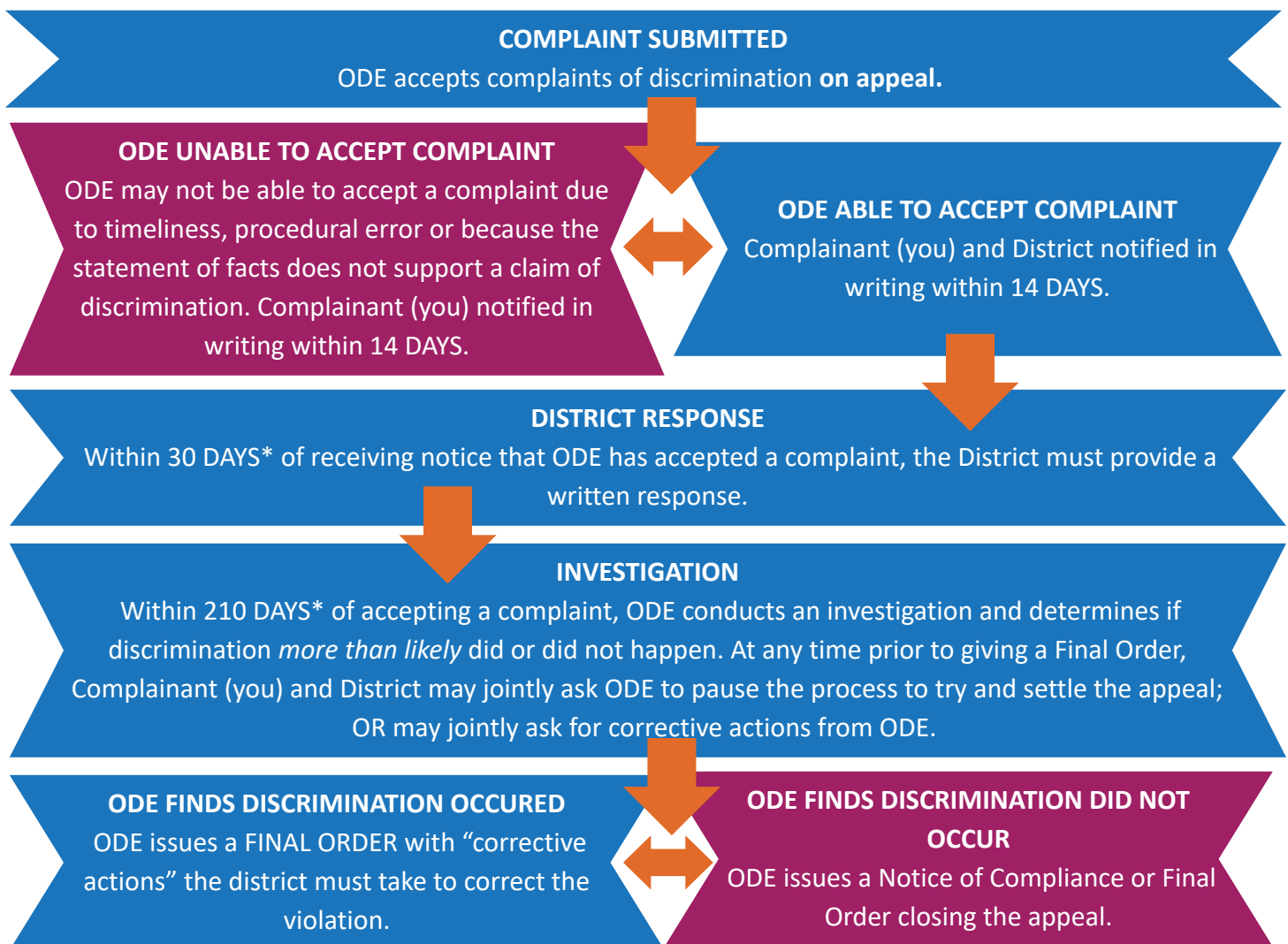


# Appeal a complaint to the Oregon Department of Education

The Oregon Department of Education (ODE) **can only accept protected class discrimination complaints on appeal, which means you need to have first filed with your school/district.** Appeals can be filed with ODE once you have completed the local school district complaint process. The local process is considered complete once you have met at least one of the following:

- You have received a final written decision from your school/district's *entire* complaint process; OR
- In a multi-step complaint process, the district does not provide you a written response about your complaint within 30 days at any one step of the process; OR
- The district does not issue a final decision or response within 90 days of the initial filing of the formal or informal complaint.

## Oregon Department of Education (ODE) Appeal Process



\*These deadlines can be extended for good cause.

## Do you have questions about filing a discrimination complaint?



Contact your school/district Civil Rights Coordinator OR  
contact ODE's Civil Rights Support Specialists at  
[ODE.CivilRightsSupport@ode.oregon.gov](mailto:ODE.CivilRightsSupport@ode.oregon.gov) or 971-673-2777



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