

**BOSSIER PARISH COMMUNITY COLLEGE
ATHLETIC DEPARTMENT
POLICIES & PROCEDURES**

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SECTION 1 - GENERAL POLICIES & PROCEDURES

1.1 Mission & Vision Statements

Mission Statement

To provide our student-athletes with an optimum educational experience by providing highly competitive athletic opportunities at the intercollegiate level, unique service opportunities within our local community and enhanced academic opportunities through progressive educational resources.

Vision Statement

Student-athletes moving forward to finish a degree in the classroom, compete for a championship in athletics, and launch a career in the workforce.

1.1.1 Core Values

Leadership

To inspire others to become better people.

Leadership is not about personality but about character. We will work to inspire our student-athletes to be leaders in academics, in athletics and in life by displaying positive character traits.

Integrity

To live a life of honesty and consistent morality.

Integrity is a personal choice to consistently hold oneself to a higher standard of morals and ethics especially honesty. We will build and maintain our athletic department with integrity.

Focus

To have a passion centered on a positive attitude.

Focus is about passion and that passion should inspire a positive attitude. We will create a positive culture that is focused on our mission, vision and core values.

Excellence

To do the best you can in all things.

Excellence is not about perfection but about doing the best that you can in all things. We will develop our athletic programs to standards of excellence in the classroom, on the playing field and in life.

1.2 General Policies

The Athletic Department at BPCC is part of the Student Services Division. The Athletic Department supports the mission of the College, which offers a comprehensive program of student services. The Athletic Department also supports the mission of the Student Services Division, which provides accurate information and efficient support services that encourage personal, academic, and professional growth.

Athletic Office Hours

8:00am-4:30pm Each day the college is open.

Athletic Office Contact Information

Phone: 318-678-6058

Fax: 318-678-6416

Email: athletics@bpcc.edu

Office Location: I155

Fiscal Year

The Athletic Department uses the same fiscal year as the College. The fiscal year is July 1 - June 30.

1.3 Policy Statements

Non-Discrimination/Discriminatory & Derogatory Acts

The Athletic Department holds to the Non-Discrimination and Discriminatory & Derogatory Acts policies set forth by the College:

Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

Acts of discriminatory or derogatory nature in relation to race, sex, ethnic background, religious beliefs, age, and physical condition will not be tolerated. Students who believe that they have been subjected to discriminatory and/or derogatory acts may report the incidents to the Vice Chancellor for Student Services.

Sexual Harassment

The Athletic Department holds to the Sexual Harassment policy set forth by the College:

See <http://www.bpsc.edu/studenthandbook/sexualharassmentpolicy.html>.

1.4 Governing Authorities

The Athletic Department makes every effort to abide by the policies, rules, and regulations set forth by Bossier Parish Community College as well as the following governing authorities: the Louisiana Community & Technical College System (LCTCS) and the National Junior College Athletic Association (NJCAA).

1.4.1 Bossier Parish Community College

All athletic department staff must be familiar with and adhere to any and all policies set forth by Bossier Parish Community College.

1.4.2 Louisiana Community & Technical College System (LCTCS)

All athletic department staff must adhere to any and all applicable policies set for by the Louisiana Community & Technical College System.

1.4.3 National Junior College Athletic Association (NJCAA)

All athletic department staff should be familiar with and abide by all recruiting, eligibility, and other regulations and guidelines of the NJCAA.

1.5 Title IX Compliance

Title IX provides that:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Although Title IX prohibits sex discrimination campus-wide, it has been defined to apply to intercollegiate athletics in three specific areas: Participation, Scholarships, and Treatment of Existing Athletes and Programs. Title IX compliance requires equity as that term has been defined under the law in each of these areas.

Participation. Title IX provides three separate avenues for a school to demonstrate equity. Those who wish to compete on a varsity sport that is not currently offered at Bossier Parish Community College may file a petition to gain varsity status. Petitions will be reviewed annually. Factors considered shall include gender equity, interest and ability, intercollegiate competitive opportunities, among others.

Athletics Scholarships. Bossier Parish Community College offers equitable athletic scholarships to its male and female student athletes. Whether determining equity between male and female student-athletes, Title IX expects that the percentage of men and women who play sports will essentially mirror the percentage of athletics based aid provided to male and female student-athletes.

Treatment. Title IX expects athletics programs to treat its male and female student-athletes equally with regard to the following areas:

1. The provision of equipment and supplies;
2. Scheduling of games and practice time;
3. Travel and per diem allowance;
4. Opportunity to receive coaching and academic tutoring;
5. Assignment and compensation of coaches and tutors;

6. Provision of locker rooms, practice and competitive facilities;
7. Provision of medical and training facilities and services;
8. Provision of housing and dining facilities and services;
9. Publicity.
10. Recruitment

Equity in this area means that there is equality when assessing how men as compared to women are treated in the aggregate in these areas. For example, men and women that play the same sport would not necessarily receive the same benefits but that an equitable number of men and women are treated alike. Also, because sports differ, they require different gear, medical attention, number of coaches, among other things. Accordingly, Bossier Parish Community College provides belief that student-athletes should be treated equally given the unique features of their sports.

Bossier Parish Community College believes that all student-athletes have a right to participate in an athletic program free of discrimination, including sexual harassment and retaliation. Bossier Parish Community College believes in the educational value of intercollegiate athletics and as such offers a competitive NJCAA varsity athletics program and is a member of Region XIV.

Participation in intercollegiate athletics is a privilege and as such, those who participate agree to abide by the rule and regulations set forth by the NJCAA, Region XIV and Bossier Parish Community College. These rules are comprehensive and anticipate that those who participate in athletics will demonstrate a serious commitment to their teams. Bossier Parish Community College offers athletics participation opportunities at the intramural and varsity intercollegiate levels. A summary of each is provided below:

- Student Intramural Program
- Softball
- Women's Basketball
- Women's Cross Country
- Baseball
- Men's Basketball
- Men's Cross Country

In addition to the above sport opportunities, Bossier Parish Community College provides a spirit-dance line and a co-ed cheerleading team. Any inequalities in other sports/teams at the College are because of a lack of interest in participating in the individual sports as evidenced by student surveys.

The Bossier Parish Community College Athletic program provides equal athletic opportunity to all students and does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

No matter the source of the funds used to support student-athlete financial aid and treatment (e.g., fund-raised, donated, contractually-secured), Bossier Parish Community College will treat student-athletes equitably in its support of their participation.

Bossier Parish Community College Athletic Department Compliance Officers

John Rennie, Athletic Director
318-678-6314
jrennie@bpcc.edu

Bossier Parish Community College Title IX Compliance Coordinator

Mrs. Teri Bashara, Director of Human Resources
318-678-6056
tbashara@bpcc.edu

Compliance Agency
Assistant Secretary of Civil Rights
U.S. Department of Education
330 C Street S.W.
Washington, D.C. 20202
202-732-1213

A report containing information on athletic participation and finances is available to students, prospective students, and the public by contacting the BPCC Athletic Department at 318-678-6058 or by email to mbelk@bpcc.edu or jrennie@bpcc.edu.

1.6 Student Right-to-Know Act

This information is provided by Bossier Parish Community College Athletic Department in compliance with the Federal Student Right-to-Know and Campus Security Act. A complete report from all colleges and university including Bossier Parish Community College is available at <http://nces.ed.gov/ipeds/cool/>.

Overview

The SRK requires institutions to disclose enrollment and graduation rates to prospective student/athletes, their parents, and their high school coach and guidance counselor at the time an offer of athletically -related aid is made.

The graduation rates report provides information about two groups of students at the College identified at the top of the form: (1) all students who were enrolled in a full-time degree seeking program during the cohort year and (2) the student/athletes who were degree seeking and received athletic aid from BPCC.

NOTE:

Athletic aid is a grant, scholarship, tuition waiver, or other assistance from the college that is awarded on the basis of a student's athletic ability. The completion rate is determined at the elapsed of 150% of normal time needed to complete a degree. Example: A two-year degree is allowed 3 years. Therefore, a graduation rate (percent) is based on a comparison of the number of students who entered the College as first time degree seeking and the number of those same students who graduated within 3 years or 150% of the time allowed.

1.7 Policy & Procedure Formulation & Implementation

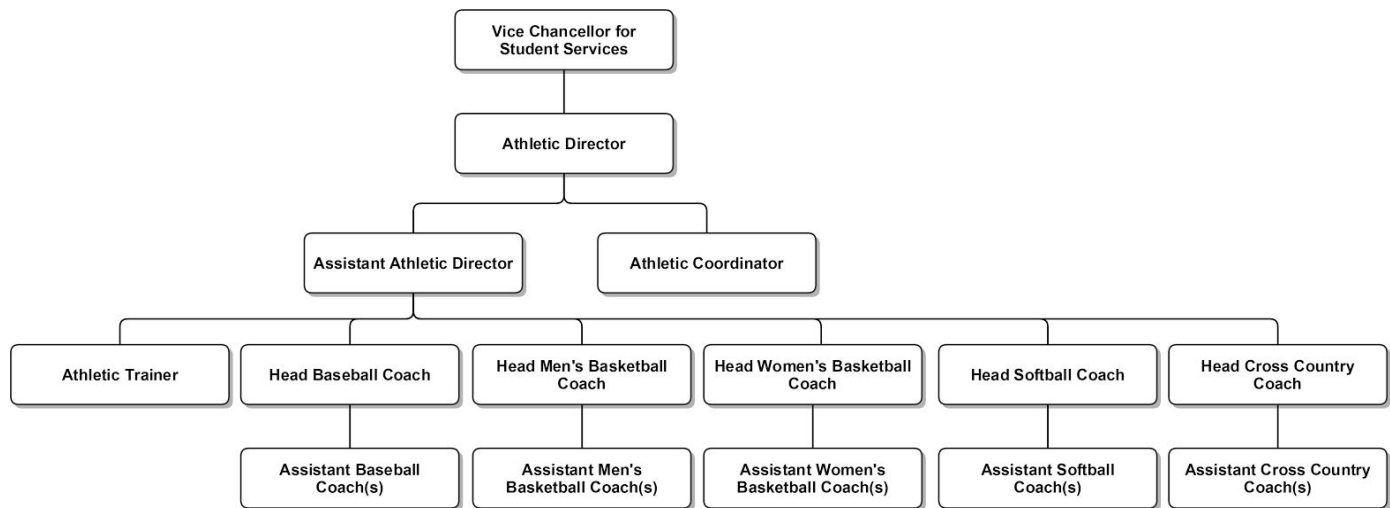
The policies and procedures set forth in this document have been approved by the Vice Chancellor of Student Services for Bossier Parish Community College and are to be carried forth by all Athletic Department staff.

All Athletic Department staff are to review The Policy & Procedure Manual on a regular basis to maintain familiarity with the document. An annual review of the policies and procedures will be conducted by the Athletic Director, Assistant Athletic Director, and Athletic Coordinator in effort to keep the document up to date and direct any changes that may be needed. Upon this review, the Athletic Director will submit in writing any changes to the Vice Chancellor of Student Services for approval. Upon approval of changes, the changes approved from the annual review will be implemented for the following fiscal year.

Suggested changes to the policies and procedures may be submitted to the Athletic Director and/or Assistant Athletic Director. Changes to the policies and procedures may be submitted outside of the annual review in writing by the Athletic Director to the Vice Chancellor of Student Services for approval. Upon receipt of written approval, changes may be implemented as soon as all affected parties are notified of the change.

SECTION 2 - STAFF POLICIES

2.1 Organizational Chart



2.2 Job Responsibilities

2.2.1 Director of Athletics

The Director of Athletics reports directly to the Vice Chancellor for Student Services and is responsible for the overall operation of the Athletic Department at Bossier Parish Community College. The Director of Athletics will take a strategic approach in operating the Athletic Department to develop current and future successes for our Athletic Department and each sports team.

The Director of Athletics will directly oversee all marketing functions of the Athletic Department including fundraising and department promotion both on and off campus.

Any major decisions of the Athletic Department must be approved by the Director of Athletics. Such decisions include but are not limited to player dismissal, scholarship revocation, and major budgetary decisions. If the Director of Athletics is not available to make such decisions, the Assistant Director of Athletics may make such decisions upon conferring with the Vice Chancellor of Student Services.

Other specific duties of the Director of Athletics can be found on the job description for the Director of Athletics.

2.2.2 Assistant Director of Athletics

The Assistant Director of Athletics reports directly to the Director of Athletics and will oversee the day to day Administration and Business Operations of the Athletic Department.

Any day to day issues (player conduct, coaching issues, parent concerns, etc.) involving any of our athletic department teams will be reported directly to the Assistant Director of Athletics. The Assistant Director of Athletics will report any major issues to the Athletic Director before any action is taken on the issue. Minor issues may be acted upon immediately by the Assistant Director of Athletics. The issue and action taken should then be communicated to the Director of Athletics via email. These day-to-day issues may be reported to the Director of Athletics if the Assistant Director of Athletics is not available.

Other specific duties of the Assistant Director of Athletics can be found on the job description for the Assistant Director of Athletics.

2.2.3 Athletic Coordinator

The Athletic Coordinator reports directly to the Director of Athletics and will assist the Assistant Director of Athletics in the day-to-day operations of the Athletic Department as well as coordinate the operations of the Academic Success Center.

Other specific duties of the Athletic Coordinator can be found on the job description for the Athletic Coordinator.

2.2.4 Head Coaches

The duties and responsibilities of the head coaches of each respective sport will include but not be limited to the following:

- Manage all responsibilities of the specific sport at Bossier Parish Community College including planning, coaching, and recruiting.
- Schedule and administer all aspects of the team including practice, strength and conditioning, game scheduling, and game travel.
- Ensure the playing area of the specific sport is maintained in top condition.
- Maintain the specific sport's equipment and supplies inventory.
- Award and administer athletic scholarships for student-athletes as set forth in the Policies and Procedures of the athletic department.
- Assist with housing arrangements for the sport's student-athletes receiving housing aid.
- Ensure student-athletes are representing Bossier Parish Community College in the proper manner at the housing facility arranged for the athletes, as well as in the community as a whole.
- Maintain fiscal integrity by adhering to the annual budget as set forth by the administration.
- Direct and supervise any assistant coaches.
- Monitor class attendance, grades, and academic progress for all student-athletes involved with the sport.
- Assist athletic administration with alumni relations and other general athletic department fund-raising programs.
- Maintain a working knowledge of NJCAA rules and regulations.
- Abide by all recruiting policies and regulations of the NJCAA, as well as all admission and general policies of Bossier Parish Community College, and the LCTCS Board.
- Represent Bossier Parish Community College at NJCAA Region 14 sport specific meetings.
- Complete, in a timely manner, reports and documents as required by the College, the LCTCS, and the NJCAA.

Coaches are assigned classes for Varsity Athletics (VTAH) that will allow the student-athletes participating in that sport to receive one credit hour per semester (Fall & Spring). Coaches must submit final grades for these classes by the specified deadline as required.

Head coaches who are employed as full-time faculty are required to teach three academic courses in the appropriate discipline or other designated assignments. The three academic courses will be determined by the Division Chair and the coach/instructor.

2.2.5 Assistant Coaches

Assistant coaches' appointments must be approved by the Athletic Director. Assistant coaches must complete the proper paperwork with Human Resources prior to beginning coaching duties.

Assistant coaches must abide by all Athletic Department policies and procedures.

2.2.6 Volunteer Coaches & Staff

Volunteer coaches and staff must abide by all Athletic Department policies and procedures. The Athletic Department will abide by the college's Use of Volunteers On Campus policy in regards to volunteer coaches who may assist with any of our athletic teams. Please see the college's policy as stated below.

USE OF VOLUNTEERS ON CAMPUS

Individuals who volunteer their time and expertise to our college provide an important service and help our college further their mission to promote attainment of educational goals within the community and strengthen the regional economy. In turn, volunteers gain valuable experiences and a sense of personal satisfaction.

This policy is intended to help promote a productive, safe and mutually beneficial environment for the college volunteers by setting appropriate expectations and clarifying roles and responsibilities for both the volunteers and sponsoring department.

Volunteers are not to be used to eliminate the need for, or take the place of, paid staff. Volunteers serve at the pleasure of the LCTCS / BPCC. Accordingly, a volunteer assignment can be terminated at the discretion of the institution without notice or cause.

Applicability

Volunteers are individuals who perform work or provide service directly related to the business of the college without the expectation of monetary or material compensation. Volunteer assignments may be on-going or short term.

BPCC students who provide service to the college in connection with an academic course or college program may be a type of volunteer in certain circumstances, such as an intern.

Under the Fair Labor Standards Act, a non-exempt employee cannot be both a paid employee and non-paid volunteer while performing the same type of work for the same employer. Individuals under the age of 16 may not be a volunteer. An individual under the age of 18 must obtain parental consent to volunteer and complete a Volunteer Service Parental Consent and Agreement Form. Guest speakers and public speakers are not considered volunteers.

Requirements for volunteers

Volunteers are expected to abide by LCTCS / BPCC policies and regulations that govern their actions, including but not limited to those of ethical behavior, confidentiality, financial responsibility, and drug and alcohol use. A volunteer must submit to, and satisfactorily clear, the appropriate background check.

Each volunteer must be approved for specific duties in writing, have their personal details collected (name, address, telephone, etc.) and assigned a supervisor.

Volunteers generally should not have access to protected student, personnel or other data. Limited access may be granted if the information is necessary for the volunteer function. The volunteer should be instructed on the requirements of the law protecting the data and sign the appropriate confidentiality form as applicable.

Volunteers must have the necessary training and/or supervision to safely carry out the volunteer work and, depending on the particular function performed, must meet the appropriate license requirements.

Other restrictions and conditions

If an authorized volunteer is injured in the scope of their duties for the college, their medical expenses will be paid under worker's compensation, although indemnity benefits will not be paid as they receive no payment for their services. General liability will apply to volunteers, similarly as to an employee, if they cause injury or damage to a third -party in the scope of their duties for the college. Volunteers are not eligible for compensation, staff development training, retirement, health benefits, sick leave or other employee benefits.

Volunteers are not allowed to drive state vehicles or state rental vehicles. Volunteers may ride in a state vehicle or state rental vehicle, in accordance with State Travel policy and procedures, if on official business for the college and the travel has received prior authorization from the appropriate supervisor.

PROCEDURES:

1. Departments wishing to utilize volunteers must submit a Volunteer Authorization form with the completed volunteer application for review and approval from appropriate Vice Chancellor.
2. Human Resources will notify the supervisor requesting volunteer services of the approval and contact the volunteer to complete a background check.
3. The volunteer must complete the necessary paperwork, attend orientation and provide proof of identification before beginning their assignment.
4. Human Resources will maintain a list of all campus volunteers.
5. Volunteers will complete an attendance record form to record time worked. Supervisors will certify the work and submit the form to HR based on the due dates for timesheets.
6. The supervisor shall notify HR in writing when a volunteer assignment ends.

2.2.7 Coaches' Liability

Coaches are charged with a great deal of responsibility. Although most of the student-athletes are over eighteen and considered adults, the Coach possibly can be held liable for injuries and/or other incidents. Coaches must make wise choices and consider what others would view as negligent. It is recommended that each coach be covered with additional liability insurance by belonging to a professional organization that offers such a benefit. As part of the Louisiana Community and Technical College System, our liability insurance is with the Office of Risk Management for the state of Louisiana. The College is represented by the attorney for the LCTCS Board.

2.2.8 Athletic Trainer

The Athletic Trainer for Bossier Parish Community College is provided to our Athletic Department by Willis-Knighton Health System. The Trainer will work under the direction of Willis-Knighton while adhering to the policies of the Bossier Parish Community College Athletic Department.

2.3 Staff Code of Conduct

2.3.1 Conduct toward Student-Athletes

1. All staff shall never place the value of winning over the safety and welfare of players.
2. Coaches shall instruct players to play within the written rules of the game and within the spirit of the game at all times.
3. Coaches shall not seek unfair advantage by teaching deliberate unsportsmanlike behavior to players.
4. Coaches shall not tolerate inappropriate behavior from players regardless of the situation.
5. Demands placed on players' time shall never be so extensive as to interfere with academic goals or progress.
6. Coaches must never encourage players to violate NJCAA rules or policies.
7. Coaches shall direct players to seek proper medical attention for injuries and to follow the physician's and/or trainer's instructions regarding treatment and recovery.
8. The attitude and conduct of all athletic department staff towards our student-athletes must be controlled and undemonstrative.

2.3.2 Conduct toward Faculty & Staff

1. All Athletic Department staff must show professional respect toward all members of the faculty and staff of Bossier Parish Community College.
2. The proper policies and procedures set forth by the college and the college departments must be followed by the Athletic Department staff when working with another department. It is the responsibility of each staff member to know and understand these policies and procedures.
3. Negative comments or complaints regarding any person, department or other associate of BPCC should be presented in writing to the Athletic Director. The Athletic Director will present the concern to the Vice Chancellor of Student Services.

2.3.3 Conduct toward Game Officials

1. All Athletic Department staff must show professional respect for game officials, before, during and after each game.
2. There must be no demeaning dialogue or gestures given by any Athletic Department staff and/or players toward a game official at any time.
3. Athletic Department staff must not incite players or spectators or attempt to disrupt the flow of the game.
4. Comments regarding an official should be made in writing to the appropriate assigning supervisor for that sport and a copy provided to the Athletic Director and Assistant Athletic Director. These comments must address the issue in a professional manner.

2.3.4 Responsibilities to Governing Rules & Regulations

1. Coaches must adhere to all NJCAA and NJCAA Region 14 rules and policies. It is the responsibility of each coach to know and understand these rules.
2. Coaches shall be thoroughly acquainted with and demonstrate a working knowledge of the rules of the sport to which they coach.
3. Coaches are responsible to assure their players understand the intent as well as the application of said rules.
4. Coaches are responsible for their players' actions on the field and must not permit them to perform with intent of causing injury to opposing players.
5. The coach must constantly strive to teach and display good sportsmanship.

2.3.5 Other Responsibilities

1. All Athletic Department staff have a responsibility to represent BPCC Athletics on our campus and in our community. All representations of the Athletic Department must be of the highest character and reputation. The behavior of coaches and staff must be such as to bring respect and admiration to the BPCC Athletic Department.

2. The attitude and conduct of the coach towards officials, players, spectators and other coaches must be controlled and undemonstrative.
3. It is unacceptable for a coach to use any profane language toward an official, opposing coach or bench before, during or after a game.
4. Coaches must use their influence to deter spectators that demonstrate intimidating and/or unacceptable behavior towards officials, player(s), and or opposing team members.
5. Excessive use of profanity by our Athletic Department staff is prohibited.

2.4 Dress Code

The Athletic Department will adhere to the Dress Code Policy for the Division of Student Services as shown below with the exceptions that follow:

2.4.1 Division of Student Services Dress Code Policy

1. Dress appropriately at all times.
2. Jeans may be worn on Fridays, as long as the jeans have no holes or tears. BPCC T-shirts may be worn with jeans. No T-shirts other than BPCC T-shirts are allowed.
3. Clothes should be free of wrinkles unless wrinkles are a part of the design. (T-shirts and Polo shirts do not fall into the category of clothing where wrinkles are part of the design.)
4. No sweat suits or sweat pants are to be worn during work hours. (An exception to this would be weekend workdays or those worn by Athletic coaches and Athletic personnel on home game days or when traveling.)
5. BPCC T-shirts/sweatshirts and jeans are considered appropriate when attending a home ball game, or if worn on Fridays. Even so, the T-shirt/sweatshirt should be free from wrinkles, and the jeans should not be ragged or torn.
6. Revealing or form fitting clothing is inappropriate at all times. Revealing clothing includes, but is not limited to the following: low cut shirts; spaghetti strapped tank-tops; one-shoulder tops or dresses; short skirts more than five (5) inches above the knees; low cut jeans that expose areas of the anatomy; and clothing that exposes undergarments.
7. Shoes must be worn at all times.
8. Hair should be dry and neatly combed.

2.4.2 Athletic Department Exceptions

1. Coaches may wear appropriate athletic apparel for team workouts, practices and other such occurrences. This apparel must adhere to Line 6 of the Division of Student Services Dress Code Policy.
2. On days that Line 1 applies, coaches may wear this athletic apparel throughout the work day. If no workouts, etc. are scheduled, coaches should adhere to the standard Division of Student Services Dress Code Policy.
3. When school is out of session and between the spring and fall semester, all athletic department staff may wear appropriate athletic apparel and/or jeans as outlined above.
4. Coaches and staff should revert to the standard dress code policy if any meetings are scheduled away from the athletic offices/facilities.

SECTION 3 - FACILITIES & EQUIPMENT

3.1 List of Facilities

- BPCC Gymnasium
 - Athletic Offices
 - Conference Room/Break Room
 - Basketball Court
 - Fitness Center
 - Locker Rooms
 - Supply Closets
 - Athletic Computer Center
 - Concessions
- BPCC Ball Fields
 - Baseball Field
 - Softball Field
 - Concessions

3.2 Facility Use & Scheduling

3.2.1 General Athletic Facility Use

Other BPCC Use (Non-Athletics)

Requests for the use of any BPCC Athletic Facility should be submitted via writing a minimum of one week prior to requested use. Any requests must be approved by the Athletic Director or Vice Chancellor of Student Services. Requests will be responded to within two business days of receipt of the written request.

If use is granted and requestor later determines the use of the gym is not needed, notification must be sent to Athletics Staff as soon as such is determined.

Non-BPCC Use

Requests for the use of any BPCC athletic facility by any group or individual not associated with BPCC should be submitted via writing a minimum of two weeks prior to requested use. Any requests must be approved by the Athletic Director or Vice Chancellor of Student Services.

If use of the gym is needed on a last minute basis and within the standard two week request period, exceptions may be granted by the Athletic Director under special circumstances.

The BPCC Athletic office must receive proof of insurance from the individual or group using the facility prior to any use of the facility.

If use is granted and requestor later determines the use of the gym is not needed, notification must be sent to Athletics Staff as soon as such is determined.

Use During College Closing (Weekends, etc.)

Athletic staff should be notified a minimum of 24 hours in advance of any use of indoor facilities during times that the college is closed. This will allow the staff to report to Plant Maintenance the anticipated use of the facility, so Plant Maintenance can plan accordingly for HVAC usage.

3.2.2 Gymnasium & Basketball Court

BPCC Basketball Teams

A request for regular scheduled practice times should be submitted a minimum of two weeks prior to the start of the semester. Any changes and/or additions to practice times need to be requested as soon as possible.

If Fitness Center will be used during practice times, notification of the times of use must be submitted a minimum of two days in advance to allow for posting on fitness center schedule.

Player Workouts

BPCC basketball players may use the gym for shooting and personal workouts during times that an athletic staff member is on hand as long as there is not a conflicting event already taking place on the gym floor. If a member of the team's coaching staff is not present in the gym, one of the coaches for the player's sport should notify the Athletic Department staff to request a staff member to provide access to the gym as well as a basketball and/or other equipment if needed. This time should be used to improve the player's game and not just for leisure (basketball appropriate gear and shoes must be worn).

BPCC Softball/Baseball Teams

If Fitness Center will be used during practice times, notification of the times of use must be submitted a minimum of two days in advance to allow for posting on fitness center schedule.

Requests for regular use of gym floor for conditioning and/or other training should be submitted a minimum of one week in advance.

Isolated requests for use of gym floor for conditioning and/or other training should be submitted a minimum of two days in advance with the exception of any use due to inclement weather.

In the event of inclement weather that does not allow for outdoor practice, softball and baseball teams may request to use the gym for regular practice. The appropriate equipment should be used if these practices do take place on the gym floor.

3.2.3 Baseball & Softball Fields

BPCC Softball/Baseball Teams

A schedule of regular practice times should be submitted to the Assistant Athletic Director a minimum of two weeks prior to the start of the semester. Any changes and/or additions to practice times need to be submitted as soon as possible.

Player Workouts

BPCC baseball and softball players may use the fields for personal workouts during times that an athletic staff member is on hand as long as there is not a conflicting event already taking place at the fields. This time should be used to improve the player's game and not just for leisure (appropriate gear and shoes must be worn).

3.2.4 Fitness Center

BPCC Athletic Teams

If the Fitness Center will be used during practice times and notification of the times of use are received a minimum of one week in advance by the Assistant Athletic Director, the Fitness Center may be closed to the general population during these times. This notification must be received a minimum of one week in advance, so the closed times can be posted on the fitness center schedule.

3.2.5 Concessions

The BPCC Athletic Department has the first right of refusal to offer concessions at any event hosted at any athletic department facility. If the Athletic Department chooses not to offer concessions, concessions may be offered by another entity upon prior approval from the Athletic Director.

3.3 Equipment & Supplies Inventory

3.3.1 Game Uniforms & Practice Uniforms

Game Uniforms

Game uniforms purchased with general budget funds must be collected from each player within two school weeks following the end of the sport's season. If a player does not return his or her game uniform, the coach should notify the Assistant Athletic Director immediately.

Game uniforms should be used for a minimum of 4 years before a replacement set of uniforms is ordered.

Practice Uniforms

Practice uniforms purchased with general budget funds must be collected from each player a minimum of two weeks prior to the last day of the spring semester or within two weeks following the end of the sport's season, whichever comes later. If a player does not return his or her game uniform, the coach should notify the Assistant Athletic Director immediately.

Practice uniforms should be used for a minimum of 3 years before a replacement set of uniforms is ordered.

3.3.2 Game Equipment & Practice Equipment

Non-apparel equipment purchased with general budget funds with a cost of more than \$120.00 per item must be collected and accounted for a minimum of two weeks prior to the last day of the spring semester or within two weeks following the end of the sport's season, whichever comes later.

SECTION 4 - FINANCIAL & ADMINISTRATIVE POLICIES

4.1 Purchases

4.1.1 General Budget

Athletic equipment purchases using general budget funds follow the same guidelines as the state and College. All athletic personnel are urged to review the Purchasing Manual carefully. Requests for purchases must be sent in writing to the Assistant Director of Athletics who will fill out a requisition form.

Items \$250 and over must be tagged with a state number and are not to be moved without approval of the Assistant Director of Athletics and the Purchasing Department.

4.1.2 Fund Raised Money

Check Requests

Any check requests for foundation account money must be submitted to the Assistant Athletic Director a minimum of two weeks in advance of the date the money is required.

Online Purchases

All purchases made online using fund raised money must be submitted to the foundation office to allow the foundation office to make the purchase. Coaches should not make online purchases and then seek reimbursement from the foundation unless the purchase is made in an urgent circumstance.

Letter-A-Thon Supplies

When using fundraised money for a Letter-A-Thon or any other type mailing, the amounts needed for postage, paper, envelopes and any other needed supplies must be submitted in advance for the foundation to purchase. No Athletic Department staff should purchase these supplies and then seek reimbursement from the foundation.

Non-Permissible Expenses

At no point and for no reason may money from a sport's fund raised account be used to pay tuition for a student-athlete.

Fund Raising Methods

All fund raising methods must be submitted in advance of use to either the Athletic Director or the Assistant Athletic Director for approval. Any letters of solicitation must also be submitted for approval before such use.

Deposits

Checks received from fundraising should be made out to BPC [Name of Sport] and submitted to the Assistant Athletic Director to be deposited in that sport's account.

4.2 Travel

In order to comply with Louisiana travel regulations, BPC will use the state travel guide as a basis for all official travel. Although athletic team travel does not always comply with all the time frames described in the travel guide, it is the Coach's responsibility to know the official regulations and to conduct travel using these requirements as modified.

4.2.1 Travel Authorization

Authorization for individual or team travel must be pre-approved even if no money is required for travel expenses. Coaches must submit the trip request form to the Assistant Director of Athletics for all trips at least two (2) weeks in advance, except in unforeseen extenuating circumstances.

4.2.2 Reimbursement

All claims for reimbursement for travel shall be submitted on state form BA-12, Travel/Expense reimbursement form, and shall include all details provided for on the form, including all receipts pertaining to the trip. Claims should be submitted within two business days following the travel.

The trip reimbursement form is completed by the Assistant Director of Athletics and signed by the person claiming reimbursement.

Reimbursement for any lodging and/or meals furnished by a state institution, or another state agency, or any other part cannot be claimed by the traveler.

4.2.3 Travel Card Use

Travel cards will be issued to the head coach for baseball, men's basketball, women's basketball, and softball. These cards should be used for all purchases paid from the general budget fund for team travel unless a purchase falls under an impermissible expense. Each coach's card must stay in the coach's possession and may not be given to another individual to make a charge.

Lodging/Hotels

The Travel Card will be used when booking and paying for hotel rooms for any team travel that is being paid from general budget funds. Hotel rooms may be booked by each coach's preferred method to receive the best available rates. When hotels are booked, the hotel must be notified of the school's sales tax exempt status as an entity of the State of Louisiana.

Upon booking lodging/hotel rooms for team travel, the coach must send the hotel and rate information to the Athletic Director and Assistant Athletic Director via email.

Food

Team meals purchased while traveling should be paid using the Travel Card. Team meals may include grocery purchases made for brown bag style meals.

Anyone receiving a meal that is paid on the Travel Card must sign the Meal List form for that specific trip.

Urgent Medical Care

Expenses for urgent medical care that are not covered by an individual's insurance and are required for any team member while traveling for a game may be placed on the Travel Card. This includes players, managers, and coaches.

When the card is used for urgent medical care, the coach must send notification to the Athletic Director and Assistant Athletic Director via email.

Other Incidental Expenses

Other incidental expenses such as replacement supplies may not be purchased using the Travel Card. The Travel Card may only be used for the specific expenses listed above - lodging/hotels, food, and urgent medical care.

Receipts & Forms

Receipts for any purchases made with the Travel Card on a team trip must be turned into the Assistant Athletic Director by the following business day after the team's return. The signed Meal List form must also be turned in at this time.

4.2.4 Trip Advance

The Coach must return excess funds from a trip advance to the Assistant Director of Athletics for verification and deposit.

4.2.5 Lodging

Hotel reservations must comply with state travel guidelines for allowable expenses. Coaches make all reservations as needed for team travel.

4.2.6 Team Travel

Athletic team travel has different meal requirements based on special permission each year from the Commissioner of Administration. Meals must be within a reasonable time frame and must be no more than the maximum amount allowed on the approved trip request.

Excused Absences

A list of student-athletes eligible for travel must be submitted to the Assistant Athletic Director prior to the team's first travel game. If a student-athlete is added or subtracted from this list for any trip, notification must be sent in writing to the Assistant Athletic Director as soon as possible. Excused absences for student-athletes must be submitted to the Athletic Coordinator at least two (2) weeks in advance, when possible. The absence report should include the dates and departure times for the trip. All excused absences must go through the Assistant Director of Athletics.

4.2.7 Use of College Vehicles

All persons driving a college vehicle must have in his/her possession a valid state drivers' license and must have completed the Defensive Driving Course required by the state. Under no circumstances should a student-athlete drive a College vehicle and under no circumstances should unauthorized persons travel with the team.

To schedule a College vehicle, the Coach must submit a request to the Assistant Director of Athletics. The coach should plan ahead to avoid conflicts. Keys to College buses and vans are to be picked up from the Physical Plant office, the day of the trip when possible. Keys, FuelTrack receipts, and the travel log must be returned immediately upon completion of travel to the Physical Plant office. In the event that travel ends after business hours, keys, FuelTrack receipts, and the travel log must be returned first thing the following morning.

4.2.8 Fuel Card

The College requires the use of the FuelTrack credit cards for gasoline when traveling in a college owned vehicle or when using an approved rental vehicle for athletic purposes. The FuelTrack cards are issued through the physical plant office. There are two different cards: one for rental vehicles and one for the college owned vehicles. This card is designed to be used for fueling vehicles only; however, the coach or approved driver may have minor repairs done in emergency situations. If minor repairs are made, official receipts are required which indicate price and quantity of the commodity purchased. There is a limit to this repair total. Call the Assistant Director of Athletics, or the Vice Chancellor for Student Services/Athletic Director before beginning the repairs. A copy of the credit ticket along with a written explanation of the reason for the purchase must be kept and attached to the credit ticket report submitted.

Each coach will have a personal pin number and a copy of the FuelTrack Fuel and Service Location booklet. It will be critical for the coach to pre-plan all trips marking the location of the service centers. There is a help desk open 24 hours at 1-800-966-9013. Each station that participates in the FuelTrack program will have the FuelTrack logo on a sign or on the door of the station.

Card instructions:

1. Fuel vehicle
2. Go to the computer located inside store
3. Slide card through computer (magnetic stripe down and facing left)
4. Key in odometer reading; press enter
5. Key in pin number; press enter
6. Key in mileage; press enter

If you are having difficulty using the card, the clerk may call the helpdesk to get approval to charge. The clerk may ask you for your pin; DO NOT give him/her the pin number. Ask to take the phone, turn out of hearing range of the clerk, and give the FuelTrack employee the pin. It is extremely important to protect your pin number.

NEVER USE THE FUELTRACK CARD OR ANY STATE CREDIT CARD TO FUEL A PERSONAL VEHICLE.

4.2.9 Use of Personal Vehicle

When traveling in your personal vehicle, even while on athletic business, the expenses are covered using the approved trip request amounts (.51 per mile). State-owned credit cards will not be issued to travelers for use in the operation of privately owned vehicles, unless said vehicle is being used for official college business.

4.2.10 Automotive Accidents

All accidents, major and minor, vandalism, and other damages shall be reported first to the local police department or appropriate law enforcement agency. An accident report form, available from the Office of Risk Management of the Division of Administration, should be completed as soon as possible and returned to ORM, together with names and addresses of principals and witnesses. For assistance, call the Campus Safety Officer in Human Resources.

4.2.11 Cleaning of Travel Vehicles

It is the responsibility of the team using the vehicle to remove all trash from the vehicle after each use and to ensure the vehicle is clean and in proper order. If an inspection of the vehicle is performed, and the vehicle is not found to be clean and in proper order, disciplinary action will be taken by the Assistant Director of Athletics and/or the Athletic Director.

4.2.12 Rental Vehicles

Written approval of the Assistant Director of Athletics prior to departure is required for the rental of vehicles. Such approval may be given when it is shown that vehicle rental is the only or most economical means by which the purposes of the trip can be accomplished. Rentals should be from the companies listed in the state travel guide. Collision Deductible Waiver (CDW) is not reimbursable for domestic travel. Personal accident insurance when renting a vehicle is not reimbursable. Employees are covered under workmen's compensation while on official state business.

4.2.13 Recruiting

Coaches must fill out a trip request using state guidelines. In addition, we are not authorized to rent and be reimbursed with State funds for rental vehicles for in-state travel. Employees are required to travel in personal vehicles and receive reimbursement in accordance with Policy and Procedure Memorandum 49. For team travel, vehicles may be rented with proper authorization from the Assistant Director of Athletics. If damage occurs to a rented vehicle, the College is responsible for paying the deductible for the insurance. Furthermore, if more than one person will be driving the rental vehicle; all persons driving must be listed with the rental company.

4.3 Athletic Scholarships

All athletic department staff and coaches must be aware of and abide by all regulations of the NJCAA regarding recruiting, letters of intent, and grants in aid (athletic scholarships).

4.3.1 Letters of Intent

The National Letter of Intent (NLI) is a binding agreement between a prospective student-athlete and Bossier Parish Community College in which BPCC agrees to provide a prospective student-athlete, who is admitted to BPCC and is eligible for financial aid under NJCAA rules, athletic aid for one academic year in exchange for the prospective student-athlete's agreement to attend BPCC and participate in athletics for one academic year.

Coaches must provide the Assistant Athletic Director with the necessary information as well as obtaining all necessary signatures to complete the official National Letter of Intent. This information includes:

- Full Name of Student-Athlete (First, Middle, and Last)
- Student-Athlete's Home Address (Street address including city, state, and zip code - it cannot be a P.O. Box)
- Name of the High School Student-Athlete graduated from (include city and state)
- Student-Athlete's Date of Birth
- Names of other colleges attended and/or name of dual enrollment college(s)
- Scholarship Award

4.3.2 Transfers

Coaches must acquire approval from the Athletic Director or Assistant Athletic Director before offering an athletic scholarship to a transfer student. This applies whether the student participated in a sport or not at the college(s) they previously attended.

4.4 Disciplinary Actions & Other Incidents

4.4.1 Disciplinary Actions

Any disciplinary action given to a student-athlete for any action outside of sports participation should be documented and reported to the Assistant Athletic Director. Disciplinary action that includes any kind of suspension from the team must receive approval from the Athletic Director or the Assistant Athletic Director.

4.4.2 Incident Reports

Occasionally, a situation may occur that the Coach will need to document and report to Administration. It is important for the Coach to report any incident which he/she believes might lead to confrontations or which may endanger any student, faculty, or staff member. The Athletic Director must be notified immediately of infractions on the part of the student-athlete that leads to disciplinary action or arrest and/or incarceration.

SECTION 5 - STUDENT-ATHLETE POLICIES

5.1 Participation

Student-athlete policies apply to all students participating in sports at Bossier Parish Community College. This includes athletes, managers, and student-coaches.

No student-athlete may participate in any kind of team workout until all required paperwork for that student-athlete is completed and turned into the athletic office.

5.2 Athletic Scholarships

Student-athletes must sign the BPCC scholarship award/contract, which is submitted to the Finance Office by the Athletic Department. All aid awarded to the student, including meals and housing stipends, must be included on the contract and is awarded through the Finance Department.

Aid based in any degree on athletic ability cannot be awarded in excess of one academic year; the decision of whether a student-athlete is awarded athletic financial aid is made on a year-by-year basis, depending on the regulations of Bossier Parish Community College.

If a student-athlete is receiving any amount of financial aid based on the student-athlete's athletic ability, BPCC must notify the student-athlete in writing on or before July 1, whether the aid has been renewed or not renewed for the next academic year. This written notification comes from the office of the Assistant Director of Athletics.

Keep in mind that the decision to renew or not to renew athletic financial aid is left to the discretion of the Bossier Parish Community College Athletic Department.

5.2.1 Admissions

Student-athletes must enroll at BPCC using the school's application for admissions. Student-athletes are subject to all general admissions policies set forth by the college. Athletic Scholarships do not cover the application fee for enrollment to BPCC.

5.2.2 Out-of-State Student-Athletes

No student in any state college under the jurisdiction of the Board of Regents who is granted an athletic scholarship at such an institution and who is not a resident of this state shall be assessed, charged, or required to pay any tuition or fees in an amount in excess of that which is assessed and charged students who are residents of the state.

5.2.3 Housing Stipends

Students-athletes may be awarded housing stipends, which are used to supplement apartment expenses, at the discretion of the Coach and in consideration of the budget. All benefits must be included on the scholarship contract submitted to the Finance Department. The stipend will be managed in the following manner:

The monthly payment is generated by the Finance Department. The Business Office sends the payment to Higher One who in turn credits the payment to the student-athlete's debit card or the student-athlete will receive a check for the amount of the housing stipend.

5.2.4 Textbooks

Student-athletes that receive a scholarship for textbooks will be guided at the beginning of each semester on how to acquire the textbooks needed for that semester. A student-athlete receiving textbooks as part of an athletic scholarship must sign a book voucher with the athletic department for each textbook they receive.

The textbooks received as part of an athletic scholarship are property of the athletic department whether they are rented or purchased. Thus, these textbooks must be taken care of and kept in good condition throughout the semester of use.

At the end of each semester, student-athletes will be guided on how to return textbooks provided on scholarship. ALL BOOKS PROVIDED ON SCHOLARSHIP MUST BE RETURNED. Books must be returned in useable condition. A hold will be placed on a student-athlete's account for any book that is returned damaged or has not been returned a minimum of one week following the end of the semester the textbook is in use. Such a hold will not allow the student-athlete to enroll in classes at BPCC or obtain an official BPCC transcript until the book is returned or paid for by the student-athlete.

5.2.5 Vehicle Registration & Parking

Student-athletes must follow all College rules and regulations concerning vehicle registration and

parking. A student-athlete must register his or her vehicle with the Office of Campus Security. (Proof of registration is needed in order to register the vehicle.) The student-athlete will be issued a parking sticker, which must be placed on the driver's side rear glass of the vehicle. Student-athletes are to park in student parking only. Athletic scholarships do not cover any parking and vehicle registration fees.

Any time the college is open, student-athletes must not park in parking spots that are marked with yellow stripes. This includes in the area of the gym and/or ball fields.

5.3 Academics

5.3.1 Student-Athlete Class Scheduling

Each sport is assigned an Athletic-Academic Counselor. This Athletic-Academic Counselor will meet with each student-athlete to establish a suggested schedule of classes for each semester. The Athletic-Academic Counselor will work with the student-athlete to develop a suggested schedule that will progress the student-athlete to graduation with an Associate's Degree while also keeping the student-athlete on path to maintain NJCAA eligibility and gain NCAA Division I transfer eligibility.

Student-Athletes will be provided a guide that outlines the requirements for both NJCAA eligibility and transfer eligibility for all NCAA divisions as well as transfer eligibility for NAIA. As the athletic-academic counselors set-up suggested schedules for each student-athlete with all eligibility criteria in mind, any modification by the student-athlete of his or her schedule will require the student-athlete to sign one or more waiver forms to signify the student-athlete is aware that such changes could affect his or her present and/or future eligibility for athletic participation in the NJCAA, NCAA or NAIA. The signing of such waiver form indemnifies Bossier Parish Community College, its Athletic Department, and all staff of any responsibility if any such interruption in the student-athlete's eligibility may occur.

In any case, Bossier Parish Community College, its Athletic Department, and Athletic Department staff cannot guarantee a student-athlete's acceptance into or eligibility for any specific institution to which a student-athlete may transfer.

5.3.2 Dropping Classes/Changing Schedule/Changing Major

At any point a student-athlete decides they would like to drop a class or change their schedule in any way, they must get approval from their academic counselor before doing so. Any student-athlete who drops a class or makes a change to their schedule without the proper approval from their athletic-academic counselor will automatically be suspended for their team's next regular or post-season game.

If a student-athlete decides they would like to change their major, they must set up an appointment to meet with their athletic-academic counselor to discuss the change of major and effect it might have on their path to graduation.

5.3.3 Withdrawns & No-Shows

Once notified of a class suspension by the Athletic Department staff, the student-athlete will have one week to show that he/she has been reinstated to that class. Otherwise the following will be enforced and will include the student-athlete's career at BPCC:

1. First Offense – suspension of 10% of team's regular season; pay for the class suspended from if on athletic scholarship; forfeit eligibility for any future athletic scholarships for summer school at BPCC.
2. Second Offense – suspension of 20% of team's regular season; pay for the class suspended from if on athletic scholarship
3. Third Offense – loss of scholarship, pay for the class suspended from if on athletic scholarship, and no longer eligible for any athletic scholarship from BPCC.

Once a student-athlete receives notification from the Athletic Department office of his or her potential suspension due to a WN or NS, the student-athlete has 5 school days to obtain re-admittance into the class in which he or she has received the WN or NS. After the school days have passed and the student-athlete has not gained re-admittance, the offense becomes official and the corresponding suspension will start immediately. Any effort to obtain re-admittance to a class must be made by the student-athlete. No athletic department staff should initiate contact with a professor to seek re-admittance into a class for a student-athlete that has been withdrawn due to non-attendance.

5.3.4 Grade Checks & Academic Progress

Periodic grade checks will be administered by the athletic department staff to verify academic progress for each student-athlete. The student-athlete must complete any grade check assignment given by the athletic department staff by the

due date given for the assignment. Failure to complete any grade check assignment may result in suspension from practice and/or games until the assignment is completed.

Upon verifying grades and/or academic progress of the student-athletes, the athletic department staff may assign study hall times and/or tutoring sessions for student-athletes. Any student-athlete who does not complete such assignments may be subject to suspension from practice and/or games until deemed necessary by the athletic department staff.

5.3.5 Summer School

A student-athlete must have a minimum cumulative GPA of 2.00 or higher and a 1.80 GPA from the previous full time semester to qualify for an athletic scholarship for summer school.

5.3.6 Student-Athlete Computer Center

The Student-Athlete Computer Center located in the gym is for student-athlete use only. Student-athletes using the computer center must abide by the rules posted in the Computer Center. Any abuse by a student-athlete of the use of the Computer Center may result in loss of privilege of using the Computer Center by the student-athlete and/or suspension from games.

5.4 Student-Athlete Orientation

5.4.1 Physicals

All student-athletes must pass a physical examination to be cleared for participating in athletics. A student-athlete must pass the physical before participating in any any team practices and/or games. A physical is valid for this purpose for 13 months from its completion. Team physicals for BPCC athletes will be conducted at Athlete Orientation at the start of each school year. Any student-athlete that does not have a physical completed at Orientation must complete one with the team physician on the student-athlete's own time. In this scenario, a student-athlete may also acquire a physical from the student-athlete's personal physician at the student-athlete's expense.

5.5 Student-Athlete Code of Conduct

All students who attend Bossier Parish Community College are bound by the Code of Student Conduct. This Code of Conduct is outlined in the BPCC Student Handbook, which can be accessed online at www.bpcc.edu/studenthandbook. Student-athletes representing the College are required to adhere to the same policies and procedures. Because student-athletes represent the College on campus and within the community, and scholarships often are granted, additional rules and regulations apply to all student-athletes. These rules and regulations include the following:

- Student-athletes will follow all rules and regulations set forth by the head coach of their sport.
- Any equipment issued to the student-athletes will be cared for properly. If any equipment that is to be returned is not returned, an automatic hold will be placed on the student-athletes' academic records until the items are paid for or returned.
- Any student-athlete found responsible for theft or destruction of individual or school property will be dismissed from the team and may be prosecuted.
- All student-athletes must travel with their respective team to athletic events---no exceptions. Athletes traveling with the team to an athletic contest will not be allowed to leave with another party following the contest unless the Assistant Director of Athletics is given a written request prior to the student-athlete leaving on the trip.
- The use of all tobacco products shall be prohibited in all practices and athletic events conducted under the auspices of the NJCAA and its member institutions. The use of all tobacco products by student-athletes is prohibited at any time while on the campus of Bossier Parish Community College or participating in any event associated with the college.
- Conduct that substantially disrupts, impedes, or interferes with the operation of the team and/or the rights of individuals is not acceptable and will not be tolerated. This conduct includes but is not limited to alcohol/drug abuse, violent behavior, unsportsmanlike conduct, sexual harassment, hazing, obstruction or disruption of teaching, and conviction of any criminal ordinances or laws.*

*Any student-athlete charged with a felony or misdemeanor will be suspended from participation until the matter has been adjudicated. If the student-athlete is convicted of violating a criminal ordinance or law, the student-athlete will be removed from the team.

5.5.1 Special Attention to Certain College Rules & Policies

5.5.1.a Sexual Misconduct Policy

Policy Statement

The Louisiana Community and Technical College System (LCTCS) is committed to providing a learning and working environment free of sexual discrimination and sexual misconduct. As such, Bossier Parish Community College (BPCC), as a member of the LCTCS, prohibits sexual discrimination and sexual misconduct, as provided in Title IX and other applicable laws, for all individuals who participate in institutional activities and programs, including online instruction.

Sexual discrimination and sexual misconduct violates an individual's fundamental rights and personal dignity. BPCC considers sexual discrimination and sexual misconduct in any form to be a serious offense. This policy has been developed to reaffirm these principles and to provide recourse for individuals whose rights have been violated. This policy establishes the mechanism for determining when rights have been violated in employment, student life, campus support services, and/or an academic environment.

Definitions

Sexual Misconduct is a sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s), or that occurs when the person(s) is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. For the purpose of this Policy, sexual misconduct includes, but is not limited to, sexual assault, sexual abuse, violence of a sexual nature, sexual harassment, non-consensual sexual intercourse, sexual exploitation, video voyeurism, contact of a sexual nature with an object, or the obtaining, posting or disclosure of intimate descriptions, photos, or videos without the express consent of the persons depicted therein, as well as dating violence, domestic violence and stalking.

BPCC shall use the federal and state definitions of the following terms when making all decisions regarding sexual misconduct including publication of definitions, disciplinary decisions, Clery reporting decisions, campus climate decisions, and training and prevention decisions. If there are any changes to state and federal law, definitions must be amended to reflect any changes to federal and state laws and regulations.

a) Sexual Assault as defined by the Clery Act: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) program.

b) Sexual Assault as defined by Louisiana State Law:

1. **Non-Consensual Sexual Intercourse:** Having or attempting to have sexual intercourse, cunnilingus, or fellatio without consent. Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.
2. **Non-Consensual Sexual Contact:** Any intentional sexual touching, or attempted sexual touching, without consent.

c) Sexual Exploitation: An act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse or exploitation of another person's sexuality. Examples of sexual exploitation include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio- or videotaping of sexual activity, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly exposing an individual to a sexually transmitted infection without that individual's knowledge.

d) Stalking as defined by Clery Act: Intentional and repeated following OR harassing that would cause a reasonable person to feel alarmed OR that would cause a reasonable person to suffer emotional distress OR intentional and repeated uninvited presence at another person's: home, work place, school, or any other place which would cause a reasonable person to be alarmed OR would cause a reasonable person to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping or any other statutory criminal act to the victim OR any member of the victim's family OR any person with whom the victim is acquainted. 34 CFR 668.46(a)(ii)

e) Stalking as defined by Louisiana State Law: Stalking is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's

home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnaping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted. La. RS § 14:40.2(A) "Harassing" means the repeated pattern of verbal communications or nonverbal behavior without invitation which includes but is not limited to making telephone calls, transmitting electronic mail, sending messages via a third party, or sending letters or pictures. "Pattern of conduct" means a series of acts over a period of time, however short, evidencing an intent to inflict a continuity of emotional distress upon the person. Constitutionally protected activity is not included within the meaning of pattern of conduct. La. RS § 14:40.2(C)

f) Domestic Violence definition in Clery Act: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the alleged victim is protected under federal or Louisiana law. Felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

g) Family Violence definition in Louisiana State Law: means any assault, battery, or other physical abuse which occurs between family or household members, who reside together or who formerly resided together. La. RS § 46.2121.1 (2)

h) Domestic Abuse definition in Louisiana State Law: Includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one family or household member against another. La. RS 46:2132(3)

i) Dating Violence definition in Clery Act: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship will be determined based on a consideration of the length and type of relationship and the frequency of interaction.

j) Dating Violence definition in Louisiana State Law: "Dating violence" includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other. La. RS § 46.2151(C) For purposes of this Section, "dating partner" means any person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

1. The length of the relationship.
2. The type of relationship.
3. The frequency of interaction between the persons involved in the relationship.

Although the following definitions are not defined by state and/or federal law, the following definitions shall also be used in institutional policy and in the implementation thereof by all LCTCS institutions.

k) Sexual Harassment: Unwelcome conduct of a sexual nature when i) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education; ii) submission to or rejection of such conduct by a person is used as the basis for a decision affecting that person's employment or education; or iii) such conduct has the purpose or effect of unreasonably interfering with a person's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment, and has no legitimate relationship to the subject matter of a course or academic research. Sexual harassment also includes non-sexual harassment or discrimination of a person because of the person's sex and/or gender, including harassment based on the person's nonconformity with gender stereotypes. For purposes of this Policy, the various forms of prohibited sexual harassment are referred to as "sexual misconduct."

l) Retaliation: Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or

discrimination. Title IX prohibits Retaliation. For purposes of this Policy, an attempt requires a substantial step towards committing a violation.

m) Consent: Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate consent. Consent must be knowing and voluntary. To give consent, a person must be of legal age. Assent does not constitute consent if obtained through coercion or from an individual whom the Alleged Offender knows or reasonably should know is incapacitated. The responsibility of obtaining consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain consent. Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving consent. A current or previous consensual dating or sexual relationship between the persons involved does not itself imply consent or preclude a finding of responsibility.

n) Incapacitation: An individual is considered to be incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Being drunk or intoxicated can lead to Incapacitation; however, someone who is drunk or intoxicated is not necessarily incapacitated, as incapacitation is a state beyond drunkenness or intoxication. Individuals who are asleep, unresponsive or unconscious are incapacitated. Other indicators that an individual may be incapacitated include, but are not limited to, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance.

o) Coercion: is the use of express or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in sexual activity.

p) Responsible Employee: Each institution must designate and publish the names and contact information for easily accessible institution employees as responsible employees who have the authority to take action to redress sexual violence and have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee. However, an institutional decision to make all institution employees mandatory reporters of suspected or known sexual harassment or sexual misconduct to the Title IX Coordinator or other appropriate school designee does not render all institutional employees to be responsible employees. Employees who are authorized or required by law to keep information confidential by virtue of the employee's professional role such as counseling staff or similar shall not be designated as mandated reporters of sexual harassment or as responsible employees.

q) Sexually-Oriented Criminal Offense: Any sexual assault offense as defined in: La. R.S. 44:51 and any sexual abuse offense as defined in R.S. 14:403.

r) Complainant: An individual whose report of sexual misconduct has not yet been investigated and validated.

s) Victim: An individual who, after all due investigation and/or adjudication, has been found to be the target of sexual misconduct.

t) Respondent: An individual against whom a sexual misconduct complaint is brought, which complaint has not yet been validated through investigation and/or adjudication.

u) Perpetrator: An individual found guilty of sexual misconduct.

v) Confidential Advisor: The confidential advisor primarily serves to aid a student involved in a sexual misconduct complaint in the resolution process as a confidential resource. As suggested by the term "confidential advisor," confidential communications with the advisor will be kept confidential in all circumstances except where the institution or advisor may be required to disclose the communications under state and federal laws. For example, an institution may be compelled by law to disclose communications between the student and his/her confidential advisor if directed by the court in civil litigation. Each institution shall designate individuals who shall serve as confidential advisors.

Scope of the Policy

This policy applies to all BPCC students, staff, and faculty, without regard to sexual orientation, gender identity and/or gender expression.

This policy shall apply to conduct that occurs on BPCC's campus, at BPCC college-sponsored activities, and/or when the student or employee is representing BPCC. BPCC shall have discretion to extend jurisdiction over conduct that occurs off-campus when the conduct adversely and significantly affects the learning environment or BPCC community and would be a violation of this Policy and/or any applicable campus policy or code of conduct, if the conduct had occurred on campus. In determining whether or not to extend jurisdiction, BPCC may consider, among other factors, its ability to gather information and effect a resolution. BPCC may extend jurisdiction (over off-campus conduct) if the alleged conduct by the student or employee:

- (1) Involved violence or produced reasonable fear of physical harm; and/or
- (2) Involved any other members of the BPCC community or any academic work, records, documents, or property of BPCC.

Complaint Submission and Processing

A. Initial Review of Complaint

The Campus Title IX Coordinator shall conduct or supervise the initial review of the complaint, with such assistance, as needed and/or appropriate under the circumstances, from other campus administrators with responsibilities relevant to the nature of the complaint. A complaining or responding student or employee has the right to a confidential advisor at any stage of this process. The initial review of the complaint shall be concluded as quickly as possible, within a reasonable amount of time in a manner that is adequate, reliable, and impartial.

To ensure a prompt and thorough initial review, the complainant should provide as much of the following information as possible. A complaint may be submitted anonymously or by an individual who is not a party to the alleged violation. This may, but is not required to be, provided in writing, and may include:

- (1) The name, organization, department, and position of the person or persons allegedly violating this Policy;
- (2) A description of the incident(s), including the date(s), location(s), and the presence of any witness(es);
- (3) If the complainant is an employee, the alleged effect of the incident(s) on the complainant's position, salary, benefits, promotional opportunities, or other terms of conditions of employment;
- (4) The name(s) of other student(s) or employee(s) who might have been subject to the same or similar conduct; and/or
- (5) Any other information the complainant believes to be relevant to the alleged sexual misconduct, discrimination, harassment, or retaliation.

B. Resolution Procedures

BPCC shall have both an informal and formal resolution procedure for alleged violations of this Policy. Both procedures will be implemented by individuals who have received training on issues related to sexual discrimination and sexual misconduct and will utilize a preponderance of the evidence standard, throughout the process, with respect to determinations as to whether or not there has been a violation of this Policy. In both procedures, information obtained regarding the complaint will be treated as privately as possible, with only those with a need to know being informed of the complaint. The complainant and the responding student or employee has the right to one confidential advisor at any stage of the informal resolution process or formal resolution process.

As set forth below, an informal resolution procedure is available under certain circumstances. If after the initial review the Campus Title IX Coordinator finds that reasonable cause exists to believe that this Policy has been violated, the Campus Title IX Coordinator or designee will determine whether the informal resolution procedure is appropriate. If it is not appropriate, a full investigation is required (formal resolution process).

If the Campus Title IX Coordinator or designee determines that the informal resolution process is appropriate, the complainant and responding person shall be advised of the informal resolution procedure. If both consent in writing, the informal resolution procedure will be followed, without further investigation, unless the informal resolution is unsuccessful.

(1) Informal Resolution

The use of the informal resolution procedure is optional and must be agreed upon by all parties involved. Informal procedures are not appropriate for, or applied in, cases involving violence or non-consensual sexual intercourse. An attempt to informally resolve the complaint shall be made or supervised by the Campus Title IX Coordinator and

should be concluded within sixty (60) calendar days of the decision to pursue informal resolution. Such informal resolution can include meeting with each party to the complaint; review of any initial findings; recommending reassignment, separation or monitoring of the parties; a mediated or facilitated meeting with the parties (however, no complainant shall ever be required to meet with the responding person in an informal resolution); and any other actions deemed appropriate by the parties and the institution.

Once the informal resolution procedure is complete, written notification of the proposed resolution shall be given to all parties. Any party dissatisfied with the outcome of the informal resolution procedure has the right to make a written request, within fifteen (15) calendar days of written notification of the proposed resolution, to the Campus Title IX Coordinator, that the formal resolution procedure, set forth below, be pursued.

(2) Formal Resolution

The formal resolution procedure will be followed: if the Campus Title IX Coordinator deems the informal procedure inappropriate for the alleged offense; if any persons involved in the complaint do not wish to engage in the informal procedure; if an attempt to utilize the informal procedure has been unsuccessful; or, if any party is unsatisfied with the outcome of the informal resolution process. In such cases, at the recommendation of the Campus Title IX Coordinator and after an initial review, a trained investigator or the Campus Title IX Coordinator will conduct a full investigation into the facts and circumstances of the complaint. If a trained investigator is used to conduct the full investigation, the investigator shall be authorized and assigned as investigator by the Campus Title IX Coordinator. Investigators may include, but not be limited to, employees from human resources, student services, or student life. The investigation may include in-person interviews with all parties involved and interviews of any direct witnesses. The investigator may also collect and review any documents or other relevant information to include but not limited to photographs, video recordings, or other social media. All parties to the complaint will:

- Be provided written notice regarding the details of the alleged violation of this Policy prior to the initiation of the full investigation
- Have an opportunity to identify pertinent evidence to be considered by the investigator
- Have an opportunity to identify witnesses to be interviewed

The investigator will present a written investigative summary, based on a preponderance of the evidence standard, and will submit the summary to the Campus Title IX Coordinator, who will notify the appropriate Campus offices. The complainant and the individual who is the subject of the complaint will be notified in writing of the results of the investigation. Information obtained regarding the complaint will be treated as confidentially as possible (as set forth herein) with only those with a legitimate educational interest being informed of the complaint and the outcome of the investigation.

Withholding of Transcripts for those Accused of Sexual Misconduct

If a student accused of a sexually-oriented criminal offense seeks to transfer to another institution during an investigation, the institution will withhold the student's transcript until such investigation is complete and a final decision has been made. The institution will inform the respondent of the institution's obligation to withhold the transcript during the investigation.

Communication with other Postsecondary Institutions

If a student is found responsible for sexually-oriented criminal offenses upon the completion of an investigation and seeks to transfer to another institution, the institution will communicate such a violation, when the institution becomes aware of the student's attempt to transfer, with the institution(s) to which the student seeks to transfer or has transferred.

Confidential Advisors

Complainants and responding students or employees have the right to one confidential advisor at any stage of the informal resolution or formal resolution process. BPCC will designate an appropriate number of individuals to serve as confidential advisors (as determined by the Board of Regents) and will make the names and contact information for these individuals available on the institution's website.

Individuals designated as confidential advisors shall complete online training developed by the Louisiana Attorney General in collaboration with the Board of Regents by the 2016-2017 academic year.

The confidential advisor shall, to the extent authorized under law, provide confidential services to students and/or employees involved in a complaint. The confidential advisor may, when directed to do so by the complainant or respondent:

- Serve as a liaison between a complainant or respondent and the institution or local law enforcement.
- Accompany the complainant or respondent to interviews and other proceedings of a campus investigation and institutional disciplinary proceedings.
- Advise the complainant or respondent of, and provide written information regarding, both the complainant's or respondent's rights and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a court of competent jurisdiction or by the institution.

The confidential advisor must be authorized by the institution to liaise with appropriate staff at the institution to arrange reasonable accommodations. Any requests for accommodations shall not trigger an investigation by the institution.

The confidential advisor shall not be obligated to report crimes to the institution or law enforcement in a way that identifies an alleged victim or an accused individual, unless otherwise required to do so by law.

Disciplinary Action

BPCC will take appropriate action against any person found to be in violation of this Policy (Note: violations of this Policy may subject an individual to civil or criminal liability under state or federal law).

When an employee is deemed to have violated this Policy, the Campus Title IX Coordinator and Human Resource Management will jointly determine the appropriate disciplinary action, or recommendation for disciplinary action, up to and including dismissal, in accordance with applicable laws, rules, and/or BPCC/LCTCS policies.

For violations involving students, except when acting in the capacity of an employee, the appropriate campus office for student services or student life will determine the appropriate action, pursuant to any applicable code of student conduct and/or policy/policies governing student conduct. Sanctions may include, but are not limited to, deferred suspension, suspension, expulsion, class only restriction, and separation of employment (student).

Record Keeping

Records will be kept in accordance with Louisiana law and federal law. For students, records will be kept for 7 (seven) years, except in cases of suspension and expulsion, in which case the records shall be permanent. Employment actions will be filed in the employee's respective Employee Relations file and will be kept on file permanently.

Retaliation

Retaliation against a person who has been subjected to sexual discrimination or sexual misconduct, or is assisting in the investigation of such a complaint, who in good faith brings a complaint of sexual discrimination or sexual misconduct, is prohibited and shall be a violation of this Policy and shall constitute misconduct subject to disciplinary action or other action, as described above. Any employee or student bringing a sexual discrimination or sexual misconduct complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint.

Cooperation with Law Enforcement

BPCC will comply with law enforcement requests for cooperation and such cooperation may require an institution to temporarily suspend the fact-finding aspect of a Title IX investigation while the law enforcement agency is in the process of gathering evidence. BPCC will implement appropriate interim steps/remedies during any law enforcement agency's investigation to provide for the safety of all parties to the complaint and the campus community. BPCC will promptly resume a Title IX investigation as soon as notified by law enforcement that it has completed the evidence gathering process.

BPCC will make diligent effort to enter into Memorandum of Understanding (MOU) with local law enforcement and criminal justice agencies. Such MOUs will be updated every two years and may include:

- (1) Delineation and sharing protocols of investigative responsibilities.
- (2) Protocols for investigations, including standards for notification and communication and measures to promote evidence preservation.
- (3) Agreed-upon training and requirements on issues related to sexually-oriented criminal offenses for the purpose of sharing information and coordinating training to the extent possible.
- (4) A method of sharing general information about sexually-oriented criminal offenses occurring within the jurisdiction of the parties to the MOU in order to improve campus safety.

(5) Assurances that local peace officers in addition to each full-time college or university police officer complete a sexual assault program required by state law La. R.S. 17: 1805(H); 40:2405.8(A); (C)(I).

Reporting of Campus Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act) is a federal law which requires colleges that participate in federal financial aid programs to keep and disclose information about crime on, and near their respective campuses. BPCC will adhere to all requirements of the Clery Act and Section 304 of the Violence against Women Reauthorization Act of 2013 (VA W A), which extends the Clery Act to include dating violence, domestic violence and stalking.

Responsible Employees

BPCC will designate and publish the names and contact information for the campus Title IX Coordinator as well as easily accessible college employees as Responsible Employees. Such persons will have the authority to take action to redress sexual discrimination and sexual misconduct and will have been given the duty of reporting incidents of such offenses to the Title IX Coordinator. Employees who are authorized or required by law to keep information confidential by virtue of the employee's professional role such as Counseling Staff or similar shall not be designated as mandated reporters or as Responsible Employees.

Prevention and Awareness Programming

BPCC will annually offer, and document, education and prevention programs that include, but are not limited to:

- (1) Awareness programs which consist of community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce sexual misconduct.
- (2) Bystander intervention programs which consist of safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. It also includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
- (3) Ongoing prevention and awareness campaigns which consist of programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to, and skills for addressing, dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.
- (4) Prevention programs which consist of initiatives and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.
- (5) Risk reduction programming which consists of options designed to decrease perpetration and bystander inaction and to increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence. Additional options may include designation and publication of "red zones" (i.e., times and places of high incidence of crimes, including sexual violence).

Campus Climate Surveys

To adequately assess perceptions and behaviors of sexual misconduct on the campus, BPCC will administer the statewide campus climate survey annually, as developed by the Board of Regents, and will submit the results to the Louisiana Community & Technical College System Board by June 1 of each year, and to the Board of Regents by June 15 of each year. The survey will be voluntary, and students will be given the ability to decline to participate.

Institutional Task Force

BPCC will establish a task force to address sexual discrimination and sexual misconduct. All student stakeholder groups will be invited to be represented on the task force through the student body government.

Training

Each individual at college who is involved in implementing the college's student grievance procedures, including each individual who is responsible for resolving complaints of reported sexual discrimination or sexual misconduct, and each employee who has responsibility for conducting an interview with an alleged victim of a sexually-oriented criminal offense must receive annual training developed by the Board of Regents/Attorney General, beginning with the 2016-2017 academic year.

Amnesty

Any student who reports, in good faith, sexual discrimination or sexual misconduct shall not be sanctioned by the college for a nonviolent student code of conduct violation that is revealed in the course of such a report.

Provisions for Support Services

BPCC will, upon receipt of a report of sexual discrimination or sexual misconduct, immediately provide to complainants and respondents the following: on- and off-campus resources, including but not limited to local advocacy, counseling, health and mental health services, as applicable. These support services will be offered regardless of whether the complainant chooses to formally report the incident. BPCC will develop and distribute contact information for this purpose as well as provide such information online. Institutions that do not have health clinics and resources available on campus are encouraged to make arrangements with local health organizations that should be reflected in a Memoranda of Understanding.

Related Policies

To the extent other institutional policies may conflict with this Policy, the provisions of this Policy shall supersede and govern.

5.5.1.b Anti-Bullying Policy

Recognizing and addressing bullying is paramount to ensuring a safe and healthy campus environment that is conducive to learning and that protects the rights of individuals. Bossier Parish Community College defines “bullying” as severe or repeated use by one or more individuals of written, verbal, or electronic communication, or a physical act or gesture or exclusion directed at another individual. Bullying may cause physical or emotional harm, may create a hostile environment, and may infringe on a person’s rights, and/ or may disrupt the campus environment.

Any individual who believes that he/she is the subject of bullying or who has knowledge of bullying behavior immediately should report such conduct to Student Services personnel, faculty, staff, or Security personnel. Complaints of bullying will be investigated promptly and in as impartial and confidential manner as possible. Retaliation against any individual reporting such conduct will not be tolerated.

Any individual who is found, after appropriate investigation, to have participated in bullying is subject to disciplinary action per the institution’s current policies which govern faculty, staff, and students.

Complaints of bullying may be reported to the following:

- Office of the Vice Chancellor for Student Services: 318-678-6276
- Security: 318-678-6013
- Campus Deans
- Any faculty or staff

5.5.1.c Anti-Hazing Policy

In accordance with the law of the State of Louisiana, Bossier Parish Community College will not tolerate hazing by any student, student groups, teams, or organizations. Hazing in state colleges and universities is a violation of the law and is punishable by a fine or imprisonment, as well as dismissal from the College.

1. Hazing shall be defined as:
 - a. Any action taken or situation created, whether on or off College property, which is life-threatening to the individual; and
 - b. Kidnapping, paddling, slapping, branding, burning with cigarettes, or any such activities which are life-threatening to the individual or are intended to hurt or to humiliate physically or mentally.
2. Hazing may include the following activities when these activities are life-threatening or intended to hurt or humiliate physically or mentally:
 - a. Physical exercise, scavenger hunts, road trips, any activity resulting in excessive fatigue, physical or psychological shocks;
 - b. Wearing apparel which is uncomfortable to the individual, or is worn publicly, is conspicuous or not normally in good taste;
 - c. Engaging in public stunts of buffoonery, hair cutting, morally degrading or humiliating games or activities, giving food or drink (alcoholic or non-alcoholic) which is distasteful or designed to provoke nausea or inebriation;
 - d. Any form of verbal harassment, any action or situation which subjugates an individual to a condition where he/she might tend to lose self-respect or suffer injury to personal or religious values;

- e. Any activity which interferes with the student's scholastic responsibilities; and
 - f. The use of obscenities and vulgarities in dress, language, or action.
3. It is the duty of all student organization members to report immediately any violation of this policy to the Vice Chancellor for Student Services. Any violation of this policy shall be investigated and appropriate disciplinary action taken.

5.5.1.d Discriminatory and Derogatory Acts

Acts of discriminatory or derogatory nature in relation to race, sex, ethnic background, religious beliefs, age, and physical condition will not be tolerated. Students who believe that they have been subjected to discriminatory and/or derogatory acts may report the incidents to the Vice Chancellor for Student Services.

5.6 Alcohol and Drug Policy

Based upon the premise of a drug free society, the Bossier Parish Community College Athletic Department strives to protect both the student-athlete and the integrity of the BPCC athletic program. The BPCC Athletic Department operates under a "no tolerance" policy; sanctions may be imposed upon any student-athlete violating the alcohol and drug policy.

If a student-athlete contacts the Assistant Director of Athletics prior to Athletic Orientation and admits to having a drug or alcohol problem, the student-athlete will suffer no penalty, but will do the following:

- schedule and complete approved drug and/or alcohol counseling at his/her own expense

If a student-athlete **does not** contact the Assistant Director of Athletics prior to Athletic Orientation and tests positive for drugs, the student-athlete will do the following:

- complete 40 hours of community service
- have 3 drug screenings at one month intervals done at the student-athlete's expense
- contact his/her parent/guardian in the presence of the Vice Chancellor for Student Services/Athletic Director and his/her coach and explain that he/she has been tested positive for drugs
- schedule and complete approved drug and/or alcohol counseling at his/her own expense
- continue to practice with the team and attend games, but cannot participate in a game until he/she completes the game suspension mandated by the Vice Chancellor for Student Services/Athletic Director and the coach
- will not have to pay back any portion of his/her scholarship and will continue to receive any housing or book stipends if all of the above stipulations are met

If a student-athlete receives a **second** positive test result or if a student-athlete **refuses** to take a drug test, the student-athlete will be subject to the following:

- will be immediately suspended from the team
- will pay back all of his/her scholarship if refusal or a positive test result is before midterm and housing stipends will be discontinued for the rest of the semester. If after midterm, the student-athlete will pay ½ of his/her scholarship and the housing stipend will be discontinued for the remainder of the semester.

5.7 Revocation and/or Reduction of Scholarship

A student-athlete on scholarship may lose the scholarship as a result of one of the following:

- Revocation with documentation by the advisor/coach.
- Revocation with documentation by the College for disciplinary or other reasons.
- Documentation of the student-athlete's failure to maintain the required number of hours.
- If a student-athlete becomes ineligible during a semester because of a lack of required hours to maintain NJCAA eligibility requirements.
- The student-athlete's documented decision to quit their team.
- The student-athlete's documented lack of participation or not fulfilling the requirements of the contract.

If the student-athlete resigns from school or if the student-athlete wishes to remain in school and receive grades and credit for work, that student-athlete must make restitution to the College. Restitution includes any tuition, books, equipment, supplies, and/or other indebtedness to the College and applies as follows:

- A student-athlete who has fulfilled his/her responsibilities for less than the mid-term requirement will be required to repay the entire scholarship award.
- A student-athlete who has fulfilled his/her responsibility through mid-term will be required to repay 1/2 of the scholarship award.

If a student-athlete is receiving financial aid based in any degree on athletic ability MAY NOT be reduced, canceled or increased during the period of award:

1. Based on student-athlete's ability, performance, or contribution to team's success;
2. Because an injury prevents the student-athlete from participating; or
3. For any other athletic reason.

5.8 Non-Discrimination/Discriminatory & Derogatory Acts

The Athletic Department holds to the Non-Discrimination and Discriminatory & Derogatory Acts policies set forth by the College:

Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

Acts of discriminatory or derogatory nature in relation to race, sex, ethnic background, religious beliefs, age, and physical condition will not be tolerated. Students who believe that they have been subjected to discriminatory and/or derogatory acts may report the incidents to the Vice Chancellor for Student Services.

SECTION 6 - ATHLETIC TRAINING & SPORTS INJURIES

6.1 Physicals

All student-athletes must pass a physical examination to be cleared for participating in athletics. A student-athlete must pass the physical before participating in any any team practices and/or games. A physical is valid for this purpose for 13 months from its completion. Team physicals for BPCC athletes will be conducted at Athlete Orientation at the start of each school year. Any student-athlete that does not have a physical completed at Orientation must complete one with the team physician on the student-athlete's own time.

6.2 Insurance

Student-athlete insurance: The Athletic Department purchases an insurance policy designed to be secondary coverage for accidental injuries for students participating in athletics. Coaches and/or team trainer must be present at the game/practice for this coverage to be in effect. In addition, in the case of an injury that requires emergency medical treatment, a coach, assistant coach, or athletic trainer must accompany and remain with the student-athlete at the medical facility.

Before practice begins, the Assistant Director of Athletics sends a copy of the insurance information to the student-athlete or responsible party for a signature. This insurance form must list all personal insurance coverage and must give permission to treat the student-athlete if injury occurs. A student-athlete is not allowed to practice or play without this signed form on file in the Assistant Director of Athletics' office.

Claim forms must be signed by the Assistant Director of Athletics and completed by the student-athlete. The College is responsible for filing secondary claims. The student-athlete must file with personal insurance prior to filing a secondary claim with the College insurance.

6.3 Injury/Accident Reports

If a student-athlete is injured while participating in an athletic event, the student-athlete must complete an injury report and an insurance claim form in the Athletic Offices. An injury report must be completed for any injury in which a student-athlete is receiving regular treatment from the Athletic Trainer. This does not include preventative measures such as taping or stretching.

6.4 Physician Treatment of Student-Athletes

If a student-athlete is attended to by a physician for treatment of any medical condition, the student-athlete must provide a document of clearance from that physician before resuming any participation in athletic events. This does not apply if a student-athlete is attended by a physician for preventative/wellness measures.