

Reporting Requirements Regarding Sexual Conduct with Students

When the director of human resources receives a report of suspected sexual conduct by a district employee, the investigation will be conducted as follows:

1. The director of human resources or superintendent's designee may place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation;
2. The director of human resources or superintendent's designee will conduct the investigation and may consult with legal counsel throughout the process;
3. The director of human resources or superintendent's designee will inform the employee and their Union representation of the allegations, plans for the investigation, and rights for representation;
4. The director of human resources or superintendent's designee will conduct an investigation that 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 district employee or student who is the subject of the report;
5. If the subject of the report is a school employee, the investigation must meet any negotiated standards of an employment contract or agreement;
6. If, the report is substantiated, the director of human resources or superintendent's designee will inform the employee and their Union representation that the report has been substantiated and provide information regarding the appeal process with possible termination of employment;
7. The employee may appeal the district's decision through the appeal process provided by the district's collective bargaining agreement or work agreement;
8. If the employee decides not to appeal the determination or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee's personnel file;
9. The director of human resources or superintendent's designee will notify the employee that this information may be disclosed to a potential employer;
10. If the employee holds a Teacher Standards and Practices Commission (TSPC) or other state licensure, the district will report the findings to TSPC or the licensing authority.

Medford School District

815 S. Oakdale Avenue, Medford, OR 97501-3531

Phone: 541-842-3625

Sexual Conduct Complaint Form

Submit completed forms to the Director of Human Resources

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of person allegedly engaging in sexual conduct: _____

Date and place of incident or incidents: _____

Description of sexual conduct: _____

Name of witnesses (if any): _____

Evidence of sexual conduct, e.g., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

Medford School District

815 S. Oakdale Avenue, Medford, OR 97501-3531

Phone: 541-842-3625

Sexual Conduct Complaint - Witness Disclosure Form

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of Instance Witnessed: _____

Any Other Information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____