



# Peru State College Student-Athlete Handbook

(Revised August 2024)



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# Peru State College Athletics Vision, Mission and Values Statement

## Vision

Peru State College (PSC) Athletics will emerge as a regionally recognized program of excellence.

## Mission

PSC Athletics creates a foundation where Student-Athletes develop their potential for successful lives.

## Values

PSC Athletics values servant leadership, sportsmanship, integrity, respect and responsibility. The Athletic Department encourages the development of these values for the attainment of life- long learning and achieved success.

**Servant leadership:** Athletic personnel and Student-Athletes are expected to put the needs of the team ahead of their own.

**Sportsmanship:** Athletic personnel and Student-Athletes will conduct themselves according to the rules of fair play and etiquette.

**Integrity:** Athletic personnel and Student-Athletes are expected to be reliable, considerate and honest.

**Respect:** Athletic personnel and Student-Athletes will show respect to teammates, coworkers, opponents, fans, officials and the campus community.

**Responsibility:** Athletic personnel and Student-Athletes are held accountable for their decisions and actions, by their teammates, coaches, instructors and administrators.

## NAIA and Conference Affiliation

Peru State College competes at the Division I level of the National Association of Intercollegiate Athletics (NAIA), and is a member of the Heart of America Athletic Conference (Heart). There are thirteen member schools of the Heart:

Baker University	Baldwin City, Kansas
Benedictine College	Atchison, Kansas
Central Methodist University	Fayette, Missouri
Clarke University	Dubuque, Iowa
Culver-Stockton University	Canton, Missouri
Graceland University	Lamoni, Iowa
Grand View University	Des Moines, Iowa
MidAmerica Nazarene University	Olathe, Kansas
Missouri Valley College	Marshall, Missouri
Mount Mercy University	Cedar Rapids, Iowa
Park University	Parkville, Missouri
Peru State College	Peru, Nebraska
William Penn University	Oskaloosa, Iowa

Peru State College sports for which the Heart currently recognizes conference champions are baseball, men's and women's basketball, men's and women's cross country, football, women's golf, softball, women's volleyball, dance, and cheerleading.

## Student-Athlete Rights and Responsibilities

With the privilege of competing for Peru State College, there are certain rights and responsibilities afforded to and expected from all student-athletes. Those rights and responsibilities are listed below.

Student- athletes have should expect to:

- Be treated with respect and dignity
- Be provided an environment free from discrimination
- Be provided with the appropriate academic support services
- Be coached competently
- Be given appropriate medical care
- Be instructed properly on the use of required equipment
- Be provided with safe, appropriate equipment
- Be empowered to use the grievance process without fear of reprisal

Student- athletes have the responsibility to:

- Represent PSC in a respectful, dignified, and sportsmanlike manner at all times
- Show respect to fellow students, faculty, and staff
- Portray academic integrity
- Maintain eligibility
- Adhere to the NAIA Champions of Character program
- Put forth full effort on the field or court during both practice and games
- Attend classes and study sessions as assigned
- Follow all college, Heart, NAIA and Department Regulations

### NAIA

The purpose of the NAIA is to promote the education and development of students through intercollegiate athletic participation. The member institutions, although varied and diverse, share a common commitment to high standards and to the principle that participation in athletics serves as an integral part of the total educational process.

The NAIA supports gender equity. Gender equity is an atmosphere and a reality where fair distribution of overall athletic opportunity and resources, proportionate to enrollment, are available to women and men, and where no student-athlete, coach or athletics administrator is discriminated against in any way in the athletics program.

### NAIA Champions of Character

The Peru State College Athletics Department is a member of this initiative and endorses its values. There are five core values of the Champions of Character program.

**Respect:** Athletes will show respect to opponents, fans, officials, teammates and any other individuals associated with the sport.

**Responsibility:** Athletes are held accountable for their decisions and actions by their coaches, teachers, and administrators. Athletes must consider their actions in all areas of life, not just academics or athletics.

**Integrity:** Athletes are expected to be honest, considerate, and reliable in all endeavors.

**Servant Leadership:** Athletes are expected to always put the needs of the team ahead of their own. This leadership style includes being a team leader and doing what is best for the team.

**Sportsmanship:** Athletes will conduct themselves according to the rules of fair play and etiquette.

### **Student-Athlete Code of Conduct**

Peru State College expects ALL Student-Athletes to obey all local, state and federal laws, as well as the regulations set forth by the College and Board of Trustees for the Nebraska State College System, the NAIA, the Heart, and the athletic department. Students are also expected to refrain from any activity that could injure themselves or other individuals, as well as the reputation of the College. Each student-athlete associated with the intercollegiate athletics program is expected to represent PSC in an honorable and respectful manner at all times. Student-athletes are highly visible college representatives to the student body, the local community, and outside communities. If there is a violation of the Peru State Code of Conduct, the Student-Athlete Code of Conduct, or any legal issues which occur on or off campus, student-athletes should notify their coach immediately.

PSC student-athletes are expected to adhere to the Student-Athlete Pledge as set forth by the NAIA “Champions of Character” program. Every athlete will sign and return the Pledge to the athletics department prior to sport participation.

While participating in the athletics program, student-athletes are expected to accept the following responsibilities:

#### **General Conduct**

- Abide by the rules and regulations of Peru State College, the NAIA, and the Heart as well as local, state, and federal law.
- Exhibit behavior in line with the NAIA Champions of Character commitment.
- Refrain from consuming alcoholic beverages and tobacco even if legal while officially representing the College on the way to, during and from athletic events. Use of illegal substances is strictly prohibited. Student-athletes are randomly tested for illegal substances.
- Refrain from participating in any gambling activity that involves intercollegiate or professional athletics, or that is unlawful.
- Maintain amateur status.

#### **Academics**

- Attend classes regularly and complete all academic assignments. If you will need to miss class due to a competition, it is **YOUR** responsibility to inform your instructors. You should notify your instructors prior to the absence.
- Be attentive and participate in class discussion and activities.
- Maintain academic eligibility as defined by the NAIA. Eligibility is ultimately **YOUR** responsibility.
- Be honest and truthful in all academic work, contacts with faculty/staff, and interactions with fellow students.

#### **Athletics**

You are expected to conduct yourself in competition in a respectful and sportsmanlike manner. Unacceptable behavior includes, but is not limited to:

- Taunting opponents, coaches, or fans
- Abusing officials, either physically or verbally
- Using profanity in practices or games
- Fighting with an opponent before, during, or after a competition
- Throwing objects in an attempt to cause harm or express anger

- Making derogatory statements to the media directed at fellow athletes, coaches or PSC
- The use of alcohol, tobacco, or drugs during practices, team travel, competition, or at any event where you are representing the athletic department

**In addition to the above listed expectations, listed below are actions that may be deemed misconduct and require disciplinary sanctions whether they occur on or off College property:**

1. Participation in a demonstration on College property which materially and substantially disrupts or obstructs the normal operations, activities or functions of the College, including unauthorized occupation of College premises;
2. Failure to evacuate College facilities or willfully ignoring any emergency or alarm signal or request to evacuate by appropriate emergency personnel;
3. Falsification or willful suppression of any information for or on an application for admission, or falsification or misuse of College identification and other documents;
4. Misuse of computers or computing resources, including, but not limited to, violating the following federal regulations: the Copyright Act of 1976 and the Fair Use Guidelines, the Digital Millennium Copyright Act of 1998, and the Technology, Education and Copyright Harmonization Act of 2002;
5. Unlawful or unauthorized possession, use, distribution, dispensing, delivery, sale or consumption, manufacture, or being in the presence of any alcoholic beverage, including empty bottles/cans or any alcohol container on any part of College property including outdoor areas and parking lots.
6. Alcohol consumption that endangers the health, safety, or property of oneself or another, or requires medical treatment or intervention;
7. Unlawful or unauthorized possession, use, distribution, delivery, dispensing, manufacture or sale, or being in the presence of any drug; being in possession of paraphernalia for drug use, except as expressly permitted by law, or being unlawfully under the influence of any drug unless directed by a licensed physician;
8. Inflicting unwanted physical contact on another person; conduct that intimidates, harasses, or threatens the safety, health, property, or life of others or oneself; participating or contributing to an incident of abuse or assault; causing, provoking or engaging in any fight, brawl or riotous behavior; or inflicting willful and repeated harm through the use of computers, cell phones, and other electronic devices;
9. Any act occurring on College property or on the premises of a student housing unit which intentionally disturbs the peace and quiet of any person or group of persons;
10. Sex harassment, or sexual violence, as Board Policy #3020 defines those terms;
11. Conduct which is unreasonably dangerous to the health or safety of other persons or oneself;
12. Theft or attempted theft of any property or receipt of stolen property;
13. Damaging or attempting to damage property of the College or of another individual;
14. Using or possessing bombs, explosives, incendiary devices, or fireworks.
15. Setting or attempting to set any fire on campus or on the premises of any student housing unit, except in fireplaces or other facilities designated for fires;
16. Failing to report a fire or any other extremely dangerous condition when known or recognized on College property or on the premises of any student housing unit;
17. Possessing or selling firearms, ammunition, weapons, explosives, or dangerous chemicals on College property or on the premises of any student housing unit.
18. Obstructing or failing to comply with the directions of a law enforcement officer, firefighter, or College official in the performance of his or her duty on College property, on the premises of any student housing unit or at any activity or event sponsored by the College or an organization;
19. Hazing any person. Consent of the victim of the hazing will not constitute a defense to an allegation of misconduct for hazing. Hazing shall mean any activity by which a person intentionally or recklessly

- endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization;
20. Committing any unlawful act of indecent exposure or public indecency;
  21. Participating in any gambling activity in violation of the laws of the State of Nebraska or of the United States;
  22. Unauthorized use of any College property, facilities, equipment or materials;
  23. Possessing, producing, manufacturing, or having manufactured without proper authorization, any key or unlocking device for use on any College facility or lock;
  24. Serious traffic violations, including, but not limited to, operating any vehicle while intoxicated, speeding, reckless endangerment, or reckless driving;
  25. Violation of any student housing unit policy, rule or regulation;
  26. Failure to redeem or make arrangements to redeem, within one week after receipt of written notice, an insufficient funds or no account check submitted to the College for cash or for payment of College goods or services;
  27. Abuse of College disciplinary proceedings which includes, but is not limited to, failure to obey a request to appear before a disciplinary officer or committee, falsification of testimony, disruption or interference with the orderly conduct of any hearing, attempting to discourage any person from using College disciplinary procedures or participating in such procedures, attempting to influence the impartiality of a member of a disciplinary committee prior to any proceeding, filing a malicious or frivolous complaint, verbal or physical harassment or intimidation of a member of a disciplinary committee prior to, during, or after a proceeding, failure to comply with any sanction imposed, influencing or attempting to influence another person to commit an abuse of disciplinary proceedings, and a violation of the privacy rights of any student or College employee in regard to a disciplinary proceeding;
  28. Any act by a student which occurs on the campus, while studying abroad, on the premises of any student housing unit or at any activity or event sponsored by the College or an organization which is in violation of any ordinance of the municipality in which the College resides, shall constitute misconduct;
  29. Falsely setting off or otherwise tampering with any emergency safety equipment, fire alarm, or other device established for the safety of individuals and/or college facilities;
  30. Harassing or discriminating against any student, faculty or staff member as defined by Board Policy #3021 on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion or age; and
  31. Failure to comply with Athletic Department Social Media Policy as provided in Appendix A of this handbook.
  32. Any other activity or conduct prohibited by the College in published policies.

### **Specific Team Rules**

Coaches may implement team rules that may be more stringent than the Department of Athletics rules and may cover areas not cited above or in the PSC student handbook. The rules may not be of lesser consequence than the Code of Conduct. Head coaches will review their rules with team member as an addendum to this handbook and reviewed them on going. These rules may include, but are not limited to:

- Practice protocol
- Travel requirements
- Absence or tardiness for practice
- Absence or tardiness for class
- Dress and appearance – practice, event, class, other
- Alcohol/tobacco violations

## Due Process

The Peru State College Department of Athletics adheres to a philosophy of personal responsibility for student/athlete conduct **on** and **off** campus. In order to participate in PSC-sponsored intercollegiate activities, each student-athlete must sign the NAIA Athletes of Character Pledge. The college and the athletics department maintain high standards of behavior for student-athletes and apply the disciplinary policy in a consistent and equitable manner. Student-athletes, coaches, and other PSC officials are expected to report violations to the Department of Athletics.

Procedures for reporting any breach of athletic disciplinary policy and/or team training rules:

- 1) The head coach of the sport in which an athlete or athletes have been in violation completes incident report form and submits to Athletic Director within three working days following report of the incident.
  - a. An Incident Report Form should be completed for each individual athlete if there are multiple athletes involved in an incident.
- 2) Student-Athlete will be notified in writing by the coach regarding alleged violation and date of meeting with the head coach. During a meeting with the head coach, will elect one of two courses of action:
  - a. The Student-Athlete may admit the alleged violation and request, in writing, that the head coach take whatever action is appropriate.
  - b. The student may deny the alleged violation and the head coach will issue a ruling and sanctions based on the evidence presented by the Student-Athlete.

NOTE: if the Student-Athlete fails to respond to the head coach in a timely manner according to the deadline in their notice and or fails to elect one of the two courses of action, the head coach may address the alleged misconduct without providing further due process.
- 3) If electing option (a) noted above, the head Coach may address the alleged misconduct without providing further due process. The students' decision is binding, if freely and knowingly made, even though suspension, expulsion, or the imposition of other stigmatizing sanction might result. The Student-Athlete should be provided a reasonable amount of time to consider their decision and to confer with a family member or advisor prior to selecting an option.
- 4) If the student selects option (b) as noted above, the head coach will issue a finding and sanction(s) if found responsible within five (5) working days of the meeting. The Student-Athlete will also be notified in this letter of the option to appeal the ruling and sanctioning to the Athletic Director.
- 5) The Student-Athlete may appeal the Council's decision to Athletic Director. The appeal must be requested in writing to the Athletic Director within (5) class days after the accused student is notified of the results.
  - a. The Athletic Director and two department members appointed by the Athletic Director from outside the sport in question will review student appeals. Such appeals will be based on one of the following grounds:
    - i. Procedural due process was violated
    - ii. The sanction was excessive
    - iii. The evidence did not support the decision; or
    - iv. Substantive new information was available that was not available at the hearing.
- 6) The Student-Athlete shall be notified of the decision of the Athletic Director in writing within (5) class days of the appeal receipt. The Student-Athlete shall be notified of his/her right to appeal the decision of the Athletic Director to the Vice President for Enrollment Management and Student Affairs. Such appeals must be in writing to the Vice President within (5) class days after the student received the decision and will be based on one of the following grounds:
  - a. Procedural due process was violated
  - b. The sanction was excessive
  - c. The evidence did not support the decision; or

- d. Substantive new information was available that was not available at the hearing.
- 7) Appeals of the Vice President's decision may be submitted to the College President but shall be limited to allegations of fair procedural process has not been provided in accordance with the Student-Athlete Due Process. Appeals to the President must be in writing and are due within (5) class days after the student receives the Vice President's decision. The President's decision is final and binding.

### **Sanctions for Violations of Code of Conduct**

Violations of Peru State College's student code of conduct, student-athlete code of conduct, and team rules may include warnings, demands for restitution or reimbursement, a period of probation, remedial behavioral requirements, remedial educational requirements, suspension or expulsion. Coaches will provide to each athlete, as an addendum, minimum sanctions for violation of team rules with this Handbook. These sanctions are minimums. Each Head Coach may, with the concurrence of the Athletic Director, provide stiffer penalties. Coaches may not dismiss sanctions without the concurrence of the Athletic Director and dismissal of sanctions will be communicated to the Student-Athlete in writing by the Head Coach and Athletic Director. Any sanctions applied by the Athletic Department are separate from the College judicial process.

These sanctions cover the entire academic year. In case of a criminal assault or illegal substance conviction, the sanctions will apply regardless of the date and time they occurred.

Specific policies are in place for alcohol, illegal substance/assault violations and fighting. These policies are included below:

**Alcohol Violation (criminal charges):** Violations are cumulative over the course of the student enrollment and do not start over each semester and/or year.

#### First Offense

1. Suspension for 10% of scheduled contests.
2. If the infraction occurs with less than 10% of scheduled contests remaining in the season, the consequence will carry over into the following season.
3. Coach's discretion on further sanctions with the approval of the Athletic Director.

#### Second Offense

1. Suspension for 20% of scheduled contests.
2. If the infraction occurs with less than 20% of scheduled contests remaining in the season, the consequence will carry over into the following season.
3. Coach's discretion on further sanctions with the approval of the Athletic Director.

#### Third Offense

1. Immediate dismissal from PSC athletics.
2. Loss of scholarship(s).

NOTE: Any compilation of three alcohol violations that occur on or off campus while the student-athlete is enrolled as a student at Peru State College will result in the loss of athletic scholarship and the right to participate in PSC athletics. The loss of the athletic scholarship will go into effect immediately with the third violation.

### **Alcohol Violation (college related)**

1. Any on campus violation will be adjudicated through the Peru State College code of conduct outlined in the student handbook.
2. Coach's discretion on further sanctions with the approval of the Athletic Director.

Any compilation of three alcohol violations that occur on or off campus while the student-athlete is enrolled as a student at Peru State College will result in the loss of athletic scholarship and the right to participate in PSC athletics. The loss of the athletic scholarship will go into effect immediately with the third violation.

**Felony- Assault or Illegal Substance Criminal Charges:** The student-athlete will be suspended immediately until the case has gone through the campus and criminal judicial system for felony assault charges or illegal substance charge. A conviction will result in immediate termination from participation in all collegiate athletics at Peru State College and loss of athletic scholarship(s). If a student is not convicted or if the case is dropped, reinstatement is not automatic. The Athletic Director, in consultation with the Head Coach will determine future participation in intercollegiate athletics with an appeal process to the Vice President for Enrollment Management and Student Affairs and the President per the Student-Athlete Due Process.

**Non Felony- Assault or Illegal Substance Criminal Charges:** Any Student-Athlete who is convicted of a non-felony illegal substance charge and/or assault charge will be subject to the following repercussions. Student-Athletes will be suspended from participation in intercollegiate athletics until the process has been completed in full (including any appeal process) and the initial counseling session has been completed. Based on the outcome of the counseling recommendation, suspension may be extended by the Head Coach in consultation with the Athletic Director.

#### First Conviction

- a. Evaluation by a licensed student counselor
  - i. Must be completed within two weeks of the incident
  - ii. Athlete must authorize the counselor to provide verification of appointments, recommended treatment, and follow-up compliance to the Head Coach of said sport.
  - iii. Cost of consultation and treatment will be the responsibility of the Student-Athlete.
- b. Athlete will be suspended from 30% of official contests for their sport
  - i. Scrimmages do not count towards the number of suspended contests
  - ii. Suspensions will be carried over to the next season if the necessary number of contests required for the suspension has not been met
- c. If an illegal substance violation:
  - i. Athlete will be required to complete any treatment/counseling recommended by the counselor
  - ii. Athlete will be subject to non-random testing, including testing during every random drug test session for drug related convictions

#### Second Conviction

- d. Complete counseling as required for first conviction
- e. Immediate suspension from all team activities for one academic year
- f. Loss of athletic scholarship
- g. After the one-year suspension, the athlete must appeal to a committee consisting of an athletic administrator, the head coach of their sport, and the head athletic trainer for possible reinstatement.

Failure to comply with the requirements for convictions will result in immediate suspension from athletic participation and loss of athletic scholarship

**Fighting Policy:** Physical (hitting, pushing or other such activity resulting in or intended to cause physical harm) or verbal (intimidation, threats or harassments) toward another person continues after a 3<sup>rd</sup> party attempts to break up the fight and the altercation, the following apply:

#### First Charge

- a. Evaluation by a licensed student counselor

- i. Must be completed within two weeks of the incident
  - ii. Athlete must authorize the counselor to provide verification of appointments, recommended treatment, and follow-up compliance to the Head Coach and Athletic Director
  - iii. Cost of consultation and treatment will be the responsibility of the Student-Athlete.
- b. Athlete will be required to complete any treatment recommended by the counselor
- c. Athlete will be required to complete 30 hours of community service as assigned by the Head Coach or Athletic Director
- d. Athlete will be suspended from 20% of contests for their sport
  - i. These will be consecutive in order
  - ii. Suspensions will be carried over to the next season if the necessary number of contests required for the suspension has not been met

#### Second Charge

- e. Required anger management training
- f. Immediate suspension from all team activities for one semester
- g. Loss of athletic scholarship
- h. After the one semester suspension, the athlete must appeal to the Athletic Director for possible reinstatement

Failure to comply with the requirements for fighting charges will result in immediate suspension from athletic participation and loss of athletic scholarship.

#### **Title IX/Sexual Misconduct Disclosures**

The NCAA Board of Governors adopted an association-wide policy addressing campus sexual and interpersonal violence for member institutions. The policy requires member institutions to follow institutional policies and processes directing college staff to reasonably gather information related to incidents of conduct from incoming, continuing, walk-on and transfer student-athletes that resulted in a finding and/or discipline through a Title IX proceeding or in a criminal conviction for sexual, interpersonal, or other acts of violence and any incomplete Title IX or sexual misconduct proceedings at their prior institutions. The Board adopted Policy 3740 to implement this policy for both its NCAA and NAIA Colleges. This guideline is intended to provide guidance regarding the process and procedures to be followed in gathering, reviewing, and verifying the information from student-athletes.

For the complete policy please visit <https://www.nscs.edu/policy-manual> and search for Policy 3740.

All incoming, continuing, walk-on and transfer student-athletes must complete the disclosure form and corresponding FERPA release on an annual basis prior to participating in any team practices, workouts, competition, or other team activities for the academic year.

The form may be found in the Appendix.

#### **Positive Drug Test or Illegal Drug Conviction**

Any Student-Athlete whom receives a positive drug test, reveals illegal drug use, or is convicted of any drug possession charge will be subject to the following repercussions.

1. First Offense
  - a. Consultation with a licensed drug and alcohol counselor
    - i. Must be completed within two weeks of the incident
    - ii. Athlete must authorize the counselor to provide verification of appointments, recommended treatment, and follow-up compliance to the Head Athletic Trainer.
  - b. Athlete will be required to complete any treatment recommended by the counselor

- c. Athlete will be subject to non-random testing, including testing during every random drug test session
  - d. Athlete will be suspended from 10% of official contests for their sport
    - i. Suspensions will be carried over to the next season if the necessary number of contests required for the suspension has not been met
    - ii. Suspensions will begin immediately and will apply to consecutive games
    - iii. Athlete must be academically eligible for a contest to count towards their suspension
    - iv. If an athlete tests positive for a banned substance and is subsequently injured, missed contests will count towards their suspension.
    - v. If an athlete is injured prior to a positive test, the games missed due to the injury will not count towards their suspension.
2. Second Offense
- a. Consultation with a licensed drug and alcohol counselor
    - i. Must be completed within two weeks of the incident
    - ii. Athlete must authorize the counselor to provide verification of appointments, recommended treatment, and follow-up compliance to the Head Athletic Trainer.
  - b. Athlete will be required to complete any treatment recommended by the counselor
  - c. Athlete will be subject to non-random testing, including testing during every random drug test session
  - d. Athlete will be suspended from 30% of official contests for their sport
    - i. Suspensions will be carried over to the next season if the necessary number of contests required for the suspension has not been met
    - ii. Suspensions will begin immediately and will apply to consecutive games
    - iii. Athlete must be academically eligible for a contest to count towards their suspension
    - iv. If an athlete tests positive for a banned substance and is subsequently injured, missed contests will count towards their suspension.
    - v. If an athlete is injured prior to a positive test, the games missed due to the injury will not count towards their suspension.
3. Third Offense
- a. Complete counseling as required for first and second offenses
  - b. Immediate suspension from all team activities for one calendar year (365 days)
  - c. Loss of athletic scholarship
  - d. After the one-year suspension (365 days), the athlete must appeal to a committee consisting of an athletics administrator, the head coach of their sport, and the head athletic trainer for possible reinstatement.

Failure to comply with the requirements for testing positive for a drug test will result in immediate suspension and loss of athletic scholarship for one calendar year (365 days).

## **Student-Athlete Grievance Procedures**

Section 1. The grievance procedure set forth herein is designed to provide a method for a student to resolve a request or complaint with the College. Time lines should be adhered to unless modifications are agreed to by the parties to the grievance.

Section 2. A grievance is defined to be a request or complaint by a student not covered under faculty or staff grievance procedures. Issues involving academic dishonesty; grade appeals; failure to pay a financial obligation; or, academic performance and achievement, probation or suspension for which the College has established appeal procedures are not eligible for grievance under this policy. Issues of student misconduct for which appeal procedures are available pursuant to Board Policy 3200 are not eligible for the grievance procedure under this

policy.

**Section 3.** In reducing a grievance to writing, it should include the exact nature of the grievance, the act(s) of commission or omission, the date(s) of the act(s), the identity of the grievant, the identity of the party(ies) alleged to have caused the grievance, provisions of any agreement, bylaws, rules, policies or practices that are alleged to have been violated, and the remedy that is sought.

**Section 4.** The grievant shall, at his/her expense, have the right to assistance by a person of his/her own choosing from the College community, or to legal counsel in any step of the grievance procedure.

### **Procedure**

**Step 1.** The grievant shall first discuss the grievance with the appropriate College administrator, faculty or professional staff member or with the person at the first level in the chain of command within ten (10) working days of the occurrence giving rise to the grievance in an attempt to settle the grievance. The College administrator, faculty or professional staff member or the person at the first level in the chain of command shall then have ten (10) working days in which to respond and give a written answer to the grievant.

**Step 2.** A grievance not settled in Step 1 may be filed in writing with the appropriate person in the next level higher in the chain of command in accordance with Section 3 above to discuss and attempt to settle the grievance. If the grievance is with the school dean or department chair, the grievant shall discuss the matter with the Vice President responsible for Academic Affairs.

**Step 3.** A grievance which has not been settled in Steps 1 and 2 and which the grievant wishes to pursue shall be appealed to the Vice President responsible for Student Affairs, within ten (10) working days of the receipt of the response given in Step 2. The appeal shall include the written grievance and all responses given in the first two steps. The Vice President responsible for Student Affairs may conduct a conference with the grievant.

Within ten (10) working days of receipt of the grievance the Vice President responsible for Student Affairs shall render his/her written decision. If such findings and recommendations are not submitted within that time or if the grievance is not satisfied, then the grievant may proceed to the next step within ten (10) working days.

**Step 4.** Should all prior steps fail to resolve the grievance, and the grievant wishes to pursue the grievance, the grievant may appeal to the President, within ten (10) working days of the receipt of the response in Step 3, by filing the grievance and all prior responses with the President.

**Step 5.** Should all prior steps fail to resolve the grievance, and the grievant wishes to pursue the grievance, the grievant may appeal to the Chancellor, within thirty (30) working days of the receipt of the response in Step 4, by filing the grievance and all prior responses with the Chancellor. The Chancellor will only consider whether basic procedural fairness was offered. The Chancellor may request additional information from the grievant and the College in order to render a decision. The Chancellor will issue a written decision within twenty (20) working days after receipt of the appeal.

**Step 6.** If the grievant is not satisfied with the decision made by the Chancellor, the grievant may seek relief under applicable State and Federal laws. **See Board of Trustees Policy 3210 Grievance Procedures - Students**

## Eligibility

Student-athletes are first students and then athletes. To remain in good academic standing and maintain eligibility to compete, successful grades and quality performance in the classes in which you are enrolled are expected. It is your responsibility to be aware of your academic standing and to maintain eligibility.

To be eligible to represent PSC you **MUST**:

- Meet two of three entry level requirements if an entering freshman:
  - ACT score of at least 18 or SAT score of at least 970. (NOTE exception – tests taken through April 30, 2019 require either a 16 or 860)
  - Overall high school grade point average of 2.0 on a 4.0 scale
  - Graduate in the top half of your high school graduating class
- OR
- Overall high school grade point average is a 2.3 on a 4.0 scale
  - Student will be required to maintain a 2.0 grade point average the following semesters if using this requirement
- Make normal progress toward a recognized bachelor's degree and maintain the grade points required to remain a student in good standing at PSC.
- Enroll in and remain enrolled in a minimum of 12 credit hours at the time of participation.
  - Dropping below 12 hours of enrollment at any time during the semester renders you immediately ineligible.
  - Any contest played with an ineligible participant must be forfeited.
- Have accumulated a minimum total of nine institutional or required credit hours BEFORE identification for the second term of attendance if a second-term freshman
- Have accumulated one of the following:
  - A minimum of 24 institutional or required credit hours the two (2) immediately previous semester terms of attendance
  - Or 36 credit hours in the immediately previous three (3) quarter terms of attendance.
  - Up to 12 institutional credit hours earned during the summer and/or non-term may be applied to meet the 24/36 hour rule, provided such credit is earned AFTER one of the two immediately previous terms of attendance and only in certain instances toward the 12 hour enrollment rule.
- NOT count repeat courses previously passed in ANY term toward the 24 credit-hour rule.
- Be within your first 10 semesters of attendance as a regularly enrolled student.
- As a junior, you must have a cumulative grade point average of at least 2.0 on a 4.0 scale.
- Have accumulated at least 24 credit hours to participate the second season in a sport.
- Have accumulated 48 credit hours to participate the third season in a sport.
- Have accumulated 72 credit hours to participate the fourth season in a sport.
- You MAY NOT participate for more than four seasons in any one sport. A season of competition is defined as participation in one or more intercollegiate contests, whether as a freshman, junior varsity or varsity participant, or in any other athletic competition in which PSC is represented during a sport season.

## **Athletic Training General Policy Statement**

The mission of the athletic training department is to provide the best medical care possible for injured or ill student-athletes. The athletic training department strives to return student-athletes to competition as safely and as quickly as possible following an athletic injury or illness. The health and well-being of Peru State College student-athletes is the top priority.

### **Physicals**

**It is the athletic department policy that NO student-athlete may practice or play without a pre-participation physical examination and completed insurance forms. These forms must be on file in the athletic trainer's office prior to the student-athlete's participation in intercollegiate athletics.**

Student-athletes must have one physical per calendar year. It is the student-athlete's responsibility to obtain a pre-participation physical examination. This examination must be complete before the first day of practice. New student-athletes will need to obtain a physical from their family physician before arriving on campus for the first day of practice. The Peru State College health center can schedule individual appointments for returning student-athletes to obtain physicals or the returning student-athlete may elect to utilize a physician of their choice. Please refer to the PSC athletic website for physical, insurance and release forms, and a copy of the medical expense payment procedure.

### **Insurance**

Student-athletes must provide proof of primary health insurance before athletic participation. Peru State College is not responsible for providing primary health insurance for any athlete. Peru State College carries an excess athletic injury insurance policy for all student-athletes. The excess athletic injury policy becomes effective once the student-athlete or their primary insurance meets the deductible of the policy; the deductible is set on a yearly basis by Peru State College.

### **Team Physicians**

Any injury or illness that occurs during practice or competition that requires the service of a physician will be referred through the athletic training room to one of the team physicians. Should medical services be required, the student-athlete will be referred for these specialized treatments or tests. Tests, services, treatment, or second opinions obtained by a student-athlete not approved by the athletic training department will be done so at the student-athlete's expense. **Peru State College will not be financially responsible for such tests or services that have not been referred or approved by the Peru State College athletic training department.**

### **Injuries and Illnesses**

All student-athletes who become injured or ill should report to the athletic trainer, or, if not available, their coach, immediately. If not reported during practice/game, report any problems immediately after such an event. If the student-athlete discovers an injury after hours or becomes ill, the student-athlete should report to the athletic training room the following morning. The athletic training department will help facilitate non-athletic injuries or illnesses, but the student-athlete may be responsible for the medical charges.

Student-athletes are expected to continue reporting to the athletic training room until the athletic trainer has instructed them otherwise. **The athletic trainer and/or a physician will determine a player's ability to practice/play.**

### **Athletic Training Room Rules**

- Report all injuries or illnesses to the athletic training room.
- DO NOT be late or miss a treatment. Communicate any conflicts in a timely manner before your appointment.
- Do not bring gear, bags, or shoes into the athletic training room. Leave all personal belongings outside the athletic training room.
- Do not curse in the athletic training room.
- Do not bring tobacco products into the athletic training room
- Do not loiter. If you are not being treated or taped, you are required to leave.
- BE RESPECTFUL to all athletic trainers, staff, student workers, and other athletes.

## **Athletic Department Drug Testing Policy (Student-Athletes)**

### **Introduction**

The administration of Peru State College recognizes a responsibility to ensure each student-athlete a safe, healthy, and supportive educational environment. Part of the administration's responsibility is to periodically take necessary precautions, which provide for the welfare and safety of our student-athletes, coaching staff, sports medicine staff, administration, and support personnel. Unfortunately, substance abuse is a serious problem in our society. Drug use can be detrimental to the physical and mental well-being of our student-athletes and the colleges support personnel. It is our desire to discourage the use of illegal, illegally obtained, and performance enhancing drugs and to provide a learning environment that is drug free at every level of the educational and athletic process.

PSC student-athletes are viewed as leaders and role models and, as such, are respected and emulated by other individuals in the Peru Community. Leadership brings additional responsibilities. While off campus, student-athletes represent the College and depict its character. Therefore, it is expected that individuals at Peru State College exhibit leadership qualities and respectable character while off campus, as well as on campus. With this in mind, our drug policy includes a random testing procedure for all student-athletes in all sports. Every effort will be made to administer this policy in a reasonable, fair, and equitable manner. Please read the following policy and sign the Drug Screening Policy consent form (must be signed by parent or legal guardian if the student-athlete is under the age of eighteen). If you have any further questions concerning any part of this drug policy, please contact the director of athletics, at (402) 872-2393.

### **Purpose**

To establish and define written policy and procedures for Peru State College to: A) educate eligible student-athletes as to the dangers of drug abuse, B) periodically drug screen a select number of eligible student-athletes, and C) drug screen any eligible student-athlete where a reasonable suspicion exists concerning unlawful use of controlled substances.

1. To promote the health, academic, and athletic progress of each student-athlete at Peru State College.
2. To encourage eligible individuals to develop healthy, responsible lifestyles.
3. To discourage any drug use and abuse by eligible student-athletes at Peru State College.
4. To identify any eligible student-athlete who may be using illegal drugs or controlled substances and to identify the illegal drug or controlled substance.
5. To provide reasonable precautions to ensure that each eligible student-athlete is exposed to safe and effective academic and athletic environments by minimizing the dangers associated with drug abuse.
6. To provide reasonable safeguards in order that every eligible student-athlete is medically competent to participate in college related activities.
7. To re-emphasize to eligible student-athletes their responsibility as a positive role model, both on and off campus.

### **Definitions**

**Banned Substance**-any substance as defined by the NCAA's list of banned-drug classes (see attachment). The

list consists of substances generally purported to be performance enhancing and/or potentially harmful to the health and safety of the student-athlete.

1. **Positive Test-**A drug-screening test will be considered positive once the “confirmation” or second test has been completed from the same specimen and confirms the results of the initial test. A positive test is defined as a test which indicates, in the opinion of the outside private laboratory performing the testing, that an eligible student-athlete has used a banned substance based on traces of that substance detected in the student-athlete’s specimen. A drug-screening test will also be considered positive if it is discovered by the outside laboratory that the provided sample has been altered or where foreign substances have been added to the sample in an effort to destroy or disguise traces of prohibited substances.
2. **Eligible Student-Athletes-**any student-athlete participating in intercollegiate athletics at Peru State College, including cheerleading. Note: this also includes any student-athlete who is ineligible by NAIA guidelines, but is still listed on the roster of any one of the athletic teams, or an athlete who has been declared medically ineligible and is still receiving a scholarship.
3. **Reasonable Suspicion-** quantity of proof or evidence that is more than intuition or strong feeling, but less than probable cause. Such reasonable suspicion must be based on specific, contemporaneous, articulate observations concerning the appearance, behavior, speech or body odors of the student-athlete. The observations may include indications of the chronic and/or withdrawal effects of prohibited substances or alcohol or any of the following:
  - A) Reduced quality of academic or athletic performance,
  - B) Patterns of unexcused absence from academic classes or athletic meetings,
  - C) Inability to get along with others; excessive withdrawal or isolation,
  - D) Frequent tardiness to academic classes or athletic meetings,
  - E) Decreased manual dexterity,
  - F) Impaired short-term memory,
  - G) Periods of unusual hyperactivity, irritability, or drowsiness,
  - H) suspicion through the sense of smell, sight, or sound, of a denoted administrator, coach, or support staff has
  - I) Presence or possession by a student-athlete of illegal or controlled drugs or drug related paraphernalia
5. **Incident-** 1) a positive drug test, or 2) a situation where a student-athlete covered under this policy is determined to be using or in possession of a controlled substance at an event as defined under this policy.
6. **Refusal to Submit to Testing-** includes any or all of the following:
  - A) Failure to provide adequate specimen for prohibited substances testing without a valid medical explanation after he/she has received notice of the requirement for drug testing.
  - B) Obstruction or interference with the testing process.
  - C) Failure or refusal to execute the required forms provided in conjunction with the receipt of this policy or which are a part of the testing.
  - D) Failure to be readily available for requested testing.
  - E) Failure to report to and undergo prohibited substances testing as required.
  - F) Refusal to submit to testing will be considered a positive drug test and all appropriate action will be taken.
7. **Events-** applies to the following:
  1. All on campus activities whether during or after normal school hours, and both between and within semesters
  2. All school related field trips, activities, parties, athletic events, and other extracurricular activities, whether such activities are on or off campus, or
  3. Student-athletes’ misconduct relating to the use of illegal drugs or controlled substances outside of Peru State College’s athletic setting. In recognition of this fact, off campus activities involving association with illegal drugs or controlled substances will be included in the administration of this policy when the actions of the eligible student-athlete could have an unfavorable effect on the general safety and welfare of other student-athletes, college students, college employees, or college support personnel. Events of this nature will be reviewed by the athletic director and college administration on a case-by-case basis to

determine the extent and severity of the incident. In cases where appropriate, the student-athlete will be referred to an outside source or student life committee.

### **Requirements of Each Student-Athlete**

1. Each student-athlete must sign a PSC Drug Consent Form, prior to the start of their athletic season (must also be signed by parent(s)/legal guardian(s) if the student-athlete is under the age of eighteen).
2. Each athletic team must meet with a member of the athletic training staff for a detailed explanation of the College's drug testing policy.

### **Periodic Random Drug Testing**

Peru State College will periodically drug screen a select number of student-athletes. Several drug-screening tests may be conducted during the course of the academic year. Additionally, the NAIA may also require a mandatory drug-screening test during each semester of the academic year. The NAIA may also require a drug-screening test if a team is selected for post-season championship play. The drug screening tests may test for any or all of the drugs contained in the NCAA Banned-Drug Classes. The drugs included in the testing procedure may vary from test-to-test and athlete-to-athlete at the discretion of the Athletic Director or administration of Peru State College. Some student-athletes may be tested for banned substances that are of specific concern in their sport.

### **Reasonable Suspicion Drug Testing**

Peru State College reserves the right to test any eligible student-athlete for the use of prohibited drugs and controlled substances when actions of said individual student-athlete are such as to provide reasonable suspicion of the use of prohibited drugs or controlled substances.

Any coach, PSC administrator, PSC support staff, PSC faculty, or parent may report reasonable suspicion to the Athletic Director who will, along with the referring party, decide on the need for drug screening. A reasonable suspicion reporting form should be completed and submitted to the athletic director or his/her designee.

### **Costs**

Costs associated with the drug-screening program will be covered as follows:

1. The initial drug-screening fee will be assumed by Peru State College Athletic Department.
2. The cost for a second test of the same specimen used for confirmation of the first "positive" test will be assumed by Peru State College Athletic Department.
3. A challenge by the student-athlete of the drug screening, where subsequent drug screening is requested by an outside private laboratory, will be the responsibility of the student-athlete or his/her parent(s) or guardian(s).

### **PSC Drug Testing Procedure & Recommendations**

PSC requires each student-athlete to sign a drug screening consent form (if the student-athlete is under the age of eighteen, the consent form must also be signed by a parent or guardian). This allows PSC to select student-athletes from all of its athletic teams.

Student-athletes will be randomly selected from a database by the drug testing contractor. There will be no prior notice of the date or time of such testing. Student-athletes who have been randomly selected will be notified the day before the test date. The student-athlete must then confirm his/her test date and time with the site coordinator (person denoted by the Athletic Director as coordinator of the administration of the test). The student-athlete will be informed that failure to attend and take part in the drug-testing program will automatically be assumed as a positive test and fall under the disciplinary actions of a positive test, unless the absence is determined to be of extenuating circumstances. A committee composed of the Head Athletic Trainer and the Athletic Director or his/her designee, will determine extenuating circumstances.

The method of testing for banned substances may include urinalysis or saliva. The sample will be collected and tested by a private laboratory utilizing generally accepted methods. The collection and coding of specimen samples will be executed in such a manner as to insure confidentiality. Appropriate "chain of custody" methods

will be exercised to insure complete integrity of the specimen. Prescription or over-the-counter medications shall be disclosed to the college or private laboratory prior to providing a urine sample or on the day immediately following the drug screen procedure. Medication confirmation may be provided by supplying the medicine container or written confirmation from the prescribing physician. Medication confirmation will be required if the athlete tests positive for a substance contained in the medication. It is recognized that some legal, acceptable medications may result in a positive test result and will not be cause to implement any type of disciplinary procedures.

The site and time of the drug test will be determined by the Head Athletic Trainer in consultation with the Athletic Director or his/her designee. Once the student-athlete has reported for the sample collection, he/she must remain until an adequate urine sample has been acquired. The sample will be collected and sealed for transportation by the collecting agent. The laboratory results of the drug screening will be confidential and disclosed on a need-to-know basis only.

**Disciplinary Procedures**

See section under Positive Drug Test or Illegal Drug Conviction

**Due Process**

See section under Positive Drug Test or Illegal Drug Conviction

# Drug Free Sport™

## College/University: Urine Collection Guidelines for Clients

1. Only those persons authorized by the institution will be allowed in the collection room.
  2. When arriving to the collection room, the student-athlete will provide photo identification or a client representative will need to identify the student-athlete. The student-athlete will then print his or her name and arrival time on the Roster Sign-In Form.
  3. The student-athlete will select a Custody & Control Form (CCF) from a supply of such and work with the institutional collector to complete the necessary information before proceeding with the specimen collection process.
  4. The student-athlete will select a specimen collection beaker from a supply of such and will be escorted by the institutional collector (same gender) to the restroom to provide a specimen. The student-athlete will rinse his or her hands with water (no soap) and then dry their hands. Then the student-athlete will place a specimen barcode from the Custody & Control Form onto the beaker.
  5. The institutional collector will directly observe the furnishing of the urine specimen to assure the integrity of the specimen.
  6. The student-athlete will be responsible for keeping the collection beaker closed and controlled.
  7. Fluids and food given to student-athletes who have difficulty voiding must be from sealed containers (approved by the institutional collector), opened and consumed in the collection room. These items must be free of any other banned substances.
  8. If the specimen is incomplete, the student-athlete must remain in the collection room until the sample is completed. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.
  9. If the specimen is incomplete and the student-athlete must leave the collection room for a reason approved by the institutional collector, the specimen must be discarded.
  10. Upon return to the collection room, the student-athlete will begin the collection procedure again.
  11. Once an adequate volume specimen is provided; the institutional collector will escort the student-athlete to the specimen processing table.
  12. The specimen processor will instruct the student-athlete to closely observe the specimen processing steps and will then measure the specific gravity.
  13. If the urine has a specific gravity below 1.005, no value will be recorded on the CCF and the specimen will be discarded by the student-athlete with the institutional collector observing. The student-athlete must remain in the collection room until another specimen is provided. The student-athlete will provide another specimen.
- Confidential and proprietary information of The National Center for Drug Free Sport, Inc
14. Once the specimen processor has determined the specimen has a specific gravity above 1.005 the sample will be processed and sent to the laboratory.
  15. If the laboratory determines that a student-athlete's sample is inadequate for analysis, at the client's discretion, another sample may be collected.
  16. If a student-athlete is suspected of manipulating specimens (e.g., via dilution, substitution), the institutional collector will collect another specimen from the student-athlete.
  17. Once a specimen has been provided that meets the on-site specific gravity, the student-athlete will select a sample collection kit from a supply of such.

18. The specimen processor will open the kit, demonstrate to the student-athlete the vials are securely sealed, open the plastic and open the A vial lid. The processor will pour the urine into the A and B vials and close the lids. The specimen processor should pour urine into vials above the minimum volume level (35 mL in A vial; 15 mL in B vial) and pour as much urine as possible into the vials using care not to exceed the maximum levels (90 mL in A vial; 60 mL in B vial).
19. The specimen processor will securely close the lids on each vial and then seal each vial using the vial seals attached to the CCF; assuring seals are tightly adhered to the vials with no tears or loose areas.
20. The specimen processor must then collect all necessary signatures (collector, donor, witness, and collector/specimen processor) and dates/times where indicated on the CCF.
21. The specimen processor will place the laboratory copy of the CCF in the back pouch of the plastic bag and the vials in the front pouch of the same bag. The bag should then be sealed. The sealed bag with vials will then be placed in the sample box. The box will then be sealed.
22. The student-athlete is then released by the institutional collector.
23. All sealed samples will be secured in a shipping case. The collector will prepare the case for forwarding. When two split samples are collected and packaged, care must be taken to assure one sample is placed in the shipping container for shipment to the "drugs of abuse" laboratory and one sample is placed in the shipping container for shipment to the "anabolic steroids" laboratory.
24. After the collection has been completed, the samples will be forwarded to the appropriate laboratory and copies of any forms forwarded to the Sport Drug Testing Department.
25. The samples then become the property of the client.
26. If the student-athlete does not comply with the collection process, the institutional collector will notify the appropriate institutional administrator and Drug Free Sport.

# Peru State College Department of Athletics Drug Testing Reasonable Suspicion Reporting Form

I, \_\_\_\_\_, under the reasonable suspicion clause that is  
Staff Name

outlined in the Peru State College Drug Education and Drug Testing Policy, report the following objective sign(s), symptom(s) or behavior(s) that I reasonably believe warrant

\_\_\_\_\_ be referred to the Director of Athletics or his/her designee  
Student-Athlete

for possible drug testing. The following sign(s), symptom(s) or behavior(s) were observed by me over the past \_\_\_\_\_ hours and/or \_\_\_\_\_ days.

### Please check below all that apply:

#### The Student-Athlete has shown:

- |  |  |
|--|--|
| <input type="checkbox"/> irritability  | <input type="checkbox"/> physical outburst (e.g. throwing equipment) |
| <input type="checkbox"/> loss of temper                                      | <input type="checkbox"/> emotional outburst (e.g. crying)            |
| <input type="checkbox"/> poor motivation                                     | <input type="checkbox"/> weight gain                                 |
| <input type="checkbox"/> failure to follow directions                        | <input type="checkbox"/> weight loss                                 |
| <input type="checkbox"/> verbal outburst (e.g. to faculty, staff, teammates) | <input type="checkbox"/> sloppy hygiene and/or appearance            |

#### The Student-Athlete has been:

- |  |   |
|--|---|
| <input type="checkbox"/> late for practice     | <input type="checkbox"/> staying up too late    |
| <input type="checkbox"/> late for class        | <input type="checkbox"/> missing appointments   |
| <input type="checkbox"/> not attending class   | <input type="checkbox"/> missing/skipping meals |
| <input type="checkbox"/> receiving poor grades | <input type="checkbox"/>                        |

#### The Student-Athlete has demonstrated the following:

- |   |  |
|---|--|
| <input type="checkbox"/> dilated pupils   | <input type="checkbox"/> over stimulated or "hyper"  |
| <input type="checkbox"/> constricted pupils   | <input type="checkbox"/> excessive talking   |
| <input type="checkbox"/> red eyes   | <input type="checkbox"/> withdrawn and/or less communicative                                       |
| <input type="checkbox"/> smell of alcohol on the breath                               | <input type="checkbox"/> periods of memory loss  |
| <input type="checkbox"/> smell of marijuana   | <input type="checkbox"/> slurred speech  |
| <input type="checkbox"/> staggering or difficulty walking                             | <input type="checkbox"/> recurrent motor vehicle accidents and/or violations (provide dates _____) |
| <input type="checkbox"/> constantly running and/or red nose                           | <input type="checkbox"/> recurrent violations of Student Code of Conduct policy                    |
| <input type="checkbox"/> recurrent bouts with a cold or the flu (provide dates _____) |  |

**Other specific objective findings include:**

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**Signatures:**

\_\_\_\_\_  
Name of Staff

\_\_\_\_\_  
Signature of Staff

\_\_\_\_\_  
Date

**Reviewed By:**

\_\_\_\_\_  
Director of Athletics/Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Counselor Consulted

\_\_\_\_\_  
Date Consulted

Reasonable Suspicion Upheld

Reasonable Suspicion Denied

# **Appendix**

## Appendix A

### Social Network Policy for Student-Athletes

Playing and competing for Peru State is a privilege, not a right. Student-athletes at Peru State are held in high regard and are seen as role models in the community. As leaders you have the responsibility to portray your team, College and yourselves in a positive manner at all times. Sometimes this means doing things that are of an inconvenience to us, but benefit the whole team.

Facebook, Twitter, Snapchat, and other social media sites have increased in popularity globally, and are used by the majority of student-athletes here at Peru State in one form or another.

Student-athletes should be aware that third parties - - including the media, faculty, future employers and NAIA officials - - could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student-athlete, the athletic department and the College. This can also be detrimental to a student-athlete's future employment options, whether in professional sports or in other industries.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco e.g., no holding cups, cans, shot glasses etc.
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at another institution and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).
- Information that is sensitive or personal in nature or is proprietary to the Peru State Athletic Department or the College, which is not public information

If student-athlete's profile and its contents are found to be inappropriate in accordance with the above behaviors he/she will be subject to the following penalties: 1) written warning; 2) a meeting with Director of Athletics and Head Coach; 3) penalties as determined by the athletics department, up to and including suspension from athletic team.

For your own safety, please keep the following recommendations in mind as you participate in social media websites:

- Set your security settings so that only your friends can view your profile.
- You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes or to seek connection with student-athletes.
- Consider how the above behaviors can be reflected in all Facebook applications.

**If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the Peru State Athletic Department's and the College's. Remember, always present a positive image and don't do anything to embarrass yourself, the team, your family or the College.**

Student Athlete Name Printed: \_\_\_\_\_ Sport: \_\_\_\_\_

Student Athlete Signature: \_\_\_\_\_



## Student-Athlete Pledge

Each game and practice that I participate in will provide me with an opportunity to be a *Champion of Character*.

I pledge, as an NAIA Student-Athlete, to accept the five core character values of the NAIA and will do my best to represent the NAIA, my institution, my teammates, and myself by:

**Respecting** my opponent, the officials, my teammates, my coach, myself and the game; taking **Responsibility** for my actions in all areas of my life; having the **Integrity** to stand by my word; providing **Servant leadership** where I serve others while striving to be a personal and team leader; and exemplifying **Sportsmanship** by holding myself to the highest standards of fair play.

Student-Athlete's Name \_\_\_\_\_

Institution \_\_\_\_\_

Sports Team \_\_\_\_\_

Student-Athlete's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix C

### Student-Athlete Handbook Signature Page

The Peru State Student-Athlete Handbook describes important information about Peru State and my participation in Peru State athletics, and I understand I should consult the Head Coach regarding any questions not answered in the handbook.

I understand this handbook is specifically designed to assist Student-Athletes with everyday activities relevant to serving as an athlete and expectations of the department, and it does not contain all policies and procedures of Peru State. If I wish to review the complete student handbook, I may access this on the Peru State website.

Since the information, policies, and procedures described here are subject to change, I acknowledge revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand the revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge this handbook is neither a contract of participation nor a legal document. I have received the Peru State Student-Athlete Handbook, and I understand it is my responsibility to read and comply with policies contained in this handbook, and any revisions make to it.

ATHLETE'S NAME (printed) \_\_\_\_\_

ATHLETE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## Peru State College Off-Campus Activities and Transportation Student Waiver Form

Peru State College sponsors field trips and travel opportunities for students as a means of providing an engaging learning environment. These trips may include the following types of experiences:

- Research settings, museums or businesses
- Recreational activities
- Student Life or student organization activities
- Academic or professional conferences and other educational or professional activities
- Artistic, athletic or cultural events or performances
- Service learning or community service projects
- Connecting students with local resources
- Recruitment events for the College

In consideration of being permitted to participate in these activities, please read and sign both sections below.

### Section I: Assumption of Risk and Release

I, the undersigned, in full recognition of the danger and hazards inherent in this activity, including transportation to and from the activity site(s), agree to assume all risks and responsibilities surrounding my participation. Further, I do for myself, my heirs, and personal representative(s) agree to defend, hold harmless, indemnify, release, and forever discharge Peru State College, the Board of Trustees for the Nebraska State Colleges, and all its officers, employees or agents from and against any and all future claims, demands or cause of actions in law, or in equity or otherwise, on account of damage to personal property or personal injury, or death which may result from my participation, and which result from causes beyond the control of, and without the fault or negligence of the College, Board and its officers, employees, or agents during the period of my participation.

I also agree to observe and abide by all Peru State College rules and regulations, which govern student conduct and responsibilities while participating in this College-sponsored activity. I understand that my failure to do so may result in disciplinary action.

Printed Name of Student	Signature of Student	Signature of Parent/Guardian (needed if student is under 19)
Date		Date
Emergency Contact Name		Emergency Contact Phone

### Section II: State Vehicle Transportation Waiver

On occasion, students may travel in vehicles owned by the State of Nebraska. I understand that if I am in an accident while I am a passenger in the vehicle owned by the State of Nebraska, I am not covered for medical expenses or other damages. I accept that as a condition of my being provided transportation, I waive any right I might have to claim any amount for damages I might suffer including but not limited to, medical expenses and pain and suffering, if the motor vehicle I'm riding in is involved in an accident and I am injured. I specifically agree not to file a complaint against the State, Peru State College, the Board of Trustees for the Nebraska State Colleges, or all its officers, employees or agents for the above type of injuries and damages. I understand that if there is an accident, which is caused by someone other than by the College driver/state vehicle, that this does not affect my ability to sue the party driving or owning the other vehicle.

I acknowledge that I am required to wear my seat belt at all times in the vehicle, I am not allowed to smoke in the vehicle, and I must comply with all rules governing use of this vehicle. I know that I do not have the approval to drive this vehicle unless it is considered an immediate emergency. In case of such emergency, the state's liability insurance will remain in effect.

Printed Name of Student	Signature of Student	Signature of Parent/Guardian (needed if student is under 19)
Date		Date

*Send completed form to the Vice President for Academic Affairs office, Administration 304.*

## Name, Image and Likeness Activity Reporting Form

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Student athletes are required to provide notice to the College of any NIL activity within ten (10) business days of signing a contract for compensation for NIL activity. Student athletes may either provide the following information or submit a copy of the contract to:

### NAME/EMAIL/OFFICE INFO

Describe the name, image and likeness activity. What are/were the terms of the agreement or transaction? When will/did the activity begin and end?

How will you be or how were you compensated for participating in the name, image or likeness activity?

Are you requesting the use of Peru State College related logos and/or trademarks. If yes, please explain (you must receive written approval from PSC administration in advance of use).

List all parties to the agreement or transaction, other individuals and entities, and professional representation involved.

Name of Person/Entity	Role	Contact Information





2. **NEW Transfers:** Was a Title IX process at your current or former higher educational institution pending or incomplete at the time you left? Check one.

YES       NO

**If YES:**

At what school was the Title IX process taking place?

What conduct was alleged?

3. Have you ever been convicted of a crime related to sexual violence, interpersonal violence, or other acts of violence? Check one.

YES       NO

**If YES:**

Please provide the crime(s) with which you were originally charged, the crime(s) of which you were convicted; and the sentence you received?

By signing below, I attest that, to the best of my knowledge and belief, that all information provided on this form is accurate and complete, and that providing purposefully false information on this form could result in penalties by [Institution] and/or the NAIA, including jeopardizing my eligibility to participate in any intercollegiate athletic events and/or scholarship receipt.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_