

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name: Student Hazing</b>	
Procedure No. 5516-00-01	Eff. Date: 09/2008
Implements Board Policy(ies) <u>5516: Student Hazing</u>	Last Reviewed: 09/2008

**1. Background**

<p><i>Background to the implementation of the policy</i></p> <ul style="list-style-type: none"> <li>• <i>Cincinnati Public Schools Character and Support Guide: Code of Conduct K-12</i></li> <li>• <i>Board Policy 2255: Equity and Excellence in Education</i></li> <li>• <i>Board Policy 5611: Due Process Rights</i></li> <li>• <i>Board Policy 5610: Discipline for Young Students</i></li> </ul> <p><i>This procedure outlines school leaders' response to student hazing.</i></p>
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**2. Responsibilities**

Title: Building Principal	
Address:	
Phone:	Cell phone:
<p><i>Describe responsibilities:</i>  <i>School staff, students, and/or parents are responsible to report possible situations, circumstances or events that might include hazing to administration. Building administration is responsible for investigating the allegation and reporting to local law enforcement if needed. In addition, the district and building administration are responsible for equitable administration of disciplinary consequences as per the CPS Student Code of Conduct. Finally, the district and building administration are responsible for ensuring the safety of all staff and students, which may result in implementation of preventative measures, re-teaching, and/or interventions.</i></p>	

### 3. Action Steps

*Describe the action steps relevant to the implementation of the policy.*

- 1. Student, staff or parent reports to administration and/or another staff member to possible situations, circumstances or events that might include hazing.*
- 2. School personnel receiving a complaint will promptly document in writing the alleged prohibited incident and promptly provide to administration and/or designee.*
- 3. All reported incidents must be investigated by administration and/or designee.*
- 4. Administration and/or designee determines through investigation if hazing or planned hazing is discovered, the students shall be informed by administration of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately.*
- 5. Steps that will be taken to protect all individuals from new or additional hazing incidents and it will be documented. Action/Safety plan will be shared with all staff members who have contact with the targeted individual(s).*
- 6. Administration and/or designee will work with support personnel and students involved to teach expected behaviors and provide opportunity to make amends, when appropriate.*
- 7. Administration and/or designee contacts parent/guardians of all students involved to inform them of alleged incident and actions taken.*
- 8. The district shall distribute this policy to all students and Board employees and shall incorporate it into building staff and handbooks. Notification of this policy will occur on a yearly basis.*

#### 4. Equity Considerations

*Describe any equity considerations relevant to the implementation of this policy.*

- *Consider any resource alignment when comparing schools that have Community Learning Centers compared to schools that don't have CLCs. Also consider any resource alignment when comparing magnet schools to neighborhood schools.*

#### 5. Related Documents / Forms

Document Title	Description	Last Reviewed
CPS Character and Support Guide Code of Conduct	<i>Code of Conduct</i>	<i>July 1, 2017</i>

#### 6. Additional Information

*Describe any additional information relevant to the implementation of the policy.*