



Document History

Responsible Administrator: VP Student Affairs

Responsible Office: Dean of Students

Effective Date: August 1, 2025

Approved by: President

Minors on Campus

Policy Statement

Southeastern Louisiana University is committed to promoting the safety and well-being of minors who are entrusted to our care while on property, at a sponsored event, or enrolled at Southeastern Louisiana University.

Purpose of Policy

The purpose of this policy is to describe requirements placed on administrators, faculty, staff, students, volunteers, and others working with minors in order to promote their protection, to fulfill our obligations as mandated by law, and to provide the best possible experience for any minor visiting our campus, participating in University-related programs, or enrolled for classes. This policy outlines procedures for individuals working with minors not enrolled at the university and student minors.

Applicability

This policy applies to faculty, staff, students and visitors to campus.

Definitions

Abuse: The serious endangerment of a minor's physical or mental health due to injury by act or omission, including acts of sexual abuse. A minor is abused regardless of whether this activity involves explicit force or physical contact, whether it is initiated by the minor, and whether there is a discernible harmful outcome.

Authorized Adult: An individual, 18 years and older, paid or unpaid, who interacts with, supervises, chaperones, or otherwise oversees minors in program activities, recreational, and/or residential facilities. This includes, parent, legal guardian, or other adult including, but not limited to employees, who are responsible for escorting or supervising the minor(s) while on campus or while participating in any University sponsored activity. Any individual under the age of 18 paid or unpaid, who interacts with minors are not Authorized Adults and must not supervise, chaperone, or otherwise oversee minors in program activities without the supervision of an Authorized Adult.

Campus: All buildings, facilities, and properties that are owned, operated, managed, leased, or controlled by the University.

Child (or Children): Anyone younger than 15 years of age. Any reference to the term "Minor" in this policy will include anyone defined as a Child (or Children), unless otherwise noted.

Confidential Advisor: A designated individual who is trained to provide support and assistance to individuals who have experienced sexual assault, sexual harassment, stalking, or dating/domestic violence. A Confidential Advisor is not required to report incidents to the university or law enforcement without the consent of the individual seeking services, except as otherwise required by law. Their role includes offering information on reporting options, accessing resources, and navigating institutional processes, while maintaining the confidentiality of communications to the fullest extent allowed by law.

Employee: Southeastern Louisiana University faculty, staff, administrators, and students, as well as volunteers who perform work for or donate services to the University.

Mandatory Reporter: Under this policy, all employees are considered mandatory reporters. A mandatory reporter is legally required to report any knowledge of Title IX violations, incidents of power-based violence, or abuse against a minor. Generally, designated, trained individuals serving as Confidential Advisors are not required to report crimes to the university or law enforcement in a manner that identifies an alleged victim or accused individual, unless mandated by law. However, if a Confidential Advisor, while providing services to an adult, observes a child showing signs of abuse, they are obligated to report it.

Minor: Anyone under 18 years of age. University undergraduate students (Undergraduate Minors) who are under the age of 18 are treated by this policy similarly to all other students for purposes of their interactions with minors and are subject to the requirements that apply to other students.

Neglect: Refusal, or unreasonable failure, of a parent or caretaker to supply a minor with necessary food, clothing, shelter, care, treatment, or counseling for injury, illness, or condition of the minor, as a result of which the minor's physical, mental, or emotional health and safety is substantially threatened or impaired.

One-on-one Contact: Unsupervised interaction between any Authorized Adult and a minor without at least one other authorized adult, parent or legal guardian being present (i.e. an Authorized Adult in a room alone with the door closed).

Program Director: The person or persons in charge of an activity or activities on campus that involve minors.

Student Minor: Refers to a college student who is enrolled in courses but has not yet reached the age of 18. Despite their enrollment, they are legally considered minors and may have additional protections or limitations under institutional policies and state or federal laws due to their age.

I - General Policy Procedures for-Non-Student Minors

In an effort to maximize the safety of minors on campus, certain requirements must be met. The following is a list of responsibilities and guidelines that shall be met:

- No Child (under the age of 15 years) may be left unsupervised on campus at any time for any reason. Children must be supervised at all times by an authorized adult while on campus, or participating in a University-sponsored off-campus activity. The Southeastern Police should be notified if a child is left unattended on campus.
- Campus resident students may not "babysit" minors in their rooms, including relatives.
- Minors (not enrolled) are permitted in the general use facilities (athletic fields, public spaces, academic buildings, food services area, etc.) with an authorized adult, but may be restricted from certain areas of the facilities, or from utilizing certain equipment.
- Even when accompanied by an adult, children not participating in a program on University premises, or a University-sponsored off-campus activity, are prohibited from laboratories and other areas where significant potential safety hazards and liabilities may exist, and where strict safety precautions are required, unless accompanied by the person who supervises that area.
- Minors and authorized adults not meeting relevant University community conduct standards will be asked to leave the campus and may be subject to disciplinary action.

- Minors are not allowed in classrooms while classes are in session, unless permission is granted by the faculty member teaching the class in advance of the start of class. Should a minor become disruptive, the authorized adult and minor may be asked to leave.
- The University recognizes that there are circumstances where students, faculty, or staff may need to bring their minor children to campus activities. In these instances, the parent or guardian must provide sufficient supervision at all times. Minor children should not interfere with campus activities. The University holds parents who bring minor children onto the campus responsible for their behavior, and expects those parents to be responsible for any damages directly caused by the minor child.
- Sick or infectious minors should not be brought onto campus.

II - Programs Serving Non-Student Minors

All camps, after-school programs/workshops, child-care activities, conferences, and similar activities that involve the custody and care of non-student minors hosted at or sponsored by the University must adhere to the criteria outlined in this section. This section does not apply to on-campus prospective student recruitment events hosted by the University; or, regular classroom activities, including instances where minors may be present as part of dual enrollment or where guest lecturers are involved.

Registry Requirements for Programs

- All University programs involving direct interaction with minors by staff, faculty, volunteers, or students must receive approval from the appropriate Vice President through the appropriate registration process. University affiliated programs can submit an event using the standard Registration of Activities form (www.southeastern.edu/roa), or by contacting the Office of the Dean of Students (Phone: 985-549-3792; Email: deanofstudents@southeastern.edu). Non-university employees must contact Event and Conference Services for registration information (Phone: 985-549-2041; Email: conf_services@southeastern.edu). Applicable fees may apply and proof of liability insurance may be required. If approved, the appropriate office will notify the University Police Department (UPD), which will maintain a database of all programs involving minors.
- Information provided to UPD shall include, at a minimum, contact information for the Program Director; the dates and locations where minors will be participating; the general nature of the activities and program to be undertaken or offered; the names of all authorized adults who will be participating directly with minors in the program or activity; and the administrative emergency contact numbers.
- A request for a waiver to this policy should be sent to the appropriate Vice President with a final approval for waiver from the University President.

Requirements for Overnight Programs

University Programs involving overnight stays in campus housing shall adopt and implement rules and policies for the proper supervision of minors.

These policies must include, at a minimum:

- Written permission signed by the parent/guardian for the minor to reside in University housing.
- A curfew time which is age-appropriate for the participants, but in no case shall it be later than midnight.
- In-room visitation to be restricted to participants of the same gender.
- Guests of participants (other than a parent/legal guardian and other program participants) are restricted to visitation in the building lobby and/or floor lounges, and only during approved hours specified by the Program with appropriate supervision by responsible adults.

- The Program must comply with all security measures and procedures specified by University Housing and UPD.
- No responsible adult may enter a minor's room, bathroom facility, or similar area unless accompanied by another responsible adult.
- Separate accommodations and facilities are to be provided for adults and minors other than the minors' parents or guardians.

Background Checks for Sponsored Programs

Criminal background checks must be completed and evaluated prior to the any individual beginning work with minors. A background check must be conducted for any individual who will assume primary care, supervision, or custodial responsibility for a minor in the absence of a parent or legal guardian.

- Human Resources shall conduct criminal background checks on all university employees, including but not limited to faculty, staff, students, and volunteers who work with, instruct, or otherwise come into contact with minors unless the University has conducted a criminal background check on that individual within the past four years, as long as the individual has been continuously employed by Southeastern.
- For non-university employees, it is the responsibility of the Program/Event Director to ensure that all individuals—regardless of employment status—who will have contact with minors have undergone a criminal background check and received clearance prior to participation. A copy of records or a form of attestation will be completed prior to any rental or contractual agreement with Southeastern Louisiana University.
- University employees may operate camps or clinics through a legally formed LLC. However, such activities are considered external to the University and must comply with the requirements of this policy and must adhere to the University's rental procedures for reserving facilities. It is the responsibility of the LLC owner to ensure that all individuals involved in the program, including staff and volunteers, who will have contact with minors have completed a criminal background check. A copy of records or a form of attestation will be completed prior to any rental or contractual agreement with Southeastern Louisiana University.
- No person convicted, currently under indictment, with pending or non-adjudicated charges for crimes against minors, on felony probation or parole, or with offenses classified as violent criminal offenses shall be permitted to act as the responsible party for minors on campus.

The results of background checks conducted under this policy will be used only for the purposes of this policy. The University reserves the right to take appropriate action with respect to employees who have provided false information, including and up to termination of employment.

Duty to Report

All University employees, students, contractors, and volunteers have an obligation to immediately report any known instances, or suspected instances, of the abuse, molestation, neglect, or inappropriate interactions with minors to UPD and to the Program Director. This includes information about suspected abuse, neglect, or inadequate care, provided by a parent, guardian, or custodian/caretaker.

UPD can assist in providing contact information for reporting to social service agencies. It is the policy of the University that no person making a good faith report of suspected abuse or neglect will be retaliated against in the terms and conditions of employment or educational program. UPD is located on the first floor of Pride Hall or can be contacted by phone at 985-549-2222.

Additionally, mandatory reporters under Louisiana law are required to make a report to the Department of Children and Family Services. Refer to dcfs.louisiana.gov/ or call 1-888-524- 3578 for more information.

Training for Sponsored Programs

In recognition of the imperative of protecting minors, the University requires that each individual who will be participating with minors in a covered program be provided training by the sponsoring Program Director after completion of a background check. This training shall include, at minimum:

- Review of this policy in full
- Discussion of behavioral expectations (template provided, page 7)
- Mandatory reporting requirements and procedures
- Consequences of conduct violations

It is the responsibility of the Program/Event Director to ensure that all university employees, including but not limited to faculty, staff, students, and volunteers who work with, instruct, or otherwise come into contact with minors complete required training, and to maintain record of training. Non-university sponsors must complete a form of attestation prior to any rental or contractual agreement with Southeastern Louisiana University affirming completion of training by all individuals expected to have contact with minors. Failure to meet any of these requirements in training will preclude faculty, staff, students, volunteers or contractors from working with minors.

Enforcement of Policy

Sanctions for violations of this policy will depend on the circumstances and the nature of the violation, but may include the full range of available University sanctions applicable to the individual, pursuant to Human Resources policy and/or the Student Code of Conduct.

The University may also take necessary interim actions before determining whether a violation has occurred. The University may terminate relationships or take other appropriate actions against non-University entities that violate this policy.

III - Policy Procedure for Student Minors

Minors are presumed to lack the capacity to make most legal, financial, and personal decisions independently. However, specific exceptions, such as emancipation or medical consent, may grant them certain rights and capacities in limited circumstances. Outside of these exceptions, the University will adhere to the following guidelines for students under the age of 18 enrolled in courses:

Housing Agreements and Forms

A parent or legal guardian must complete and sign all required housing agreements, waivers, and emergency contact forms before a minor is allowed to move into on-campus housing.

Campus Housing Requirement

The University of Louisiana System requires unmarried, full-time undergraduate students to live in on-campus housing if space is available. All undergraduate minors are required to live on campus until they reach the age of 18. This policy will not be waived for undergraduate minors unless they are living with a parent, legal guardian, or designee by the parent. A parent may submit an appeal to waive this policy by contacting the Office of the Dean of Students (Phone: 985-549-3792; Email: deanofstudents@southeastern.edu).

Emergency Notifications

In the event of an emergency, UPD will promptly notify the designated parent or guardian of the minor. Enrollment Services will ensure that all undergraduate minors maintain current emergency contact information within the university records system. This information ensures timely communication in the event of emergencies involving minor students.

Compliance with University Policies

Undergraduate minors are expected to comply with all University policies, including the behavioral expectations outlined in the Student Code of Conduct. Violations of published policies may result in disciplinary action. A parent, legal guardian, or designee by the parent must be present for any disciplinary hearing involving an undergraduate minor.

Parental Communication

The University reserves the right to communicate with parents or guardians regarding any behavioral, academic, or health-related concerns involving an undergraduate minor.

Arrest or Criminal Action

In the event of an arrest or criminal action involving an undergraduate minor, the parent or guardian will be contacted by UPD before questioning.

[End of Policy]

Behavioral Expectations List

The following Behavioral Expectations List is designed as a training resource for individuals working with minors in University programs. It outlines the standards of conduct that align with the University's mission and guiding principles. Adhering to these expectations ensures a safe, respectful, and supportive environment for minors while minimizing the risk of harm or misunderstandings. All individuals involved in these programs must review and follow these guidelines to maintain a professional and responsible approach in their interactions with minors. Adults working in programs must follow these expectations to avoid behaviors that could cause harm or be misinterpreted. Each adult should initial each expectation and sign and date this form:

____ Do not engage in sexual activity, make sexual comments, tell sexual jokes, share, or assist in any way to provide access to sexually explicit material with minors.

____ Do not be alone with a single minor. If one-on-one interaction is required, the adult should meet in open, well-illuminated spaces, or rooms, with windows observable by other adults from the program.

____ Avoid meeting with minors outside of established times for program activities. Any exceptions require written parental authorization and must include more than one adult from the program.

____ Do not invite individual minors to your home. Any exceptions require authorization by the Program Director and written authorization by a parent/guardian.

____ Avoid engaging or communicating with minors through email, text messages, social networking websites, internet chat rooms, or other forms of social media for non-program related communications.

____ Do not touch minors in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the minor's needs, for a purpose that is consistent with the program's mission and culture, and/or for a clear educational, developmental, or health-related (i.e., treatment of an injury) purpose. Any resistance from the minor should be respected and the Program Director should be notified immediately.

____ Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a minor, or other minors, from harm, all incidents must be documented and disclosed to the Program Director and the minor's parent/guardian.

____ Do not use, possess or be under the influence of alcohol, or illegal drugs, while on duty, or when responsible for a minor's welfare. Do not offer minors alcohol or other drugs of any kind.

____ When transporting minors in a program, more than one adult from the program should be present in the vehicle, except when multiple minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible.

____ Possession of, or use of, any type of weapon or explosive device is prohibited.

I, _____ acknowledge that I have reviewed, understood, and agree to adhere to the Behavioral Expectations List and all related policies regarding working with minors. I understand that failure to comply with these expectations may result in disciplinary action, up to and including termination of my role within the program.

Signature _____ Date _____