

Non-faculty coaches,

Please see the attached policy from Human Resources. It's in our handbooks, but we also wanted you to have a copy. The points of contact for reporting are Mrs. Gustavson, Mrs. Eakin and Mr. Silvie.

Procedures

Sexually Related Misconduct

Date

Coach Signature

Coach Print

PROCEDURES
SEXUALLY RELATED MISCONDUCT

The Caddo Parish School Board disapproves of and does not tolerate sexual misconduct by employees to students, by students to employees, or by one student to another student. No employee or student, either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual misconduct does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and therefore interferes with the purposes of the employee and/or student in the academic, extracurricular, and co-curricular atmosphere, but that does not rise to the level of sexual misconduct as defined by Title IX and Part 106 Title 34 of the United States Code of Federal Regulations. Sexual misconduct includes any type of sexually coercive conduct, including, but not limited to, threats, comments, jokes, or overture of sexual nature.

COVERAGE

This policy applies to all employees and volunteers to the elected member of the School Board, and to all students of the Caddo Parish School District. It applies at schools school sponsored events, on or off school grounds, and in situations that are related to operations of the school.

COMPLAINT PROCEDURES

Complaint of sexual misconduct which takes place at school or a school related function or arising out of the school setting should be made to the principal of the school or other designated administrative personnel. Should the claim of sexual misconduct be brought against the principal of the school, the complaint should be brought directly to the Supervisor of Child Welfare and Attendance or his/her designee, or the Title IX Coordinator. The complaint need not be in writing, but students are encouraged to do so. Such reports should include the nature of the

complaint, recording the specific act or acts which constitute the misconduct complained of, the person or persons who the complainant alleges committed the misconduct, witnesses to the acts complained of, and the date and time of the alleged act or acts.

After notification of the complaint, a confidential investigation shall immediately be initiated to gather all facts about the complaint. The investigation may use some or all of the investigation procedures outlined policy *JCDDAF, Bullying and Hazing*.

After the investigation has been completed, a determination shall be made regarding the resolution of the complaint. If warranted, disciplinary action shall be taken up to and including the involuntary termination of an employee and/or expulsion of a student. Any disciplinary action regarding an employee shall be placed in the employee's personnel file which shall reflect the action taken and the grounds therefore. Any disciplinary action in regard to a student shall be maintained as any other student disciplinary violation.

NONRETALIATION

Retaliation against any employee or student who brings sexual misconduct charges or who assists in investigating such charges shall be prohibited. Any employee or student bringing a sexual misconduct complaint or assisting in the investigation of such a complaint shall not be adversely affected, discriminated against, or punished because of the complaint.

SUSPECTED CHILD ABUSE

If the victim of the alleged sexual misconduct is a minor student and if the alleged misconduct falls within the definition of abuse as found in School Board policy *JGCE, Child Abuse*, then all school employees with knowledge shall be considered mandatory reporters and the allegations shall be reported to child protection or law enforcement as provided by state law and School Board policy. Such reporting shall be made in addition to any complaints.

REPORTING PROCEDURES

In Each School Building. The building principal shall designate the administrators to receive oral or written reports of sexual harassment or inappropriate boundary invasion of a student at the school building level. The principal, assistant principal, coordinator, and counselor shall be designated and others if necessary to provide both male and female representation. Upon receipt of a report involving an employee or non-employee volunteer, the administrator, or coordinator must notify the Principal, Director, or Supervisor. If the report was given verbally, the administrator, coordinator, or counselor shall reduce it to written form within twenty-four (24) hours and forward it to the proper administrator. Failure to forward any sexual harassment report or complaint as provided herein may result in disciplinary action. Complaints may also be filed directly with the appropriate Director of Human Resources or Superintendent.

System-wide. If the complaint involves the person designated to receive the complaint at his or her school or site, then the complaint shall be filed with the receiver's supervisor or directly with the appropriate Director of Human Resources. If the complaint involves the Superintendent, the complaint shall be filed with the President of the Caddo Parish School Board member, the complaint shall be filed with the Superintendent.

Notice of Policy. Each principal or other person in charge of a building or site owned or operated by the Caddo Parish School Board shall conspicuously post in each building the names of the persons designated to receive complaints, including a mailing address and telephone number, together with a copy of this policy.

By the authority of this policy, upon receipt of a report of complaint alleging sexual harassment of any employee or student an investigation shall be conducted. See policy GAEEA, JAAA for more information.

Revised: August, 2021