

# Columbia School District No. 206

---

## **DISCRIMINATION COMPLAINT PROCESS**

### **Informal Complaint**

Anyone may use informal procedures to report and resolve complaints of sexual harassment.

Informal reports may be made to any staff member although staff shall always inform complainants of their right to and the process for filing a formal complaint.

Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect.

Staff shall also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or allegations of sensuous misconduct.

Informal remedies include an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant.

Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

### **Formal Complaint**

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized.

Potential complainants who wish to have the district hold their identity confidential shall be informed that the district will almost assuredly face due process requirements that will make available all of the information that the district has to the accused.

The district will, however, fully implement the anti-retaliation provisions of this policy to protect complainants and witnesses.

Student complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities.

The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in his or her possession regardless of the complainant's interest in filing a formal complaint.