



DEKALB COUNTY SCHOOL DISTRICT  
1701 Mountain Industrial Boulevard  
Stone Mountain, Georgia 30083-1027

## STUDENT DISCRIMINATION COMPLAINT PROCEDURE

*The DeKalb County School District provides equal educational opportunities for all students, regardless of their race, color, religion, national origin, gender, sexual orientation, gender identity, disability, or age. No student shall be subjected to discrimination or harassment because of the student's race, color, religion, national origin, gender, sexual orientation, gender identity, disability, or age in any of the District's educational programs, activities, or practices, including implementation of the Code of Student Conduct. The School System maintains a complaint procedure that affords students a prompt, fair, and orderly means of resolving complaints of discrimination, set forth below.*

Student's Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cellular Phone \_\_\_\_\_ Complaint Type: ☐ Discrimination ☐ Title IX

**Please check and circle all applicable categories:**

- [Check]** ( **Circle** )
- ☐ **Step 1:** Student/ Parent (**is seeking/ has sought**) to resolve their complaint with the Teacher, Lead Teacher, or Assistant Principal
- ☐ **Step 2:** Student/ Parent (**is seeking/ has sought**) to resolve their complaint with the Principal
- ☐ **Step 3:** Student/ Parent (**is seeking/ has sought**) to resolve their complaint with the Area Assistant Superintendent's Office (If the Complainant alleges an act of discrimination by the principal or assistant principal, then the complaint process should begin at Step 3.)
- ☐ **Step 4:** **This is an appeal to Step 1, 2, or 3.** All of the above steps have been exhausted with no action and/or resolution. Therefore, this complaint is being appealed to the Office of Internal Affairs for further review.
- ☐ **Step 4a:** This is a Title IX complaint, which should be directly reported to the Title IX Coordinator in the Office of Internal Affairs.

**The following procedures apply to formal complaints:**

- The Complaint should be filed within thirty (30) calendar days of the alleged action.
- The Complainant should utilize this form to make the initial Complaint and/or appeals of a decision to the next step in the process.
- If possible, include evidence, witnesses, and documentation.
- Response and/or action to the Complaint should be made as soon as practical after the complaint has been submitted.
- Appeals should be made within ten (10) calendar days of receipt of the decision at the previous level.
- The student was provided an opportunity to orally explain his/her written appeal within five (5) working days of the appeal being received.
- Appeals must be answered within ten (10) working days of the meeting. At Step 4, receipt by the Office of Internal Affairs, as designee of the Superintendent, commences the final review/ investigation of the allegations.

### STUDENT'S STATEMENT OF COMPLAINT

1. State the date of the occurrence of the most recent incident or other matter on which the Complaint is based: \_\_\_\_\_  
\_\_\_\_\_
2. Names(s) and/or title(s) of party or parties involved: \_\_\_\_\_  
\_\_\_\_\_
3. Names(s) of witness(es), if any: \_\_\_\_\_  
\_\_\_\_\_

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

5. How are you affected by the alleged violation? \_\_\_\_\_  
\_\_\_\_\_

6. What relief are you seeking? \_\_\_\_\_

\_\_\_\_\_

- Time limits may be extended upon mutual consent of both parties.
- All students and school district employees are protected from harassment, reprisal, or retaliation as a result of having filed a complaint or participating in the process.
- Confidentiality of any information related to all parties involved, should be strictly protected and not disseminated except to those who have a discernible need to know.
- Nothing contained herein shall prevent the school district from independently investigating suspected cases of discrimination based on age, sex, race, color, religion, national origin, sexual orientation, disability, or handicap.
- All complaints shall be thoroughly and expeditiously investigated, to the extent necessary, to determine the merits of the allegations.

**I hereby present the following Complaint to the appropriate administrator (Step 1-3), or the Office of Internal Affairs, as designee of the Superintendent. I understand that this Complaint will be reviewed and investigated in accordance with the Superintendent's procedures and the adopted Board of Education's Complaint Resolution Policies.**

Date \_\_\_\_\_

---

**Date**