

# Douglas Education Service District

Code: **JHFF**  
Adopted: 12/09/10  
Readopted: 10/15/15  
Orig. Code(s): 7314

## Reporting Requirements Regarding Sexual Conduct with Students

Sexual conduct by ESD employees as defined by Oregon law will not be tolerated. All ESD employees are subject to this policy.

*“Sexual conduct” as defined by Oregon law is any verbal or physical or other conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and ESD Board policy JHFE and JHFE-AR - Reporting of Suspected Abuse of a Child.*

Any ESD employee who has reasonable cause to believe that another ESD or component school district employee or volunteer has engaged in sexual conduct with a student must immediately notify the ESD human rights officer. If the allegation involves the human rights officer, the superintendent shall be notified.

When the ESD receives a report of suspected sexual conduct by an ESD employee, the ESD may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An investigation is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses and the ESD employee who is the subject of the report. The investigation must meet any negotiated standards of an employment contract or agreement.

If, following the investigation, the report is substantiated, the ESD will inform the employee that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the ESD’s decision through the appeal process provided by the ESD’s collective bargaining agreement. A volunteer may appeal the ESD’s decision through the ESD’s complaint procedure. A substantiated report is one that: a) the ESD has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and b) involves conduct that the ESD determines is sufficiently serious to be documented in the employee’s personnel file.

If the employee decides not to appeal the determination or if the determination is sustained after an appeal, the ESD may impose appropriate discipline up to and including termination. A record of the substantiated report will be placed in the employee’s personnel file. The employee will be notified that this information may be disclosed to a potential employer.

The ESD will post in each school building the name and contact information of the ESD Human Rights officer who is to receive sexual conduct reports, as well as the procedures the human rights officer will follow upon receipt of a report. In the event the designated person is the suspected perpetrator, the

superintendent shall receive the report. When the human rights officer takes action on the report, the person who initiated the report must be notified.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected sexual conduct by an ESD employee in good faith, the student will not be disciplined by the Board or any ESD employee.

The ESD will provide annual training to ESD employees, parents and students regarding the prevention and identification of sexual conduct. The ESD will provide to employees at the time of hire a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is substantiated.

The ESD shall follow hiring and reporting procedures as outlined in ORS 339.370 for all its employees.

END OF POLICY

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**Legal Reference(s):**

[ORS 339.370](#) to-339.400

[ORS 418.746](#) to-418.751

[ORS 419B.005](#) to-419B.045

**Cross Reference(s):**

GCAB - Personal Electronic Devices and Social Media - Staff

JHFE - Reporting of Suspected Abuse of a Child