

Reporting Requirements Regarding Sexual Conduct with Students

Sexual conduct by ESD employees as defined by Oregon law, contractors or agents¹ of the ESD will not be tolerated. All ESD employees, contractors and agents of the ESD are subject to this policy.

“Sexual conduct” as defined by Oregon law is any verbal, 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 Abuse of a Child.

Any ESD employee, contractor or agent of the ESD or volunteer who has reasonable cause to believe that another ESD employee, contractor or agent of the ESD or volunteer has engaged in sexual conduct with a student must immediately notify his/her immediate supervisor or the person identified by the ESD to receive such reports.

When the ESD receives a report of suspected sexual conduct by an ESD/school 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. When the ESD receives a report of sexual conduct by a contractor² or agent of the ESD, the ESD 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, the ESD employee, the contractor, the agent of record or the student who is the subject of the report. If the subject of the report is an ESD employee represented by a contract or a collective bargaining agreement, 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 ESD employee, contractor or agent of the ESD 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 any applicable provision of the collective bargaining agreement between LBL and the LBL Education Association or through any applicable provision of the Classified Employee Handbook or Administrative/Specialist Employee Handbook. The contractor or agent of the ESD may appeal the ESD’s decision through an appeals process administered by a neutral third party. A volunteer **may appeal the ESD’s decision through the ESD’s complaint procedure.** A substantiated report is one

¹ An agent is a person authorized to act on behalf of another (called principal) to create legal relations with a third party.

² If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the ESD shall notify the company and request another company employee be assigned to the work.

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 or the student's educational record and in the administrative file for a contractor or agent of the ESD.

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

The ESD 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 Superintendent or designee will follow upon receipt of a report. In the event that the designated person is the suspected perpetrator, the Superintendent or Board Chair shall receive the report. If the Superintendent is the alleged perpetrator, the Board chair shall receive the report. When the Superintendent or designee 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, a contractor or an agent of the ESD 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, contractors or agents of the ESD 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 ESD employees.

END OF POLICY

Legal Reference(s):

[ORS 339.370](#) to 339.400 [ORS 418.746](#) to-418.751 HB 4016 (2012)

[ORS 419B.005](#) to-419B.045 Every Student Succeeds Act, 20 U.S.C. 7926 (2021).