

# David Douglas School District

Code: **JHFF**  
Adopted: 1/21/10  
Revised/Readopted: 7/14/16; 11/14/19

## Reporting Requirements Regarding Sexual Conduct with Students

(Version 1)

Sexual conduct by district employees, contractors or agents<sup>1</sup> of the district as defined by Oregon law will not be tolerated. All district employees, contractors or agents of the district 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 district Board policy JHFE and JHFE-AR - Reporting of Suspected Child Abuse.

Any district employee, contractor or agent of the district or volunteer who has reasonable cause to believe that another district/school employee, contractor, agent of the district or volunteer has engaged in sexual conduct with a student must immediately notify his/her immediate supervisor or the Director of Human Resources.

When the district receives a report of suspected sexual conduct by a district employee, the district 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. When the district receives a report of suspected sexual conduct by a contractor or agent of the district, the district may decide to suspend services of that contractor or place the agent 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 district employee, contractor or agent of the district or the student who is the subject of the report. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of such employment contract or agreement.

If, following the investigation, the report is substantiated, the district will inform the district employee, contractor or agent of the district that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the district’s decision through the appeal process provided by the district’s collective bargaining agreement, if applicable. The employee, contractor or agent of the district may appeal the district’s decision through an appeal process administered by a neutral third party. A “substantiated report” means a report of abuse or sexual conduct that: a) an educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and b) involves conduct that the educational provider determines is sufficiently serious to be documented in the employee’s personnel file or the student’s education record, and in the administrative file for the contractor or agent of the district.

If the district employee, contractor or agent of the district 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 or in the administrative file for the contractor or agent of the district. The employee, contractor or agent of the district will be notified that this information may be disclosed to a potential employer. The district will not serve as a reference for a contractor or agent of the district that has a substantiated report.

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<sup>1</sup> An “agent” is a person authorized to act on behalf of another (called the principal) to create legal relations with a third party.

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the director of human resources will follow upon receipt of a report. In the event that the designated person is the suspected perpetrator, the superintendent shall receive the report. If the superintendent is the suspected perpetrator the board chair shall receive the report. When the director of human resources, superintendent or board 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 a district employee, a contractor or agent of the district in good faith, the student will not be disciplined by the Board or any district employee.

The district will provide annual training to district employees, parents and students regarding the prevention and identification of sexual conduct. The district will provide to employees, contractors or agents of the district 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.

Educational providers shall follow hiring and reporting procedures as outlined in Oregon Revised Statute (ORS) 339.370 for all district 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