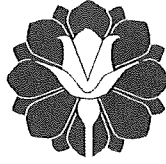


Doctor Franklin Perkins School

Anti-Hazing and Intervention Plan

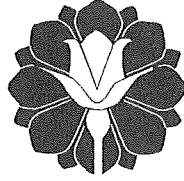
2016-2017



The Doctor Franklin Perkins School

ANTI-HAZING AND INTERVENTION PLAN

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Doctor Franklin Perkins School

ANTI-HAZING PRIORITY

PRIORITY STATEMENT

The Doctor Franklin Perkins School expects that all members of the school and residential community will treat each other in a civil manner and with respect for differences.

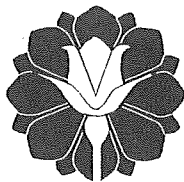
The school and residential communities are committed to providing all students with a safe learning and living environment that is free from hazing or retaliation. This commitment is an integral part of our comprehensive effort to promote learning, and to prevent and eliminate all forms of hazing and other harmful and disruptive behavior that can impede the learning process.

We recognize that certain students may be more vulnerable to become targets of hazing, harassment, or teasing based on actual or perceived characteristics including race, color, religion, ancestry, national origin, sex, sexual orientation, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, or disability, or by association with a person who has or is perceived to have one or more of these characteristics. The Doctor Franklin Perkins School and residential communities will identify specific steps it will take to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to hazing, harassment, or teasing.

We will not tolerate any unlawful or disruptive behavior, including any form of hazing or retaliation, in our school buildings, on school grounds, at school-related activities or in our residences. We will investigate promptly all reports and complaints of hazing or retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our Perkins community, including curricula, instructional programs, staff development, extracurricular activities, and parent/guardian involvement.

The Hazing Prevention and Intervention Plan is a comprehensive approach to addressing hazing or retaliation and the Doctor Franklin Perkins School community's commitment to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. This plan affords all students the same protection regardless of their status under the law. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of hazing or retaliation. The Director of Education and the Assistant Executive Director for Programs are responsible for the implementation and oversight of the Plan.

Upon receipt of any complaint of hazing or retaliation, the Director of Education or Assistant Executive Director for Programs will inform the Chief Executive Officer. The Director of Education and Assistant Executive Director of Programs will ensure that all relevant mandated reporting requirements as they relate to each specific incident including the filing of a 51A with the Department of Children and Families, notification of the Department of Elementary and Secondary Education (DESE), and the Department of Early Education and Care (DEEC) are properly notified. The Director of Education or Assistant Executive Director for Programs shall keep the Chief Executive Officer informed of the course of the investigation, as well as the recommended interventions.



Doctor Franklin Perkins School

ANTI-HAZING POLICY

INTRODUCTION

It is the policy of Perkins to provide and maintain a therapeutic environment that is free of any behaviors related to hazing. Under no circumstances does Perkins approve of such behaviors as part of any school-sponsored on- or off-campus, or a community sponsored activity using Perkins property.

DEFINITION

The term "hazing" shall refer to any conduct or method of initiation into any Perkins student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Consent shall not be available as a defense to any prosecution under this action.

ISSUANCE OF POLICY

Each student, group, team, or organization, whether public or private, who uses the agency facilities, shall receive a copy of this policy for distribution to each of its members or applicants for membership. At the time of each student's admission and annually in September, students and parents/guardians receive a copy of this policy. A signed confirmation of receipt is maintained in each student's file. Annually, any outside group using Perkins facilities will receive a copy of this policy.

REPORTING OF HAZING

Any person who believes he or she has been the victim of hazing, or any person with knowledge or belief of conduct which may constitute hazing, shall report the alleged acts immediately to one of the following: Director of Education, Assistant Director of Education, Director of Student Services, Assistant Executive Director for Programs or Program Director. Submission of a good faith complaint or report of hazing will not affect the complainant's or reporter's future employment, grades, work assignments or activity participation.

INVESTIGATING REPORTS OF HAZING

When a complaint of hazing is brought to the attention of the Division Director, an assessment is made as to whether any initial steps need to be taken to protect the well-being of students while the investigation is being conducted.

Perkins will notify the parents/guardians of any student who is an alleged target of hazing, as well as the parents of any student who may have been accused of engaging in such behavior promptly after a complaint has been made.

Once a complaint is received the following steps are taken. An impartial investigation of the complaint is conducted by the agency Human Rights Officer. The investigation will include but not be limited to: interviews with the person who made the complaint; with the student who was the target of the hazing, and with any students, faculty, staff, or other persons who witnessed or who may otherwise have relevant information about the alleged incident. The Human Rights Officer shall submit a report to the Director of Education, Assistant Director of Education and/or Assistant Executive Director for Programs.

RESOLUTION, NOTIFICATION, AND FOLLOW-UP

Following interviews and any other investigation undertaken, the Director of Education, Assistant Director and/or Assistant Executive Director for Programs will determine whether and to what extent the allegation of hazing has been substantiated. If it is determined that this policy has been violated, the CEO in consultation with the appropriate Division Head will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented.

In appropriate circumstances, such as when a crime may have been committed or a child may have been subject to abuse or neglect of the type that is reportable under Section 51A of the Massachusetts laws, law enforcement or another appropriate government agency may be notified.

Upon completion of the investigation the CEO shall direct the Human Rights Officer, along with the appropriate Division Head, to meet individually with the student or students who were the target of the alleged incident and their parents, with the student or students and their parents against whom the complaint was made, to report the results of the investigation and, where disciplinary or other corrective action is determined and appropriate, to inform the parties of the steps that will be taken to address the situation. The amount of information provided in these meetings may be limited by confidentiality laws protecting student records.

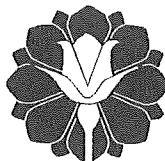
FAILURE TO REPORT HAZING

Under State law, organizers or participants in hazing shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of corrections for not more than one year, or both. Failure to report such crime shall be punished by a fine of not more than one thousand dollars. Suspension or discharge may be imposed at the discretion of the CEO. Student offenders may be removed from any athletic team or extra-curricular school activity. The CEO may also notify law enforcement personnel of the violation for possible criminal prosecution.

School personnel who fail to report incidents of hazing to the proper administrator will face disciplinary action.

FILING WITH DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION.

Annually Perkins shall file a report with DESE certifying that it has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled regarding the policy.



Doctor Franklin Perkins School

YOUR RIGHT TO REGISTER COMPLAINTS AND GRIEVANCES

The Doctor Franklin Perkins School does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, on the basis of sex, on the basis of disability, or on the basis of age, or on the basis of sexual orientation or religion. **Student discrimination shall be defined as and include:**

- RACIAL OR ETHNIC DISCRIMINATION/HARASSMENT OF STUDENTS
- PROTECTION OF STUDENTS AGAINST DISCRIMINATION BASED RELIGION; ANCESTRY; NATIONAL ORIGIN; SOCIOECONOMIC STATUS; HOMELESSNESS, ACADEMIC STATUS; OR PHYSICAL APPEARANCE
- SEXUAL HARASSMENT AGAINST STUDENTS/INCLUDING PEER HARASSMENT
- SEXUAL ASSAULT
- PROTECTION OF STUDENTS AGAINST DISCRIMINATION BASED ON GENDER OR SEXUAL ORIENTATION
- NON-DISCRIMINATION AGAINST STUDENTS WITH DISABILITIES

FILING A COMPLAINT

If you believe your rights have been violated at any time, you have the right to contact the agency Human Rights Officer. You may also contact the Director of Education, Assistant Director of Education, Director of Student Services, Assistant Executive Director for Programs, Director of Residential Services, or a Program Director if you believe your situation warrants a higher level of intervention. Students also may request a "Student Care Complaint Form" which you may fill out any time you feel your rights have been violated, a therapeutic hold was improperly done, or that your treatment is inadequate. Complaint forms are reviewed by the appropriate Director. Immediate action is taken on all complaints which can include: arranging a meeting with the parties involved, reporting suspected abuse of neglect to the appropriate State agencies (DEEC, DCF, DESE), assigning the investigation to the Human Rights Officer, and/or convening a treatment team meeting to review care. It is our practice to inform families, regulatory agencies, and referral sources of the status of the outcome of our investigation and the action taken. During an investigation, we make every effort to protect the confidentiality of all involved until a finding has been made.

It is the responsibility of the Director of Education, Assistant Director of Education, or Assistant Executive Director for Programs to open a file each time a complaint is made. The files are maintained in the office of the Human Rights Officer. Files may contain: a description of the complaint, supporting information, internal investigation, external agency reports, and plans of compliance and correction.

COMPLAINT REVIEW PROCESS AND TIMELINES

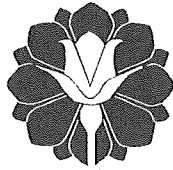
When you file a complaint you may do so verbally or in writing. You can submit the complaint to: Human Rights Officer, Director of Education, Assistant Director of Education, Assistant Executive Director for Programs, Director of Residential Services, or Program Director. Any of these individuals must then notify the Human Rights Officer regarding your complaint.

Your complaint must be reviewed within 24 hours. A request can be made for an independent investigation, as well as notification to appropriate state and placement agencies as defined in the Complaint Review Process.

Within seven (7) days of receiving the complaint, the Director of Education, or Assistant Director of Education, or the Assistant Executive Director for Programs will conduct a review of the concerns and provide a written response to you. If you are not satisfied with the finding, you may request a meeting with the CEO within seven days of receiving the written response. Such request can be made verbally or in writing.

The CEO shall schedule the meeting within seven days of receiving the request. Following the meeting, the CEO shall notify you in writing within seven days indicating the review finding.

You may also file a complaint with the U.S. Department of Education, Office for Civil Rights, JW McCormack POCH, Boston, Massachusetts 02109-4557, telephone (617)223-9662, TTY (617)223-9695.



Doctor Franklin Perkins School

STUDENT CARE COMPLAINT FORM

Name: _____ **Date:** _____ **Program:** _____

Nature of Complaint or Incident:

- _____ Incident with Client
- _____ Injury as a result of intervention
- _____ Interaction with staff member
- _____ Medical Care
- _____ Restraint by staff member

Describe Incident:

Describe Action taken By Program:

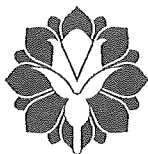
Incident Reported to:

- _____ Program Director
- _____ Human Rights Officer
- _____ Parent
- _____ Department of Social Services (If a 51A was filed indicate date _____)
- _____ Department of Early Education and Care

Administrator/ Title

Date

CC: Client Record



Doctor Franklin Perkins School

SECONDARY SCHOOL ANNUAL ANTI-HAZING REPORT

Name of Secondary School: Doctor Franklin Perkins School

In compliance with An Act Prohibiting the Practice of Hazing, M.G.L. c. 269, §§ 17-19, and state anti-hazing reporting regulations, 603 CMR 33.00, I certify the following statements are true:

- (a) The school has issued a copy of M.G.L. c. 269, §§ 17 through 19 to every student group or organization under its authority and to every member, plebe, pledge, or applicant for membership in such group or organization;
- (b) The school has issued a copy of M.G.L. c. 269, §§ 17 through 19, to every non-school affiliated student organization;
- (c) The school has obtained an acknowledgement of receipt from an officer of every group or organization under its authority, and every individual who has received a copy of M.G.L. c. 269, §§ 17 through 19;
- (d) The school has obtained an acknowledgement from a contact person for each non-school affiliated student organization that such organization has distributed a copy of M.G.L. c. 269, §§ 17 through 19, to every member, plebe, pledge, or applicant for membership in such group or organization; and
- (e) The school has adopted a disciplinary policy with regard to organizers of and participants in hazing, which is available to anyone upon request, and, for public schools, has been approved by the school committee and has been filed with the Department of Elementary and Secondary Education as required by M.G.L. c. 71, § 37H.



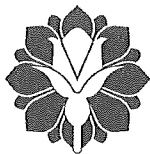
Michael W. Ames, Ph. D.
Chief Executive Officer

Date: 9/17/16

Date submitted to DESE: 9-20-16

CC: School Files
Central Office Files (if applicable)

Submit on or before **October 1st** to: Program Quality Assurance Services
Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street
Malden, MA 02148
Or pqaantihazing@doe.mass.edu



Doctor Franklin Perkins School

**ANNUAL STATEMENT OF ACKNOWLEDGEMENT
FOR STUDENT GROUPS, TEAMS, AND ORGANIZATIONS**

ANTI-HAZING LAW, M.G.L. c. 269, §§ 17-19

To: Department of Elementary and Secondary Education

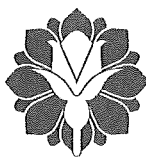
On behalf of the Doctor Franklin Perkins School, I certify that the School, and its members, plebes, pledges, or applicants for membership have received a copy of An Act Prohibiting the Practice of Hazing, M.G.L. c. 269, §§ 17-19; and that the School understands and agrees to comply with the law.

Michael W. Ames, Ph. D.
Chief Executive Officer

Date: 2/14/16

School Official: Cindy Wing, M.Ed.
Director of Education

C: School Files
Central Office Files



Doctor Franklin Perkins School

ANTI-HAZING POLICY ASSURANCE

On behalf on behalf of the Doctor Franklin Perkins School, I certify that the School, and its members, groups, teams or organization have adopted and adheres to, as outline, the Anti-Hazing Policy. The policy, and the related Massachusetts Hazing Laws 269:17, 18, 19 governing the policy, are reviewed with all staff, students, and parents yearly.

Michael W. Ames, Ph. D.
Chief Executive Officer

Date: 9/17/16

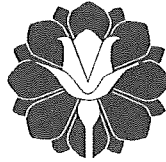
Charles W. Hughes II, M.A.
President of the Board of Trustees

Date: 9/16/16

Cindy Wing, MEd.
Director of Education

Date: 9/16/16

Student and Parent Notification Confirming Student Review and Receipt of Policy



Doctor Franklin Perkins School

Dear Student and Parent/Guardian;

Consistent with recent legislation and regulatory requirements, Perkins has developed three policies, which have been added to the Student Handbook. These policies include:

- Anti-Hazing Policy
- Bullying Prevention and Intervention Plan
- Registering Student and Family Complaints and Grievances

Each year all students review the above policies, related responsibility in reporting incidents and the disciplinary response to anyone violating these policies. Attached are the Massachusetts General Laws 269, §§ 17-19 for your review. If you have any questions about these policies do not hesitate to contact Debbie Rivera, Director of Curriculum and Instruction, at drivera@perkinschool.org.

PLEASE NOTE:

Following any reports of policy violations, interviews and any other investigations are undertaken, the Director of Education, Assistant Director and/or Assistant Executive Director for Programs will determine whether and to what extent the allegation of hazing has been substantiated. If it is determined that this policy has been violated, the CEO in consultation with the appropriate Division Head will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented.

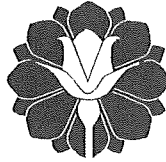
In appropriate circumstances, such as when a crime may have been committed or a child may have been subject to abuse or neglect of the type that is reportable under Section 51A of the Massachusetts laws, law enforcement or another appropriate government agency may be notified.

Upon completion of the investigation the CEO shall direct the Human Rights Officer, along with the appropriate Division Head, to meet individually with the student or students who were the target of the alleged incident and their parents, with the student or students and their parents against whom the complaint was made, to report the results of the investigation and, where disciplinary or other corrective action is determined and appropriate, to inform the parties of the steps that will be taken to address the situation. The amount of information provided in these meetings may be limited by confidentiality laws protecting student records.

Failure to Report Hazing

Under State law, organizers or participants in hazing shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of corrections for not more than one year, or both. Failure to report such crime shall be punished by a fine of not more than one thousand dollars. Suspension or discharge may be imposed at the discretion of the CEO. Student offenders may be removed from any athletic team or extra-curricular school activity. The CEO may also notify law enforcement personnel of the violation for possible criminal prosecution.

Notification Confirming Student Received Policy



Doctor Franklin Perkins School

STUDENT REVIEW CONFIRMATION

Student Name: _____ Grade: _____ Date: _____

I have received a copy of and understand our School's policies regarding:

- Anti-Hazing Policy
- Bullying Prevention and Intervention Plan
- Registering Student Complaints and Grievances
- Student Handbook

Student Signature

Teacher Signature

CC: Student Record

PLEASE NOTE:

Following any reports of policy violations, interviews and any other investigations are undertaken, the Director of Education, Assistant Director and/or Assistant Executive Director for Programs will determine whether and to what extent the allegation of hazing has been substantiated. If it is determined that this policy has been violated, the CEO in consultation with the appropriate Division Head will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented.

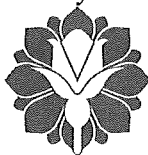
In appropriate circumstances, such as when a crime may have been committed or a child may have been subject to abuse or neglect of the type that is reportable under Section 51A of the Massachusetts laws, law enforcement or another appropriate government agency may be notified.

Upon completion of the investigation the CEO shall direct the Human Rights Officer, along with the appropriate Division Head, to meet individually with the student or students who were the target of the alleged incident and their parents, with the student or students and their parents against whom the complaint was made, to report the results of the investigation and, where disciplinary or other corrective action is determined and appropriate, to inform the parties of the steps that will be taken to address the situation. The amount of information provided in these meetings may be limited by confidentiality laws protecting student records.

Failure to Report Hazing

Under State law, organizers or participants in hazing shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of corrections for not more than one year, or both. Failure to report such crime shall be punished by a fine of not more than one thousand dollars. Suspension or discharge may be imposed at the discretion of the CEO. Student offenders may be removed from any athletic team or extra-curricular school activity. The CEO may also notify law enforcement personnel of the violation for possible criminal prosecution.

Student's Policy Review Sheet



Doctor Franklin Perkins School

Student Notifications

Please review the following with students and have them sign the acknowledgement form to indicate they have received the information.

COMPLAINTS OR GRIEVANCES

Discrimination is defined as follows:

- RACIAL OR ETHNIC DISCRIMINATION/HARASSMENT OF STUDENTS
- PROTECTION OF STUDENTS AGAINST DISCRIMINATION BASED RELIGION; ANCESTRY; NATIONAL ORIGIN; SOCIOECONOMIC STATUS; HOMELESSNESS, ACADEMIC STATUS; OR PHYSICAL APPEARANCE
- SEXUAL HARASSMENT AGAINST STUDENTS/INCLUDING PEER HARASSMENT
- SEXUAL ASSAULT
- PROTECTION OF STUDENTS AGAINST DISCRIMINATION BASED ON GENDER OR SEXUAL ORIENTATION
- NON-DISCRIMINATION AGAINST STUDENTS WITH DISABILITIES

FILING A COMPLAINT

If you believe your rights have been violated at any time, you have the right to contact the agency Human Rights Officer. You may also contact the Director of Education, Assistant Director of Education, Director of Student Services, Assistant Executive Director for Programs, or the Program Directors if you believe your situation warrants a higher level of intervention. Students also may request a "Student Care Complaint Form" which you may fill out any time you feel your rights have been violated, a restraint was improperly done, or that your treatment is inadequate. Complaint forms are reviewed by the appropriate director. Immediate action is taken on all complaints which can include: arranging a meeting with the parties involved, reporting suspected abuse of neglect to the appropriate State agencies (DEEC, DCF, and DESE), assigning the investigation to the Human Rights Officer, and/or convening a treatment team meeting to review care. It is our practice to inform families, regulatory agencies, and referral sources of the status of the outcome of our investigation and the action taken. During an investigation, we make every effort to protect the confidentiality of all involved until a finding has been made.

ANTI-HAZING POLICY

Hazing is defined as any conduct that engages a student into an act of initiation into an organization that willfully or recklessly endangers the physical or mental health of any student or person. Students are required to report all incidents of hazing to a teacher, clinician, or administrator – Director of Education, Assistant Director of Education, Director of Student Services, Assistant Executive Director for Programs, or the Program Directors.

It is the responsibility of the Doctor Franklin Perkins School to inform all students about what hazing is and to report acts of hazing to the local law enforcement. Legal action is taken by local law enforcement agencies.

BULLYING

The Doctor Franklin Perkins School expects that all members of the school community will treat each other in a civil manner and with respect for differences. The Doctor Franklin Perkins School is committed to providing all students with a safe learning environment that is free from bullying, retaliation, and cyber-bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

Bullying is defined as:

The repeated use of one or more student's written, verbal, electronic expression, or physical act that:

- Causes physical or emotional harm to the targeted student or damage to the targeted student's property.
- Places the targeted student in reasonable fear of harm to himself or herself or of damage to his/her property.
- Creates a hostile environment at school for the targeted student.
- Infringes on the rights of the targeted student at school.
- Materially and substantially disrupts the educational process or the orderly operation of the school.

Retaliation of threats or actions directed towards a student who reports bullying will not be tolerated and treated with similar consequences. An investigation of the complaint is conducted by the Human Rights Officer through interviews with the person who made the complaint, student who was the target, person against whom the complaint was made, and any students or staff who witnessed the alleged incidents. In appropriate circumstances local law enforcement agencies may be notified. Legal action is taken by local law enforcement agencies.

The Doctor Franklin Perkins School will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation, in our school buildings, on school grounds, at school-related activities or in our residences. We investigate promptly all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our community, including curricula, instructional programs, staff development, extracurricular activities, and parent/guardian involvement.

Massachusetts Hazing Law

COMMONWEALTH OF MASSACHUSETTS

GENERAL LAWS 269:17, 18, 19

269:17 HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED.

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one, [sic] year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

269:18 FAILURE TO REPORT HAZING.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

269:19 Copy of secs. 17-19; issuance to students and student groups, teams and organizations; report

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its member, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communication the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.