

RICE MEMORIAL HIGH SCHOOL

Athletic Handbook 2026-27



Mission Prayer

Lord God, all that I am comes from you. Open my heart, mind and soul to explore the wonders of your creation, to gain knowledge and seek wisdom. Fill me with a passion to learn and to serve. Help me to see the gifts you have given me and the people you have placed around me as signs of your love. Lord God, help me always to love you and to know your presence.

We pray this through Christ our Lord. Amen.

Mr. Andrew Nagy, Principal
Mr. Neil Brodeur, Director of Athletic

This handbook is designed to provide students and parents with policy information about Rice Memorial High School athletics.

NOTE: *Please read it carefully as your signature on the participation consent/medical Privit form indicates your understanding and acceptance of all our policies.*

ATHLETIC TEAMS

Fall

* B & G Soccer
B & G Golf
Cross Country
* Fieldhockey
* Football
* B & G Volleyball
Bass Fishing
Club Rowing

Winter

* B & G Basketball
B & G Ice Hockey
Alpine Skiing
B & G Prep Ice Hockey
Indoor Track

Spring

* B & G Lacrosse
* Baseball
Softball
Outdoor Track
B & G Tennis
Ultimate
Club Rowing

*** Sports also offered at the junior varsity level when student numbers allow.**

Making Cuts

When there are more students trying out for a team than available spots, coaches may need to make cuts at the Freshman, Junior Varsity, or Varsity levels. If cuts are necessary, coaches will meet with the affected students after the tryout period to explain the evaluation process.

Students who wish to manage a team can earn hours towards their Physical Education requirement. They must attend all practices and games as needed and perform various duties to support the coaching staff and players.

Note: Managers for the Boys and Girls Varsity Hockey teams must stay in school for the entire day and will not receive early dismissal for practices.

PARTICIPATION FEES

1. Boys and Girls Ice Hockey requires a \$500 participation fee for all players
2. Indoor Track requires a \$200 participation fee for all members

These fees help offset the cost of ice rental at Cairns arena and the rental of indoor track facilities at UVM.

ATHLETIC PHILOSOPHY

As a Roman Catholic school, Rice Memorial High School exists to guide its students toward the realization of their God-given potential. We understand and appreciate the importance of athletics in the overall education of student-athletes. Athletic experiences teach values such as hard work, commitment, leadership, discipline, teamwork, and physical fitness, all within a framework that emphasizes sportsmanship and academic achievement. Participation contributes to the physical, emotional and social health of our students, and promotes a sense of unity and cooperation among athletes, the student body and the larger school community.

Rice Memorial has a tradition of successful athletic programs, and winning is a natural goal. Our teams will strive to win, but emphasis will be placed on effort, improvement, respect for coaches, teammates, opponents, and officials, and learning to win graciously and lose with dignity. Winning is emphasized more strongly at the varsity level, but never at the expense of healthy attitudes, values and perspective. Above all, we want our athletes to have rewarding and enjoyable experiences.

CODE OF SPORTSMANSHIP

Rice Memorial High School promotes good sportsmanship among athletes and fans. We encourage students, parents and friends to attend games and support our teams, but we ask you to do so in a positive manner. Individuals, who choose to berate opponents or officials, use vulgar language, or make derogatory comments may be asked to leave. Furthermore, please remember that negative comments about coaches, players, opponents, or officials, even in conversation in the stands, do nothing but undermine the coach and harm the team. We understand that contests can get emotional, and a poor call, a costly mistake, or a loss can be difficult to swallow. However, we ask you to keep high school sports in perspective, and to understand that players, coaches and officials do make mistakes. Yelling at them from the stands or even sharing a negative opinion about the situation can only make matters worse. Please keep yourself under control at all times in the stands and represent our school and community with the dignity that you expect from our coaches and teams.

EXPECTATIONS FOR PARENTS

Rice Memorial expects parents to promote good sportsmanship as well. We encourage our parents to help their student athletes abide by the rules set forth by the school in all scenarios. Teams/Students who receive an early dismissal from school to travel to an away game must be in-school until that dismissal time.

Students are NOT allowed to be called out of class earlier to leave campus. If your student athlete requires an earlier dismissal for a Dr.'s. appointment, a note from the physician's office must accompany the student athlete upon re-entry into school and prior to departing for the sporting event. A failure to provide the note may result in the athlete forfeiting their eligibility of

playing in that day's game. This requirement for a note is the sole responsibility of the family. If the student plays in that day's event and a note is not provided, the player will forfeit their eligibility for the next game and possibly more. We ask that you please do not call and make up excuses to allow your student athlete to leave school. This is not a useful way for our administrators to use their time and it is not a good precedent to set as our emphasis must always focus on academics first.

Rice Memorial understands and respects that parents/guardians are the primary educators of student athletes. It is our goal to foster a partnership with parents in the formation of student athletes. Parents/guardians and other members of the community play a vital role in student athletes' participation in school sponsored athletics. Together, we are all working in the best interest of our student athletes.

WAYS TO PRODUCTIVELY SUPPORT STUDENT ATHLETES

- **Be present** - Show up for games, cheer and support your athletes and teams.
- **Be positive** - Your athletes are a reflection on you. They model their behavior based on yours. When discussing plays, performance, or teams please be positive and encouraging. Support your athletes, ultimately life is filled with successes and failures it is how they are dealt with that matters. One of the best places to learn this is on the field of competition.
- **Encourage independence** - Your athletes are in high school. Encourage them to take responsibility for their behavior and performance. When issues arise, ask them to talk to teammates or coaches before you intervene.
- **Observe the "24 Hour Cushion"** - Just as good educators do, Rice Memorial coaches will reflect upon game situations and decisions with their coaching staff and by themselves. Please allow coaches the time they need to process their decisions before approaching them with any questions. It is the policy of Rice Memorial that coaches do not need to discuss playing time, strategies, specific plays or other athletes with anyone.
- **Be the best fans in Vermont** - Take pride in your athlete's performance. Model great behavior for your athletes, the competition and other spectators. Respect officials, whose jobs are rarely easy. Refrain from criticizing coaches before, during or after the competition.

RISKS OF ATHLETIC PARTICIPATION

For all of the benefits and rewards of participation on an athletic team, there are also risks inherent with athletic participation. While Rice Memorial High School's coaches and staff work to provide the safest possible activity both through skills practice/development and with the facility nevertheless injuries, including, but not limited to risk of sprains, fractures and ligament and/or cartilage damage which could result in a temporary or permanent, partial or

complete impairment in the use of limbs, brain damage, or paralysis, or even death. By signing the Athletic Participation form, parents and students are acknowledging that they have been cautioned and warned about potential risks and are choosing to participate with the full knowledge and understanding of the risk of injury.

ATHLETIC DEPARTMENT TRAINING PHILOSOPHY

It is the overwhelming opinion of health educators and coaches that athletes perform best when they follow intelligent training rules. These rules include restrictions on tobacco, electronic cigarettes, alcohol, and drugs, including synthetic drugs. The coaches of Rice Memorial High School are concerned with the health habits of the student/athletes of this community, and are convinced that athletics and the use of these substances are not compatible.

Since participation in athletics at Rice Memorial High School is a privilege for each individual, it is important that students, parents, and interested persons are aware of the necessary rules and regulations. We believe that participation in athletics, both as a player and a student spectator is a vital part of the student's educational experience.

The Athletic Department, in compliance with school policy, therefore prohibits the use/abuse of tobacco, electronic cigarettes, alcohol, and drugs of any form. The training rules also extend beyond school time, school grounds, and school functions. We, as a department, believe abstinence should be a way of life in and out of school.

TARDY POLICY REGARDING PARTICIPATION IN ATHLETICS

After a student has been tardy without an excuse twice, each additional tardy will make that student ineligible to participate in any team activity, practice or contest, at the next scheduled function of that group, regardless of the day. In other words, if there is no activity, practice or contest on the day of the tardy, this policy will remain in effect the next time they meet.

Student-athletes will not be allowed to participate in a game on a day they were tardy without an excused absence.

Athletes tardy and unexcused on the day after a contest cannot participate in the next team function. Dr. appointment excuses must have a note from the physician's office accompany the student athlete upon arrival to school. The note will change the student status from unexcused to excused. This requirement is the sole responsibility of the family.

Coaches will impose appropriate penalties for unexcused absences from team practices. As a condition of membership on an athletic team, the student will hold himself/herself available to participate in any and all scheduled or rescheduled contests by his/her team.

NOTE: *Independent "Mental Health" days are not acceptable tardy or absent excuses especially after a long traveled away game.*

Please do not call the office and make up an excuse for your child's tardiness.

SCHOOL ATTENDANCE FOR ATHLETES

While we realize the value of extra-curricular events, academics comes first at Rice. All students participating in co-curricular events are expected to abide by the standards set forth in the student handbook which can be found on-line. All school administrative disciplinary actions take precedent over co-curricular activities, which may include denying the privilege of participation for a stated period of time.

A student participating in an athletic season or other co-curricular season (i.e. Stunt Nite) must be present for all scheduled classes unless they have an approved excuse (such as doctor/dentist appointment with note, school related field trip, religious function, college visit). Checking in late because you were not feeling well or were overtired are not valid reasons.

Those students, who at any time during the day, sign out to go home because of illness, will be ineligible to compete in any athletic contest that day.

If a practice or a game begins at or prior to 4:00 pm then students may not leave campus prior to that practice or game.

If necessary, an early dismissal time will be given to the teachers for each team member on game day. Students may not be called out earlier than their Rice early dismissal.

Exceptions to this attendance policy may be made when extenuating circumstances are present and with administrative approval. Student Athletes who leave campus on their own without administrative approval on a game day will forfeit their eligibility to play that day.

NOTE: *While we realize the value of extra-curricular events, academics come first at Rice. Therefore, students who are absent from school for the entire day not related to a school activity, are prohibited from participating in any extracurricular activity.*

*In extenuating circumstances a student may be permitted to arrive at Rice no later than **10 AM** and only twice during a particular season.*

Parents cannot bypass school attendance policies by calling in and excusing the student's tardiness or absence.

ATHLETIC PRACTICE/GAME ATTENDANCE

Student athletes are required to prioritize attending all in-season practices and games, including those scheduled during school vacations. Commitment to the team is essential, and participation in practices and games is a critical aspect of team cohesion and individual athletic development.

The purpose of this policy is to ensure that student-athletes prioritize their commitment to their high school sports team over other sports activities, including dual rostered sports, outside academies, and club sports. This policy aims to maintain the integrity of the high school sports program and ensure that all student-athletes are fully dedicated to their in-season team.

Scope

This policy applies to all student-athletes participating in any VPA sanctioned high school sport within Rice Memorial High School.

1. Prioritization of In-Season Sports

- **In-Season Commitment:** Student-athletes must prioritize their in-season high school sport over any other athletic commitments. Attendance at all practices, games, and mandatory team events is required unless excused by the coach for legitimate reasons. (e.g., illness, family emergency).
- **Club, AAU, or Outside Sport Participation:** Participation in outside sports training, teams, academies or clubs should not interfere with the in-season high school sports commitment. Student-athletes must inform their coaches of any external commitments and ensure that these do not conflict with their high school sport responsibilities.
- **Schedule Changes:** In the event of a change to the high school schedule, student athletes are required to prioritize the high school sport above any conflicts with outside sport activities.

Consequence: Failing to prioritize the in-season high school sport may result in consequences including: reduced playing time from the in-season team, suspension from the in-season team, or suspension in the future out of season sport (Example: missing a spring sport for an out of season winter sport can result in suspension of the athlete in the subsequent winter season)

2. Notification of Absences

- If a student athlete will be unable to attend a practice or game, it is their responsibility to notify the head coach at least three days in advance.
- This notification should include the reason for the absence and any relevant details.

Consequence: Failure to notify the head coach at least three days prior to an absence may result in disciplinary action. Possible consequences include, but are not limited to, suspension

from games or additional team duties. The head coach will review each case individually to determine the appropriate consequence based on the circumstances.

3. Examples of Acceptable Absences: Examples of acceptable absences include but are not limited to:

- Personal illness or injury. Note: Injured athletes are still expected to attend team practices and games whenever possible.
- Family emergencies
- Family weddings, funerals or college graduation ceremonies.
- School-related events (e.g., academic competitions and field trips).
- Absences for college visits will be excused if they are communicated in advance and do not exceed four days per season.

4. Examples of Unacceptable Absences: Examples of unacceptable absences include but are not limited to:

- Family Vacations During Season: Planned family trips that take place during the athletic season and conflict with scheduled practices, games, or team events.
- Non-School Related Social Events: Attending parties, social gatherings, or other events not related to school or the athletic program.
- Other Sporting Events: Participating in non-school related sports events or competitions that conflict with the school athletic schedule.
- Routine Medical Appointments: Regular check-ups or non-urgent medical appointments scheduled during practice or game times, which could be scheduled at other times.
- Work Commitments: Missing practices or games for part-time jobs or other employment responsibilities.
- Oversleeping or Poor Time Management: Failing to attend practices or games due to oversleeping, forgetting, or poor time management.
- Personal Errands: Running personal errands or tasks that could be completed at other times.

4. Exceptional Circumstances

- In cases of emergency or unforeseen circumstances, the student athlete or their parent/guardian must notify the head coach as soon as possible.
- The head coach will use discretion in handling such situations, taking into account the nature of the emergency and the athlete's prior attendance record.

5. Consequences for Non-Compliance

- Loss of Practice Time: Missing practice sessions without valid reasons may result in the loss of practice time. The coach may require the student-athlete to make up for missed practices through additional training sessions prior to participating in a future contest.

- **Loss of Game Time:** Missing games or repeated absences from practices may result in a reduction of game time. The coach has the discretion to bench the student-athlete for part or all of a game depending on the severity of the non-compliance.
- **Suspension from Team:** Continued non-compliance with this policy may result in the suspension of the student-athlete from the team. The duration of the suspension will be determined by the coach in consultation with the athletic director.
- **Dismissal from Team:** In extreme cases, or if the student-athlete shows a pattern of disregard for the policy, they may be dismissed from the team. This decision will be made by the coach and the athletic director, and it will be communicated to the student-athlete and their parents/guardians.

Appeals Process

- **Appeal Submission:** Student-athletes and their parents/guardians have the right to appeal any disciplinary action taken under this policy. Appeals must be submitted in writing to the athletic director within five business days of the disciplinary action.
- **Review Process:** The athletic director will review the appeal and may meet with the student-athlete, their parents/guardians, other members of the administration, and the coach to discuss the situation.
- **Final Decision:** The athletic director will make a final decision on the appeal within ten business days of receiving the appeal. The decision will be communicated in writing to the student-athlete and their parents/guardians.

DUAL SPORT PARTICIPATION

Students may participate in two school-sponsored sports during a single season, provided they fulfill the following criteria:

- **Approval from Both Coaches:** Both coaches must agree to allow the student to participate in their respective activities. The student-athlete must determine and indicate which sport will be their primary sport before the season begins.
- **Written Declaration of Priority:** The student-athlete must indicate in writing, with copies provided to both coaches and the Athletic Director which team is their number one priority. This declaration is binding, and in the event of a conflict, the student-athlete must participate in the activity of the team given priority or not compete at all. There will be no opportunity to change priorities after the initial decision has been made. This decision is irreversible with no exceptions.

VERMONT PRINCIPALS' ASSOCIATION ELIGIBILITY

VPA eligibility rules and activities apply to all activities, athletic and non-athletic, sanctioned or sponsored by the Vermont Principals' Association. Waiver requests regarding undue hardships must be submitted through the school principal. The following VPA eligibility rules: Contestants or participants must be bona fide students in their school. Transfer students are eligible at once, provided they were bona fide students in the school from which they transferred according to the definition above;

Participants must be under 19 years of age, except that a student, whose 19th birthday occurs on or after August 1st, is eligible for all activities in the ensuing school year;

Students are ineligible if they have graduated from any course of study in a secondary school comparable to the Vermont system;

Students have four consecutive years (8 semesters) of eligibility. Attendance of 30 days of any semester will be regarded as a semester.

VPA Athletic Policies - Section 12 Standards of Eligibility

Topic 2 Eligibility Limitations and Amateur Status

Non School Competition Rules

1. A member of a school team is a student athlete who is regularly present, and actively participates in, all team tryouts, practices and competitions. Bona fide members of a school team are prevented from missing a high school practice or competition to compete with an out-of-school team, practice or competition to include tournaments, showcases, combines or other athletic events.

2. Whenever a conflict arises between the high school team practice/competition and an out-of-school practice/competition on the same day, the high school team practice/competition shall be honored by the student athlete. Priority must be given at all times to the high school team, its practices, and its contest unless permission has been granted by the school. It is expressly understood that permission shall not be granted on a regular basis.

At the coach's discretion, athletes who are in violation of this policy **may** face a team suspension, lose playing time or be asked to leave the team.

For a complete list of VPA rules and regulations, go to www.vpaonline.org

Major School Rule Violations

Definition of a Violation:

“A violation of the Rice Memorial High School Alcohol and Drug Abuse Policy is any drug or alcohol related incident, which occurs on school premises or at school sponsored functions. It includes the purchase, use, possession of, or being under the influence of alcohol and/or drugs, dealing in alcohol or other drugs and the possession of devices specifically or reasonably associated with alcohol or drug use. This includes the refusal of a student to cooperate fully, or any other specific drug or alcohol related actions that, in the best judgment of school personnel, who are familiar with the student’s normal behavior, impair the normal functioning of a student.”

For purposes of the Rice Memorial High School Athletic Program, the definition of a violation and the resulting consequences are applicable whether the violation occurs on or off the Rice campus, at Rice sponsored or non- sponsored events, regardless of whether the incident occurs in or out of season. A court conviction involving alcohol and/or other drugs will constitute a violation of training rules. All violators are to be reported to the Associate Principal for Student Life. Coaches must report violations and are not to handle violations on an individual basis. Members of the staff have the responsibility to report violations promptly to the Associate Principal for Student Life. Any person may report violations.

All violations during the sport season are addressed for all individuals in the same manner; with fairness, firmness and in the best interest of the student and team involved.

Due Process

The consequences and due process afforded the student/athlete for violation of the training rules of the Rice Memorial High School Athletic Department shall be consistent with school policy for alcohol, drug abuse, and tampering or destruction of vape measuring tools will include the following conditions:

I. **Violation:**

Sale and /or distribution of alcohol and/or drugs including vape pens and vape cartridges.

Consequence:

A. First Offense:

Immediate suspension from the team until the investigation is completed and the school consequence is assigned. If the student is guilty of the violation, the student-athlete will be ineligible for any team for one calendar year. Furthermore, the student-athlete will be ineligible to be a captain on any team for the duration of their time at Rice.

II. Violation:

The purchase, use, or possession of alcohol and or drugs including all types of vape pods. Being in possession of a device used to dispense drugs, alcohol, THC or nicotine. Participation in an event where drugs, alcohol, or tobacco products are being consumed by underaged individuals. Refusal to cooperate with an investigation of a drug/alcohol, or tobacco related incident.

Consequence:

A. First Offense:

1. Suspension from the team for a maximum of ten school days.
 - a. If the student athlete is out of season during the violation, the 2 week suspension will start on the date of the student athlete's first game or competition of the following season.
2. Loss of the privilege to be a captain on any sport team while attending Rice.
3. Upon a student's return to school following the suspension
 - 3a. Alcohol Policy (see "A" above), the following conditions apply:
 - i. A two week suspension from the date of the incident from all athletic competitions.
 - ii. The student/athlete shall not be allowed to dress in uniform for any games.
 - iii. Furthermore, they are not permitted to travel to or attend away games with the team during the suspension.
 - iv. The athlete will be expected to participate in all scheduled practice sessions
The athlete will also be required to participate in a socially rehabilitative program.
4. Failure to meet or to work toward meeting these requirements will result in immediate dismissal from the team for the remainder of the season, and will also prohibit the athlete from participating on any other athletic team, unless the obligation has been met.

B. Second Offense:

1. Immediate suspension from the team. There will be no practices or competition pending outcome of the investigation. If it is determined that a violation occurred, the student-athlete will be dismissed from the team and not allowed to participate in any sport or club offered by Rice for one calendar year.

III. **Violation:**

The tampering or destruction of Vape Detectors

Consequence - Tampering:

A. First Offense

1. A fine of \$50 will be sent home to the parents or guardians of student.
2. Loss of practice or game on the day of the offense.

B. Second Offense

1. A fine of \$250 will be sent home to the parents or guardians of student.
2. 7 day suspension from athletic team from day of the offense.
3. Required meeting with Principal, Associate Principal, Dean of Students, Athletic Director, Athletes, Parents/Guardians.

Consequence - Destruction:

A. First Offense

1. A fine of \$250 will be sent home to the parents or guardians of student for replacement.
2. 14 day suspension from athletic team.
3. Loss of the privilege to be a captain on any sport team while attending Rice.
4. Required meeting with Principal, Associate Principal, Dean of Students, Athletic Director, Athletes, Parents/Guardians.
 - a. ***(If destruction takes place at the end or outside of the student's season, the 14 day suspension or any remaining days will be served at the start the next sport the student plays).***

B. Second Offense

1. A fine of \$250 will be sent home to the parents or guardians of student for replacement.
2. Removal from athletic team and will be unable to participate in Rice athletics for 1 year.
3. Loss of the privilege to be a captain on any sport team while attending Rice.
4. Required meeting with Principal, Associate Principal, Dean of Students, Athletic Director, Athletes, Parents/Guardians.

IV. **Violation:**

Dorm Whereabouts and Permission

For safety and accountability, students must keep the School accurately informed of their whereabouts at all times when under the School's jurisdiction. Leaving the SMC campus without signing out is considered a breach of trust and a violation of this rule. Boarding students may not leave SMC (Colchester campus) /Rice (South Burlington campus) without permission. Submitting a weekend permission form with the intent to deceive or go to an unapproved destination is a violation of the permissions rule. Failure to submit a weekend permission form to an historically approved destination is also a violation of this rule.

Dorm students are not permitted to be off their dormitory halls or out of their dormitory assigned rooms after lights out, from 10:30 p.m. until 6:00 a.m. the following day. Students found out of their dorms or assigned rooms after lights out will be considered in violation of the permissions rule. A student who hosts an unauthorized person, i.e. anyone not assigned to their room in the dorm during these hours or other hours when visitation is not allowed is in violation of the permissions rule and will face discipline equal to a student who leaves the dorm during the same time.

This violation also applies to dorm students that are on teams that travel overnight and residing in hotels or other housing accommodations.

Consequence:

A. First Offense

- 1) The case is referred to the Associate Principal, the Dean of Students and the Athletic Director.
- 2) The student(s) will be suspended from any athletic activity pending the results of the case.
- 3) A minimum 3 day home suspension.

Upon adjudication of the case, a written notice detailing the violation and its final consequences will be sent to the student(s) and their parents/guardians, outlining the investigation and its consequences.

The student(s) and parents/guardians may be required to come to school to discuss their student's violation and overall record.

B. Second Offense

- 1) The case is referred to the Principal, Associate Principal, Dean of Students, and the Athletic Director with the likelihood that the student(s) will be dismissed from the school.
- 2) The student(s) will be suspended from any athletic activity pending the results of the case.
- 3) A minimum 5 day home suspension.

Upon adjudication of the case, a written notice detailing the violation and its final consequences will be sent to the student(s) and their parents/guardians, outlining the investigation and its consequences.

PERFORMANCE-ENHANCING DRUGS/SUPPLEMENTS

Healthy student-athletes do not need supplements. Our students are encouraged to maintain a healthy diet, lifestyle, and exercise regimen in order to optimize performance. There are many commercially available products (such as creatine and other nutritional supplements) marketed for the purpose of enhancing athletic performance. We advise against the use of these products – studies on their long-term effects are incomplete, and they may be detrimental to the health and performance of young student-athletes. They can be dangerous when used inappropriately. Our athletic training staff is knowledgeable about the use and dangers of these products and they are available to answer questions from students and parents.

Use of illegal performance enhancing substances such as anabolic steroids, diuretics, HGH, etc. is now included in our athletic training rules and violations will follow the process above for drug violations and may result in dismissal from the team.

IN-SCHOOL AND OUT OF SCHOOL SUSPENSIONS:

Student/Athletes who violate the student code of conduct and are assigned either an in-school or out of school suspension as a consequence will be suspended from all athletic competitions for two weeks from the date of the first day of the suspension.

- a. The student/athlete shall not be allowed to dress in uniform for any games, travel to or attend away games with the team.
- b. The student/athlete may attend home games but will not be allowed to dress for the game.
- c. The student-athlete will be expected to participate in all scheduled practice sessions.

The Student/Athletes who are assigned an in-school or out of school suspension will lose privilege to be a captain on any sport team while attending Rice.

CYBERIMAGE POLICY

Rice Memorial High School encourages safe and responsible student behavior with regard to internet use. We highly recommend our students avoid inappropriate use of public web sites such as but not limited to Snapchat, Facebook, MySpace, Instagram, or YouTube. Any identifiable image, photo, video, or posted on-line conversation which implicates a student-athlete in violation of our training rules, that is discovered on these or any other web-based sites will be investigated immediately by the athletic director and/or associate principal. Parents will be notified, and the student will be questioned. If the violation is substantiated, the consequences outlined under previously in the handbook may result.

CIVIL OR CRIMINAL VIOLATIONS

A student-athlete who during or outside of the academic school year:

- is convicted of a misdemeanor other than a misdemeanor resulting from a motor vehicle offense which did not involve personal injury or careless and negligent driving;
- is charged with a felony for which probable cause has been determined or convicted of a felony

May be subject to the following penalties:

- For the first offense, at the sole discretion of the principal, the student may be ineligible to participate on any athletic team for the remainder of that season and forfeit the ability to be a captain for the remainder of their time at Rice.
- For a second offense within a calendar year, at the sole discretion of the principal, the student may be suspended from participation in any sport for one calendar year.

PLAYER AND PARENT COMMITMENT

Please realize, by signing the student contract you are pledging your word that you will abide by these rules. You are committing to your team, your school, your parents, and to yourself, that you will not use tobacco, alcohol, or drugs while involved in athletics and/or student activities at Rice Memorial High School. Furthermore, you understand the consequences for criminal behaviors as outlined above. Parents, you too, by signing the form are making a commitment that you understand and accept these rules, and that you will aid in their enforcement by reporting any violations you witness, even if it is your own child.

TEAM SELECTION AND PLAYING TIME

Athletics does provide an ideal forum for a young adult to experience first-hand some of life's greatest lessons. Learning opportunities stem not only from being a part of a team but also to disappointment realized when the team selection is different than what had been hoped for. In the essence of collegiality, fairness and due process, the following is Athletic Department protocol regarding team selection and playing time issues.

One of the most difficult tasks of coaching is selecting the team. Before deciding to be a candidate for any athletic team, you and your parents must be prepared to accept the possibility that you may not be selected. No one enjoys telling a student with the desire to play sports that he/she does not possess the necessary abilities to make the team, but in some activities it is essential to reduce the squad to a manageable size, particularly considering safety, fiscal resources, facilities, and coaching personnel. The coach's decision regarding this is final. No candidate (including seniors and students who have played on the team previously) is guaranteed a roster spot on any team. You will improve your chances of

making a team by reporting to practice on time, in shape, with all the necessary paperwork, and with a good attitude. If extenuating circumstances (vacation, etc.) will not allow you to attend all or part of tryouts, please contact the coach or the athletic department.

PLAYING TIME

Decisions regarding playing time are made by the coach in the best interests of the team. At sub-varsity levels, every effort will be made to get all students playing time, regardless of their ability, provided the coach determines they meet the following requirements:

1. The student is in good mental and physical health, and playing will not place the student at an unreasonable risk of injury.
2. The student abides by all school and team rules.
3. The student strives to "earn" playing time by consistently demonstrating good sportsmanship, respectful behavior toward teammates, coaches and officials, a positive attitude, and a strong work ethic.

At the varsity level winning is emphasized more strongly, and playing time is not guaranteed. Playing time is determined by the criteria listed above, as well as an individual's ability, and the team situation. We understand that players work hard and are committed to a program, however there are many factors that weigh into the issue of playing time and a coach's level of respect for an athlete is not necessarily demonstrated through increased playing time. Students who have questions about their playing time should address them directly to the coach. Coaches are not required to discuss playing time with parents.

CAPTAINS

Being selected as a captain, either by the coach(es) or by one's peers, is a privilege and an honor. As such there are expectations for captains beyond that of regular team members. Captains are leaders and need to set examples in appropriate behavior both in and out of school, including classroom effort. Captains should be at the forefront of following school policies including regular on-time attendance. By garnering repeated detentions and disciplinary actions, a captain may lose his/her captaincy. Please, be the first to lead by example and the last to violate school and team standards.

Any students caught for drug violations will lose the privilege of their captaincy or being named a captain in any other sport while attending Rice.

COMMUNICATION OF ATHLETIC CONCERNS

This section is intended to help foster constructive communication between students, parents, coaches and administrators, ultimately for the benefit of the student. Involvement in extracurricular activities will allow your child to experience some of the most rewarding times of their lives. However, there will likely be times when things don't go as they wish, or they or their parents disagree with a coach. It is important that students and parents realize these difficult situations are as much a part of the learning process as are the good times. Our

coaches work hard on behalf of their athletes. However, just as we recognize the challenges involved in parenting a high school student, we ask you to respect the fact that their decisions are often extremely difficult, and are made based on factors of which students and parents may not be aware. We strongly encourage the student, not the parents, to talk to the coach about any issues or concerns that may arise during the season. This is not only the most direct and productive means of communication, but also a valuable method of teaching responsibility. Furthermore, we encourage parents to communicate in a positive manner with their children, other students, and other parents, regarding participation in sports and activities. Negative conversations on the sidelines, criticism of coaches among parents or between parents and their children, and unsportsmanlike behavior in the stands have a detrimental effect on all involved, and can ultimately have a significant negative impact on the success and enjoyment experienced by individuals and the team. We are all in this together, and if we can all maintain the proper perspective on what high school sports are about, our students will have fun and will learn, regardless of their playing time or how many games they win.

We recognize that situations may arise where parents find it necessary to raise a concern, and we ask you to please adhere to the following communication guidelines.

Appropriate concerns to discuss with coaches:

1. The treatment of your child by his or her peers, mentally and physically.
2. Ways the parent can help the child to improve.
3. Concerns about your child's behavior.

Issues appropriate to discuss with the coach and athletic director:

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student-athletes.
5. Treatment of student athlete

(These items may become agenda items on a meeting with the Parent, Athletic Director and Coach.)

Protocol for registering concerns

1. The student-athlete meets with the coach first to discuss and attempt to resolve the problem.
2. If this meeting does not provide satisfactory resolution, the parent will call the Athletic Director to set up a meeting with the coach, athlete, parent, and Athletic Director.
3. In the event that this meeting does not resolve the issue, the matter may be referred in writing to the principal for consideration. The principal's decision will be made in writing and the decision will be final.

DO NOT ATTEMPT TO CONFRONT A COACH BEFORE OR AFTER A PRACTICE OR CONTEST. THESE CAN BE AN EMOTIONAL TIME FOR BOTH

**PARTIES. MEETINGS OF THIS NATURE DO NOT PROMOTE RESOLUTION.
PLEASE OBSERVE THE “24 HOUR CUSHION”**

If a parent circumvents the above named procedures, the school reserves the right to take the following steps:

1. By written notice, the parent will be warned that they have not followed procedure and that their action is inappropriate. If the first action is severe, at the athletic director's discretion, the parent may also receive a “no contact” order banning the parent from any contact with players/team/coaching staff during all practices and games for the remainder of the season.
2. After receiving a written warning, in the event of a second offense, parents will be banned from home contests for the remainder of the year.
- 3 After receiving a verbal warning and being banned from home contests for the remainder of the school year, another incident would result in a permanent ban on attending all home athletic events.

Academic Requirement

Any student who wishes to participate in co-curricular activities and/or interscholastic athletics must be enrolled as a full-time student and are passing all of their classes at the mid-season checkpoint with a 65 or better. Quarterly grades may be used in determining athletic eligibility for the winter season.

For the fall season the checkpoint will be: 10/09/2026

For the winter season the checkpoint will be: 01/29/2027

For the spring season the checkpoint will be: 05/07/2027

Student-Athletes failing one or more subjects will be placed on probation for the subsequent five days. They will be able to participate in practices, but may not participate in games or scrimmages. During a probationary period, student-athletes are mandated to attend call back each day it is available. Students placed on probation will serve the entire 5 day suspension from contests.

At the end of the probationary period, the grades will be pulled for all students currently on academic probation. If identified student-athletes are passing all subjects they are allowed to participate in contests for the remainder of the season. If identified student-athletes that are failing one or more subjects (even if it is for a class that they may have been passing at the checkpoint), they continue on probation for 5 days. Call-back attendance remains mandatory. Students who have not made their way off academic probation will continue being monitored every week.

Students on academic probation are prohibited from early dismissal to travel to away games with the team.

There are academic cases that may warrant consideration. The Associate Principal and the Athletic Director will gather pertinent information and determine whether extenuating circumstances warrant waiving a provision of the academic eligibility guidelines. Their decision is final and may not be appealed. The student-athlete will not be allowed to participate in any co-curricular athletic game or contest while the existence of extenuating circumstances is being considered.

SUNDAY PRACTICE POLICY

We must remember that Sunday is the “day the Lord hath made” – it should be a day of worship and family time. We must always be aware of the mission of Rice Memorial. With that said, it is understood, due to scheduling of gym and ice time in conjunction with Monday games, some Sunday practices are unavoidable. However, they must be an exception, not the rule. Communication regarding the practices must be clearly communicated with the parent/guardian, not just simply stated to the student-athlete.

In an effort to ensure equitable standards and more importantly, maintaining our Catholic heritage, practices may only take place on Sunday if the following criteria is/are met:

1. Since, we are utilizing the exception, not-the-norm approach, practices should only be held on Sunday if there is a game on Monday.
2. Practice does not interfere with family worship. In other words, if your practice will occur during the traditional mass time of the family, and the family would prefer to worship together, that student is to be excused from practice.
3. The scheduled practice will not interfere with parish C.C.D. classes. If there is a conflict, then the student-athlete must be excused from practice to attend class at his/her parish.
4. Under no circumstances will freshman or JV teams practice on Sunday.
5. Finally, by way of reminder, the VPA does not allow for seven days of practice in a week. They mandate that student-athletes be given one day of rest each week.
6. Any practice scheduled on a Sunday will first be approved by the Athletic Director

STUDENT WELFARE GUIDELINES

Rice Memorial High School does NOT provide insurance for injuries related to athletic activities. Parents are hereby apprised of this situation and made aware of their need to purchase insurance.

If any injured player is taken to the doctor's office or to the hospital, the parents will be notified and requested to meet the player there. If at all possible, a staff member will accompany the athlete and remain at the hospital or doctor's office until the parent(s) arrive.

The coach or athletic trainer must file an “athletic injury report” with the Athletic Director within 24 hours of the incident. Any injury which keeps a student from further practice or competition beyond the day of the injury, or that requires the care of a physician, will also require written permission from the trainer or physician before the athlete will be allowed to return to participation. This stipulation covers either practices or games.

Should a player suffer a head injury so as to exhibit signs or symptoms of a Concussion, a.k.a. Traumatic Brain Injury, that player must be symptom free for 24 hours prior to undergoing an assessment workout with the Rice Training staff for clearance. The player may not return to participation without clearance. Should a second concussion occur within 6 months, clearance from the player’s physician and the Rice Training staff is necessary prior to participation. Multiple concussions within the period of a year may prohibit further participation in competitive athletics at Rice.

Under no circumstances should a player, coach, or parent, entice, coerce or threaten an athlete to return to competition following an injury without seeking advice from a trainer or physician.

Physical examinations: Each athlete is required to have a physical examination (Well Exam not a Sports Physical) before participation of any practice or game. One physical examination is necessary every two years. It is the parent’s responsibility that all players complete this requirement prior to any participation.

TRAVEL

Whenever a school vehicle, chartered vehicle or rented vehicle is used for the transportation of students to an athletic contest, all students are to travel to and from the contest with the Rice provided transportation. The exceptions to this policy include written permission obtained **PRIOR** to the departure from school, from the parents to ride home with them or another responsible adult over the age of 21; OR when a student drives him/herself to school and the contest is held in the same area as the student’s home. For example, a student lives in Swanton and has a match in St Albans, he/she drives to school and then after school follows the bus to the contest. Athletes will not be permitted to ride home with other students when school transportation is being provided. This provision applies even if the student driver is 18 years of age or older. Students may transport other students to any games or practices in Chittenden County only. For scrimmages or games, when transportation is not obtained, outside Chittenden County, parents are responsible for the transportation of their student-athlete.

It is the responsibility of the parents to make sure that any driver transporting their son or daughter to a scrimmage or practice is properly licensed to have passengers in the car.

Students are to be reminded that they are representing Rice and are expected to act as ladies and gentlemen. Their conduct should at all times represent Rice in the highest possible manner. In this light, coaches should recommend students dress in an appropriate manner when traveling. Coaches are directly responsible for the actions of Rice student athletes while visiting other schools. It is IMPERATIVE that the coach is the last individual from Rice to leave the locker room of the host school. Locker rooms should be left in neat, orderly condition with showers turned off. Should damage arise or incidents occur notify the Athletic Director or Associate Principal of the situation as soon as possible.

There is a behavior standard of maturity and respect all athletes are expected to uphold. All school rules and policies set forth in this document and the Student Handbook are in effect. Students and parents should therefore have a working knowledge of both the Student Handbook and the Athletic Department Handbook to clarify expectations and ramifications regarding athlete behavior.

If the school does not provide transportation, it is the responsibility of the parent to provide or arrange transportation to and from away contests. Rice cannot be held responsible for mishaps occurring en route to or from a game. In these cases, Rice assumes responsibility for athletes only after the coach arrives and ends after the coach leaves. The coach will not leave the site until all athletes have safely left the premises.

POLICY ON THE PREVENTION OF HARASSMENT, HAZING, AND BULLYING OF STUDENTS

I. Statement of Policy

As Catholic institutions, is committed to providing its students with a safe and supportive school environment in which all members of the school community are treated with respect.

In keeping with the teachings of the Catholic Church, it is the policy of the School to prohibit the unlawful hazing, harassment, and/or bullying of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Hazing, harassment, and/or bullying may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

Note: Conduct which constitutes unlawful hazing, harassment and/or bullying may be subject to civil penalties.

The school shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, and/or hazing as defined herein, otherwise violates one or more provisions of the school's code of conduct.

II. Implementation

The principal or his/her designee shall:

1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy.
2. Annually, select two or more designated employees who are well versed in the teachings of the Catholic Church and the policies of the School to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of the school that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
3. Designate an Equity Coordinator who is well versed in the teachings of the Catholic Church and the policies of the School to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may also be assigned to one or both of the Designated Employees.
4. Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, and/or bullying.
5. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the school shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the School's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

III. Purpose

It is the intent of the school to apply and enforce this policy in a manner consistent with the mission of the school as a Catholic institution. The purpose of this policy is to (1) prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that has the purpose or effect of substantially disrupting the educational learning process and/or access to educational resources or creates a hostile learning environment; (2) prohibit conduct intended to ridicule, humiliate or intimidate students in a manner as defined under this policy.

IV. Definitions. For the purposes of this policy and the accompanying procedures, the following definitions apply:

- A. **“Bullying”** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
1. Is repeated over time;
 2. Is intended to ridicule, humiliate, or intimidate the student; and
 3. (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or
(ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student’s right to access educational programs.
- B. **“Complaint”** means an oral or written report of information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment, and/or bullying.
- C. **“Complainant”** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment, and/or bullying, or a student who is the target of alleged hazing, harassment, and/or bullying.
- D. **“Designated employee”** means an employee who has been designated by the school to receive complaints of hazing, harassment and/or bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school, are identified in Appendix 5152 of each school’s regulations for this policy.
- E. **“Employee”** includes any person employed directly by or retained through a contract with , an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes Diocesan personnel associated with .
- F. **“Equity Coordinator”** is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race-based discrimination) for and for coordinating the School’s compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the School’s harassment policy. This role may also be assigned to Designated Employees.
- G. **“Harassment”** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or

interfering with a student's educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment.

Harassment includes conduct as defined above and may also constitute one or more of the following:

1. Sexual harassment, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature, and includes situations when one or both of the following occur:
 - (i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status, or progress; or
 - (ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment on the basis of sex. A hostile environment exists where the harassing conduct is contrary to the mission of the school as a Catholic institution, severe, persistent and/or so pervasive as to deny or limit the student's ability to participate in or benefit from the educational program.

2. Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.
3. Harassment of members of other protected categories, means conduct contrary to the mission of the school as a Catholic institution and is directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

- H. **"Hazing"** means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and
1. Which is intended to have the effect of, or should reasonably be expected to have the effect of endangering the mental or physical health of the student.

Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular, or military training program goals, provided that:

- (i) the goals are in keeping with the teachings of the Catholic Church;

- (ii) are approved by the educational institution; and
 - (iii) the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, and normal and customary for similar programs at other educational institutions.
 - 2. With respect to Hazing, **“Student”** means any person who:
 - (i) is registered in or in attendance at an educational institution;
 - (ii) has been accepted for admission at the educational institution where the hazing incident occurs; or
 - (iii) intends to attend an educational institution during any of its regular sessions after an official academic break.
- I. **“Notice”** means a written complaint or oral information that hazing, harassment, and/or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to hazing, harassment, and/or bullying another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment, and/or bullying through other means, for example, if information about hazing, harassment, and/or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school’s response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an employee of the school, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful hazing, harassment and/or bullying.
- J. **“Organization”** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and which is affiliated with the educational institution.
- K. **“Pledging”** means any action or activity related to becoming a member of an organization.
- L. **“Retaliation”** is any adverse action by any person against any person involved in an alleged or substantiated case of hazing, harassment, and/or bullying. This includes but is not limited to the complainant, the alleged or substantiated perpetrator, any witnesses, and any person who assists or participates in an investigation, proceeding, or hearing related to the hazing, harassment, and/or bullying complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or

reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student or school employee in the form of further and/or newly initiated hazing, harassment, bullying, intimidation, and reprisal.

- M. **“School administrator”** means a superintendent, principal or his/her designee, assistant principal and/or the School’s Equity Coordinator.
- N. **“Complaint Reporting Form”** is a form used by students, staff, or parents, to provide, in written form, information about inappropriate student behaviors that may constitute hazing, harassment and/or bullying.

Approved: September 12, 2019
Bishop of Burlington

Regulation 5152

PROCEDURES ON THE PREVENTION OF HARASSMENT, HAZING, AND BULLYING OF STUDENTS

- I. **Reporting Complaints of Hazing, Harassment and/or Bullying**
 - A. Student Reporting: Any student who believes that s/he has been hazed, harassed and/or bullied under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute hazing, harassment and or/bullying, should promptly report the conduct to a designated employee or any other school employee.
 - B. School employee reporting: Any school employee who **witnesses conduct** that s/he reasonably believes might constitute hazing, harassment and/or bullying shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee and immediately complete a Student Conduct Form.

Any school employee **who overhears or directly receives information** about conduct that might constitute hazing, harassment and/or bullying shall immediately report the information to a designated employee and immediately complete a Student Conduct Form. If one of the designated employees is a person alleged to be engaged in the conduct complained of, the incident shall be immediately reported to the other designated employee or the school administrator.

- C. Other reporting: Any other person who witnesses conduct that s/he reasonably believes might constitute hazing, harassment and/or bullying under this policy should promptly report the conduct to a designated employee.
- D. Documentation of the report: If the complaint is oral, the designated employee shall promptly reduce the complaint to writing, including the time, place, and nature of the alleged conduct, the identity of the complainant, alleged perpetrator, and any

- witnesses. Both the complainant and the alleged perpetrator will have the right to present witnesses and other evidence in support of their position.
- E. False complaint: Any person who knowingly makes a false accusation regarding hazing, harassment and/or bullying may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of hazing, harassment and/or bullying when the person has a good faith belief that hazing, harassment and/or bullying occurred or is occurring.
 - F. Rights to Alternative Complaint Process: In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
(800) 416-2010 or (802) 828-2480 (voice)
(877) 294-9200 (tty)
(802) 828-2481 (fax)
Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921 617-289-0111 (voice)
877-521-2172 (tdd)
617-289-0150 (fax)
Email: OCR.Boston@ed.gov

II. **Responding to Notice of Possible Policy Violation(s)**

- A. Upon **notice of information** that hazing, harassment and/or bullying may have occurred the designated employee shall:
 - i. Promptly reduce any oral information to writing, including the time, place, and nature of the alleged conduct, the identity of the complainant, alleged perpetrator, and any witnesses;
 - ii. Promptly inform the school administrator(s) of the information;
 - iii. If in the judgment of the school administrator, the information alleges conduct which may constitute harassment, hazing or bullying, the school administrator shall, as soon as reasonably possible, provide a copy of the policy on hazing, harassment and bullying and these procedures to the complainant and accused

individual, or if either is a minor, cause a copy to be provided or delivered to their respective parent or guardian.

- B. Upon **initiation of an investigation**, the designated employee shall:
 - i. Notify in writing both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that:
 - 1. an investigation has been initiated;
 - 2. retaliation is prohibited;
 - 3. all parties have certain confidentiality rights; and
 - 4. they will be informed in writing of the outcome of the investigation.
- C. All notifications shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information. Pursuant to 34 CFR Part 99.30, a school administrator may seek the consent of the parent/guardian of the accused student, or the accused eligible student (if 18 or older, the accused student has the ability to consent), in order to inform the complainant of any disciplinary action taken in cases where the school determined that an act(s) of harassment, hazing, and/or bullying, or other misconduct occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

III. **Investigating Hazing, Harassment and/or Bullying Complaints**

- A. Initiation of Investigation-Timing. Unless special circumstances are present and documented, such as reports to the Department for Children and Families (“DCF”) or the police, the school administrator shall, no later than one school day after Notice to a designated employee, initiate or cause to be initiated, an investigation of the allegations, which the school administrator reasonably believes may constitute harassment, hazing or bullying.
- B. Investigator Assignment. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation.
- C. Interim Measures. It may be appropriate for the school to take interim measures during the investigation of a complaint. For instance, if a student alleges that he or she has been sexually assaulted by another student, the school may decide to place the students immediately in separate classes and/or transportation pending the results of the school’s investigation. Similarly, if the alleged harasser is a teacher, allowing the student to transfer to a different class may be appropriate. In all cases, the school will make every effort to prevent disclosure of the names of all parties involved – the complainant, the witnesses, and the accused -- except to the extent necessary to carry out the investigation. In all cases where physical harm has resulted and/or where the targeted student is known to be expressing suicidal ideation, or experiencing serious emotional harm, a safety plan will be put in place. Safety plans must also be

considered in cases where the targeted student is known to have difficulty accessing the educational programs at the school as a result of the inappropriate behavior. No contact orders, or their enforcement, may also be appropriate interim measures.

- D. Due Process. The United States Constitution guarantees due process to students and School employees who are accused of certain types of infractions, including but not limited to sexual harassment under Federal Title IX. The rights established under Title IX must be interpreted consistent with any federally guaranteed due process rights involved in a complaint proceeding, including but not limited to the ability of the complainant and the accused to present witnesses and other evidence during an investigation. The School will ensure that steps to accord due process rights do not restrict or unnecessarily delay the protections provided by Title IX to the complainant.
- E. Standard Used to Assess Conduct. In determining whether the conduct constitutes a violation of this policy, the investigator shall be mindful of the mission of the school as a Catholic institution as s/he considers the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. The complainant and accused will be provided the opportunity to present witnesses and other evidence during an investigation. The school has the discretion to consider the impact of relevant off-campus conduct on the school environment where direct harm to the welfare of the school can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs. Whether a particular action constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- F. Completion of Investigation – Timing. No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the school administrator.
- G. Investigation Report. The investigator shall prepare a written report to include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes hazing, harassment and/or bullying. The report, when referencing student conduct, is a student record and therefore confidential. It will be made available to investigators in the context of a review conducted by the Bishop of the Roman Catholic Diocese of Burlington, or his designee, or investigations of harassment conducted by the Vermont Human Rights Commission or U.S. Department of Education Office of Civil Rights.
- H. Notice to Students/Parents/Guardians. Within five school days of the conclusion of the investigation, the designated employee shall:
 - i. Notify in writing both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that:
 - 1. the investigation has been completed;

2. whether or not the investigation concluded that a policy violation occurred;
 3. that federal privacy law prevents disclosure of any discipline imposed as a result of the investigation unless the parent/guardian of the accused student and/or the accused eligible student consents to such disclosure, pursuant to 34 CFR Part 99.30, as set forth in Section II, Part C, above.
- ii. Notify the Complainant Student - or if a minor, their parent(s) or guardian - in writing of their rights to:
 1. Request (within 30 days) an internal review by the school of the investigator's determination as to whether hazing, harassment, and/or bullying occurred;
 2. Request (within 30 days of the school's determination after internal review) an additional review by the Bishop of the Roman Catholic Diocese of Burlington as to (1) whether hazing, harassment, and/or bullying occurred or (2) if hazing, harassment, and/or bullying was determined to have occurred, whether the school took adequate steps to protect the complainant against further hazing, harassment, and/or bullying;
 3. Request an Independent Review of the school's determination (within 30 days of the school's determination after internal review or, if requested, within 30 days of the review by the Bishop) as to (1) whether harassment occurred or (2) if harassment was determined to have occurred, whether the school took adequate steps to protect the complainant against further hazing, harassment, and/or bullying and correct the problem; and that the review will be conducted by an investigator to be selected by the superintendent from a list developed by the Agency of Education;
 4. File complaints of hazing, harassment, and/or bullying with either the Vermont Human Rights Commission and/or the federal Department of Education's Office of Civil Rights.
 - iii. Notify the Accused Student – or if a minor, their parent(s) or guardian - in writing of their right to appeal as set forth in Section V of these procedures.
- I. Violations of Other Policies. In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies or codes of conduct.

IV. **Responding to Substantiated Claims**

- A. Scope of Response. After a final determination that an act(s) of hazing, harassment and/or bullying has been committed, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the hazing, harassment and/or bullying and prevent any recurrence of harassment, hazing and/or bullying, and remedy its effects on the victim(s).

In so doing, the following should be considered:

- i. Potential Remedial Actions. Remedial action may include but not be limited to an age appropriate warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the hazing, harassment and/or bullying. To prevent recurrences counseling for the offender may be appropriate to ensure that he or she understands what constitutes hazing/harassment and/or bullying and the effects it can have. Depending on how widespread the hazing/harassment/bullying was and whether there have been any prior incidents, the school may need to provide training for the larger school community to ensure that students, parents and teachers can recognize hazing/harassment/bullying if it recurs and know how to respond.
 - ii. School Access/Environment Considerations. The School will also take efforts to support victims' access to the School's programs, services and activities and consider and implement school-wide remedies, where appropriate. Accordingly, steps will be taken to eliminate any hostile and/or threatening environment that has been created. For example, if a female student has been subjected to harassment/bullying by a group of other students in a class, the school may need to deliver special training or other interventions for that class to repair the educational environment. If the school offers the student the option of withdrawing from a class in which a hostile environment/bullying occurred, the School will assist the student in making program or schedule changes and ensure that none of the changes adversely affect the student's academic record. Other measures may include, if appropriate, directing a bully/harasser to apologize to the affected student. If a hostile environment has affected the entire school or campus, an effective response may need to include dissemination of information, the issuance of new policy statements or other steps that are designed to clearly communicate the message that the school does not tolerate behaviors contrary to the mission of the school as a Catholic institution; harassment, hazing, and/or bullying and will be responsive to any student who reports that conduct.
 - iii. Hazing Case Considerations. Appropriate penalties or sanctions or both for organizations that or individuals who engage in hazing and revocation or suspension of an organization's permission to operate or exist within the institution's purview if that organization knowingly permits, authorizes, or condones hazing.
 - iv. Other Remedies: Other remedies may include providing counseling to the victim(s) and/or the perpetrator(s), and additional safety planning measures for the victim(s).
- B. Retaliation Prevention. It is unlawful for any person to retaliate against a person who has filed a complaint of hazing, harassment, and/or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the hazing,

harassment, and/or bullying complaint, or against a person accused of and/or found responsible for the hazing, harassment, and/or bullying, of another.

A person may not violate this anti-retaliation provision regardless of whether the underlying complaint of hazing, harassment and/or bullying is substantiated.

The school will take reasonable steps to prevent any retaliation against the student who made the complaint (or was the subject of the hazing, harassment and/or bullying), against the person who filed a complaint on behalf of a student, the person who is accused of and/or found responsible for the behavior, or against those who provided information as witnesses. At a minimum, this includes making sure that the students and their parents, and those witnesses involved in the school's investigation, know how to report any subsequent problems and making follow-up inquiries to see if there have been any new incidents or any retaliation.

- C. Alternative Dispute Resolution. At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation, for resolving complaints. Certain considerations should be made before pursuing alternative dispute resolution methods, including, but not limited to:
- i. the nature of the accusations (for example, face-to-face mediation is not appropriate for sexual violence cases),
 - ii. the age of the complainant and the accused individual,
 - iii. the agreement of the complainant, and
 - iv. other relevant factors such as any disability of the target or accused individual, safety issues, the relationship and relative power differential between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual.

V. **Post Investigative Reviews**

Rights of Complainants

A. Request Internal Review of Initial Harassment Determinations.

A complainant or parent of a complainant if complainant is a minor, may request internal review by the school of a designee's initial determination (following investigation) that hazing, harassment and/or bullying has not occurred via written request within 30 days submitted to the superintendent of schools. All levels of internal review of the investigator's initial determination, and the issuance of a decision, shall, unless special circumstances are present and documented by the school, be completed within 30 calendar days after review is requested.

B. Request Additional Review by the Office of the Bishop.

A complainant, or parent of complainant if complainant is a minor, may request in writing and within 30 days of the internal review, an additional review by the Office of the Bishop. All levels of this additional review of the investigator's initial determination

and the results of the internal review along with the issuance of a final decision, shall, unless special circumstances are present and documented by the Office of the Bishop, be completed within 30 calendar days after review is requested.

C. Independent Reviews of Final Hazing, Harassment, and/or Bullying Determinations By Complainant.

A complainant may request an independent review within thirty (30) days of a final determination if s/he:

- i. is dissatisfied with the final determination as to whether harassment occurred, or
- ii. if a final determination was made that harassment had occurred, believes the steps taken by the school were inadequate to protect the complainant and prevent further hazing, harassment or bullying.

The complainant shall make such a request in writing to the superintendent of schools within thirty (30) days of a final determination. Upon such request, the superintendent shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 570a (b)(1) and shall cooperate with the independent reviewer so that she may proceed expeditiously. The review shall consist of an interview of the complainant, the accused, any witnesses, and relevant school officials and a review of the written materials from the school's investigation.

Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing:

- i. as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and
- ii. of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Superintendent of Schools for the Roman Catholic Diocese of Burlington.

The reviewer shall advise the complainant, or if a minor the parents of the complainant, of other remedies that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the School. The School may request an independent review at any stage of the process.

D. Rights to Alternative Process.

In addition to, or as an alternative to filing a hazing, harassment and/or bullying complaint pursuant to this policy, a person may file a hazing, harassment and/or bullying complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission

14-16 Baldwin Street
Montpelier, VT 05633-6301
(800) 416-2010 or (802) 828-2480 (voice)
(877) 294-9200 (tty)
(802) 828-2481 (fax)
Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
617-289-0111 (voice)
877-521-2172 (tdd) 617-289-0150 (fax)
Email: OCR.Boston@ed.gov

Rights of Accused Students

A. Appeal. Any person determined to have engaged in an act(s) of hazing, harassment and/or bullying may appeal, in writing, the determination and/or any related disciplinary action(s) taken, directly to the superintendent. The superintendent, or his/her designee, shall conduct a review of the record. The standard of review by the superintendent, or his/her designee, shall be whether the finding that an act(s) of hazing, harassment, and/or bullying has been committed constitutes an abuse of discretion by the school level fact finder.

Appeals should be made to the superintendent in writing and within ten (10) calendar days of receiving the determination that an act(s) of hazing, harassment and/or bullying has occurred and/or any announced discipline.

B. Accused Student/Appellant Access to Investigative Reports/Findings. The school shall make available upon request of the Accused Student/Appellant, any relevant information, documents, materials, etc. related to the investigation and related finding on appeal that can be redacted and de-identified in compliance with the requirements set forth at 34 CFR Part 99. For those documents that cannot be provided due to the requirements set forth at 34 CFR Part 99, when an Accused Student/Appellant seeks a review on the record by the Superintendent, a school administrator may seek the consent of the parent/guardian of the targeted student, or the accused eligible targeted student (if 18 or older, the targeted student has the ability to consent), in order to inform the accused student of the findings which gave rise to the school's determination that an act(s) of harassment, hazing, and/or bullying occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

VI. Confidentiality and Record Keeping

- A. Privacy Concerns. The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the School's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.
- i. Concerns Related to Hazing, Harassment, and/or Bullying Complaints. The scope of appropriate response to a hazing, harassment and/or bullying complaint may depend upon whether a student or parent of a minor student reporting the hazing, harassment and/or bullying asks that the student's name not be disclosed to the accused person or that nothing be done about the alleged hazing, harassment and/or bullying. In all cases, school officials will discuss confidentiality standards and concerns with the complainant initially. The school will inform the student that a confidentiality request may limit the school's ability to respond. The school will remind the student that both federal Title IX and Vermont Title 9 prevent retaliation and that if he or she is afraid of reprisals from the alleged harasser, the school will take steps to prevent retaliation and will take strong action if retaliation occurs. If the student, or if a minor the student's parents, continues to ask that his or her name not be revealed, the school will secure this request in writing and should take all reasonable steps to investigate and respond to the complaint consistent with the student's request as long as doing so does not prevent the school from responding effectively to the hazing, harassment and/or bullying and preventing harassment of other students.

The school will evaluate the confidentiality request in the context of its responsibility to act in accordance with the teachings of the Catholic Church and to provide a safe and nondiscriminatory environment for all students. The factors the school might consider in this regard include the seriousness of the alleged harassment, the age of the student harassed, whether there have been other complaints or reports of harassment against the alleged harasser, and the rights of the accused individual to receive information about the accuser and the allegations if a formal proceeding with sanctions may result. If information about the incident is contained in an "education record" of the student alleging the harassment, as defined by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, the school will consider whether FERPA prohibits it from disclosing information without the student's consent.

- B. Document Maintenance. The school administrator shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the School in a confidential file accessible only to authorized persons. All investigation records created in conformance with this model policy and model procedures, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept by the Equity Coordinator, Designated Employees and the school administrator for at least six years after the investigation is completed.

VII. **Reporting to Other Agencies**

- A. Reports to Department of Children and Families. When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6901 et seq.
- B. Reports to Vermont Agency of Education. If a hazing, harassment, and/or bullying complaint is made in an independent school about conduct by a licensed educator that might be grounds under Vermont law for licensing action, the principal will report the alleged conduct to the Superintendent who in turn will report it to the Secretary of Education.

C. Reporting Incidents to Police

- i. FERPA Rights. Information obtained and documented by school administration regarding the school's response to notice of student conduct that may constitute hazing, harassment and/or bullying may constitute an "educational record" regarding the student or student(s) involved as defined by the Family Education Rights and Privacy Act. Accordingly, such information may not be disclosed without prior parent approval to local law enforcement except in response to a lawfully issued subpoena, or in connection with an emergency if disclosure is necessary to protect the health or safety of the student or other individuals.
 - ii. First-Hand Reports. Nothing in this policy shall preclude persons from reporting incidents and/or conduct witnessed first-hand that may be considered to be a criminal act to law enforcement officials.
 - iii. Hazing Incidents. It is unlawful to (1) engage in hazing; (2) solicit direct, aid, or attempt to aid, or abet another person engaged in hazing; or (3) knowingly fail to take reasonable measures within the scope of the person's authority to prevent hazing. It is not a defense in an action under this section that the person against whom the hazing was directed consented to or acquiesced in the hazing activity. Hazing incidents will be reported to the police in a manner consistent with the confidentiality rights set forth above in this section.
- D. Continuing Obligation to Investigate. Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this policy to pursue and complete an investigation upon receipt of notice of conduct which may constitute hazing, harassment and/or bullying.

VIII. **Disseminating Information, Training, and Data Reporting**

- A. Disseminating Information. Annually, prior to the commencement of curricular and co-curricular activities, the School shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and staff members, including references to the consequences of misbehavior contained in the plan required by 16

- V.S.A. 1161a. Notice to students shall be in age-appropriate language and include examples of hazing, harassment and bullying. At a minimum, this notice shall appear in any publication of the school that sets forth the comprehensive rules, procedures and standards of conduct for the school.
- B. Student Training. The school administrator shall use his/her discretion in developing age-appropriate methods of discussing the meaning and substance of this policy with students to help ensure their actions are in keeping with the teachings of the Catholic Church and in an effort to prevent hazing, harassment and/or bullying.
- C. Staff Training. The principal or his/her designee shall ensure that teachers and other staff receive training in preventing, recognizing and responding to hazing, harassment and bullying. This training will occur in a manner consistent with the teachings of the Catholic Church.

Legal References:

Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq.;
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d;
Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§ 1681 et seq.;
Family Education Rights Privacy Act; 20 U.S.C. §1232g;
Public Accommodations Act, 9 V.S.A. §§4500 et seq.;
Education, Classifications and Definitions, 16 V.S.A. §11(26);(30)(A);(32);
Education, 16 V.S.A. §140(a)(1);
Education, 16 V.S.A. §166(e);
Education, Bullying, 16 V.S.A. §570c;
Education, Harassment, Hazing and Bullying, 16 V.S.A. § 570;
Education, Harassment, 16 V.S.A. §570a;
Education, Harassment, 16 V.S.A. §570c;
Education, Harassment, 16 V.S.A. §570f;
Education, Hazing, 16 V.S.A. §570b;
Education, Hazing, 16 V.S.A. §570f
Education, Discipline, 16 V.S.A. §1161a;
Education, Suspension or Expulsion of Pupils, 16 V.S.A. §1162;
Child Abuse, 33 V.S.A. §§4911 et seq.;
Adult Protective Services, 33 V.S.A. §6901 et seq., all as they may be amended from time to time.
Washington v. Pierce, 179 VT 318 (2005).

Promulgated: September 12, 2019
Bishop of Burlington

APPENDIX 5152

Designated Employees

The following employees have been designated by the School to receive complaints of hazing, bullying and/or harassment pursuant to this policy and 16 V.S.A. §570a(7) and 16 V.S.A. §570c(7) and under Federal anti-discrimination laws:

Employee Name: Daniel Routhier
c/o Rice Memorial HS
School Address: 99 Proctor Ave
City, State Zip: South Burlington, VT 05403
School Phone: 802.862.6521 Employee's Extension: 203
Employee's School Email: routhier@rmhsvt.org

Employee Name: Neil Brodeur
c/o Rice Memorial HS
School Address: 99 Proctor Ave
City, State Zip: South Burlington, VT 05403
School Phone: 802.862.6521 Employee's Extension: 204
Employee's School Email: brodeur@rmhsvt.org

PROTOCOL FOR INVESTIGATING A COMPLAINT REGARDING THE SCHOOL'S

Policy on the Prevention of Hazing, Harassment, and Bullying of Students

- All complaints must be investigated by one of the school's designated employee as outlined in the Appendix of the school's Policy on the Prevention of Hazing, Harassment, and Bullying of Students.
- All complaints and subsequent investigation should be handled in a confidential manner.
- Templates for complaint reporting, notification to parents, case logs, and documentation of findings are to be utilized with minimal modifications.
- Notes should be taken by investigator of all interactions pertaining to the investigation (interviews, phone calls, etc.).
- All correspondence with parents regarding initiation of the investigation should be via phone whenever possible and follow-up with a letter. A copy of the school's Policy on the Prevention of Hazing, Harassment, and Bullying as well as the school's procedures should be included.
 - This is to ensure that the investigation takes place after parental notifications have been made and phone calls eliminate the need to wait for the delivery of mail.
- The investigation should include but is not limited to:
 - Interview with the complainant
 - Interview with the accused
 - Interview with any witnesses
 - Consultation with staff members aware of the incident
 - Consultation with principal
- The findings of the investigation must be well-documented by the investigator
- All correspondence with parents of the complainant and accused regarding the findings of the investigation should be sent via certified mail and must include a copy of the school's Policy on the Prevention of Hazing, Harassment, and Bullying.

- Investigator is responsible for creating an incident file to include incident details and checklists, complainant form, copies of all correspondence (including printouts of any email correspondence), case logs, documentation of findings, and any other documentation pertinent to the investigation.
- Principal is responsible for securing the incident file in a safe location and to maintain it until students involved reach the age of 28.

[SCHOOL NAME]

Hazing, Harassment, and Bullying Investigation Documentation
Interview with Accused

Student Name: _____ Investigator: _____

Date of interview: _____ Time of interview: _____

Accused description of incident (attach additional sheet if needed):

Was complainant's name held in confidence by investigator: _____ Yes _____ No

Was a reminder given to accused about prohibition against retaliation by anyone, prohibition against filing a false complaint, and confidentiality of investigation: _____ Yes _____ No

Did accused report any acts of retaliation? _____ Yes _____ No

If yes, record details of retaliatory act (date, time, names of those involved, action taken by investigator):

[SCHOOL NAME]

**Hazing, Harassment, and Bullying Investigation Documentation
Interview with Complainant**

Student Name: _____ Investigator: _____

Date of interview: _____ Time of interview: _____

Any additional details from complainant other than what is on report form (attach additional sheet if needed):

Was a reminder given to complainant about prohibition against retaliation by anyone, prohibition against filing a false complaint, and confidentiality of investigation: _____ Yes _____ No

Did complainant report any acts of retaliation? _____ Yes _____ No

If yes, record details of retaliatory act (date, time, names of those involved, action taken by investigator):

[SCHOOL NAME]

Hazing, Harassment, and Bullying Investigation Documentation

Interview with Witness

(one form per witness interview)

Student Name: _____ Investigator: _____

Date of interview: _____ Time of interview: _____

Witness description of incident (attach additional sheet if needed):

Were accused and complainant's name held in confidence by investigator: _____ Yes _____ No

Was a reminder given to witness about prohibition against retaliation by anyone, prohibition against filing a false complaint, and confidentiality of investigation: _____ Yes _____ No

Did witness report any acts of retaliation? _____ Yes _____ No

If yes, record details of retaliatory act (date, time, names of those involved, action taken by investigator):

[SCHOOL NAME]
Hazing, Harassment, and Bullying Investigation Case Log
(Checklist of investigator's required action steps is on the reverse side of this document)

Names of Complainant and Accused: _____

Investigator: _____

Date case was opened: _____ **Date case was closed:** _____

Immediate actions taken to stop the alleged behaviors and/or protect the safety of the complainant
(who took what steps and when):

Was a safety plan created: _____ Yes _____ No

If yes, who was informed of safety plan? _____

Attach a copy of the safety plan.

Possible additional mandatory reporting:

Any abuse or neglect suspected? _____ Yes _____ No If yes, date DCF notified: _____

Any potential crime committed? _____ Yes _____ No If yes, date police notified: _____

Findings:

Was the hazing, harassment, or bullying substantiated? _____ Yes _____ No

Explain why finding was determined? _____

If warranted, explain disciplinary actions taken: _____

Investigator Task List:

Task	Date/Time	Responsible Party if not Investigator
Complaint Report Form received	Date: Time:	
Incident brought to attention of Principal	Date: Time:	
Incident brought to attention of Investigator	Date: Time:	
Case Log initiated	Date: Time:	
Notification to parents of Complainant regarding initiation of investigation (follow phone call up with letter including copy of policy and procedures)	Date: Time:	
Notification to parents of Accused regarding initiation of investigation (follow phone call up with letter including copy of policy and procedures)	Date: Time:	
Notification to parents of Witnesses regarding initiation of investigation (follow phone call up with letter)	Date: Time:	
Completion of interview with Complainant and accompanying documentation completed	Date: Time:	
Completion of interview with accused and accompanying documentation completed	Date: Time:	
Completion of interview with witness(es) and accompanying documentation completed	Date: Time:	
Consultation with other staff members who may be aware of the situation and consultation documented	Date: Time:	
Consultation with principal and consultation documented	Date: Time:	
Documentation of Findings	Date: Time:	
Notification to parents of Complainant regarding findings of investigation (if via phone follow-up via certified mail with a letter including copy of policy and procedures)	Date: Time:	

Notification to parents of Accused regarding findings of investigation and if accusation is substantiated details regarding disciplinary action (if via phone follow-up via certified mail with a letter including copy of policy and procedures)	Date: Time:	
Creation of an Incident File to include copies of all notifications, complaint form, interview notes, case log, documentation of findings, and any other documentation pertaining to incident including a printout of all email correspondence related to incident	Date: Time:	
Incident File submitted to principal	Date: Time:	

[SCHOOL NAME]

Hazing, Harassment, and Bullying Investigation Documentation

Incident Details:

Date Complainant was made:	
Complaint made to:	
Date Principal was notified of Complaint:	
Name of Complainant:	
Name of Accused:	
Name(s) of Witness(es):	
Name of Investigator:	
Date Investigation was initiated:	
Date Investigation was concluded:	

Principal Task List:

Task	Date	Notes
Assign, within 2 school days of being notified of complaint, the incident to an investigator	Date:	Investigator:
Meet with Investigator to review complaint form	Date:	Time:
Document steps taken to ensure minimal contact between complainant and accused	Date:	Steps Taken:
Notify staff members who work with complainant and accused that an investigation is being initiated (i.e. homeroom teacher, counselor, etc.). This should be on an as needed basis and in a manner that ensures confidentiality as well as minimizes the investigation being compromised	Date:	Staff Members:
Meet with Investigator as needed during investigation to serve as support and also to review Investigator Task List to ensure all responsibilities are being met	Date: Date: Date:	Time: Time: Time:
Meet with Investigator to review findings	Date:	Time
Notify staff members who work with complainant and accused of the findings of the investigation (i.e. homeroom teacher, counselor, etc.). This should be on an as needed basis and in a manner that ensures confidentiality.		
Review contents of Incident File	Date:	Time:
Store Incident File in a secure location	Date:	Location:

TO:
FROM:
DATE: Click or tap to enter a date.

RE: Witness to an investigation

On Click or tap to enter a date. I received a report that your child(ren) may have been witness(es) to inappropriate student conduct that violates our harassment, hazing or bullying policies and so we initiated an investigation under our related procedures.

I write today to report that I spoke with your child regarding events reported to me as part of an investigation. The investigation is confidential. This is for the rights of all involved.

In addition, please be aware that any students who cooperate in this investigation, including your child have a right to be free from and are protected from any retaliation as a result of participation in this investigation. Accordingly, if at any time you or your child believe that he/she has been subject to retaliation by either students or staff I would encourage you to contact me immediately so that we make take prompt, appropriate action.

Thank you for your cooperation as we continue to work towards creating a school environment that is supportive, respectful and safe for all students,

Sincerely,

Enclosures:
Policy for the Prevention of Hazing, Harassment, and Bullying of Students
Procedures for the Prevention of Hazing, Harassment, and Bullying of Students

ATHLETIC DEPARTMENT AWARDS

Certificate of Participation:

Certificates will be given to all athletes on any team regardless of varsity, junior varsity, freshman or club status. All students regardless of class year are eligible.

Pins:

Pins, which attach to the varsity letter, are given to varsity letter winners. The pins signify the sport for which an athlete is receiving an award. A pin for that sport will accompany the first varsity letter in any sport.

Varsity Letter:

Indicative of participation in a varsity sport, letters are given to deserving candidates at the discretion of the coaches involved with each team. An individual who participates in more than one varsity sport will be given only one varsity letter. All who participate on the varsity level are eligible for a varsity letter and need not be in a particular class. A freshman is eligible for a varsity letter. Coaches should have their letter winning standards in writing and share those criteria with their athletes early in the season.

Senior Awards:

This is an award given to one outstanding senior on every varsity team. This award is chosen at the discretion of the coach. The Outstanding Athlete Award as well as the Outstanding Scholar-Athlete Award is awarded to seniors nominated by coaches and selected by an administrative committee.

Athletic Equipment

All purchases of equipment, uniforms, supplies, etc. for use by Rice athletic teams must receive Associate Principal for Student Life approval, regardless of who is paying for it (school, Boosters, athletes, coaches, etc.) This includes all warm-ups purchased by athletes.

Any design, logo, choice of colors, wording or placement thereof, must be in good taste and receive approval from the Athletic Director prior to the order being placed. If deemed inappropriate, athletes will be prohibited from wearing said item. We must always be aware that where our athletic teams go, they represent Rice Memorial.

Return of School Issued Athletic Equipment and Uniforms

It is the responsibility of each student athlete to return all school issued equipment, uniforms, and supplies to the coach at the conclusion of the season or by the designated return date.

Any student athlete who fails to return school issued items will be billed the replacement cost of each individual item not returned. It is the responsibility of the family to pay all outstanding invoices for unreturned equipment or uniforms.

Failure to return school issued items or pay the outstanding invoice may result in the student athlete being withheld from receiving future athletic uniforms and equipment, and may affect eligibility to participate in future athletic programs. In addition, unpaid obligations may result in the withholding of report cards and/or diplomas in accordance with school policy.

Student athletes will not be charged for equipment or uniforms that are damaged through normal wear and tear during appropriate use.

Personal Property

Rice Memorial High School is not responsible for students' personal property that is lost, stolen or damaged in association with participation in extracurricular activities. Students may purchase a lock (\$5) from the school store for use in the locker room. We strongly urge students to lock up their belongings at all times, and to ask the coach to secure valuables and/or large amounts of money.

Updated

05/04/2019	NAB	VPA Eligibility Section HS priority.
06/14/2019	JFA/NAB	Cyber Image and Civil/Criminal Violations
07/31/2019	NAB	Harassment, Hazing and Bullying
12/26/2019	NAB	Added Sports Offered
10/01/2020	NAB	Changed Academic Probation Dates and Duration for 2020/21
08/03/2021	NAB	Changed Academic Probation Dates to TBD and dates on cover
08/03/2022	NAB	Changed Academic Probation Dates to TBD and dates on cover as well as references to Jeff Maher and vape and tardiness Violations and policies.
08/07/2024	NAB	Updates to Athletic Practice/Game attendance and Dorm Whereabouts and Permission.
8/1/2025	NAB	Increase in Hockey and Indoor Track Fees.