

SOUTH BURLINGTON SCHOOL DISTRICT

**HAZING
ADMINISTRATIVE PROCEDURES**

NOTIFICATION OF HAZING POLICY

On an annual basis, the co-curricular digest shall be presented to students in grades 6-12 prior to the commencement of co-curricular activities. In addition, the Director of Student Activities, coaches, or advisors of seasonal co-curricular activities shall review the contents of the digest prior to the commencement of each season. The co-curricular digest shall contain a description of the South Burlington School District policy on hazing in age-appropriate language, examples of hazing, and a listing of those persons who are designated to receive reports of hazing. An oral explanation shall be provided to all co-curricular participants relative to the prohibition against hazing, the reasons for the prohibition, and the potential consequences to participants and, in the case of a club or an athletic team, to the club or team itself.

Custodial parents and guardians of students shall also be provided a copy of the hazing policy prior to the commencement of co-curricular activities on an annual basis. Staff members shall be provided with a copy of this hazing policy prior to the opening of school on an annual basis. Coaches or advisors of co-curricular activities shall be provided a copy of this hazing policy upon employment by the South Burlington School District.

On an annual basis, the unlawful hazing complaint officers shall be posted in the South Burlington School District Permanent Postings, the student and staff handbooks, and the co-curricular digest.

REPORTING

Reporting of Hazing by a Student

Students who have reason to believe that an incident of hazing might or did occur shall report such belief to any coach, advisor, teacher, nurse, guidance counselor, or school administrator. Staff members, coaches, and advisors who have received such a report from a student or who otherwise have reason to believe that an incident of hazing might or did occur shall report such belief to the Principal of the school. In the event that the Principal is unavailable, a report shall be made to the Assistant Principal, Guidance Supervisor, Student Activities Director, or other designated administrator.

The report may be written or oral. If the report is made orally the receiver shall make a written record of the report.

It is a violation of this policy for a person to retaliate against a student or other person for reporting or cooperating in any investigation or disciplinary proceeding regarding an incident of hazing.

INVESTIGATION OF REPORTS OF HAZING

The Principal or designated administrator shall promptly investigate all reports of hazing. Subsequent to completion of a timely and thorough inquiry, the findings and conclusions of the investigation shall be put in writing. Barring exceptional circumstances, the investigation shall be concluded within ten school days.

DISCIPLINARY ACTION

Should the investigation conclude that an act of hazing has been committed or that the policy against hazing has been violated, the offending students shall be subject to appropriate disciplinary action including, but not limited to, suspension or expulsion from co-curricular activities. Any disciplinary action against a student shall be consistent with South Burlington School District policy.

If the investigation concludes that two or more students from the same athletic team or other co-curricular activity directed, engaged in, aided, or otherwise participated actively or passively in an incident of hazing, disciplinary action may be imposed against the team or activity including cancellation of one, or more athletic contests, or the entire season for the athletic team.

Nothing in this policy shall limit or preclude the school from disciplining a student, or other person affiliated with the school under any other District policy as well as under the terms of this policy.

TRAINING OF STAFF

The Principal or designated administrator shall ensure that all staff members, with particular emphasis on staff members who are coaches or advisors of co-curricular activities, receive training in preventing, recognizing, and responding to hazing.

REPORTING INCIDENT OF HAZING TO LAW ENFORCEMENT OFFICIALS

All staff members are subject to the confidentiality requirements of the Family Education Rights and Privacy Act (FERPA). Accordingly, information derived from student records (if the information is obtained through other means, the restrictions of FERPA do not apply) which is personally identifiable, may not be disclosed without parental consent unless it meets one or more exceptions which are relevant:

- Where there is a health, or safety emergency,

- Where the information has been subpoenaed; or
- Where the records in question are created and maintained by a law enforcement unit established by the school.

Copies of all reported incidents of hazing and resulting documents related to the investigation and resolution of the reported incident shall be forwarded to the Superintendent of Schools.

[CO-CURRICULAR DIGEST](#)