



Braintree High School
Home of the Wamps

Welcome...

to the Braintree High School Athletic Program. The material presented in this booklet has been compiled to better acquaint you and your family with some of the practices and regulations that govern the athletic program at Braintree High School. This Athletic Handbook is intended for students, parents and coaches.

For students, this Athletic Handbook will help you understand what you can expect and what is expected of you. We hope you learn that most problems can be solved through open, honest and sensitive communication.

For parents, we hope this Athletic Handbook will help you understand Braintree High School's athletic policies so that you may be assured that Braintree High School, its athletic department and its coaching staff is doing everything possible to teach athletes fundamental values that transcend sports.

For coaches, this guide will help you to arrive at a coaching style that most reflects the school's policies and values. We hope that this knowledge will assist you on your way to a successful season.

Please refer to this Athletic Handbook when questions and/or concerns about your athletic experience at Braintree High School arise. If your questions or concerns are not answered within this booklet, please speak with your child's coach or feel free to call the Athletic Director's office at the school. Do not let your questions or concerns go unanswered or unresolved.

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Director of Athletics
Braintree High School

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Important Websites:

- www.braintreeschools.org - Braintree High School Website
- www.miaa.net – Massachusetts Interscholastic Athletic Association (MIAA) Website; Directions
- www.braintreesports.bigteams.com – Big Teams Schedules and Scores

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I. Statement of Purpose

A. Philosophy

The Interscholastic Athletic Program at Braintree High School is committed to the total physical, emotional, social and mental development of its participants. The program is an extension of the values and ideals developed in the instructional programs and constantly strive toward the development of a well-rounded individual. Our goal is to teach, through athletics, the ideals and values, which are consistent with the principles of sportsmanship. Braintree High School athletes take pride in themselves, their team, school and community while learning to work together toward common goals. Every athlete should enjoy the experience of being a team member.

The athletic program must be flexible and reflect Braintree High School's values and culture in order to address the needs of its entire student population. Athletics teaches an appreciation of another's skills and contributions, commitment toward a common goal, and enjoyment in physical activity. Athletics promotes physical and mental health and contributes to the ability to interact socially. It nurtures friendship where one might not expect it and fosters a sense of pride in self and the community that lasts far beyond life at Braintree High School.

Tryouts for programs are open to all students providing they meet the standards of academic eligibility, school citizenship, parental permission and basic physical/health qualifications. Participation in the program, therefore, is a privilege earned by students who meet and maintain these standards.

Athletic programs are an extension of the academic day where our coaching staff is charged with the responsibility of challenging and developing players, both technically and emotionally, in a positive manner, using both praise and constructive criticism.

As a member of the Braintree High School Athletic Program, students are expected to demonstrate proper respect for all coaches, teammates, officials, opponents, spectators and equipment. Student athletes are expected to exhibit the highest level of conduct, either on or off the playing field, as they are, at all times, representatives of their team, school and community.

B. Goals of the Program

- To have fun.
- To provide an opportunity for maximum athletic development of players across the spectrum of ability.
- To promote the social, intellectual, emotional, and physical development of our students.
- To develop an understanding of the value of cooperation and competition.
- To develop good citizenship and respect for rules and authority.

C. Objectives Pertaining to the School

- To provide an athletic program that reflects a level of expertise comparable to school wide curriculum.
- To provide all students with an opportunity to participate as competitors or as fans.
- To learn to respect our opponent teams and players.
- To sponsor a sports program in accordance with the number of available student athletes, adequacy of facilities, equipment, and competent instruction.
- To involve the student athlete and the student body in wholesome recreational and entertaining activity.
- To develop a sense of school spirit, morale, and loyalty.

D. Code of Ethics For Secondary School Athletics

If athletics are to justify themselves in a secondary school program, they should:

1. Emphasize good sportsmanship, upright conduct and the spirit of fair play.
2. Place a premium on the values which accrue from fair play.
3. Eliminate as far as possible the practices which tend to destroy the worthwhile value of the game.
4. Teach respect and consideration for the opponents as either guests or the hosts of the game.
5. Cultivate respect for the authority of school personnel, coaches and game officials.

6. Develop self-control, self-direction and sound judgment.
7. Discourage profanity and obscene language at all times.
8. Demonstrate the rules of the game are mutual agreements, honorable in spirit as well as in letter, and that stealing of an advantage in sports is dishonorable.
9. Convince everyone that athletics really aim to promote mental, social and moral welfare of the participants, as well as his/her physical well-being.
10. Promote the game for the players, and as a game only; not as a matter of life and death, of lasting glory in victory, or a disgrace of defeat.

E. Message to Spectators and Parents

We urge you to support the Braintree High School Athletic Program by:

- Attending games both home and away
- Lending positive support to our teams and coaches
- Encouraging all players without regard to their role on the team
- Helping other spectators and parents to maintain an appropriate sportsmanlike attitude
- Showing respect for the authority of the game officials

Parental Role In Assisting Student-Athletes To Achieve Success in Athletics

- To attend informational meetings offered by the Athletic Department
- To work closely with school personnel to assure an appropriate academic as well as athletic experience for your child while he/she is in high school
- To assure that your child will attend all scheduled practices and athletic contests
- To require your child to abide by the Athletic Department's training rules
- To acknowledge the authority of the coach in determining strategy and player selection
- To model mature behavior as well as expect the same from your child
- To work cooperatively with other parents and school personnel to ensure a wholesome and successful Athletic Program for Braintree High School
- To identify a reasonable and realistic future for your child as a student-athlete

II. Governing Bodies

A. Massachusetts Interscholastic Athletic Association (MIAA)

The Braintree High School Athletic Department is a member of the Massachusetts Interscholastic Athletic Association (MIAA) and is therefore governed by Association Rules and Regulations. Additional policies, regulations and rules are set by the Braintree High School (BHS) School Committee. Under the MIAA guidelines, local communities are allowed to set their own policy, rules and/or regulations as long as they are more restrictive than stipulated by the MIAA. Rules governing individual sports vary depending upon the sport. For example, rules are as stipulated by the National Collegiate Athletic Association (with the MIAA modification) for football, for basketball by the National Federation of State High School Associations, and for baseball by the Sporting News Rules of Baseball. Copies of the completed set of MIAA rules and regulations are available in the Athletic Office or online at www.miaa.net.

One of the primary functions of the MIAA is to sponsor and conduct post-season tournaments leading to the determination of geographical district and state champions. When our varsity teams qualify for them and enter such tournaments, we are completely subject to specific rules and regulations that govern each tournament, as set by the MIAA. Tournament qualification, divisional placement and geographical district criteria are sport specific.

Some of our teams may qualify for regional tournaments, beyond the MIAA tournaments, that are sponsored and conducted by the combined state associations that make up the region of competition.

Some of our varsity teams may host and/or play in seasonal tournaments that are sponsored by local school districts or other qualified agencies. MIAA regulations specify that such tournaments be sanctioned by the Association and be conducted totally under their policies, rules and regulations. The MIAA does not sanction nor sponsor any sub-varsity tournament competition.

The MIAA is a member of the National Federations of State High School Association and is bound by its set of rules, policies and regulations.

B. The Massachusetts School Administrators' Association (MSAA)

The Braintree High School Athletic Department is a member of the Massachusetts School Administrators' Association (MSAA) and is therefore governed by Association Rules and Regulations for Cheer and Dance. Additional policies, regulations and rules are set by the Braintree High School (BHS) School Committee. Under the MSAA guidelines, local communities are allowed to set their own policy, rules and/or regulations as long as they are more restrictive than stipulated by the MSAA. Rules governing individual sports vary depending upon the sport. Copies of the completed set of MSAA rules and regulations for Cheer and Dance are available in the Athletic Office or online at www.mssaa.org.

C. The Bay State Conference

Braintree High School is very proud to be a member of the eleven school league known as the Bay State Conference. The Conference is governed by the MIAA and its own Bay State Conference Constitution. A copy of the Constitution is available for your review in the Athletic Office. Most of our game schedules, at all levels of competition, are set by the league. The athletic department will also schedule some non-league contests against schools from surrounding communities.

Most sport game schedules sponsored by the Conference at the varsity level are divided into two divisions for championship play, and for seasonal play at the junior varsity and freshman levels.

The Herget Division includes the schools from Braintree, Milton, Needham Walpole and Weymouth. The Carey Division includes the schools from Brookline, Framingham, Natick, Newton North and Wellesley. Interdivisional scheduled play is common for most of our teams. We also schedule some non-conference contests against schools from other surrounding communities.

III. Sports at Braintree High School

The Braintree High School Athletic Program is comprised of 76 teams in 18 sports. Sports teams compete at any of three levels – Freshmen, Junior Varsity, and Varsity. Braintree High School's Athletic Program is under the jurisdiction of the Massachusetts Interscholastic Athletic Association and the School Committee of the district. Braintree High School is a member of the Bay State Conference. The athlete must be a student and comply with the rules and regulations of these organizations to maintain his or her eligibility. The Athletic Program at Braintree High School offers a diversified choice of sports to each student for his or her participation.

Sports Available:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football Varsity/JV/Fr.	Boys' Basketball Varsity/JV/Fr./"B"	Boys' Baseball Varsity/JV/Fr.
Boys' Soccer Varsity/JV/Fr.	Girls' Basketball Varsity/JV/Fr.	Girls' Softball Varsity/JV/Fr.
Girls' Soccer Varsity/JV/Fr.	Wrestling Varsity/JV	Boys' Lacrosse Varsity/JV/Fr.
Field Hockey Varsity/JV/Fr.	Boys' Gymnastics Varsity	Girls' Lacrosse Varsity/JV/Fr.
Girls' Volleyball Varsity/JV/Fr.	Girls' Gymnastics Varsity/JV	Boys' Tennis Varsity/JV

Boys' Cross Country Varsity/JV	Boys' Ice Hockey Varsity/JV/Fr.	Girls' Tennis Varsity/JV
Girls' Cross Country Varsity/JV	Girls' Ice Hockey Varsity/JV	Girls' Golf Varsity/JV
Boys' Golf Varsity/JV	Boys' Track (Indoor) Varsity/JV	Boys' Track (Outdoor) Varsity/JV
Swim Varsity/JV	Girls' Track (Indoor) Varsity/JV	Girls' Track (Outdoor) Varsity/JV
Cheerleading Varsity/JV	Cheerleading Varsity/JV	Boys' Volleyball Varsity/JV/ F
Dance Varsity/JV	Dance Varsity/JV	

IV. Rules and Regulations Governing Participation

The following is a list of important policies, practices, regulations and rules that govern our athletic department. Take the time to read and understand them. If any questions and/or concerns arise during your athletic experience at Braintree High School that are not addressed or answered in this booklet, please contact the Athletic Office at the school.

Standards for participation

Pre-Tryout Requirements: A student must be declared eligible by the Athletic Director according to the standards listed in this section to be a candidate for a team.

A. BHS On-line Registration Form

Before the start of every sports season, the student and parent shall complete and submit an on-line registration form through our partner company, FamilyID (www.familyid.com/braintree-high-school), which provides a comprehensive history with up-to-date information relative to concussion history; any head, face or cervical spine injury history; and any history of co-existent concussive injuries. FamilyID is a secure registration platform that provides you with an easy, user-friendly way to register for our athletic programs, and helps BHS to be more administratively efficient and environmentally responsible.

It is the responsibility of parents/guardians to share medical information they feel is important to the health and safety of their child with the transportation department and all before and after school programs/clubs including sport teams.

It is the responsibility of the parent/guardian to contact the Athletic Director with a change of any pertinent information throughout the school year (re: insurance carrier, insurance policy number, home address, phone, or emergency contact, allergies, medical conditions or medications).

B. Health Insurance

All student athletes should be enrolled in an HMO or similar health insurance plan. Information on personal insurance coverage is requested with on-line registration process. In addition, it is strongly recommended that each family purchase the supplemental insurance policy offered by the school system in September at a nominal yearly fee. This is a back-up insurance policy to the students' family health insurance plan, which should be listed on the athlete's permission form (name of company and number).

Participation in athletics is voluntary. Neither the school, nor the town assumes any financial responsibility in case of accident, incident to participation in athletics or transportation.

Insurance Claims: It is the family's responsibility to file all claims under its own plan, or supplemental policy, within three months of the date of the injury. Filing forms are available from the Athletic Department Secretary and Athletic Trainer, and if requested, the both will assist in the filing of these papers.

C. Physical Examination

In accordance with State Law (Chapter 71, Section 57), MIAA regulations, and the School students must have an updated physical examination for participation. According to The Massachusetts Interscholastic Athletic Association (Student Eligibility Rule 56: Physical Exams/Medical Coverage/Concussions), all students must pass a physical examination prior to participation in High School Athletics. A physical exam covers the student for 12 months from the exam date. Students no longer should be allowed to participate until the end of the season when their physical expires during the season. A student's eligibility will terminate once a physical has reached the annual limit, which is the last day of the month in which the previous physical exam was performed (e.g.- if the physical is dated December 3, 2017, the latest you can turn in a new physical is December 31, 2018, or the student-athlete is no longer allowed to participate – rendered ineligible). Physical examinations must be performed by a duly registered Physician, Physician's Assistant or Nurse Practitioner.

The sports physical is part of the comprehensive health care received by a student from his/her health care provider. The student's health care provider's familiarity with family history and the student's medical history are important in an assessment for sports participation. A student must have on file in the Braintree High School, South Middle School or East Middle School and Health Service's Office written proof of a current physical examination, signed and dated by a physician. In order for an exam to be considered current and valid, it must be dated within twelve months of the date of any athletic involvement. It is strongly recommended that an annual examination be scheduled between June 15 and August 20 of each school year. An exam administered during this period of time will cover a student for the complete school year. Please ask your physician to mail a signed and dated copy of the completed exam to the Health Services Office at Braintree High School, or you can deliver it to the school personally.

Any new student entering Braintree High School must have a copy of a current physical (within the last school year) on file in the Health Service's Office. Immunizations, including Tetanus, must be up to date. Hepatitis B immunization is mandatory for all students. Any student wishing to try out for a sports team must have a current physical on file or they will NOT be allowed to play.

Any student who is unable to schedule a physical examination with their primary care physician may have a "sports physical" performed by a licensed physician at certain times during the school year. Students should make every effort to plan ahead to schedule an appointment with their primary care physician prior to anticipated participation.

Penalty: A student involved shall be suspended for the number of contests in which he/she participated without a proper physical.

D. Medication Policy

When a student must take medication during school, a written order from the student's physician and written permission from the parent/guardian is required. These forms are available from the school nurse or can be downloaded from the BPS website. A parent/guardian or adult designee must deliver the medication to the nurse where it will be counted. The parent/guardian and nurse will then sign that the medication was received. All medication must be in a pharmacy labeled or manufacturer labeled containers. The pharmacist will supply a second bottle for the school upon request. Only a thirty-day supply of medication may be left at school.

With written parent/guardian permission, the school nurses are able to administer Tylenol, Ibuprofen or Benadryl to students during the school day. These forms are available from the school nurse or may be downloaded from the BPS website.

Students are not allowed to carry any medication on their person, in their lockers, backpacks, pocketbooks, etc. Students prescribed an inhaler to treat asthma, an Epi-Pen to treat an allergic reaction or insulin to treat diabetes, may carry them on their person only if they are properly labeled and the parent/guardian has notified the Health Office in writing and has provided the required physician documentation. It is strongly recommended that a second set of medication be left in the Health Office or with the Athletic Trainer (for athletic events and practices only) in case the student forgets his/her inhaler or Epi-Pen.

Any student who has been prescribed and Epi-Pen to treat a life-threatening allergy must provide the medication and a completed Epinephrine Emergency Action Plan, signed by the student's physician, to the school nurse on or before the first day of school. Without the appropriate paper work and Epi-Pen, your child will be excluded from school until the requirements are met. This is to ensure and provide a safe and healthy environment for the child. (All medical forms may be downloaded from the BHS website, <http://braintreeschools.org>, under the "Academic Support" Header and "Health Services PK-12" tab, or obtained from the health office.)

E. BHS/MIAA Concussion Policy

State Law Regarding Sports Related Head Injuries and Concussion

The Commonwealth of Massachusetts Executive Office of Health and Human Services requires that all high schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules adhere to the following law:

- Student-athletes and their parents/guardians, coaches, athletic directors, certified athletic trainers, school nurses, school and team physicians, guidance counselors, middle school and high school classroom teachers and specialists grades 6-12, directors responsible for a school marching band, employees or volunteers assisting with athletics, and physicians must learn about the consequences of head injuries and concussions through training programs and written materials. The law requires that athletes and their parent inform their coaches about prior head injuries at the beginning of the season. If a student athlete becomes unconscious, or is suspected of having a concussion, during a game or practice, the law now mandates taking the student out of play or practice, and requires written certification from a licensed medical profession for "return to play".
- Parents and student-athletes who plan to participate in any sports program at Braintree High School must also take one free online course about concussions per school year. Two free online courses have been made available and contain the information required by the law.
- The first online course option is offered through the National Federation of High School Coaches. You will need to click the "order here" button and complete a brief information form to register. At the end of the course, you will receive a completion receipt. The entire course, including registration, can be completed in less than 30 minutes: <http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000>
- The second online course option is offered through the Centers for Disease Control and Prevention at: http://www.cdc.gov/concussion/HeadsUp/online_training.html
- Remember to print the student-athlete and parent certificate of course completion and send to the athletic director with a copy of a current physical examination (with-in one year), following on-line registration and completion of all participation forms, inclusive of the Pre-Participation Head Injury/Concussion Reporting Form.

56.1.1 All MIAA member school coaches (paid or volunteer) are required to take annually the on-line National Federation Concussion Course, or other MA Department of Public Health recognized education program, prior to the start of their season. This Board of Directors' policy is effective with the upcoming winter season, which began on Monday, November 29, 2010.

56.1.2 All MIAA member school Athletic Directors and Athletic Trainers are required to take annually the on-line National Federation Concussion Course, or other recognized education program, prior to the start of their season. This Board of Directors' policy is effective with the upcoming spring season, which began on Monday, March 21, 2011.

Penalty: A student in violation shall be suspended for the number of contests in which he/she participated without a proper physical.

56.2 Each school's medical person/staff is responsible for the members of that team. These individuals annually must have taken, and been certified in, the NFHS on-line Concussion Course ([click here](#)) or other recognized education program. In the event of injury, that medical person/staff will make the final judgment as to whether a student athlete may return to play (please see Rule 56.4 below regarding concussions). Whenever a medical person is on duty at an athletic event, he/she shall be responsible for both teams (unless the other team has its own medical person present). When a physician is not present at an athletic event, a licensed/certified athletic trainer, if available, shall be considered the higher medical authority on-site when an EMT is providing medical coverage at the same event. His/her judgment will be final. Physical disqualification by the medical person renders the student ineligible. The Penalty for playing an ineligible student is forfeiture.

56.3 Medical Alert Bracelets/Anklets are approved for wearing in all sports, provided they are taped to the body and marked in red.

56.4 Any student athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the practice or competition and must not return to practice or competition that day, and further shall not return to play until cleared (in writing to the Athletic Director) by an appropriate health-care professional (as determined by the Department of Public Health). Whenever it is decided to disqualify a student-athlete from further participation for a suspected concussion or other injury, the person making that decision must communicate about this matter with the injured athlete's coach and athletic director in a timely fashion.

F. Braintree High School Athletic Department Concussion and ImPACT Protocol

The Braintree High School Athletic Department has established protocols for the prevention, training, management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities. The protocol will be disseminated to all student athletes and band members, and will be updated, as appropriate.

1. Concussion Information

- What is a concussion?
A concussion is an injury to the brain. It's usually caused by a bump, blow, or jolt to the head and can range from mild to severe. Most of the time a concussion does not involve a loss of consciousness. Even a "ding" or getting your "bell rung" can be serious.
- How is it diagnosed?
Suspected concussions should be evaluated by the athletic trainer and a physician trained in concussion management. First, if you suspect a concussion, notify the athletic trainer and team coach so signs and symptoms can be assessed and recorded. The athletic trainer may also get information from people who were on site when the concussion happened. This is very important, especially if the athlete is confused or

does not remember the injury. The athletic trainer will perform initial testing of strength, sensation, coordination, balance, and memory. In more serious cases, you will be referred to an ER or doctor for additional testing. If the athletic trainer cannot be reached, call your primary care physician or, go to the nearest emergency department for evaluation.

- What signs and symptoms might I notice?

Individuals who have had a concussion will usually experience some of the following signs and symptoms listed on the front page in the minutes, hours, days and weeks after an injury. As a parent or guardian you might notice the following with your child:

- Appears dazed or stunned
- Shows mood, behavior, or personality changes
- Can't recall events *prior* to hit or fall
- Forgets instruction
- Lethargic or abnormally tired
- Answers questions slowly
- Moves clumsily
- Can't recall events *after* hit or fall
- Is unsure of things they should know
- Is confused about things they should know

- What symptoms warrant immediate medical attention?

- Any loss of consciousness
- Severe headache
- Repeated vomiting
- Confusion that gets worse
- Difficulty walking, speaking or using your arms
- Convulsions
- Unusual sleepiness
- Stiff neck

- Does medicine help?

The treatment for concussion is rest. If you have a headache, try cool compresses on your head, such as an iced towel. Always ask your doctor before you take any medicine if you have a concussion. Aspirin and anti-inflammatory medicines can complicate the injury.

- When can my child return to sports?

The athlete must be cleared by a doctor or athletic trainer, as well as, have their ImPACT scores back to within normal limits before they may begin gradual return to play protocol for their sport. You should never return to play while they still have any signs or symptoms of concussion. This includes town sports or other sports/activities that take place outside of the high school. This is crucial to their safety. Most athletes are ready to return to action in a week or two but every injury is unique and requires individual management. Both the physician and athletic trainer must give clearance to return to sports.

- What are the risks of returning to play too early?

- Causing symptoms to persist weeks or months longer than they would with proper rest
- Development of permanent symptoms or lowered thinking skills
- Catastrophic brain damage

- Are there any lasting effects to a concussion?

Most people get better after a concussion without any permanent damage. People can have signs of concussion for weeks to months. After several concussions, your doctors may talk with you about changing sports.

- Where can I find additional information?

You can find more information on concussions at these three sites: www.nfhslearn.com, www.impacttest.com, and http://www.cdc.gov/concussion/HeadsUp/high_school.html

2. ImPACT Protocol (Immediate Post-Concussion Assessment and Cognitive Testing)

The following protocol has been put into place for the Braintree High School athletes to provide the best treatment of a concussion for both academics and athletics.

- a) Prior to each sports season all athletes must have a baseline test using the ImPACT program. Once an athlete has been baseline tested their test results are good for two years.
- b) If an athlete experiences a hard fall or hits their head they are to be removed from play/practice immediately and will not be able to return until seen by the athletic trainer or a medical professional trained in concussion care.
- c) Coaches are to notify the athletic trainer, if the athletic trainer is not present. Coaches will also notify the students' parent/guardian of the injury. There is a Head Injury Notification and Home Instruction handout with important information pertaining to concussions that the athletic trainer/coach will give to the parent/guardian.
- d) Within 72 hours the athletic trainer will ImPACT test the athlete to help determine the extent of the concussion. If the scores are within normal limits as indicated on the test and no other signs or symptoms are present then the Gradual Return-to-Play protocol will begin. If the scores are not within normal limits or there are other signs and symptoms present then the athlete must see their primary care physician or another physician trained in concussion care. The athlete will receive a Physician Head Injury Notification Letter and Request for Academic Accommodations form that must be completed by the physician and returned to the school nurse.
 - The athletic trainer will notify the coach and the school nurse on what stage the athlete is in after taking the test

3. Stages of Recovery

- Stage Red: Rest, Student typically does not attend school, strict limits on screen time/use of electronics/reading, no sports or rough housing, Rest
- Stage Orange: Attend school half to full days, Rest at home, continue limits on screen time/use of electronics/reading, avoid school bus and heavy backpacks, no tests in school, no sports, band, chorus, PE, Rest
- Stage Yellow: Attend school full time if possible, work with teachers regarding homework deadlines ("self advocate"), see school nurse for pain management if rest is needed, limit one quiz/test per day-consider un-timed testing, work in 15 minute blocks completing as much homework as possible, no sports or PE
- Stage Green: Attend school full time, self advocate at school (staggered due dates for assignments, tutor if needed), resume normal activities and classes, resume sports with Gradual Return-to-Play protocol

4. Gradual Return-to-Play Protocol

- Stage 1: No activity
- Stage 2: Light aerobic exercise (walking, swimming, or stationary cycling) keeping intensity to 70% of maximum predicted heart rate; no resistance training
- Stage 3: Sport-specific exercise (skating drills in ice hockey, running drills in soccer); no head impact activities
- Stage 4: Non-contact training drills, progression to more complex training drills, eg, passing drills in football and ice hockey; may start progressive resistance
- Stage 5: Full-contact practice following medical clearance, participate in normal training activities
- Stage 6: Return to play

5. Head Injury Notification & Home Instruction For Parent(s)/Guardian(s)

A copy of The Head Injury Notification and Home Instruction handout with important information pertaining to concussions follows. The athletic trainer/coach will provide a copy to the parent/guardian at the time of injury:

Dear Parent,

Your son/daughter has been identified as having symptoms of a concussion. Such injuries are unfortunately common in many sports and should be taken very seriously. You can't see a concussion and some athletes may not experience and/or report symptoms until hours or days after the injury. Signs and symptoms of a concussion can last for hours, days, weeks, or longer. *Please read the opposite side of this sheet for more information.*

Young athletes usually show complete recovery from concussions in a relatively short period of time, as long as, they remain sidelined while still symptomatic and are carefully evaluated by a doctor or athletic trainer to avoid returning to their sport before they are fully recovered. An athlete who returns too soon risks slowing the recovery process and increases the likelihood of symptoms unnecessarily prolonged for weeks, months, or years. In rare cases, the athlete can suffer more serious and permanent brain damage if a second concussion occurs before the first is fully healed.

Behavior and academic performance can be affected during the recovery process. The athletic trainer will notify to the school nurse about the head injury/concussion so that the school nurse and guidance counselors can make the appropriate accommodations for the athlete in the school setting.

Please follow the recommendations listed below and on the back to insure proper care and treatment for the injury. Your observations about your child's recovery are important to us; please feel free to contact the athletic trainer with any questions. Kara Hines, MS, ATC, LAT: (W) 781-848-4000 x2294, (C) 508-954-6251, khines@braintreema.gov

Athletes with head injuries **MUST** be cleared by a physician or the athletic trainer, as well as, have their ImPACT scores back within normal limits of their baseline test to begin the Gradual Return to Play protocol (GRP). Should your child be seen by a physician he/she will not be allowed to begin GRP unless a doctor's note is received by the athletic trainer.

Instructions

This athlete has shown/reported the following signs and symptoms:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Headache | <input type="checkbox"/> Nausea/Vomiting | <input type="checkbox"/> Memory Difficulties before | <input type="checkbox"/> Disorientation |
| <input type="checkbox"/> Impaired Vision | <input type="checkbox"/> Emotional Change | <input type="checkbox"/> Memory Difficulties after | <input type="checkbox"/> Loss of Consciousness |
| <input type="checkbox"/> Dizziness | <input type="checkbox"/> Balance Problems | <input type="checkbox"/> Sensitivity to Light/Noise | <input type="checkbox"/> Difficulty Concentrating |
| <input type="checkbox"/> Feeling "foggy" | <input type="checkbox"/> Ringing in the ears | <input type="checkbox"/> Impaired Speech | <input type="checkbox"/> Fatigue/low energy |

Signs and symptoms can occur immediately following or several hours after a head injury.

*Be aware of the following danger signs: unequal pupils, unconsciousness, excessive drowsiness, repeated vomiting, seizures, severe headaches, and fluid discharge from ears/nose. If ANY of the above signs or symptoms (or those checked) worsen or arise within the next 24 hours medical attention should be sought immediately!

During the next 24 hours:

- The athlete should not take pain medication during this time; it may mask serious symptoms such as severe headache. Consult with a doctor before taking any medication and take only medication that contains *No Aspirin*.
- Wake the athlete once or twice during the night. Make sure that they are easily awoken the same way they are normally awoken can move all arms and legs and can talk and act clearly. If not notify your physician.
- Rest is the best treatment for a concussion! It is best to greatly limit their time watching TV, text messaging, studying/reading, playing on the computer, playing video games, and going out. The more the brain has to work (i.e. process data or react to stimulus) the longer the recovery time.
- Between 24-72 hours have the athlete check-in with the athletic trainer for further testing using the ImPACT program.

Recommendations

- Make an appointment with MD Follow-up with Athletic Trainer Go to the Emergency Room

6. Letter Outlining ImPACT Program For Parent(s)/Guardian(s)

The letter below will serve notice to Parent(s)/Guardian(s) as to the implementation of the ImPACT Program prior to a competitive athletic season for student-athletes:

Dear Parent/Guardian:

Braintree High School is currently implementing an innovative program for our student-athletes. This program will assist our Athletic Trainer/Physicians in evaluating and treating head injuries (e.g., concussion). In order to better manage concussions sustained by our student-athletes, we have acquired a software tool called ImPACT (Immediate Post Concussion Assessment and Cognitive Testing). ImPACT is a computerized exam utilized in many professional, collegiate, and high school sports programs across the country to successfully diagnose and manage concussions. If an athlete is believed to have suffered a head injury during competition, ImPACT is used to help determine the severity of head injury and when the injury has fully healed. Student-Athlete testing in the ImPACT Program is mandatory for participation in Braintree High School Athletic Department program offerings.

The computerized exam is given to athletes before beginning contact sport practice or competition. This non-invasive test is set up in “video-game” type format and takes about 15-20 minutes to complete. It is simple, and actually many athletes enjoy the challenge of taking the test. Essentially, the ImPACT test is a preseason physical of the brain. It tracks information such as memory, reaction time, speed, and concentration. It, however, is not an IQ test.

If a concussion is suspected, the athlete will be required to re-take the test. Both the preseason and post-injury test data is given to a local doctor, neuropsychologist and/or Dr. Janet Kent, Psychiatrist, at South Shore Hospital, to help evaluate the injury. The information gathered can also be shared with your family doctor. The test data will enable these health professionals to determine when return-to-play is appropriate and safe for the injured athlete. If an injury of this nature occurs to your child, you will be promptly contacted with all the details.

I wish to stress that the ImPACT testing procedures are non-invasive, and they pose no risks to your student-athlete. We are excited to implement this program given that it provides us the best available information for managing concussions and preventing potential brain damage that can occur with multiple concussions. The Braintree High School administration, coaching, and athletic training staffs are striving to keep your child’s health and safety at the forefront of the student athletic experience. If you have any further questions regarding this program please feel free to contact me at (781) 848-4000 x2124.

For reference, a tentative schedule is listed on the back of this letter, outlining the date and time that each team will participate in The ImPACT testing procedures.

Sincerely,

Michael Denise
Athletic Director - CAA

Kara Hines
Athletic Trainer – MS, ATC, LAT

G. Injury Policy and Extended Illness Policy

If your child is injured and has been seen by an emergency room technician, any type of clinician or sports injury specialist, or will be out of school for any length of time, a note from your primary care physician is needed to clear him/her for full participation. Examples would be X-rays taken, sprains, fractures, diagnosis of mono, back injuries, mental health reasons, etc., if handled by any other individual or practice, other than the Athletic Trainer at Braintree High School. If full clearance cannot be granted, all limitations must be listed for proper rehabilitation to take place by the BHS Athletic Trainer. Students will not be allowed to participate without a MD note. Under no circumstances will a parental note suffice for return to participation.

V. Tryouts

Tryouts for programs are open to all students providing they meet the standards of:

- academic eligibility
- school citizenship
- online Registration and parental permission
- basic physical/health qualifications
- concussion management – ImPact Testing and Concussion Education Course

Participation in athletics is a privilege; students try out voluntarily and, for some of our teams, risk being cut. During the tryout period the coach will provide an explanation of his/her expectations. It is the student's responsibility to demonstrate to the coach that he/she can meet them. It is the coaches' responsibility to evaluate and communicate with each athlete during the tryout period and decide which students will be placed on the team.

Students cut from one team are encouraged to try out for another team if there is space on that team. Students who are cut from a team will be informed as to the reason for the cut. After tryouts begin, no athlete may voluntarily leave one team and try out for another without the consent of both coaches involved.

All students have the ability to join any non-cut sport program up to two weeks following the official start date of a season.

Tryout dates for all sports are as follows:

- Fall - *Practice begins in mid to late August (usually August 21-28). Please check with the Athletic Office for exact date of individual sports.
- Winter - Practice begins on the Monday after Thanksgiving.
- Spring - Practice begins on the third Monday of March.

*Due to policy and regulations governed by the Massachusetts Secondary School Administrators' Association (MSSAA), Cheerleading and Dance tryout dates for the next Fall Season occur in May or June of the current school year. This will be the only tryout granted to potential candidates in grades 8 through 11. An additional tryout may occur in August on an individual basis due to extenuating circumstances (injury with doctor's note, transfer student, etc.). Requests should be made to the Athletic Director's office.

VI. Team Selection

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Braintree High School, we encourage coaches to keep as many students as possible without having a negative impact on the integrity of their sport. Obviously time, space, facilities, equipment and other factors may place limitations on the possible size for some sports. However, when developing policy in this regard, we strive to maximize the opportunities for our students without diluting the quality of the program.

VII. After You Make the Team

A. Requirements for Participation

A student must be declared eligible by the Athletic Director according to standards listed in this section to remain a candidate for a Varsity, Junior Varsity, Freshman or “B” team.

The head coach will conduct a preseason meeting with all students and parents to communicate expectations, team rules and responsibilities.

1. Athletic Fee

According to School Committee policy (3/19/18), under the following guidelines, each student athlete at Braintree High School is required to pay an Athletic Fee to participate on a team. No student will be excluded from a team due to financial hardship. Paying an Athletic Fee in no way guarantees a starting position or playing time.

Students *must* register through our online registration service, *Family ID* prior to making your payment online: www.familyid.com/braintree-high-school

All students are required to pay a student athletic fee by the end of the third day of team practice following the release of program rosters for Varsity, JV and Freshman Teams. Uniforms will be withheld until payment is made.

- The High School Student Athletic Fee is \$175 per student per sport with the exception of hockey, which is \$450 for Varsity Hockey and \$375 for Junior Varsity Hockey.
- The Middle School Student Athletic Fee is \$75 per student per sport.
- There is a Family Cap per School Year of \$1,200. If you have reached the Family Cap of \$1,200 for the School Year, you must still register the student(s) for the sport in Family ID, but *do not* make any additional payments.

Students who qualify for free or reduced lunch will receive a reduced Student Athletic Fee of 50%, rounded up to the nearest whole dollar.

- High School - \$88 per student per sport with the exception of hockey, which is \$225 for Varsity Hockey and \$188 for Junior Varsity Hockey
- Middle School - \$38 per student per sport

Waivers may be applied for on a case by case basis and must include a complete Sharing information With Other Programs form, which gives permission to share eligibility status in regards to the athletic fee status.

Payment Method:

- Online: The Braintree Public Schools offers Unipay (<https://unipaygold.unibank.com/transactionInfo.aspx?CustomerID=868>), a secure, convenient, user friendly way for parents/guardians to pay school related fees online 24 hours a day, 7 days a week. If paying online by credit card or electronic check, please log onto the following link (<https://unipaygold.unibank.com/CustomerInfo.aspx>) and complete all paperwork in order to establish a credit card or electronic check account for the Braintree Public Schools.
- Check: If paying by personal check or money order, please make check payable to: Braintree Public Schools and mail with FamilyID Athletics registration confirmation page to:

Braintree Public Schools
Attention: Michael Denise, Athletic Director

128 Town Street
Braintree, MA 02184

Refunds: Any student who voluntarily leaves a team or is dropped from its roster for disciplinary or eligibility reasons will not be granted a refund. In special instances, upon written request from a student's family, a refund may be granted. Refunds are in the form of a credit good for the next season of participation. If the credit is not used, a check for the refund may be issued.

2. Academic Eligibility

As a member school of the Massachusetts Interscholastic Athletic Association (MIAA), specific eligibility policies of this association are followed, as well as those adopted by the Braintree School Committee:

Academic Requirements – The following policies prevail for Braintree High School Student Athletes:

- a) Fall Sports – Student athletes must have earned the equivalent of a minimum of 25 credits from 5 major courses taken the previous year and have maintained an overall average of 70 in all courses (based on final, not 4th term grades). Those students enrolled in only five major courses must pass all five in order to maintain eligibility. Any incomplete grade will be averaged in as a “0” and may affect eligibility.
- b) Winter and Spring Sports – Student athletes must have earned the equivalent of a minimum of 25 credits from 5 major courses taken the previous marking period and maintained an overall average of 70 in all courses. Those students enrolled in only five major courses must pass all five in order to maintain eligibility. Any incomplete grade will be averaged in as a “0” and may affect eligibility.
- c) If a student receives a No Credit (NC) grade in a course, they will lose 1 credit for the term. Students must earn the equivalent of a minimum of 25 credits to remain eligible. The student's numeric average will reflect the earned grade.

Please Note: Term II report cards determine eligibility for the conclusion of Winter Sports and the beginning of Spring Sports.

- d) The academic eligibility of all students shall be considered as official and determined only on the published date when the report cards for that ranking period are to be issued to the parents of all students within a particular class.
- e) A student who repeats work upon which he/she has once received credit cannot count that subject a second time for eligibility.
- f) A student cannot count for eligibility any subject taken during summer vacation, unless that subject has been previously pursued and failed.

Braintree High School follows all MIAA rules and regulations including those on academic eligibility:

Procedures to Determine Eligibility:

- a) Prior to the First Contest – Each Sport, Each Marking Term: No later than (5) days before the first contest:
 - Each coach will forward FINAL rosters to the Director of Athletics. The Athletic Director will check the eligibility of each athlete, and forward any ineligible students to the Headmaster and the Director of Guidance to be crosschecked with the list of ineligible students. All completed forms are maintained on file by the Director of Athletics.
- b) After Term I, II and III:
 - The Athletic Director will check the eligibility of each athlete, and forward any ineligible students to the Headmaster and the Director of Guidance to be crosschecked with the list of ineligible students. All completed forms are maintained on file by the Director of Athletics.

- c) Participation at any Time During the School Year:
 - After the eligibility of all student athletes is determined by the sport by the season, team rosters will be distributed to the Headmaster, each Housemaster, the Director of Health Services, and the Director of Physical Education.
- d) Ineligible Students
 - If, as a result of this policy, a student athlete no longer takes courses, which would provide 25 credits, the student becomes ineligible. The parent(s) and the coach are notified of this action by the Headmaster and Athletic Director.

Freshmen: To be eligible for Fall Athletic Teams, pupils must have met middle school promotional requirements. The violation of any eligibility rule may result in forfeiture of a game won. A mistake could spoil a good season's record. If, in your opinion, there is any doubt concerning your eligibility, consult your Athletic Director. The rules apply to all teams, Varsity, Junior Varsity, Freshmen and "B" teams, and to both boys' and girls' sports. The committee on Athletics of the MIAA will resolve all questions on eligibility.

3. Physical Education Policy

Juniors and seniors who are members of varsity or junior varsity athletic teams must participate in Physical Education a minimum of one term per semester. The term(s), which the athlete is exempt, must coincide with his/her sport season. During that term(s) the athlete must attend a structured study. Athletes in Grades 11 and 12 may opt to be waived from physical education by meeting the following responsibilities:

- a) No athlete may be excused from physical education more than one term per semester.
- b) Multi-sport athletes must select and notify their base physical education teacher which term they will be in directed study.
- c) Athletes must complete the form listed below to exercise this option.
- d) The grade for the semester will be based on the term grade earned in physical education.
- e) It is the athlete's responsibility to return immediately to physical education if they decide to leave, are suspended, or are dropped from a team.
- f) Any single sport athlete takes physical education 3 terms per year.

Examples:

- a) Fall sport athletes may be excused Term 1 but then are required to report Term 2.
- b) Winter sport athletes may be excused either Term 2 or Term 3, not both.
- c) Spring sport athletes may be excused Term 4 but must complete Term 3.
- d) Three sport athletes must attend one term per semester.

Name: _____	Grade: _____	
Homeroom: _____	House: _____	
P.E. Teacher: _____	Block: _____	Day: _____
Sport: _____	Term: _____	
Study Hall Room/Location: _____	Teacher: _____	

All students are required to participate in their regularly scheduled physical education classes. Students being medically excused from physical education may not be allowed to participate in their team practice or game for that day. Game or practice uniforms issued to student-athletes for contests and games may not be worn during physical education class. If a student does not participate in a regularly scheduled physical education class during the school day, he/she will not be eligible for practice or a game in that same day.

B. Commitment

1. Daily

Every player who is chosen to be on an athletic team is expected to demonstrate a positive and winning attitude toward every task whether it be a practice or game situation. Each player will be expected to contribute to the total team effort whether it be from the bench or on the playing field. Indifference stifles

success and, therefore, will not be tolerated in any form. Attitude is a key ingredient in the selection process for candidates to all teams.

Each member of our athletic teams, Freshmen, Junior Varsity, and Varsity, must:

- Commit to be present at all team activities including tryouts, practices, meetings and contests with other schools.
- Dedicate his/herself to becoming an excellent team member and school citizen.
- Strive to continually improve as an athlete.
- Demonstrate pride in team performance and in him/herself as a member of that team.

Realizing that these four qualities are necessary to achieve “Wamp Pride” we expect a high level of commitment from all of our student athletes within the broad context of their lives as Braintree High School students.

When trying out for a team, and after being selected to be a member of a team at Braintree High School, students are expected to make at least a five day, two to three hour daily commitment to the team each week. At the sub-varsity level (freshmen and junior varsity) some of our teams do not practice or play on the weekends, but students may expect practices or games each school day. Normally, practices will consist of an average of two hours of team activity per day taking place sometime between the hours of 2:15 pm to 8:00 pm. The preparation time before and after practices or games bring the usual total time to three hours.

At the varsity level, weekend and/or evening practices and games are more commonplace and students should expect regular involvement during these times. Because many of our teams share facilities, or because some teams may use facilities off campus, practice and game hours may vary considerably. At times, information may be found at www.schedulestar.com. Otherwise, contact the coach or the Athletic Office for more specific information concerning practice and game times.

It is extremely important that a coach be notified if a student is not going to be present at a practice or game if the student is not absent from school. The coaches in our program expect their athletes to be present at ALL team related activities and may suspend a team member from contests for absences. Students are excused from team activities for illness, injury, academic, family or religious reasons but prior notification is strongly recommended and expected.

Attendance Policy

- a) Attendance will be kept daily. This includes any scheduled practices or contests during vacation periods.
 - Players are expected to attend all practices and games. Daily attendance is imperative to the basic development of individual skill, fundamentals, as well as a sound foundation for team discipline, unity, spirit, commitment and loyalty.
 - Players are encouraged to stay after school to make up ANY schoolwork. Upon arriving tardy for practice the player must produce a note from a teacher stating the reason for his/her tardiness.
 - Players who miss practice for ANY reason should provide the coach with a note explaining the reason. Unexcused absences will be dealt with in the following manner:
- b) Attendance at Practice
 - On the first unexcused absence from practice:
Suspension up to and including one athletic contest, at the coach’s discretion.
 - On the second unexcused absence from practice:
Suspension from the next two consecutive athletic contests
 - On the third unexcused absence from practice:
Expulsion from the team for the remainder of season

- c) Attendance at Contest
 - First unexcused absence from contest:
Suspension from team each date of offense for a minimum period of one contest (allowed to practice, not allowed to participate in contest).
 - Second unexcused absence from a contest:
Expulsion from team for the remainder of season

2. School/Family Vacations, Extended Absences, Conflicts with School Events

Every team member is expected to be present for all team practices and contests. Due to scheduling parameters, many of our teams practice and/or play during scheduled school vacations and/or holidays. Although extended absences are discouraged, the Athletic Department recognizes that certain circumstances do require them.

Students who anticipate being absent from team activities for an extended period of time due to family vacation plans, religious obligations, school sanctioned activities, or college visitations are expected to contact their coaches to discuss absences before making plans. If the student contacts the coach and the coach feels such absence is excused, the athlete can expect to return from such absences as a team member “in good standing.” If disagreement arises over this issue, see “Conflict Resolution” (p. 46-47) for guidance.

Sometimes students are involved in many school sanctioned activities and sometimes these activities conflict with their athletic commitment. Students who recognize that such a conflict may exist should also notify their coach well in advance of any absence.

If the student, parent and coach cannot reach a satisfactory agreement concerning extended absences due to school sanctioned activities in advance of the absence, please refer to the section on “Conflict Resolution” (p. 46-47) for guidance.

Vacation Policy

To fulfill season scheduling commitments and obligations set forth by the Bay State Conference, the Massachusetts Interscholastic Athletic Association (MIAA), and the Braintree High School Athletic Department, athletic practices and contests must be scheduled during school vacation dates. With this in mind, ALL student-athletes are expected to attend all scheduled practices, scrimmages and contests at all levels!

It is not in the best interest of team, if individual student-athletes cannot fulfill season scheduling commitments and obligations during a specific school vacation period.

The only exceptions to this policy are as follows:

- a) Planned family vacations in which the student/athlete will be in the company of his/her parents and have so informed the coach in writing at least two weeks in advance of the scheduled vacation dates. For season planning purposes, Athletic Director and Coach will welcome correspondence at the time in which the family vacation is confirmed.
- b) At the individual coaches’ discretion because of unforeseen or extenuating circumstances that occur within the specific vacation week.

It is understood that enforcement of this policy is to encourage commitment by the student/athlete to his/her team and teammates.

The first priority of the Athletic Department is to those student/athletes who are faithful to the adherence to the fairness and tradition of a team player.

3. Daily Attendance, Class Cuts

Students are expected to attend all scheduled periods during the school day. Student-Athletes must be in school by 8:30 am in order to practice or play that day.

8:30 AM Rule: In order for a student to participate in any extracurricular activity, he or she must arrive to school by 8:30 am and stay until 2:05 pm. Those students getting dismissed early will not be eligible to participate in any school activity unless the dismissal qualifies as an “excused” absence, defined as a doctor’s appointment, court, or family funeral. A driver’s test does not qualify as an “excused” absence from school.

Procedure to process excused absences pertaining to the 8:30 am Rule:

- a) Student will provide a parent note to House Secretary explaining student will be out of school on a particular day for an excused reason, but will be return to school for afterschool activities.
- b) House Secretary will record the absence as excused, allowing the student to participate in afterschool activities on the day they are out of school (this eliminates student having to carry a note to practice).
- c) Student is allowed to participate in afterschool activity
- d) The next day, the student must produce the excused note (doctor’s note, college letterhead, etc.) from wherever he/she was, to the House Office.
- e) If the student does not produce the note to his/her House Office, he/she misses practice, game, or activity for that day.
- f) If the student participated in a game the day he/she was out and does not produce an excused note to his/her House Office the next day, he/she will then be suspended from the next game, not a practice.

The Athletic Department will make every possible attempt to check daily class and school attendance. “Excused” absences such as a doctor’s appointment and college visits must be cleared by the Athletic Director, Housemaster’s Office or Headmaster’s office in advance, whenever possible. The Athletic Department reserves the right to remove a student from a team for excessive cuts or truancy and may reinstate the student upon sufficient evidence of improvement. To be eligible to participate in an athletic contest, the athlete must attend school the day of, and/or day(s) immediately preceding the contest in the case of a weekend competition.

C. MIAA Athletic Eligibility Rules

1. Student Eligibility: Age (Rule 60, p. 59)

A student shall be under 19 years of age, but may compete during the remainder of the school year, provided that his/her 19th birthday occurs on or after September 1 of that year. For Freshmen competition, a student shall be under 16 years of age but may compete during the remainder of the school year provided that the sixteenth birthday occurs on or after September 1 of that year. Principals must exercise great care in determining age of contestants, and in all doubtful cases, must secure birth certificates from the town clerk of the pupil’s place of birth.

2. Student Eligibility: Time Allowed for Participation After First Entering Grade Nine (Rule 59, p. 59)

A student shall be eligible for interscholastic competition for no more than four consecutive years after initially entering Grade 9. This limitation shall apply without regard to actual participation or attempt to participate.

In no case may a student be eligible to participate in more than four of each of the three annual athletic seasons. In special cases where a student has been absent from school because of an accident or illness, the

executive director, or his/her designee, shall have the authority to extend the student's eligibility upon presentation of a doctor's certificate on the student's behalf and a letter from the Principal attesting to the inability of the student to attend school during a specific period because of an accident or illness. In instances where an extended eligibility is granted, the student may be declared eligible only for the season(s) that the student's accident/illness prevented participation.

3. Student Eligibility: Transfer Students (Rule 57, p. 55-57)

The rules governing transfer students entering Braintree High School from another high school are quite involved.

School transfers that were not required due to the move of parents or transfers without the move of parents:

- A student who transfers from any school to an MIAA member high school is ineligible to participate in any interscholastic athletic contest at any level for a period of one year in all sports in which that student participated at the varsity level or its equivalent during the one year period immediately preceding the transfer. (see exemptions listed in Rule 57.7) For the purpose of this rule, no transfer will be deemed to have taken place if a student returns to his/her former school on or before the eleventh school day from the date of last attendance there providing he/she did not tryout for any athletic teams at the new school. However, Form 200 must always be satisfactorily executed upon the student's return.
- "Varsity participation" is defined as any appearance, as a competitor, in a varsity inter-school contest other than a scrimmage. The "equivalent" will be judged by the MIAA executive staff on the basis of the quality of non-school sport program participation.
- Before a transfer student can be certified as eligible in a specific sport within the year of his/her transfer, the sending school Principal and Athletic Director must certify on Form 200 by signature what the student participated in – sport & level (sub varsity, varsity or non-school team) during the year prior to the actual transfer.
- If it is later determined that the sending school falsely or erroneously certified eligibility, then the sending school will be subject to minimally a letter of censure, copies of which will be mailed to the School Committee, Superintendent, Headmaster, Athletic Director, and reported on the MIAA website.
- MIAA *Form 200* must be dated and filed at the receiving school before the student is declared eligible (as to the transfer rule only) by the receiving school principal. Note that Form 200 will not yield eligibility for a student who transfers after the opening date of the practice season (57.5)
- The receiving High School Principal may utilize Form 200 to declare a transfer student eligible, providing it is prior to the start of the season and if the sending school Principal certifies the following (3a through 3e on Form 200):
 - Recruitment was not involved in any way.
 - At the time of transfer, the student was in good standing.
 - The student would be academically eligible at the sending school.
 - The transfer was in no way motivated by athletics.
 - The student would have been eligible by MIAA and local rules at the sending school.
 - A student who transfers after the start of the practice season is ineligible in all sports during that sport season.

Foreign Students:

A student who transfers from a foreign country without parental change of residence accompanying the transfer will be ineligible unless such transfer is sponsored by a CSIET (Council on Standards for International Education Travel) approved foreign exchange program. Students who enter a member school under a CSIET approved program may be declared immediately eligible for athletic participation by the building principal as long as all other MIAA eligibility standards are met and it is not a direct placement. If a direct placement, according to CSIET Standard 6b, a waiver is necessary. A CSIET student who has graduated from a secondary school in his/her own country will be exempt from the MIAA graduation rule (#61) if that student has not completed thirteen (13) years (including kindergarten) – or twelve (12) years (not including kindergarten) – of formal education.

Foreign athletes who are not in this country under the auspices of a CSIET approved program or attending a MIAA member school as the direct result of the change in residence of the parents, shall not be eligible for interscholastic athletics regardless of the length of stay in this Country.

Exemptions to the Transfer Rule:

A transfer student may be eligible immediately provided all other eligibility requirements are met:

- Change of residence of a student's parents: A student's transfer is necessitated by a change of residence of his/her parent(s) to the area served by the school to which he/she transfers. The academic standard of the receiving school will determine eligibility. Therefore, in such transfer cases, academic ineligibility is not portable. (This exception does not apply to a change in custody, guardianship, or to a student's change in residence from one parent to another, nor does it apply when the student could continue to attend the former school.)
- Middle school transfer: A student who enters the ninth grade of a four-year high school and who has not been enrolled previously in the ninth grade.
- Elementary/Middle School graduate: A student who has completed the last grade available in the school previously attended.
- Closed school: If a school no longer exists, a student may be eligible at the school of his/her choice immediately after the closing of that school.

4. MIAA "Loyalty to the High School Team Rule,": Bona Fide Team Members (Rule 45, p. 46)

Participation in any Meet or Tournament sponsored by the MIAA is limited to students of institutional member schools which have registered that sport with the Association during the summer membership renewal process.

The MIAA Rule Number 45 (2013-2015 MIAA Blue Book, page 46) specifies: A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. Saturday and Sunday practices only may be excluded from this rule and no waiver is required.

First Offense: Student-athlete is suspended for 25% of the season (see chart on Rule 62). Second Offense: Student-athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon confirmation of the violation. See Rule 98 for additional tournament restriction and Rule 88 for waiver guidelines.

45.1 A student-athlete must be a Team Member for 50% of the regular season schedule for that sport to participate in any MIAA Tournament competition (team member: any student-athlete who attends practices or games for his/her sport teams – e.g. Freshman basketball player moved to JV and then Varsity).

45.2 If ineligible, cannot be in uniform. Attendance at event to be determined by High School Principal. Rule 96 provides for an additional tournament restriction and Rule 86 for waiver guidelines.

Rule 98.1 - A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team practices and competitions. Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school activity/event in any sport recognized by the MIAA. Any student who violates this standard twice becomes ineligible for the MIAA tournament(s) in that sport for that season. (See also Rule 45, for additional regular season consequence.)

5. Only One School Sport Per Season is Permitted (Rule 46, p.46)

A student-athlete shall participate in only one MIAA interscholastic sport in any defined MIAA sport season (Fall, Winter, or Spring), including tournaments and/or championships in that season. For the purposes of this rule only, a student-athlete officially becomes a member of his/her team for the sport season on the date of that school's first regular season contest in that sport.

Exceptions:

- If a licensed physician recommends that an athlete terminate participation in a sport for medical reasons after the first contest, the athlete will be permitted to join another team if he/she receives the written approval of a licensed physician.
- A school may approve a varsity or sub varsity request to join a second varsity or sub varsity team after terminating his/her membership with the first varsity or sub varsity team, providing written approval is received from the principal, athletic director, and both coaches involved with the change, and it happens within the first ½ of the season.

Penalties: If a student-athlete violates this rule, he/she will be ineligible for that season, and all contests in which he/she participated in both sports must be forfeited.

6. Student Eligibility: Graduation (Rule 61, p. 59)

A student must be an undergraduate: i.e., he/she shall not be a graduate of any secondary school. Any student who has the credits required for a diploma shall be regarded as a graduate with the following exceptions:

- An early graduate of a high school may represent his/her school in athletics until the end of the sport season in which he/she is participating, if otherwise eligible. The diploma must be withheld until at least the season is completed, and the student may not attend classes outside of that high school during that season.
- A student who earns the credits required for a diploma prior to attending eight semesters in a four-year high school, and who is not granted a diploma may continue to participate if he/she continues to take at least the equivalent of four traditional year long major English courses.

7. Student (and Coach) Eligibility: MIAA Chemical Health/Alcohol/Drugs/Tobacco (Rule 62, p. 60-62)

a) Braintree High School Chemical Health Policy

Overview

Braintree High School, in accordance with the MA Interscholastic Athletic Association (MIAA), recognizes the use of chemicals as a significant health problem for adolescents, resulting in negative effects on behavior, learning, and development. Braintree High School, in order to participate in MIAA athletics, is required to adopt the MIAA Chemical Health Policy as a minimum standard for its athletes.

In order to provide disciplinary equity for all students, Braintree High School has adopted its own, more comprehensive Chemical Health Policy. The Braintree High School Chemical Health

Policy is intended to provide meaningful consequences for illegal and harmful activities, with the hope that families affected by these consequences will use their experience as an opportunity to teach and learn alternative healthy lifestyle choices.

Policy

The MIAA Chemical Health Policy states: *From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest)*, a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, VAP pens and all similar devices); marijuana; steroids; or any controlled substance. This policy includes products such as “NA or near beer”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor. (Please note that carrying prescription medication is a violation of the Braintree High School Medication Policy. Please see page 9 for further details.)

The practical application of the Braintree High School policy is carried out in partnership with the Braintree Police Department. By law, any underage person in the presence of the above described substances is deemed to be “in possession”. The police have the right to criminally charge students who have been deemed in possession, and these students are listed on a police report prepared by the officers at the scene.

Braintree High School considers the police officer(s) at the scene to be a credible witness to events that take place outside of school. Information detailed in a police report is the basis for determining when the consequences of the Chemical Health Policy will be imposed.

Alcohol Detection Policy

Braintree High School prohibits and does not tolerate the use or possession of drugs including alcohol. The Alcohol Detection Policy supports the Braintree High School Chemical Health

Policy and the Memorandum of Understanding, printed on page 30. Students exhibiting signs of alcohol consumption such as glassy eyes, slurred speech, unsteadiness on the feet, or the emission of an alcoholic odor may be required to take a test using an alcohol detection device administered by a school administrator. If a student tests positive for alcohol consumption he or she will receive two additional opportunities to take the test. Students who test positive for alcohol consumption or students who refuse to take the test upon determination that there is reasonable cause to suspect they have consumed alcohol, will be disciplined under the Braintree High School Chemical Health Policy and the Memorandum of Understanding as outlined on pages 32-36.

b) Chemical Health Policy Consequences

Those students who have violated the Chemical Health Policy will be subject to the following disciplinary consequences:

- For offenses occurring on school grounds or at school sponsored events:
 - Suspension for a period of 1-10 days
 - Social probation
 - MIAA consequences
- For offenses outside of school:
 - Social Probation
 - MIAA consequences

c) Social Probation

Overview

Social Probation means that a student may not attend or participate in any school sponsored or related function or activity. This includes, but is not limited to, clubs, athletics, competitions, dances, proms, trips, banquets, and graduation.

Offenses for which Social Probation may be assigned:

- violation of the Braintree High School Chemical Health Policy (page 25-30)
- violation of the Memorandum of Understanding (pages 32-36)
- any violation of the discipline code
- disruption or disturbance of any school sponsored activity or public assembly
- any action that threatens safety and security or disrupts the school environment not listed herein, which the administrator deems appropriate for Social Probation. This may include information received from the Braintree Police Department, per the Memorandum of Understanding, with regard to incidents that occur within them community, outside of the school day

Social Probation Guidelines:

- A student who is under Out-of-School suspension is automatically under Social
- Probation from the moment it is assigned by the administration until the morning of the return date or date assigned by the administrator
- For offenses not involving suspension, social probation is for a period of three (3) weeks from the date that the school notifies the student and parent/guardian; subsequent offenses will be six (6) weeks social probation.
- Social Probation may carry over to the following school year
- Any student who violates the terms of his or her Social Probation will receive an Out-of-School Suspension and will be placed on Social Probation indefinitely.
- Students who are in a position of leadership may jeopardize their privilege to serve in that capacity. See next section for specific guidelines.
- These rules are in effect seven days a week, 24 hours a day, from the first day of school to the conclusion of the academic year

d) Social Probation & MIAA Disciplinary Consequences:

For athletes: In accordance with MIAA Rule 62.1, students involved in sports may practice but will not be allowed to participate in games or scrimmages during the social probation period. Rule 62.1 is explained in detail by the BHS Athletic Department and below. In addition, athletes who are team captains will not be allowed to hold their team leadership positions if they are in violation of the BHS Chemical Health Policy.

If a student is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

- **First Violation:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.
- **Second and Subsequent Violations:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season. See chart on following page.
- If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that student is attending or

issue a certificate of completion. If the student does not complete program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season. See chart on following page.

- Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year).
- If, while serving a penalty for violation of the Chemical Health Policy and the beginning of a new athletic season coincide, the student will be granted the opportunity to tryout for an athletic program.
- If a student is not an athletic participant for one full year after affirmation of a violation, then the penalty period would close and the student would face no consequence.
- Prior to any chemical health violation a student's request for and enrollment in a substance abuse treatment shall not in and of itself constitute a violation of the chemical health/alcohol/drugs/tobacco Rule 62.

MIAA Minimum Penalties Chart

1st Offense - 25%

# of Events/Season	# of Events/Penalty
1-7	1
8-11	2
12-15	3
16-19	4
20 or over	5

2nd Offense – 60%

# of Events/Season	# of Events/Penalty
1-3	1
4	2
5-6	3
7-8	4
9	5
10-11	6
12-13	7
14	8
15-16	9
17-18	10
19	11
20 or over	12

2nd Offense w/ Dependency Program – 40% if in the program throughout the penalty period

# of Events/Season	# of Events/Penalty
1-4	1
5-7	2
8-9	3
10-12	4
13-14	5
15-17	6
18-19	7
20 or over	8

- A student-athlete who violates the Chemical Health Policy may absolve such penalty by joining and fully participating in another athletic program, during a season prior to their primary sport. If a Chemical Health Violation occurs beyond the two-week limit of joining a sport program, the student-athlete will serve the consequence during the next season of play or the season of play for their primary sport, whichever occurs first.
- In order to fully absolve the Chemical Health Violation Consequence, full participation, inclusive of all team activities, is necessary for the entire season. Any unexcused absence, whether from a practice, contest or team activity, effectively renders consequence fulfillment null and void.

Students who are members of the National Honor Society or Student Government may attend regularly scheduled meetings but will not be allowed to participate in other school sponsored activities during the period of the Social Probation. In addition, these organizations have internal ethics committees that will determine if students who hold leadership positions will be allowed to continue in their leadership role after the period of Social Probation has ended. A factor in the decision making process would be whether or not loss of leadership position would prevent the student from participating in the club or activity as a general member.

Students involved in theatre guild productions may rehearse but will not be allowed to participate in the production if the play/musical is within the dates of the Social Probation.

Students involved in any other school sponsored clubs and activities may attend regularly scheduled meetings but will not be allowed to participate in other school sponsored activities during the period of the Social Probation. The club advisors in conjunction with BHS administrators will determine if students who hold leadership positions will be allowed to continue in their leadership role after the period of social probation has ended. A factor in the decision making process would be whether or not loss of leadership position would prevent the student from participating in the club or activity as a general member.

62.2 During practice or competition, a coach shall not use any tobacco product (penalty: same as students' – see chart on previous page).

e) **62.3 Steroid Use**

Anabolic androgenic steroid use at the high school level is of grave concern. Steroids are used by some athletes, and the seriousness of the problem has been well documented. High school coaches may not be able to prevent the use of steroids altogether, but they can clearly and forcefully discourage their use. Coaches should take a proactive role, learning about steroids, and then providing this information to their athletes.

Steroids can, with proper diet and weight training, increase muscle development; however, as is typical with most “get-rich-quick” schemes, steroid use has serious short and long term consequences.

Normal and equal musculature development can occur without steroid use. Although the natural process takes longer, muscle tone will last longer and does not carry the harmful side effects of steroids.

Most coaches would not promote steroid use intentionally. Total silence by coaches however condones use in some young people's minds. Even though steroids may not be mentioned when it is suggested to an athlete that his/her success is limited only by a lack of weight and/or strength, without a disclaimer the statement can be a motivation to use steroids. The pervasiveness of the drugs that allow for development of increased weight under the aforementioned circumstances is a coercive power that is difficult for young athletes to resist without knowing what the side effects of the drugs may be.

The issue goes beyond protecting the integrity of sport. The use of steroids in sports is cheating. We must oppose the use of steroids for both health and ethical reasons.

(Note: These rules are in effect seven days a week, 24 hours a day, From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest))

f) Smoking/Tobacco Products

- In conjunction with the Board of Health, the Braintree Public Schools has developed the following policy as it relates to the use or possession of tobacco products.
- The Braintree Public Schools prohibit the use and/or possession of tobacco products in school buildings, facilities, school buses, on school grounds, and at school sponsored functions. Administrators will notify the parent or legal guardian and sports and activity directors of each infraction; mandate the confiscation of tobacco products; and require tobacco cessation programs.
- The faculty and staff of B.H.S. are committed to providing the students with a smoke-free environment. This policy hopefully will serve as a deterrent to those students who presently smoke. Additionally, an educational component is available to all students who are interested in learning about the dangers of smoking or needing assistance in stopping the use of tobacco products. The educational component is not an option for those students that accumulate two tobacco infractions.
- It is important to understand that being in possession of tobacco products, i.e., cigarettes, cigars, chewing tobacco or any other form of tobacco are subject to confiscation and considered an infraction under the policy. Administrators will return the confiscated tobacco product to the violator's parent or legal guardian upon request.
- In addition, all students must realize that an obvious display of tobacco products indicates to the administration the intent to violate the state law prohibiting smoking in public buildings.
- Students found in the presence of the use of tobacco products may be subjected to search and seizure. If in possession of tobacco products, students will be disciplined by the conditions stated in the tobacco policy.
- Students congregating in the presence of cigarette smoke will be viewed as "guilty of smoking" under this policy. Therefore, it is strongly suggested that students who do not smoke should not be present where students are smoking.
- As a result of being in violation of the State Education Reform Law, State Fire Department Regulations, Braintree Board of Health Regulations, as well as town by-laws pertaining to Fire Prevention Regulations, students will be issued a citation by school administrators and must pay the imposed fine at the office of the Board of Health within 14 days or they may contest the fine by requesting in writing a hearing in front of the Board of Health within 7 days after the citation has been served; if necessary, the board will bring action to the court of jurisdiction.

- Braintree school officials have been designated by the Braintree Board of Health to be their agents for this purpose and shall be responsible for the enforcement of this regulation.
- The consequences for students found possessing/using or in the presence of tobacco products at B.H.S. are as follows:

1st offense:

1. 3 days of In-School Suspension
2. \$50.00 fine in the form of a “ticket”
3. Social Probation for a period of 3 weeks
4. Parental conference with Housemaster may be requested
5. Notification to sports and activity directors

2nd offense:

1. 3 days of In-School Suspension
2. \$100.00 fine in the form of a “ticket”
3. Social Probation for a period of 6 weeks
4. Parental conference will be mandatory
5. Notification to sports and activity directors

3rd offense

1. 3 days Out-of-School Suspension
2. \$100.00 fine in the form of a “ticket”
3. Indefinite Social Probation
4. Mandatory meeting with administrators and parents
5. Notification to sports and activity directors

g) Braintree Athletics Plan to Manage An Act relative to substance use, treatment, education and prevention





On March 14, 2016 Governor Charlie Baker signed landmark legislation into law to address the deadly opioid epidemic plaguing the Commonwealth. The bill is titled, “An Act relative to substance use, treatment, education and prevention.”

This new law includes multiple provisions including a 7-day limit on every opiate prescription for minors (with certain exceptions), a mandate for a verbal screen for substance use disorders in students and a requirement that information on opiate-use and misuse be disseminated to all students participating in an extracurricular athletic activity prior to their athletic season. This information can be found at our sports concussion website (www.mass.gov/sportsconcussion) at <http://www.mass.gov/eohhs/gov/departments/dph/programs/community-health/dvip/injury-prevention/substance-use-disorder.html>. Here you will find information on substance use and misuse, where to get help for your child, resources and a link to the Dept. of Public Health Bureau of Substance Abuse Services.

While continuing to ensure the safety and health of the Commonwealth’s students, the educational information will be distributed to all student-athletes and their parents participating in extracurricular sports prior to every sports season (fall, winter and spring). Also, trainings for school health personnel in screening for substance use are currently underway and school health personnel are encouraged to attend one of these free programs provided by the Department of Public Health. The training schedule is posted at www.neushi.org for more information related to these programs.

Supplementary mention will be made informing parents, student-athletes and coaches that SBIRT (Screening, Brief Intervention and Referral to Treatment) Screening, using the CRAFFT-II Screening Intervention Tool, is available for all 9th grade students. Policies and procedures will be provided, given the screening is not mandatory.

The following documents listed below will be used as educational material and be mentioned in BHS Athletics Preseason Parent/Student-Athlete/Coach meetings:

1. Information on Sports Related Concussions and Head Injuries
2. Information for Schools, School Staff, Coaches, Athletic Trainers and Volunteers relative to Head Injuries and Concussion in Extracurricular Activities
3. Information for Parents and Students relative to Head Injuries and Concussion in Extracurricular Activities
4. Information on Statewide Sports Concussion Initiative: Law and Department of Public Health Regulations
5. Resources for Parents of Youth in Elementary, Middle and High Schools – Protecting Youth from Alcohol and Drugs
6. For Parents: Information on Substance Use Disorder
7. Informational Brochure – Tips For Protecting Your Kids from Addiction
 - Stop Addiction PDF Brochure  
 - Stop Addiction PDF Brochure - Spanish  
8. Substance Abuse – Brain Injury Resource
9. Information from Bureau of Substance Abuse Services
10. Informational document outlining the Brain Injury Association of Massachusetts

Information will be distributed to parents and/or guardians, as well as student-athletes in the following manner:

1. Via handouts at each Parent/Student-Athlete/Coach Preseason Meeting prior to the season
2. Through Connect Ed Message that will be sent to the home email address of parents and/or guardians of student-athletes
3. Braintree Athletics will also enlist the Braintree Partnership for Substance Abuse to educate our audience with a slide show presentation at each of the preseason meetings
4. Braintree Athletics will also include the following link on the Preseason Meeting Agenda for Parents, allowing them to view steps on what works in the prevention of alcohol and other drug use for children - <http://www.mass.gov/eohhs/gov/departments/dph/programs/substance-abuse/publications/parents.html>
5. Additional helpful links that will assist Parents/Student-Athletes/Coaches:
 - <https://massclearinghouse.ehs.state.ma.us/category/BSASYTH.html>
 - The Institute for Health and Recovery
Phone: 1-866-705-2807
TTY: 617-661-9051
 - The Massachusetts Substance Abuse Information and Education Helpline
helpline-online.com
Phone toll free: 1-800-327-5050
TTY: 1-888-448-8321

- Suboxone (Buprenorphine) Hotline, Office Based Opioid Treatment Program (OBOT) at Boston Medical Center:
Phone: 1-866-414-6926 or 1-617-414-6926
- Brainline.org: http://www.brainline.org/landing_pages/categories/substanceabuse.html
- Mass. Department of Public Health Bureau of Substance Abuse Services:
www.mass.gov/eohhs/gov/departments/dph/programs/substance-abuse/
- Brain Injury Association of Massachusetts
Brain Injury Help Line: 1-800-242-0030
www.biama.org

h) Memorandum of Understanding Between the Braintree Public Schools and the Braintree Police Department

Statement of Purpose:

We agree that crimes committed by young people are a national and societal problem reaching into our community of Braintree. To maximize the effectiveness of our efforts to achieve a crime-free community, we recognize the coordination and cooperation of the community as a whole are essential. Therefore, the Chief of Police, with support of the Mayor and the Superintendent of Schools, with the support of the School Committee, pledge to follow the agreed upon procedures for communicating criminal activity.

We further agree to coordinate our efforts, when appropriate, with the Department of Elementary and Secondary Education.

An agreement such as this is necessary since administrators, teachers, and other staff members are increasingly relied upon to monitor student behavior and to report unusual behavior that may indicate involvement with criminal activity. In these instances, the rights and responsibilities of school personnel and students and the role of police officers and law enforcement must be clearly understood.

This memorandum of understanding is an internal document between the parties and does not confer any rights, privileges or obligations nor is it enforceable against the parties hereto in any court, administrative hearing, or other forum. Any written or oral communication between the parties of the memorandum of understanding will be protected by all laws relating to privacy and confidentiality. This memorandum of understanding is in addition to, and does not supplant, policies of the Braintree Public Schools with regard to disciplinary procedures and codes of students conduct which are now or may be formulated and published in any student handbook.

Reportable Acts:

This memorandum of understanding concerns the report of mandatory reportable acts, which include assaultive behavior, the possession of weapons, a case where a student is believed to be under the influence of alcohol or drugs, or a case where a student is believed to be in a possession of or distributing any controlled substance. School personnel are not protected under any privilege statutes of the Commonwealth and, if called on to testify in court, they would be obligated to reveal any information relating to a crime, even if voluntarily confided to them by a student.

This memorandum of agreement also concerns the response of law enforcement agencies to criminal activity in a school setting.

Procedures and Responsibilities:

- 1.0 The School Superintendent designates the School Principal as the responsible school official in each school for handling all reportable acts. The Chief of Police designates the School Resource Officer or, in his or her absence, the Detective Bureau Commander, as the official responsible for handling all reportable acts. (The term “drugs,” where used in this document, includes alcohol and controlled substances.
- 2.0 All individuals who are involved in this memorandum of understanding agree to the following:
 - 2.1. All school staff members are under obligation to report any and all incidents of violence to the School Principal. The School Principal shall be responsible for reporting all serious incidents of violence to the School Resource Officer. A serious incident of violence shall include, but not be limited to, any actual or threatened assault involving at least one student against another student, teacher, administrator, or employee or member of the school community, which involves the infliction or threat of serious bodily assault or any actual or threatening physical assault, or bullying injury or psychological harm. The Braintree Police Department shall determine and pursue appropriate measures to hold alleged offenders accountable and to help maintain school safety as warranted.
 - 2.2. The Braintree Public Schools, through its principals or their designees, shall continue to promptly notify the BPD liaison of any information regarding any “serious act of violence”. Serious acts of violence shall include, but not be limited to, (any sexual assault or any actual or threatened physical assault, or bullying) involving at least one student against another student, teacher, administrator or employee, occurring in a school facility or in connection with a school function, which results in bodily injury or psychological harm, or involves the possession or use of a weapon or is a civil rights incident.
 - 2.3. The Braintree Public Schools, through its principals or their designees, shall continue to promptly notify the BPD liaison of any instance where a “weapon” is possessed by or taken from a student on school grounds or in connection with a school function. A weapon includes any item as defined in Massachusetts General Laws chapter 269, section 10, and any other object that BPD, in its discretion, feels warrants further attention by BPD.
 - 2.4. The Braintree Public Schools, through its principals or their designees, shall continue to promptly notify the BPD liaison of any information regarding the possession, use or distribution of alcohol or drugs within a school facility or at any school function.
 - 2.5. The BPD will likewise promptly report to the principal any incident of underage drinking, possession, use or distribution of alcohol, drugs, weapons, or acts of bullying or violence occurring within the Town of Braintree during school hours and non-school hours. The BPD shall assign an officer to serve as liaison to the Braintree Public Schools. The BPD shall continue to make the School Resource Officer available to the Braintree Public Schools during school hours. The School Resource Officer shall receive reports from the Braintree Public Schools principals or their designees regarding serious acts of violence, bullying, the possession or use of weapons, or the possession, use or distribution of alcohol or drugs occurring in a school facility or at any school functions.

Policy of Braintree Public Schools Relative to Illegal Distribution, Use, and Possession of Drugs:

- 3.0 Selling Drugs or Possession with Intent to Sell During Regular School Day or at Any School Sponsored Function:
 - 3.1 Any student found selling, or in possession of a quantity of a controlled substance with intent to sell, shall be subject to expulsion by the Principal. The student shall be notified in writing of an

opportunity for a hearing and have the right to representation, along with the opportunity to present evidence and witnesses at said hearing. Any student expelled shall have the right to appeal to the Superintendent of Schools. The student shall have ten days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student shall have the right to counsel at a hearing before the Superintendent.

4.0 Uses and/or Possession of Drugs or Alcohol during Regular School Day or at a School Sponsored Function:

4.1 First Offense:

Any student found using and/or in possession or constructive possession of any form of drugs or alcohol during the regular school day or at school sponsored or related events, including athletic games, shall be subject to suspension or expulsion from school by the Principal. The student shall be notified in writing of an opportunity for a hearing and have the right to representation, along with the opportunity to present evidence and witnesses at said hearing. Any student expelled shall have the right to appeal to the Superintendent of Schools. The student shall have ten days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student shall have the right to counsel at a hearing before the Superintendent. A student who is suspended shall not participate in any extracurricular school activities for a period of three weeks, as outlined in the Chemical Health Policy in the Student-Parent Handbook. Student athletes will also be subject to an athletic suspension in accordance with the MIAA/Braintree High School Chemical Health Policy.

4.2 Second Offense:

Any student found using and/or in possession or constructive possession of any form of drugs or alcohol during the regular school day or a school sponsored or related event, including athletic games, shall be subject to suspension or expulsion from school by the Principal. The student shall be notified in writing of an opportunity for a hearing and have the right to representation, along with the opportunity to present evidence and witnesses at said hearing. Any student expelled shall have the right to appeal to the Superintendent of Schools. The student shall have ten days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student shall have the right to counsel at a hearing before the Superintendent. A student who is suspended shall not participate in any extracurricular school activities for a period of six weeks, as outlined in the Chemical Health Policy in the Student-Parent Handbook. Student athletes will also be subject to an athletic suspension in accordance with the MIAA Braintree High School Chemical Health Policy.

5.0 Use and/or Possession of Drugs or Alcohol Outside of the Regular School Day and Off School Grounds

5.1 Regardless of where any student is found using and/or in possession or constructive possession of alcohol or a controlled substance, or the distribution or intent to distribute a controlled substance takes place, paragraphs 4.1 and 4.2 will be followed as if the offense took place on school property with the exception that no suspension from school will be imposed.

Other Procedures:

6.0 The Principal or his/her designee will turn over to the School Resource Officer all confiscated illicit drugs and paraphernalia and weapons on the day that the violation took place and with a report. A written description of the confiscated material, which is signed and dated by the receiving police officer, will be given to the school official.

7.0 The Principal or his/her designee will report any illegal or criminal conduct, not outlined in Section 2.0 to the School Resource Officer. In such cases, students may be subject to disciplinary action

and/or prosecution in the normal course, but in addition may be eligible to be diverted from prosecution in appropriate circumstances.

Any crime is a violation of school rules and is governed by this memorandum if it occurs in the school building, on school grounds, at school sponsored events, at activities or events which may be conducted off school grounds, on school buses, and at or around the school bus stops, during loading and unloading procedures or on the way to or from school.

- 8.0 The Braintree Police Department's School Resource Officer will coordinate the Police Department's action in cases of students found to be in possession of drugs or drug paraphernalia committing criminal activity. The BPD Detective Commander will coordinate record-keeping functions for the Police Department.
- 9.0 The Principal of the school will report to the parents and to the School Resource Officer all incidents of students found to be under the influence of drugs.
- 9.1 Reports of such incidents will be maintained by the Braintree Police Department as well as by the Principal.
- 10.0 The Braintree Alliance for Safe and Healthy Youth shall meet at least once each school year for the purpose of reviewing policies and procedures contained herein and for the purpose of assessing local conditions regarding illegal drug use and distribution of controlled substances.
- 11.0 The Braintree Police Department, through the School Resource Officer, shall report any violation of any drug law involving any student in the Braintree Schools to the Superintendent of Schools or the Principal of the student's respective school.
- 12.0 This memorandum shall become part of the Codes for Student Conduct established in each school.
- 13.0 Every precaution will be taken by school officials and the Police Department to insure that the educational program of students is not disrupted.

Peter Kurzberg
Superintendent of Schools

Paul H. Frazier
Chief of Police

Joseph C. Sullivan
Mayor

Appendix A

Role of the Office of the Norfolk District Attorney

The Norfolk District Attorney's Office shall coordinate reported matters involving students with the Braintree Police Department and its designated liaison (school resource officer, police prosecutor) and the Braintree Public Schools and its designated liaison (school principal, school resource officer) as appropriate. The Norfolk District Attorney's Office shall endeavor to consult with the Braintree Police Department regarding conditions of release, sentencing recommendations and other appropriate information that may enhance school and community safety, and the ability of the Braintree Public Schools and the Braintree Police Department to monitor court ordered conditions.

When a youth from the community has been charged with a felony, the Norfolk District Attorney's Office will endeavor to confirm that information for the Braintree Public Schools and the Braintree Police Department that the youth has been notified of the charges and arraigned.

The Norfolk District Attorney's Office shall participate in regular school safety (juvenile justice roundtable) forums with the Braintree Public Schools and the Braintree Police Department. Through these confidential forums, the Norfolk District Attorney's Office shall bring together school

administrators, police officers, prosecutors and representatives from the Departments of Probation, Youth Services and Children and Families, as appropriate, to share information about court-involved and at-risk youth, to the extent permitted by law. These professionals shall work together to maintain school and community safety by developing early intervention strategies, linking appropriate services, monitoring student progress and ensuring compliance with court ordered conditions. The Norfolk District Attorney's Office shall endeavor to inform roundtable members, as necessary, of victims within the Braintree Public Schools to facilitate safety planning and enforcement of court ordered conditions. Any information discussed during such meetings shall be considered confidential and subject to privacy restrictions established by law.

Michael W. Morrissey – Norfolk District Attorney

8. Bullying, Harassment and Hazing

Braintree Public Schools Bullying, Harassment, Sexual Harassment, Discrimination, Hate Crimes and Hazing Policy

I. Policy

- A. The Braintree Public School District is committed to providing our students equal educational opportunities where all school community members (students, employees, and visitors) treat each other with respect in a safe learning environment free from any form of bullying, harassment, sexual harassment, discrimination and hate crimes. This policy is an integral part of the District's comprehensive efforts to promote learning, eliminate all forms of violent, harmful, and disruptive behavior and enable students to achieve their personal and academic potential and become successful citizens in our increasingly diverse society.

The district prohibits bullying, harassment, sexual harassment, discrimination, hate crimes, or any other victimization of students in our schools or school-related activities based on any of the following actual or perceived traits or characteristics, including but not limited to: race, color, religion, national origin, ethnicity, sex, gender identity, sexual orientation, age, political belief, physical attributes, physical appearance, economic situation, or other personal characteristics.

- B. It is a violation of this policy for any administrator, teacher or other employee, or any student to engage in or condone bullying, harassment, sexual harassment, discrimination or hate crimes or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of harassment.
- C. It is the responsibility of every employee to recognize acts of bullying, harassment, sexual harassment, discrimination and hate crimes and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.
- D. Any employee or student who believes that he or she has been subjected to bullying, harassment, sexual harassment, discrimination or a hate crime has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties but proper enforcement of this policy may require disclosure of any or all information received.
- E. The Building Principal/Designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to bullying, harassment, sexual harassment, discrimination, and hate crimes. This policy is not designed or intended to limit the school's authority to take disciplinary action or take remedial action when such harassment occurs out of school but carries over into school, or, is disruptive or substantially interferes with an employee's work, personal life, a student's school work, or participation in school related opportunities or activities.

Reports of cyberbullying by electronic or other means, occurring in or out of school will be reviewed and, when affecting work or school, will result in discipline. Parents of students alleged to have engaged in cyber harassment will be required to attend a meeting at which the activity, words or images subject to the complaint will be reviewed.

- F. When a reported incident involves the principal or the assistant principal the Superintendent or designee shall be responsible and if the Superintendent is involved, the School Committee, or its designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to bullying, harassment, sexual harassment, discrimination, and hate crimes.
- G. Whenever the evaluation of the Individualized Education Program team indicates that the child has a disability that affects social skills development or that the child is vulnerable to bullying, harassment or teasing because of the child's disability, the Individualized Education Program shall address the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing.

II. Definitions

- A. Bullying/Harassment includes but is not limited to: physical contact or injury; threats of harm; demands for money; blackmail; extortion; non-verbal threats; intimidation; crude gestures; stalking; stealing or hiding possessions; excluding; isolating; spreading rumors or sending messages of an embarrassing, slanderous, or intimidating nature; repeated or pervasive teasing, taunting, tormenting, name-calling, belittling, mocking, put-downs, sarcasm, or demeaning humor; unwelcome touching.

Bullying, which is different than conflict, is the repeated, unwelcome use by one or more students or a member of a school staff of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

The behavior must interfere with an employee's ability to perform his or her duties or with a student's academic performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities, or privileges:

1. That are being offered through the school or district; or
 2. During any education program or activity; or
 3. While in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, or at school-sponsored activities, at school-sanctioned events.
- B. Cyber-bullying is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

1. Cyber-bullying may occur through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute.
 2. As used in this Section, “electronic communication” also means any communication through an electronic device including, but not limited to a telephone, cellular phone, computer or pager.
- C. Sexual Harassment means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written or physical conduct of a sexual nature that takes place under any of the following circumstances:
1. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in school activities or programs;
 2. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances;
 3. When such conduct has the effect of unreasonably interfering with the individual's work, attendance at school or participation in academic or curricular activities, or
 4. When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment through severe or pervasive behavior which substantially and materially interferes with work or school opportunities.
- D. Discrimination is treating people differently, or interfering with or preventing a person from enjoying the advantages, privileges or courses of study in a public school because of his/her race, color, national origin, ethnicity, religion, sex, gender identity, sexual orientation, age, or disability. A person may not be subjected to discipline or more severe punishment for wrongdoing, nor denied the same rights as others, because of his/her membership in a protected class.
- E. Gender Identity: The term “gender identity” shall mean a person’s gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person’s physiology or assigned sex at birth.
- F. Hate Crime is a crime motivated by hatred or bias, or where the target is targeted or selected for the crime at least in part because the person is a different race, color, national origin, ethnicity, religion, gender, gender identity, or sexual orientation from the perpetrator or because the targeted person has a disability. A hate crime may involve a physical attack, threat of bodily harm, physical intimidation or damage to another’s property.
- G. Hostile Environment means, a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.
- H. Hazing: The term “hazing” shall mean any conduct or method of initiation, even if consented to, 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.
1. Such conduct shall include, but is not limited to, 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 person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

2. Whoever knows that another person is the target of hazing and is at the scene of such activity, shall, to the extent that such person can do so without danger or peril to himself or others, report such activity to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such behavior shall be subject to discipline.
- I. Retaliation: is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.
 - J. School Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, substitute employees or paraeducators.
 - K. Target: is an individual whom bullying, cyberbullying, or retaliation has been perpetrated.
- III. Guidelines/Procedures for Dealing with Bullying, Harassment, Sexual Harassment, Discrimination and Hate Crimes

In school systems, bullying, harassment, sexual harassment, discrimination or hate crimes may cross many lines. The situation may be an instance of staff member to staff member, staff member to student, student to staff member, or student to student. Guidelines for dealing with any of these charges are as follows:

1. By law, harassment is defined by the target's perception in combination with objective standards or expectations. What one person may consider acceptable behavior may be viewed as harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the target or an administrator to whom a complaint was made or reported make it clear to the harasser that the behavior is objectionable.
2. Staff members must always take every report of bullying, harassment, sexual harassment, discrimination or hate crimes seriously and take action immediately.
3. If an instance of student to student bullying, harassment, sexual harassment, discrimination or a hate crime is reported to a staff member other than an administrator, the staff member should inform the Assistant Principal/Housemaster or the Building Principal and complete the designated forms.
4. If a situation involving a charge of staff member to student bullying, harassment, sexual harassment, discrimination or hate crime is brought to the attention of any staff member, that staff member should notify the Building Principal or Assistant Superintendent immediately.
5. In a situation involving a charge of student to staff member bullying, harassment, sexual harassment, discrimination or hate crime, the staff member should notify the Building Principal or Assistant Superintendent.
6. In a situation involving a charge of staff member to staff member bullying, harassment, sexual harassment, discrimination, or hate crime, the staff member should notify the Building Principal or the Assistant Superintendent.
7. In all charges of bullying, harassment, sexual harassment, discrimination or hate crimes, the target should describe in writing the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. Oral and anonymous complaints will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result no disciplinary action shall be taken on anonymous complaints unless independently verified by clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard.

8. Once a charge of bullying, harassment, sexual harassment, discrimination, or hate crimes has been reported, including charges of physical harassment as well as threats to a person's safety or position in the school or work environment, the following course of action should be taken:
 - a) The Building Principal or designee will investigate the charge through discussions with the individuals involved and will use the designated forms for documenting the alleged incident. In situations involving a staff member, he/she should be informed of his/her rights to have a third party present at the time of the discussion. In situations involving students, the Principal or designee should interview the reporting staff member, target, witness(es)/bystander(s) and student alleged aggressor. Parents/guardians will be informed of the situation and invited to participate in discussions. It is important that the situation be resolved as confidentially and as quickly as the circumstances permit.
 - b) When a reported bullying, harassment, sexual harassment, discrimination, and hate crimes incident involves the principal or the assistant principal as the alleged aggressor the Superintendent or designee will investigate the charge through discussions with the individuals involved and will use the designated forms for documenting the alleged incident. If the Superintendent is the alleged aggressor, the School Committee, or its designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged target.
 - c) If the situation warrants, and the harasser and the target are willing to discuss the matter at resolution meeting in the presence of the Principal/designee or superintendent/designee, a supportive faculty member and/or parent should be included in the discussion. During this discussion, the offending behavior should be described by the target and administration, a request for a change in behavior should be made, and a promise should be made that the described behavior will stop. If circumstances do not permit a face to face meeting the administration will present the target's position. Follow-up verification procedures will be explained. Failure to comply after a resolution meeting will result in appropriate discipline.
 - d) The matter shall be documented in a manner consistent with the severity of the behavior, the impact of the behavior on the target and the school, and the disciplinary consequences imposed by the administration.
9. If after formal discussion with the involved parties, the Building Principal or designee determines that further action must be taken, the following would occur:
 - a) In instances involving student to student or student to staff member bullying, harassment, sexual harassment, discrimination or a hate crime the student would be held to the discipline code of the school. Legal action may also be initiated at this point.
 - b) In instances involving staff member to student and staff member to staff member bullying, harassment, sexual harassment, discrimination, or hate crimes, findings would be reported to the Superintendent of Schools, or to the school committee or designee when the superintendent is the alleged aggressor for further action. Legal action may also be initiated at this point.
10. Retaliation or false accusations against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. If it occurs, it could be considered grounds for dismissal of staff personnel and/or removal from the educational setting for a student. A referral to law enforcement may be made.
11. Confidentiality: Reports of bullying, harassment, sexual harassment, discrimination, or hate crime should be kept completely confidential, involving as few people as possible, with the goal of protecting the target and stopping the behavior.

The District will respect the privacy of the complainant, the subject(s) of the complaint, and the witnesses to the extent possible consistent with its obligations under federal and state law and regulations and its Policy to investigate, report, and take appropriate disciplinary and corrective action, and consistent with applicable state and federal confidentiality laws and student record regulations.

For further information about these guidelines or help with sexual harassment, bullying, or hazing problems, or any other form of harassment, consult: the Assistant Superintendent of Schools at 380-0130, ext. 8479.

Legal References:

1. Title VII of the 1964 Civil Rights Act, Section 703
2. Title IX of the 1972 U.S. Civil Rights Act.
3. Chapter 151C, Massachusetts General Laws
4. M.G.L. Chapter 76 § 5
5. M.G.L. Chapter 269 § 17, 18, 19
6. M.G.L. Chapter 71, § 370, 82,84,92
7. Family and Education Privacy Rights Act
8. Mass Student Records Laws and Regulations

Adopted by the Braintree School Committee
April 1, 2013; Revised 11/18/13

Hazing

In addition to being in violation of Massachusetts General Laws, hazing is a most flagrant example of lack of respect for both self and others. Massachusetts General Law Chapter 269, section 17-19 was enacted in 1988. The law requires that secondary schools provide all school groups (e.g. athletic teams) a copy of the law.

The Massachusetts Hazing Law is quoted below. Hazing in any form is unacceptable. If you have any concern that your son or daughter is involved in a hazing incident, we strongly encourage you to contact the Coach, Athletic Director, or the Headmaster immediately.

Massachusetts State Law – Chapter 269, Section 17-19

Hazing is defined as any conduct or method of initiation into any student organization, which willfully or recklessly endangers the physical or mental health of any student or person. Incidents of hazing must be reported to the appropriate law enforcement officials as soon as reasonably practicable.

Chapter 269, Section 17 – Crime of Hazing, Definition, Penalty

“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 year, or by both such fine and imprisonment.”

Hazing is defined as 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 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.”

Chapter 269, Section 18 – Duty to Report Hazing

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

Chapter 269, Section 19 – Statutes to be Provided to Student Groups; Compliance Statement and Discipline Policy Required

“Each institution of secondary education and each public and private institution of secondary education shall issue to every group, student team or student organization which is part of such institution or is recognized 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 section seventeen and eighteen to unaffiliated student groups, team or organizations shall not constitute evidence of the institution’s recognition’s 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 acknowledgment stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, 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 and 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 communicating 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 a report. Added by St. 1985, c.536; amended by St. 1987, c665.

Consent to such treatment does not make it legal.

Harassment

Harassment on the basis of race, color, religion, sex, national origin, age, sexual orientation or disability in any form will not be tolerated. Such harassment includes unsolicited remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory to either gender or to racial, ethnic, religious, age, sexual orientation or handicapped individuals or groups.

If you have any concern that your son or daughter is involved in a harassment incident, we strongly encourage you to contact the Coach, Athletic Director, or the Headmaster immediately.

Student-athletes and parent/guardian will check a statement agreement box and type their name offered with on-line registration after viewing a document containing the above literature regarding Hazing and

Harassment document, stating the student-athlete and parent/guardian understands the possible consequence associated with such acts of behavior.

9. Sportsmanship: Athlete and Coach Contest Disqualifications/Suspensions (Rule 49, p. 48-51)

Braintree High School expects all parties present at a contest to display the highest possible level of sportsmanship. Players, coaches and spectators should treat opponents, game officials and visiting spectators with respect.

The MIAA reserves the right to “warn, censure, place on probation, or suspend up to one calendar year any player, team, coach, game or school official or school determined to be acting in a manner contrary to the standards of good sportsmanship.”

Braintree High School, in turn, reserves the right to impose the same penalties on spectators displaying poor sportsmanship at any of our contests, home or away.

“The Massachusetts Interscholastic Athletic Association’s Rule Number 49.7 states “any student in any sport who willfully, flagrantly or maliciously attempts to injure an opponent shall be removed from the contest immediately and shall be ineligible in all sports for one year from the date of the incident.” (“Fighting” does not apply to this section unless warranted in the judgment of the game official.)

Any student athlete, who is disqualified from a competition, including a jamboree, scrimmage, etc., shall not participate in the next scheduled interscholastic competition that is part of their regular season schedule, or in tournament play. The disqualified student athlete is ineligible to participate in any contest at the same level of play in that sport until the next contest, or the next two (2) contests in the sports of baseball, ice hockey, and soccer, have been completed. (Note: In the sport of wrestling, the disqualified student athlete is ineligible to participate in any and all contests during the next scheduled date of competition). Disqualifications in the following sports per specific sport rules: field hockey-Rule 68.3; basketball-five (5) personal fouls; girls lacrosse (2) yellow cards; ice hockey - six (6) minutes in penalties and game misconduct (Rule 72.16); wrestling-technical disqualification, do not apply to the above prescribed penalties. During the suspension the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal.

A two (2) game suspension will be given to any student athlete who is ejected from any contest for the following reasons:

- Fighting
- Punching or kicking an opposing player
- Spitting at someone

Any coach disqualified by an official from an inter-school competition (including a jamboree, scrimmage, etc.) is ineligible to coach any competition in that sport at the same level (e.g. junior varsity, varsity, etc.) until the next contest, or the next two (2) contests in the sports of baseball, ice hockey, and soccer, has/have been completed. (Note: In the sport of wrestling, the disqualified coach is ineligible to participate in any and all contests during the next scheduled *date* of competition). During the suspension the disqualified coach may not be present at the competition site. Whenever a coach is disqualified by an official from an inter-school competition, the official shall file a written report of the incident with the coach's principal. The coach also shall file the completed form designated for that purpose. Both reports should be completed and forwarded by the official and coach within 24 hours of the competition. The principal should immediately forward copies of the reports to the athletic director, superintendent, and MIAA executive director. If the game official fails to file his/her report, the coach is still bound by the suspension. An official who fails to complete the form required as a result of an athlete or coach ejection shall be suspended from officiating any MIAA contest in that sport for at least two weeks or until the form is completed and received by the principal of the disqualified athlete or coach.

A student or coach ruled out of a contest (pre-season, scrimmage, jamboree/play-day, regular season or MIAA Tournament) twice in the same season shall be suspended from further participation in that sport and in all sports during that season for a year from the date of his/her second disqualification. A senior and/or a student in his/her last year of eligibility, who has a second disqualification at any point in the season, will be penalized during the next season in which he/she is a participant. (Exception: See soccer rule 77.2.6 and 77.2.7).

A coach who is twice disqualified in a season must officially enroll in the Coaches' Education course or recognized MIAA certified program before returning from suspension. The course must be completed before the start of the next season for that sport (also see Rule 49.11).

A student or coach who physically assaults an official shall be expelled from the activity immediately and banned from further participation or coaching in all sports for one year from the date of the offense.

Fighting and unsportsmanlike conduct penalties will be within the authority of the official at all times at the contest site. The official's authority extends to pre and post game oversight.

Some of the reasons that an official may disqualify a student or coach from a contest that would lead to a game disqualification are:

- Fighting
- Flagrant unsportsmanlike conduct which is defined but not limited to violent action toward a player, official, or spectator, the use of foul or abusive language, taunting, trash talk, and the like.

If a coach or student is ruled out of the last contest *or the next to last (in some sports) contest*, of the season, the penalty carries over to the following year in that same sport season. However, if a team is playing in tournament competition, it is considered an extension of the sport season. A senior and/or a student in his/her last year of eligibility who is disqualified from the last contest, *or the next to last contest*, of the season will be penalized at the start of the next season in which he/she is a participant.

Any coach who is disqualified from an MIAA interscholastic athletic contest or had three (3) athletes disqualified during his/her sport season will be required to attend a Sportsmanship Compliance meeting before being eligible to coach interscholastic events the following year in that sport or before coaching any other sport at any MIAA member school.

Any coach who fulfills the Sportsmanship Compliance meeting requirement stated in rule 49.11 and is then suspended from another MIAA interscholastic athletic contest, either in the same sport or a different sport, will be required to officially enroll in the Coaches' Education course or a recognized MIAA certified program. The course must be completed before the start of the next season for any sport that the coach is eligible.

Any student athlete who is disqualified (see Rule 49.3) from any interscholastic contest must complete the National Federation Sportsmanship on-line course – "Sportsmanship – it's up to you", before reestablishing eligibility. This course is free.

10. Sportsmanship: Taunting (Rule 48, p. 47-48)

Taunting includes any actions or comments by coaches, players or spectators which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal characteristics.

Examples of taunting include but are not limited to:

- "trash talk," defined as verbal communication of a personal nature directed by a competitor to an opponent by ridiculing his/her skills, efforts, sexual orientation, or lack of success, which is likely to provoke an altercation or physical response; and physical intimidation outside the spirit of the game,

including “in the face” confrontation by one player to another, standing over/straddling a tackled or fallen player, etc.

- Athletic participants may wear sun glare black only under their eyes.
- In all sports, officials are to consider taunting a flagrant unsportsmanlike offense that disqualifies the offending bench personnel or contestant from that contest/day of competition. In addition, the offender shall be subject to all existing MIAA Disqualification Rules. A review of the MIAA taunting policy and a warning shall be given to both teams by game officials prior to each contest.
- At all MIAA contest sites and tournament venues, contest management may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials or other spectators should be ejected.

Comment: All MIAA endorsed rulebooks give officials/umpires/judges authority to penalize what is generally considered taunting. The purpose of the MIAA’s action is to be more specific in the definition, more emphatic in the penalty of disqualifications, and more uniform in the application of the definition and enforcement from sport to sport.

11. Amateurism – Definitions and Loss of Amateur Standing (Rule 47, p. 47)

A student who represents a school in an interscholastic sport shall be an amateur in that sport. An athlete forfeits amateur status in a sport by:

- Competing for money or other monetary compensation (MIAA pre-approved travel, meals, and lodging expenses may be accepted)
- Receiving any award or prize of monetary value which has not been approved in advance by the MIAA
- Capitalizing on athletic fame by receiving money or gifts of monetary value (scholarships to institutions of higher learning are specifically exempted) or
- Signing a professional playing contract in that sport.

Accepting a nominal standard fee or salary for instructing or officiating in an organized sports program or recreation, playground or camp activity shall not jeopardize amateur status. "Organized youth sports program" includes both school and non-school programs. Compensation for giving private lessons is permissible if approved in advance by MIAA. A high school student who loses amateur status may apply to the MIAA for reinstatement after a waiting period of one calendar year.

Only awards of no monetary worth to anyone else may be accepted by a high school student-athlete as a result of participation in school or non-school competition in any sport recognized by the Association. Individual interscholastic athletic awards and similar mementos to athletes shall be limited to those approved and administered by the institutions, league, or MIAA in keeping with traditional school requirements as to what constitutes an acceptable award.

Participating under an assumed name in any athletic contest shall make the student ineligible for one year.

12. Protested Student Eligibility (Rule 64, p. 62)

Upon request the Headmaster must provide student eligibility certification for any student-athlete who might be questioned by a principal or the Association.

When the eligibility of a member or members of any team are protested at a contest site, the contest shall be played as scheduled and the protest filed with the MIAA Executive Director for settlement later.

D. In-Season Eligibility

At Braintree High School, student athletes are expected and encouraged to maintain the highest level of scholastic achievement possible. They are also expected to maintain the highest level of citizenship. To promote these goals the following policies are in effect:

1. Academic Achievement

Scholastic “extra help” sessions and makeup work are expected to be completed as soon as possible. On a practice day students should stay after school to complete work whenever necessary. Coaches should be informed by students, in advance if possible, when practice time will be missed due to academic obligations. Once the obligations are completed, students are expected to report to the practice, on that day, as soon as possible. If advance notification was not given to the coach, students should ask their teacher for a note explaining the tardiness. Students arriving late to practices due to makeup work or extra help will not suffer any athletic team penalty. A classroom teacher may or may not grant a postponement. The athletic department reserves the right to remove a student from a team for poor academic performance and may reinstate the student upon sufficient evidence of improvement. Reinstatement cannot be granted if MIAA scholastic eligibility requirements are not met. Coaches may place athletes on written “academic progress reports” when it becomes known that a student is performing poorly in the classroom.

2. School Discipline Obligations

A student athlete with a school disciplinary obligation is expected to fulfill the disciplinary obligation before reporting to an athletic practice and/or game. Students cannot expect, and should not request, disciplinary action to be postponed or canceled for any athletic reason. The athletic department reserves the right to remove a student from a team for excessive disciplinary problems and may reinstate the student upon sufficient evidence of improvement. It is expected that our athletes be model citizens both in and out of school; they should set an example for all students.

3. Extended Day Detention and Out-of-School Suspension (Good Citizen Rule, Rule 63, p. 62)

Student-athletes may not represent their school if they are on extended day detention or out-of-house disciplinary suspension (this includes Saturday School Suspension). A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension. Suspension from school becomes effective at the close of school on the day the suspension was issued. All coaches will cooperate with the administration in enforcing this school policy. Local policies will determine the actual days of ineligibility.

4. Conduct of Student Athletes

The primary role of this school is to educate its students. The primary role of this Athletic Department is to promote the ideals of citizenship, individual growth socially and mentally, teamwork and sportsmanship. Poor conduct on a student-athlete’s part not only adversely affects the educational process, but could also adversely affect the efforts of teammates and coaches. Poor conduct will not be tolerated.

Failure to meet the conduct expectations set forth by Braintree High School and the Athletic Department will be handled on an individual basis.

This section of the athletic handbook deals with what athletes and families may expect from the coaching staff, and what to do if conflicts or problems present themselves.

VIII. Athlete/Coach Relationships

Participation in athletics should be an enjoyable experience for all parties involved; student, coach and parent. There is no doubt that participation tends to be emotionally charged, and dealing constructively with these emotions can be an excellent learning experience. In most cases, athletic competition is extremely positive and complements the educational experience enjoyed by students at Braintree High School. Occasionally, because of the high emotional level present during athletic competition, conflicts between coaches and students arise. These conflicts must be addressed and resolved immediately so that the many benefits of athletic involvement may continue to contribute to the emotional and physical growth of Braintree High School students.

A. Coaching Expectations

At Braintree High School, athletes should expect to be treated with respect and to be treated fairly by their coaches. The coaches are professionals who are aware of and committed to upholding the responsibilities they have and to follow the policies and regulations of the MIAA, The Bay State Conference and Braintree High School. Each student must be treated as an individual, yet as part of the team. Rules and regulations must be uniformly and fairly enforced at all times. In most instances, during the season of play a student athlete spends more time daily under the direct supervision and guidance of his/her coach than any other adult. This time spent should be enjoyable, educational, positive and worthwhile; the influence that a coach may have with each individual team member is enormous.

As recommended by the MIAA, we encourage participation in varied activities under different teacher/coach role models. The percentage of student athletes whose participation in organized sports ends with high school is overwhelming (well in excess of 90%). Therefore we focus our attention on developing goals that will develop contributing members of society after high school. Winning and championships become a by-product of this quality of our efforts.

Athletes and their families can expect the following from members of the Braintree High School coaching staff:

- **Communication:** Practice and game schedules and other time commitments, consistent with the guidelines mentioned previously in this booklet, will be made known to all team members. Members of our coaching staff have the option of establishing additional expectations for his/her team members with the Athletic Director's prior approval. All head coaches will conduct a preseason informational meeting for all team members and parents to disseminate team expectations, rules, regulations and schedules.

Team rules and regulations, in addition to the ones stated in this booklet, will be well defined, discussed and enforced with all team members. Self-discipline of all student athletes will be encouraged. Penalties for rule violations will also be defined and applied fairly and consistently. The coach will present these expectations to all team candidates in writing as soon as possible prior to the first contest of the season.

- **Individual Success:** The coach will make every attempt to provide an opportunity in practice and contests for each athlete to succeed to the best of his/her abilities.
- **Social and Emotional Growth:** The coach will attempt to assist each athlete to grow socially and emotionally. This goal can be accomplished with positive feedback and timely and sensitive communication with each individual team member.
- **Team Spirit/School Spirit:** The coach will attempt to instill and promote team and school spirit and cohesiveness.

“Wamp Pride” is a contagious community rallying cry and it is expected that Braintree High School teams will continue to support each other, not compete against each other for recognition.

- **Athletic Performance:** Individual performance by an athlete will be critiqued by a coach at the appropriate time. Each athlete will be encouraged to work towards his/her full potential and to develop a positive self-image.
- **Skill Development:** Each athlete will be taught the rules and skills of the game with the goal of developing maximum proficiency in the specific sport area.
- **Approachability:** The coach will be available to all his/her athletes. Team members are encouraged to approach the coach about any topic that they wish. Students should make every attempt, if a matter is of personal nature, to approach the coach privately and when there is sufficient time for worthwhile discussion.

- **Competitiveness:** According to the MIAA philosophy, “winning contests, rather than losing them, is a laudable goal,” but “it should not supersede the primary priorities of high school sport programs”. Braintree High School coaches do and should play to win, as all involved enjoy winning rather than losing, but they also know that “preparing students to succeed rather than merely to win games” is more important. “Win or lose, students should learn lessons of a lasting and positive nature.”

B. IJNDD: Website and Social Media Policy

1. Introduction

This document formalizes the policy for the professional and personal use of websites and social media by Braintree Public Schools’ (BPS) employees in a responsible manner. All users, including students, teachers, staff, administrators, and organizations are covered by this policy and are expected to be familiar with its provisions.

For purposes of this policy, “Official Social Media” is understood to be content created by individuals or groups representing Braintree Public Schools, using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Examples of Official Social Media include but are not limited to, district, school, club, team, PTO, or class websites, Facebook, Twitter, Instagram, Google+, blogs, YouTube videos/channels, LinkedIn, Snapchat, NextDoor, and Flickr.

For the purposes of this policy, “Personal Social Media” is understood to be content created by individuals for non-work related activities (e.g., a staff member establishing a Facebook page or a Twitter account for his or her own personal use). District employees should not use personal social media sites to communicate with students.

For purposes of this policy, “Content” includes comment, information, articles, pictures, videos, or any other form of communicative content posted on official or personal social media sites.

2. User Responsibilities for Official BPS Websites and Social Media

Official BPS Social Media sites will be used solely for communicating information about the Schools, including projects, events, and services. Examples include announcements; newsletters; emergency notifications; Parent-Teacher Organization (PTO), sporting, fundraising, or club events and activities; or meetings. School employees and representatives with website access through organizations such as PTO or Special Education Parents Advisory Council (SEPAC) may not engage in private messaging over official social media accounts. Official Social Media cannot be used to post political information or viewpoints; religious information or viewpoints; commercial information; information pertaining to an employee’s or school representative’s personal activities, matters, or interests; information which consists of content which is sexual, pornographic, or adult in character; or information which advocates or promotes the use of drugs, alcohol, or tobacco.

A. BPS Social Media Administrator Responsibilities

Official Social Media sites for individual schools and PTOs shall be administered and monitored by principals and their site administrators approved by [the principal and Superintendent or designee]. Usernames for these accounts shall be created using official school email addresses and shall be maintained through the Technology Department.

Official Social Media sites for classes, other student groups, clubs, and athletic teams shall be administered and monitored by principals or their designees, the athletic director, coaches, club advisors, and their site administrators approved by [the principal and Superintendent or designee]. Usernames for these accounts shall be created using official school email addresses and shall be maintained through the Technology Department.

Each administrator of an Official Social Media site will confirm with the appropriate principal and/or director that they have read and understand this policy. It is the responsibility of each principal and director to provide a copy of this policy to their respective users.

Principals, their designees, and site administrators shall monitor Official BPS Social Media sites for content requesting responses from the Schools. Site administrators may direct such requests to the principal or director for response. Site administrators shall monitor Content posted on Official BPS Social Media sites for Content in violation of this Social Media Policy.

If a site administrator has reason to believe that any user is misusing the site, it is the responsibility of the administrator to report that potential misuse of the site to district administrators.

B. BPS Social Media Educator Responsibilities

It is the responsibility of educators who are using Official BPS Social Media tools with students to teach students about safe and responsible use of social media (see also BPS Network and Technology Responsible Use Policy and Internet Safety Policy). Educators are responsible for monitoring students' use of these resources and must intervene if students are using them inappropriately. Educators should make sure that students understand and abide by the Acceptable and Unacceptable Uses as stated [below]. It is also the responsibility of the teacher to report any misuse of the Official BPS Social Media to his/her building administrator.

Each administrator of an Official Social Media site will confirm with the appropriate principal and/or director that they have read and understand this policy.

C. BPS Social Media Student Responsibilities

It is the responsibility of students who are using Official BPS Social Media tools to learn about safe and responsible use of these sites. They are responsible for using these resources appropriately. They must abide by the Acceptable and Unacceptable Uses as stated in Section 9, Part C of this policy. If a student misuses the resources, educators must follow appropriate disciplinary protocols, including but not limited to reporting the misuse to building administrators, who have the right to discontinue a student's access to the official social media.

3. Site and Account Requirements

- A. Staff members will treat professional social media space and communication like a classroom or professional workplace. The same standards expected in district professional settings are expected on professional social media sites. If a particular type of behavior is inappropriate in the classroom or a professional workplace, then that behavior is also inappropriate on the professional social media site.
- B. Whenever possible, when establishing professional social media sites, users will consider the intended audience for the site and consider the level of privacy assigned to the site. The site should be a private network limited to a particular class or particular grade within a school. It is recommended practice for professional social media sites to be private networks, unless there is a specific educational need for the site to be a public network.
- C. Staff members may only create professional social media accounts (i.e., accounts used exclusively for educational purposes) on district approved websites and platforms.
- D. Staff will obtain their supervisor's approval using the "BPS Social Media Registration Form" prior to setting up a professional social media presence.
- E. All Official BPS Social Media channels must link to our Disclaimer page, located at [braintreema.gov/disclaimer.html].
- F. All Official BPS Social Media sites should link back to the respective Page(s) on the BPS website where relevant information is available.
- G. All social media sites are subject to Massachusetts public records and record retention laws, rules,

regulations, and policies. Any content maintained in an online format (Social Media/Website) that is related to Town Business, including posted communication and communication submitted for posting, may be subject to public disclosure. The site administrators will maintain records in accordance with Massachusetts public records retention laws, rules, regulations and policies. Site administrators will use the following guidance in order to comply with state and federal laws:

- a. Except for inappropriate postings, staff shall not delete any message posted on a social media site, webpage, blog, homework page, etc. In cases of inappropriate postings, the posting is to be copied and sent to an administrator using your district email account. The posting is then to be deleted from the site.
 - b. Staff shall save all direct messages and communications conveyed through district affiliated social media sites. All email sent or received by district email accounts is archived for a minimum of seven years.
 - c. Staff shall comply with applicable copyright laws when posting information produced by another person or entity and shall cite all third-party sources of information posted or shared.
- H. When a School employee or representative responds to a comment, in his/her capacity as a School employee or representative, the employee or representative should do so in the name of the School or organization, and the employee or representative shall not share personal information about himself or herself, or other School employees or representatives except as required for official business.
- I. When posting to Social Media sites, school employees and representatives must do so in a way that is not defamatory. Defamatory communications are those that cause harm to the reputation of another person or cause that person to be ridiculed, held in contempt, or lowered in the estimation of the community. Defamatory statements will not be tolerated. Defamatory statements fall within conduct that is outside the scope of your employment and therefore, the Town of Braintree will not defend you from the consequences of your personal actions, nor will the Town indemnify employees against defamation-like suits that are determined to be in violation of this policy.
- J. BPS employees and representatives may not use Official Social Media to post material which is illegal, which is in violation of federal or state laws regarding discrimination, or which constitutes criminal conduct. BPS employees and representatives may not use Official Social Media to post material which constitutes an unauthorized disclosure of proprietary or confidential information of BPS, personnel or student records or non-public labor relations information.
- K. Site administrators must ensure that they have the right to post any Content being used on Official BPS Social Media. This includes compliance with copyright laws, and federal privacy laws, particularly for images of students or students' personally identifiable information.
- L. Procurement and ethics laws largely prohibit municipal employees or agencies from endorsing products, businesses, or vendors. In addition, School resources, such as Official BPS Social Media entities should not be used for political purposes.
- M. Any posted Content on Official BPS Social Media sites, including articles, pictures, photographs, likenesses, and images cannot under any circumstances identify children under the age of 18 by full name. Individuals who do not wish to be depicted in images must return the form which expressly prohibits the Braintree Public Schools from using such image and likeness online. If such a prohibition exists, the picture, photograph, likeness, or image must be blurred in such a manner that the person cannot be identified or recognized. If that is not possible, the material cannot be used at all. The following additional guidelines apply to posting photos or images of students:
- a. Images of individual students should not be posted.
 - b. Images of groups of students (three or more) are permissible, as long as the parents/guardians have provided media release permission to the school.
 - c. Students depicted in images are not to be identified by name.

- N. Content posted to Official BPS Social Media sites shall conform with accessibility requirements detailed in Level A and Level AA Success Criteria and Conformance Requirements in WCAG 2.0 (incorporated by reference, see 702.10.1). This standard is available for reference at: <https://www.w3.org/>.
- O. Employees or representatives are prohibited from posting communications that could reasonably be construed as creating a hostile environment, defamatory comments, threats, intimidation, or harassment by any member of the public or BPS employees. Postings must be in conformance with all BPS Policies, including but not limited to, those concerning harassment, bullying, ethics and all state and federal law.
- P. BPS reserves the right to deny access to any Official BPS Social Media sites to any person who violates the district's Website and Social Media Policy, at any time and without prior notice.
- Q. Active communication and outreach may lead to increased inquiries from the media. If the site administrator for an Official BPS Social Media site is contacted directly by a reporter, he or she should refer media questions to the Principal's or Superintendent's office.

4. Privacy Protections in Media beyond BPS

In compliance with state and federal privacy laws for minors accessing the Internet using school resources, BPS maintains a list of sites and services, along with the personally identifiable data on students that might be included as part of the terms of use for that site or service. Parents of children 13 and under retain the right to opt their students' out of participation in services that require use of personally identifiable data. BPS administration expects staff and students to adhere to the list of approved sites and services when selecting educational resources for use in the classroom (see also Disclaimers in Section 7).

5. No Expectation of Privacy within BPS

Official BPS Social Media resources are the property of the Braintree Public Schools and are to be used in conformance with these guidelines. BPS administration retains the right to inspect any user's Official Social Media account if a suspected violation of the Website and Social Media Policy or any other district policy has occurred. In keeping with state and federal laws regarding public records, users should be aware that data and messages are regularly archived, even if they appear to have been deleted locally. Use of Official BPS Social Media resources constitutes consent for school and district administrators to monitor and/or inspect any files that users create, any messages they post or receive, and any websites they access should a disciplinary or safety situation warrant such access.

6. Violations

Failure to observe these guidelines may subject users to termination of access to BPS Social Media and websites. BPS administrators will be notified of any inappropriate activities by users, and users will be subject to recourse through other existing BPS policies as applicable. BPS administrators will also advise law enforcement agencies of illegal activities conducted through Official BPS Social Media sites or accounts and will cooperate fully with local, state, and/or federal officials in any investigation related to these activities.

7. Disclaimers

The Braintree Public Schools make no warranties of any kind, either expressed or implied, for Official BPS Social Media websites and resources. BPS is not responsible for unauthorized financial obligations incurred through Official BPS Social Media access. BPS accepts no liability for users who willfully ignore or violate terms of use on an Internet site or service via a BPS Social Media account. All provisions of this agreement are subordinate to local, state and federal statutes.

8. Personal Social Media Guidelines for Staff

- A. As a recommended practice, BPS employees are encouraged to use appropriate privacy settings to control access to their personal social media sites. However, be aware that there are limitations to privacy settings. Private communication published on the Internet can easily become public. Furthermore, social media sites can change their current default privacy settings and other functions. As a result, employees are responsible for understanding the rules of the social media site being utilized.

- B. In order to maintain a professional and appropriate relationship with students, staff may not communicate with students who are currently enrolled in the District on personal social media sites. This provision is subject to the following exceptions: (a) communication with relatives and (b) if an emergency situation requires such communication, in which case the BPS employee should notify his/her supervisor of the contact as soon as possible.
- C. Communication directly with students related to academic issues should occur in class or be directed through District-provided email accounts.
- D. It is not recommended that staff members post or tag photos of other employees, volunteers, vendors or contractors on personal social media sites without prior permission of the photographed employee.
- E. The posting or disclosure of personally identifiable student information or confidential information via personal social media sites, in violation of federal law, state law, or district policy is prohibited.
- F. BPS employees should not use the BPS logo or make representations that their personal social media sites speak in an official BPS or school capacity. Use of the BPS logo that is automatically populated on personal social media sites, such as LinkedIn, is permitted.
- G. The district has multiple policies regarding student and staff conduct which overlap with this regulation. It recognizes that the use of electronic communication technology in an educational setting presents new challenges to appropriate student and staff conduct. However, behavioral expectations will not be diminished in these settings and appropriate professional boundaries shall be maintained at all times and through all means of communications. As such, the District retains the right to moderate and restrict student and staff use on District-related pages. The District expects staff and students to maintain the same level of decorum in electronic communications, including the use of social media, as in face-to-face interactions. This regulation is intended to supplement existing regulations, not to supersede them.

9. Personal Social Media Guidelines for Students

- A. Students using personal social media should be aware of privacy laws and websites' privacy policies. Most information posted digitally can never truly be withdrawn and made private again. Many popular social media sites require users to be 13 or older because they collect, and potentially sell or distribute, data in manners not compliant with federal law (Children's Online Privacy Protection Act) for students under 13. Students should be aware that if a website asks for a birthdate, this is usually a clue that it tracks a significant amount of user data, and that this tracked data may follow them as a digital footprint for years to come.
- B. Students using personal social media should be aware of formal and informal voices, and the audience which may access or receive the post, comments, photo or image. The manner in which students interact with peers on social media may reasonably differ from expectations for interaction with Official BPS Social Media accounts. Students are expected to maintain the same level of decorum in electronic communications, including the use of official BPS social media, as in face-to-face interactions with teachers, staff, and classmates.
- C. Students who use personal social media to interact with Official BPS Social Media must adhere to all school handbook policies regarding behavior. Interaction with Official BPS Social Media is treated as a school setting. This regulation is intended to supplement existing regulations, not to supersede them.
 - a. Acceptable uses of students' personal social media to interact with official BPS social media include commenting on posts, posting pictures with permission, "following" official accounts, re-sharing official posts in their original form, and posting content to which students have the rights under copyright law.
 - b. Unacceptable uses of students' personal social media to interact with Official BPS Social Media include all negative behaviors noted in BPS school handbooks, including but not limited to posting communications that could reasonably be construed as creating a hostile environment, defamatory comments, threats, intimidation, or harassment of any member of the public or the BPS community. Students must not interact with Official BPS Social Media to post political information or viewpoints; religious information or viewpoints; commercial information; information pertaining to an

employee's or school representative's personal activities, matters, or interests; information which consists of content which is sexual, pornographic, or adult in character; or information which advocates or promotes the use of drugs, alcohol, or tobacco.

This policy is in compliance with state and federal telecommunications rules and regulations, including the Children's Internet Protection Act, the Protecting Children in the 21st Century Act Amendment, the Children's Online Privacy Protection Act, the Family Educational Rights and Privacy Act, and the Protection of Pupil Rights Amendment.

Acknowledgements: Sections of this document were adapted from Town of Braintree, Gill-Montague Regional Schools, Pembroke Public Schools, the NYC Department of Education, and federal laws.

C. Policy IJNDB, Network & Technology Responsible Use Policy

Adopted by the Braintree School Committee, 6/12/2017

1. Introduction

This document formalizes the policy for responsible use of the Braintree Public Schools' (BPS) computer network and computing devices owned by BPS or used on the BPS campus. All users, including students, teachers, staff, administrators, and organizations are covered by this policy and are expected to be familiar with its provisions.

2. User Responsibilities

The BPS computer network and all related technology systems are designed and maintained in compliance with state and federal law, including the Children's Internet Protection Act and Protecting Children in the 21st Century Act Amendment. All use of the network to access the Internet is filtered via a firewall, and network activities harmful to minors or non-compliant with educational uses are prohibited (see Section 3). It is the responsibility of any person using BPS computer network resources to read, understand, and follow these guidelines. In addition, users are expected to exercise reasonable judgment in interpreting these guidelines and in making decisions about the appropriate use of BPS computer network resources. Any person with questions regarding the application or meaning of these guidelines should seek clarification from the BPS technology director or central office. Use of BPS computer network resources shall constitute acceptance of the terms of these guidelines. When a user is no longer a member of the BPS community, he or she shall no longer have user rights to network and technology resources.

A. BPS Computer Network Administrator Responsibilities

The administrator is responsible for making certain that all users understand and abide by the Acceptable and Unacceptable Uses as stated in this document (Section 3). If the BPS computer network administrator has reason to believe that any user is misusing the system, the administrator has the right to access the user's account in order to review its use. It is also the responsibility of the administrator to report any misuse of the system to district administrators.

B. BPS Computer Network Educator Responsibilities

It is the responsibility of educators who are using BPS computer network tools with students to teach students about safe and responsible use of the Internet and the network (see also BPS Internet Safety Policy). Educators are responsible for monitoring students' use of these resources and must intervene if students are using them inappropriately. Educators should make sure that students understand and abide by the Acceptable and Unacceptable Uses as stated in this document (Section 3). It is also the responsibility of the teacher to report any misuse of the system to his/her building administrator.

C. BPS Computer Network Student Responsibilities

It is the responsibility of students who are using BPS computer network tools to learn about safe and responsible use of the Internet. They are responsible for using these resources appropriately. They must abide by the Acceptable and Unacceptable Uses as stated in this document (Section 3). If a student is misusing the system, educators must follow appropriate disciplinary protocols, including but not limited

to reporting the misuse to the BPS computer network administrator, who has the right to discontinue his/her use of the system.

3. Acceptable and Unacceptable Uses

The resources available to BPS computer network users are to be used for educational purposes. Users should not use BPS computer network to store any files that are not educational. BPS will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response (see also BPS Internet Safety Policy).

It is unacceptable for users to use these resources for:

- furthering any political or religious purpose
- engaging in any commercial or fundraising purpose that is not relevant to or approved by the district
- sending threatening or harassing messages
- gaining unauthorized access to computer or telecommunications networks
- interfering with the operations of technology resources
- accessing or sharing sexually explicit, or obscene materials
- intercepting communications intended for other persons
- attempting to gain unauthorized access to the BPS computer network
- logging in through another person's account or attempting to access another user's password or files, except where necessary for a teacher or administrator to do so
- sending defamatory or libelous material concerning a person or group of people
- furthering any illegal act, including infringing on any intellectual property rights
- researching, storing, or sending information regarding weaponry, except in bona fide research as required by the district's curriculum (for example, an assignment studying a war)
- downloading, uploading, or distributing any files, software, or other material that is not specifically related to an educational project
- downloading, uploading, or distributing any files, software, or other material in violation of federal copyright laws

As with any other form of communication, these systems may not be used to transmit or store messages or other data that are prohibited under existing BPS policies, such as those prohibiting sexual harassment, protecting civil rights, and maintaining a safe school environment. Users should take all reasonable precautions against receiving or downloading messages, images, or other data of this sort.

4. Privacy Protections beyond BPS

In compliance with state and federal privacy laws for minors accessing the Internet using school resources, BPS maintains a list of sites and services, along with the personally identifiable data on students that might be included as part of the terms of use for that site or service. Parents of children 13 and under retain the right to opt their students' out of participation in services that require use of personally identifiable data. BPS administration expects staff and students to adhere to the list of approved sites and services when selecting educational resources for use in the classroom (see also Section 8).

5. No Expectation of Privacy within BPS

BPS computer network resources are the property of the Braintree Public Schools and are to be used in conformance with these guidelines. BPS administration retains the right to inspect any user's virtual hard drive, school-owned computer, Internet history, or email (whether through a town server or through Google Apps for Education/G Suite) if a suspected violation of the network technology policy or any other district policy has occurred. In keeping with state and federal laws regarding public records, users should be aware that data and messages are regularly archived, even if they appear to have been deleted locally. In addition, an Internet firewall automatically checks all data moving between the local area network and the Internet and logs the sending and receiving destinations. Use of BPS Computer network technology resources constitutes consent for the BPS computer network staff to monitor and/or inspect any files that users create, any messages they post or receive, and any web sites they access should a disciplinary or safety situation warrant such access.

6. Passwords

Each user shall be required to use and maintain passwords that conform to BPS computer network guidelines. Users must take precautions to maintain the secrecy of their password so that other users will not be able to utilize that password for malicious purposes. If a user suspects that someone has discovered his or her password(s), the user should change the password(s) or contact technology services via the Help Desk for assistance in changing the password(s) immediately. BPS computer network users are responsible for all activity under their accounts.

7. Violations

Failure to observe these guidelines may subject users to termination of their BPS computer network accounts, including Google Apps for Education/G Suite accounts, email accounts, and accounts with other district-provided services. BPS administrators will be notified of any inappropriate activities by users, and users will be subject to recourse through other existing BPS policies as applicable. BPS administrators will also advise law enforcement agencies of illegal activities conducted through the BPS computer network and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through the BPS computer network.

8. Bring Your Own Device (BYOD) Uses

The use of personal electronic device(s) on a school site is a privilege, not a right, that the Braintree Public Schools grants to any student who is willing to assume the responsibility of abiding by the guidelines as set forth in this Braintree Public Schools' Technology Acceptable Use Policy. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with district policies.

Any student who receives approval from his or her classroom teacher to bring in an electronic device is also responsible for physically securing their device within the school site. Braintree Public Schools assumes no responsibility or financial liability for any damage the student or parent suffers, including but not limited to theft, physical damage, and loss of data or software malfunctions of the personal electronic device. If an electronic device appears to have been stolen, the student should immediately report the incident to the school administrator.

- Students (who have received permission) may connect wirelessly to the BPS network for educational purposes. Personal electronic devices may not be used for entertainment, including but not limited to games, messaging, social media, streaming movies, music, or video viewing, while connected to the BPS network, unless instructed to do so.
- Students must follow additional guidelines which a classroom teacher or BPS staff member might impose. The use of the electronic device(s) may in no way disturb the learning environment.
- Students are strictly prohibited from using peer-to-peer file sharing software and messaging programs unless instructed by a teacher to do so.
- Any student who is suspected of violating the Network & Technology Responsible Use Policy or any other BPS policy must yield their personal electronic device(s) to any Braintree Public Schools staff member upon request. Authorized personnel may inspect the system to determine whether any policies have been violated.

9. Disclaimers

The Braintree Public Schools make no warranties of any kind, either expressed or implied, for BPS computer services and resources. BPS is not responsible for any damages incurred, including but not limited to the following: loss of data resulting from delays or interruption of service, loss of data stored on BPS computer network resources, or damage to personal property used to access BPS computer network resources. BPS is

not responsible for the accuracy, nature, or quality of information stored on BPS computer network resources or gathered through BPS computer network or the Internet. BPS is not responsible for unauthorized financial obligations incurred through BPS computer network-provided access. BPS accepts no liability for users who willfully ignore or violate terms of use on an Internet site or service via the BPS network. All provisions of this agreement are subordinate to local, state and federal statutes.

This policy is in compliance with state and federal telecommunications rules and regulations, including the Children's Internet Protection Act, the Protecting Children in the 21st Century Act Amendment, the Children's Online Privacy Protection Act, the Family Educational Rights and Privacy Act, and the Protection of Pupil Rights Amendment.

Acknowledgements: Sections of this document were adapted from Quincy Public Schools, Hanover Public Schools, and Burlington Public Schools, the Massachusetts Office of Digital Learning, FCC and FTC recommendations, and federal laws.

D. Communication with Coaching Staff

1. Coaching Staff has been given a BraintreeSchools.org Google Account to communicate team activities with student-athletes and their family.
2. All electronic communication will take place through this email account, not from coach personal email accounts.
3. Proper Communication Includes:
 - a) Questions regarding game and practice dates, times, sites and buses
 - b) Notification of Extra Help Sessions/Appointments for Student-Athlete
 - c) Student-Athlete Missing Practices or Games
 - d) Family Emergency
4. Improper Communication includes:
 - a) Questions pertaining to team play or individuals on the team
 - b) Playing Time

If a Communication is perceived as Improper by the Coach, the Communication will be forwarded to the Athletic Director immediately.

E. Evaluation of Coaches

Each coach employed by Braintree High School is formally evaluated on his/her performance at the conclusion of each athletic season. The evaluations are performed informally by the head coach for each of his/her assistant coaches and formally by the Athletic Director for each head coach.

F. Conflict Resolution

Athletics involvement is highly emotional and very time consuming. Sometimes conflicts arise between student, coaches, and occasionally parents. When conflicts or issues arise, it is important that they be addressed immediately, and as directly as possible, so that it can be resolved promptly.

Students and their parents should use the following process as a guideline when seeking resolution to conflicts or issues between an athlete and coach:

1. First Step: Athlete Contacting the Coach

The athlete should present the conflict/issue to the coach as soon as possible. If personal contact is not practical, a student may ask his/her team captain to approach the coach. In order for the contact to be as productive as possible, times that should be avoided are:

- Prior to, during or immediately following a contest.

- During an active practice session.
- When other students or parents are present or when it would be readily visible to others that the discussion is taking place.
- When it is apparent that there is not sufficient time to allow for a complete discussion. This includes the time immediately before leaving for an away contest.

Perhaps the best solution is to ask the coach if an appointment could be made to discuss the issue. A parent or student may also leave a note for the coach in the Athletic Office.

2. Second Step: Contacting the Athletic Director

- If a satisfactory solution is not reached through personal contact with the coach or through his/her team captain approaching the coach, the student and/or parent should contact the Athletic Director. The coach will be informed by the Athletic Director that this contact was made.
- Since athletic seasons are relatively short, there should be no delay in airing any and all concerns. It is important for all students and their parents to know that any comments, concerns or issues raised to the Athletic Director will be addressed and communicated to the coach. Parents and students may also expect to hear from the Athletic Director as to the disposition of their concerns.
- Although there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perceptions and experiences can lead to more productive relationships and clearer understandings in the future.

3. Third Step: Contacting the Headmaster

If there is still not a satisfactory resolution, the student or parent may contact the Headmaster. The Athletic Director and Coach should be informed that this contact is going to be made.

G. “Retribution”

The Athletic Director and coaches are committed to insuring that there shall be no “retribution” in any form for raising an issue or concern about the Athletic Department. Students and parents must be confident that voicing an opinion or concern, using the proper forum and method, is not only penalty and retribution free, but strongly encouraged. If at any time, a student or his/her parent suspects that any form of “retribution” is surfacing, they should contact the Athletic Director immediately.

IX. Playing Time

There are many benefits to be gained by participation in athletics at the high school level. Young people learn the values associated with discipline, performing under stress, teamwork, sacrifice, commitment, effort, accountability, citizenship, sportsmanship, confidence, leadership, organizational skills, participating within the rules, physical well-being and striving toward excellence. Though there are many measures of success in the minds of each participant, perhaps the most emotional is “playing time.” He/She is encouraged to discuss it with the coach. At Braintree High School, being a member of a team does not guarantee “playing time.” However, there are guidelines for this all important topic.

A. Freshmen and Junior Varsity Teams

At the freshmen level the emphasis is on participation. The emphasis on the junior varsity team is balanced between participation and winning. Members of the coaching staff will make a strong effort to play all team members for as much time as is practical. There are many factors that govern an individual’s playing time but perhaps the most important are: practice attendance, effort, attitude and commitment. Another factor that must always be considered is athletic skill. If these factors are present at the sub-varsity levels, students may expect to enjoy their share of “playing time.”

B. Varsity Teams

At the varsity level, the guidelines for the coaching staff are similar with one other additional major factor. The varsity teams want to compete against opponents at the highest possible level. Players, coaches, parents and staff members all want Braintree High School varsity teams to be successful on the field. To reach that goal, teams must compete to win as many contests as possible. In order to do this, there are many instances when the major burden of the contest will be carried by the most competitive, skilled team members; however, teams cannot be successful without committed substitutes or “second string” players. These athletes have to be ready at all times to step forward and shoulder the burden, when needed. They have to practice as hard as they can to help make the teams as competitive as they can be. They have to constantly strive to move up to a “starting” role.

There are many decisions made on a regular basis by the Braintree High School coaching staff. These include: which athletes should start a contest, who should play what position, and how long each athlete should play. These coaching decisions, often difficult to make, are made only by the coaching staff and are approached very seriously.

C. Levels of Play

The common goal of the athletic program at all levels of play are for athletes to:

- Have Fun!
- Develop their physical, emotional, social and mental skills.
- Develop respect for authority, teammates, opponents and themselves.
- Develop pride in themselves, their team, school and community.
- Develop leadership qualities.
- Learn to work as a team member toward the attainment of common goals.
- Develop team responsibility and dedication.
- Learn rules of a particular sport.
- Develop skills necessary to play a particular sport.
- Ensure that all athletes are placed on a team level that will allow them to succeed to the best of their ability.

Additional goals of Freshmen level teams are to:

- Introduce and develop the skills and rules of the sport.
- Present an opportunity for an athlete to experience a specific sport.
- Introduce young athletes to interscholastic competition.
- Allow an athlete to determine if he/she wishes to continue in a specific sport.
- Give all participants a fair share of playing time assuming that athletes have attended practice, worked to their potential, have the proper attitude and have committed to the team. Athletic skill is also a factor.

There is a possibility that some students may be cut during tryouts. These students will be encouraged to try out for another sport team whenever possible.

Additional goals of Junior Varsity level teams are to:

- Further develop the skills and knowledge of the sport.
- Increase the intensity of the competition.
- Prepare for the varsity level in that sport.
- Place more emphasis on winning than at the Freshmen level.
- Give participants playing time based upon practice attendance, work ethic, attitude, commitment to the team and athletic skill.

There is a possibility that some students may be cut during tryouts. These students will be encouraged to try out for another sport team whenever possible.

Please Note: When freshmen have demonstrated an advanced level of ability, they may be placed on a junior varsity or varsity level team after agreement among the athlete, his/her parents, the coach and the Athletic Director.

Additional goals of Varsity level teams are to:

- Develop skills and knowledge to their highest level.

- Allow talented athletes the chance to excel and prepare them for future competition.
- Compete for League, Tournament, Sectional and State Championships.
- Expect all members to be role models for younger students.

There is a possibility that some students may be cut during tryouts.

X. Team Captains

It is a coaching decision as to how team captains are selected. They may be elected by the team or appointed by the coach prior to the first regularly scheduled contest. Captains may also be elected or appointed on a game-by-game basis.

It is expected that team captains be leaders of their team and should be ready to assume duties as outlined by their coach. They are expected to be more aware of team rules and student athlete responsibilities. Captains are expected to communicate with the coach and team in the event of any problems that may affect the team or its members. Captains meet with the Athletic Director during the preseason to discuss the athletic program and its policies.

Captains of teams may be relieved from their position of leadership for behavior unbecoming of a student-athlete and/or violation of team, athletic department or school rules.

A. Captain's Practice

are according to the MIAA Blue Book "a captain's practice usually means that the team's captain(s) organizing and conducting, *without adult supervision*, out-of-season practice for that sport."

The MIAA does not in any way sanction, encourage, or condone "Captain's Practice" in any sport. "Captain's Practice," depending on the member school's involvement, may be a clear violation of the rule defining season limitations.

There is also a serious practical consideration. If it can be demonstrated that a school is allowing "Captain's Practice," the liability responsibility for an injured athlete may be quite serious.

These practices are designed by students to allow team candidates to "get in shape" for the upcoming season. They are not organized, attended or sponsored by members of our Braintree High School coaching staff. Since members of our Braintree High School coaching staff are not permitted to be involved with these practices, they are not mandatory, attendance is not monitored by a Braintree High School coach, and they are not part of our Braintree High School athletic program.

XI. Equipment

Students have an obligation and responsibility for all equipment issued to them and for its proper care and retention from the date of issue to the date of return. Students failing to turn in all issued equipment, or returning equipment damaged through misuse, are responsible to meet the current replacement cost for such equipment.

Payment is required at the time of the loss, prior to the next season of athletic involvement, or graduation, whichever comes first. Students may not be allowed to try out for a team if they have an equipment obligation.

In the event that the equipment is found and/or returned after payment, a refund will be made.

XII. Athletic Awards

Athletic awards on all levels are determined by the coach of that team. Standards and requirements to earn the award are set by the varsity coach in each sport, and must be publicized and made clear to all team members prior to the first contest or at the pre-season meeting.

A. Type of Award

- Varsity: Certificate with colored team picture and service bar.
 - First-time Varsity Award Winners receive “B” Letter (6.5”) and Sport Pin.
- Sub-Varsity: Certificate.
- Freshman: Certificate.
- Athletic Director’s Commendation List: Certificate presented to Student-Athletes who attain Honor Roll status during their season of play to recognize their Academic and Athletic Excellence.
- Special Awards and Trophies: Recommended by the varsity coach to Athletic Director.

Only athletes in good standing at the end of athletic season are eligible for Awards and Trophies.

The Braintree High School Athletic Association (BHSA) generously provides funding for the purchase and upkeep of our athletic awards at the conclusion of each season and end of the year ceremony.

B. Bay State Conference All-Star

1. Selected by league coaches in each sport
2. Winner of individual competitions

C. Athletic Scholarships

There are two major Athletic Scholarships awarded at Braintree High School, in honor of

Frederick Herget, our previously legendary Athletic Director, and Chester Daily, a former loyal supporter and fan of Braintree High School Athletics. Recommendations for these scholarships should be made to the Athletic Director by the Head Coach by April 15th. All candidates must have filed the Braintree High School Local Scholarship Forms with the Guidance Department, since the scholarships are awarded at graduation time.

Other Athletic Scholarships include: Alan Shaw, Jay LeGrand, Robert Rull, David Gingrow (Soccer), James Whitehouse, Jack Page and David Crook.

D. Athletic Awards – Braintree High School Athletic Trophies

Fall Awards Ceremony

Cheerleading Award:

- Joan Verna Outstanding Cheerleader Award
Condition: Awarded to the Cheerleader demonstrating outstanding ability, spirit and leadership.

Cross Country Awards:

- Paul Toolin Trophy
Condition: Donated by 1951 Cross-Country Squad. Awarded for excellence in Cross Country.
- Dave Wilson Trophy
Condition: Awarded to the Top Female Runner.

Dance Team Award:

- Patricia A. Hale Outstanding Dancer Award
Condition: Awarded to the Dance Team member who demonstrates outstanding ability, spirit and leadership.

Girls Field Hockey Award:

- Clair Eason Field Hockey Award
Condition: Donated by Clair Eason. Awarded to Outstanding Girl in Field Hockey.

Football Awards:

- James Whitehouse Football Trophy
Condition: Donated by the Whitehouse family. Awarded to the Outstanding Defensive Back.

- **Buster Doucette Trophy**
Condition: Donated by former football players. Awarded to the Outstanding Lineman in Football on three basis – two points for performance on the field and one point for sportsmanship and citizenship on the field and throughout the school.
- **Dick McAndrew Memorial Football Trophy**
Condition: Donated by The Class of 1963. Awarded to a Senior Football Player who displays desire, competitive ability, and leadership on and off the field.
- **The Alan Shaw Memorial Trophy**
Condition: Awarded to a Football Player who possesses and displays the qualities of teamwork, service and loyalty to the high school and football squad.
- **Richard D. MacArthur Trophy**
Condition: Donated by Mrs. MacArthur. Awarded to the Most Outstanding Player on Thanksgiving Day.
- **Coaches Award**
Condition: Awarded to the player who goes above and beyond for the team in all aspects of the sport.

Boys Golf Award:

- **Braintree Golf Association Trophy**
Condition: Donated by the Braintree Golf Association. Awarded on the basis of scholarship, leadership and golfing ability.

Boys Soccer Awards:

- **Braintree Youth Soccer Boys Soccer Trophy**
Condition: Donated by Braintree Youth Soccer. Awarded to the Outstanding Player on the Varsity Team.
- **Thomas M. MacDonald Memorial Soccer Trophy**
Condition: Donated by Thomas J. MacDonald. Awarded to the Outstanding Soccer Player who displays citizenship and character.
- **David M. Gingrow Memorial Soccer Trophy**
Condition: Donated by The Class of 1976. To be awarded each year to a Senior Boy who displays outstanding efforts on the field; outstanding academic achievements and involvement in extra curricular and community activities.

Girls Soccer Awards:

- **Braintree Youth Soccer Girls Soccer Trophy**
Condition: Donated by Braintree Youth Soccer. Awarded to the Outstanding Player on the Varsity Team.
- **Lewis Memorial Award**
Condition: Donated in memory of Nancy and William Lewis. Awarded to a Senior Girl Soccer Player who was not a Varsity player all 4 years, but whose hard work and dedication contributed to the overall benefit of the team.
- **Ray Willock Award**
Condition: Awarded to a player who displays character, leadership and sportsmanship.

Girls Swimming Award:

- **Gauthier Family Sportsmanship Award**
Condition: Donated by The Gauthier Family, who have been involved with the competitive coaching and teaching of the sport of swimming for the past 40 years. Awarded to a member of the Girls Swimming Program that best exemplifies team spirit, dedication, hard work and sportsmanship.

Girls Volleyball Award:

- **Girls Volleyball Trophy**
Condition: Awarded each year to a Volleyball Player who demonstrates teamwork, athletic ability, leadership and scholarship.

Winter Awards Ceremony

Boys Basketball Awards:

- Bill Erwin Award
Condition: Named after former coach. Awarded to Outstanding player on team.
- Fred Herget & James Calhoun Award
Condition: Awarded to the best defensive basketball player.
- David Crook Award
Condition: Award for unselfish team play in basketball.
- Jay R. LeGrand Memorial Basketball Trophy
Condition: Donated by the Jay R. LeGrand Memorial Committee. To be awarded to a Basketball Player demonstrating citizenship (2), determination (1), dedication (1) and discipline (1).

Girls Basketball Awards:

- Fred Herget & James Calhoun Award
Condition: Awarded to the best defensive basketball player.
- Braintree Youth Basketball Award
Condition: To be awarded to the player who has contributed most to the success of the program.
- Most Outstanding Player
Condition: Awarded to Most Outstanding Player on team. Top all-around player on the court.
- Unsung Hero
Condition: Awarded to a player whose hard work and dedication contributed to the overall benefit of the team.

Cheerleading Award:

- Joan Verna Outstanding Cheerleader Award
Condition: Awarded to the Cheerleader demonstrating outstanding ability, spirit and leadership.

Dance Team Award:

- Patricia A. Hale Outstanding Dancer Award
Condition: Awarded to the Dance Team member who demonstrates outstanding ability, spirit and leadership.

Boys Gymnastics Awards:

- 2nd LT. Leon F. Harris Memorial Gymnastics Trophy
Condition: Awarded to one male and one female gymnast. The trophy is awarded to the top All-Around gymnast.
- Paul Hanson Trophy
Condition: Awarded to a gymnast for outstanding gymnastics performance and sportsmanship.

Girls Gymnastics Award:

- 2nd LT. Leon F. Harris Memorial Gymnastics Trophy
Condition: Awarded to one male and one female gymnast. The trophy is awarded to the top All-Around gymnast.
- The Duprey Girl's Gymnastics Coaches Award
Condition: This award is given to a talented gymnast that has demonstrated commitment and dedication to the sport. A leader in the gym, this athlete has served as a role model in actions and words. The gymnast selected has shown a positive attitude, good sportsmanship, and takes pride in representing Braintree High in and outside of the gym. The individual possesses a strong work ethic. This gymnast is a top all-around athlete in the ways mentioned above (athletics, leadership, and sportsmanship).

Boys Ice Hockey Awards:

- Braintree Youth Hockey Alumni Trophy
Condition: Awarded to a former Braintree Youth Hockey Player who has excelled at the high school level while contributing to the success of the boys hockey program.
Bradley Memorial
Condition: Presented in honor of a fallen war hero who died in Vietnam. Awarded to the Most Valuable Defenseman.
- K. Dooley Award
Condition: Donated by 1965 Hockey Team. Named after the first hockey coach, Kenneth Dooley, at Braintree High School. Awarded to the Most Valuable Player of the team.
- Hobey Baker Award
Condition: Awarded to the player who demonstrates Character, Commitment, Teamwork, Persistence, Selflessness, Academic and Sportsmanship. "The Team Before Me."

Girls Ice Hockey Awards:

- Braintree Youth Hockey Alumni Trophy
Condition: Awarded to a former Braintree Youth Hockey Player who has excelled at the high school level while contributing to the success of the Girls Hockey program.
- Joe Murphy Trophy
Condition: Awarded to the Most Valuable Person on and off the ice. Characteristics include: maturity, team-oriented, unselfish and total commitment to the success of the team.
- Athletic Association Award
Condition: Awarded to the Most Valuable Player of the team. Top all-around player on the ice.
- Hobey Baker Award
Condition: Awarded to the player who demonstrates Character, Commitment, Teamwork, Persistence, Selflessness, Academic and Sportsmanship. "The Team Before Me."
- The Maroon 5 Award
Condition: Awarded to players who played 4 years in program who demonstrated Character, Commitment, Teamwork and Sportsmanship while learning the game.

Boys Indoor Track Awards:

- Indoor Track Coaches Award
Condition: Donated by the 1984 Team. Awarded to the Outstanding Member on the Varsity Team for their dedication and leadership with the Indoor Track Team.
- Indoor Track Distance Award
Condition: Donated by an anonymous sponsor. Awarded to a distance runner based on Work Ethic (not points), Scholarship, Sportsmanship, Character, Leadership and Teamwork.
- Indoor Track Sportsmanship Award
Condition: Awarded to the individual who demonstrates respect towards teammates and opponents.

Girls Indoor Track Awards:

- Arthur Sarney Memorial Trophy
Condition: Donated by Arthur Sarney. Awarded to an Outstanding Member of the Girls Track Team.
- Indoor Track Distance Award
Condition: Donated by an anonymous sponsor. Awarded to a distance runner based on Work Ethic (not points), Scholarship, Sportsmanship, Character, Leadership and Teamwork.
- Indoor Track Sportsmanship Award
Condition: Awarded to the individual who demonstrates respect towards teammates and opponents.

Wrestling Awards:

- BHS Championship Team of 1962 Award
Condition: Named after the 1962 BHS Wrestling Team. Awarded to the Outstanding Wrestler of the year.

- The Most Improved Wrestler Award
Condition: Awarded to the wrestler who has shown the most improvement in their wrestling skills over the course of a career or single season. The improvement will be demonstrated by individual record or placement in major tournaments (i.e. MIAA Sectional or State Tournaments).
- Norm Collier Award
Condition: Coaches Award given to a wrestler who contributes most to the wrestling program.
- Unsung Hero Award
Condition: The purpose of the Unsung Hero Award is to honor the person that has made significant contributions to the team's success, both on and off the mat, without receiving much publicity for his or her efforts. This person is not the "Headline Grabber" instead they do their job without attention or fanfare.

Spring Awards Ceremony

Baseball Awards:

- William F. Frazier Trophy
Condition: Donated by his brothers. Awarded to a Baseball Player displaying outstanding ability and citizenship.
- John H. Crowell Memorial Baseball Trophy
Condition: Donated by the East Junior High School Faculty. Awarded to the Senior Baseball Player who displays ability, character and citizenship.

Girls Golf Award:

- Women's Golf Trophy
Condition: Donated by Rich Walsh. Awarded to the Team Tournament Winner.
- Bob Beach Golf Award
Condition: Awarded to a member of the Girls Golf Program that best exemplifies team spirit, dedication, hard work and sportsmanship.

Boys Lacrosse Awards:

- Braintree Youth Lacrosse Trophy
Condition: Presented to the Most Valuable Player of The Boys Lacrosse Team.
- Bob Lynch Coaches Award
Condition: Presented to the Lacrosse Player who displays outstanding sportsmanship.
- Mike Lynch Leadership Award
Condition: Presented to the Lacrosse Player who displays outstanding leadership.

Girls Lacrosse Awards:

- The Bill Dalton Braintree Youth Lacrosse Sportsmanship Award
Condition: Presented to the Lacrosse Player who displays outstanding sportsmanship.
- Braintree High School Athletic Association Lacrosse Trophy
Condition: Presented to the Most Valuable Player of The Girls Lacrosse Team.
- Braintree High School Girls Lacrosse Trophy
Condition: Presented to the Lacrosse Player who displays outstanding leadership.

Girls Softball Awards:

- Alice E. Daughraty Award
Condition: Donated by Patricia Redmond. To be awarded to a Senior of the Girls Softball Team that displays ability and character.
- Braintree High School Softball Trophy
Condition: Presented to the Most Valuable Player of The Girls Softball Team.

Boys Tennis Award:

- Lawrence Gettings Memorial Award
Condition: Donated by Robert Zanca and friends. To be awarded to a Tennis Player who demonstrates ability, character and citizenship.

Girls Tennis Award:

- Braintree High School Girls Tennis Award
Condition: Donated by Clair Eason. This award goes to a deserving Senior, demonstrating Tennis ability, sportsmanship and character.
- Patricia Redmond Award
Condition: Donated by Connie Driscoll. Coaches Award given to a player who contributes most to the Tennis Program.
- Coach Connie Driscoll Most Improved Player Award
Condition: Donated by the 2013 Girls Tennis Team. Presented to a Girls Tennis Player who has shown the most improvement throughout the Tennis season.

Boys Outdoor Track Awards:

- Alfred B. Morcom Naval Aviator World War II Memorial Trophy
Condition: Donated by Robert Tonner. Awarded to Outstanding Trackman.
- The Joe Catalano Award
Condition: For Sportsmanship, Leadership, and Dedication.
- The Kyle Piazza Memorial Award
Condition: Donated by Jared Griffin. Trophy is awarded to an athlete that has shown considerable skill and dedication in either the shot put, discus, javelin, or combination, as well as shown leadership and sportsmanship at all times during their throwing career.
- Outdoor Track Distance Award
Condition: Donated by an anonymous sponsor. Awarded to a distance runner based on Work Ethic (not points), Scholarship, Sportsmanship, Character, Leadership and Teamwork.

Girls Outdoor Track Awards:

- Girls Track Award
Condition: Donated by Bob Chute. Awarded to the Outstanding Member of the Girls Track Team.
- James V. Carelli Award
Condition: Outstanding Female Athlete in Field Events.
- Outdoor Track Distance Award
Condition: Donated by an anonymous sponsor. Awarded to a distance runner based on Work Ethic (not points), Scholarship, Sportsmanship, Character, Leadership and Teamwork.
- The Kyle Piazza Memorial Award
Condition: Donated by Jared Griffin. Trophy is awarded to an athlete that has shown considerable skill and dedication in either the shot put, discus, javelin, or combination, as well as shown leadership and sportsmanship at all times during their throwing career.

Boys Volleyball Awards:

- James Curtis Jr. Trophy Braintree High School Boys Volleyball Award
Condition: Most Valuable Player on Braintree High School Boys Volleyball Team.
- Braintree High School Athletic Association Sportsmanship Award
Condition: Presented to the Volleyball Player who displays outstanding sportsmanship.
- Braintree High School Boys Volleyball Trophy
Condition: Awarded to a Volleyball Player who demonstrates teamwork, athletic ability, leadership and scholarship.

Braintree High School Athletic Department Senior Awards

- **Maureen Connolly Trophy**
Condition: Donated by Pat Redmond and Barbara Mahar. Awarded to a Senior Girl on the basis of character and athletic ability.
- **The Women's Coaches Award Trophy**
Condition: Donated by all of the Women Coaches at Braintree High School. To be awarded to an Outstanding All-Around Senior Girl Athlete based on the following points: (2) for athletic ability, (1) for scholarship, (1) for leadership and (1) for citizenship.
- **Slauson Brothers Trophy**
Condition: Donated by Mr. George W. Windsor. Awarded to a Male Senior Athlete on the basis of character & athletic ability.
- **Sam Lawrence Trophy**
Condition: Awarded to the Top Male Senior Athlete on the basis of Athletic Ability and Character. To be awarded to an Outstanding All-Around Senior Male Athlete based on the following points: (2) for athletic ability, (1) for scholarship, (1) for leadership and (1) for citizenship.

Braintree High School Athletic Association

The Braintree High School Athletic Association (BHSA) generously provides funding for the purchase and upkeep of our athletic awards at the conclusion of each season and end of the year ceremony.

XIII. Support Services

A. Transportation to and from Contests

The school provides bus transportation, or a suitable substitute, to most "away" contests. All team members are expected to travel to these contests using the school provided transportation for student's safety. Exceptions to this policy must be requested to the Athletic Director by a student's parent/guardian completing a Transportation Release Form prior to the contest. Student-athletes may obtain a Transportation Release Form from the Athletic Director's Office or their coach. Reasonable requests will be honored. A coach may allow students to ride home from a contest with their parent/guardian provided personal contact at the game site is made between the parent/guardian and coach, and a note releasing the student is signed by the parent/guardian and received by the coach. In most instances, students will not be allowed to ride to and from contests with other students.

B. Directions to Away Contests

Directions to Bay State Conference and non-league contests are available on the Internet at: www.miaa.net. If you need additional assistance, please call the Athletic Department for directions at (781) 848-4000 x2124.

C. Postponed Contests

Many contests throughout the school year are postponed due to factors such as inclement weather. In most instances it is the "home" school that calls for a postponement. By Bay State Conference and MIAA rule, games are to be made-up on the next available open date on both schools' schedules, including weekends, whenever practical.

Decisions on postponements are made as late in the day as is practical for proper notification of all interested parties. On school days, the most common time is about 1:30 pm for afternoon contests. On non-school days, and for evening contests, postponements are made approximately two to three hours prior to the contest.

It is sometimes necessary, because of scheduling conflicts, to cancel rather than postpone freshmen and junior varsity contests. Cancellations of varsity contests, because of league standings and/or tournament qualification regulations are extremely rare. If any part of the school day or the entire school day has been cancelled due to inclement weather, all contests and practices will be postponed or cancelled as well, unless there is an extenuating circumstance and permission has been granted by the Headmaster and/or Athletic Director.

D. Admission to Games

It is the practice at Braintree High School to charge admission to home contests in Varsity Football, Varsity and Junior Varsity Boys and Girls Soccer, Varsity and Junior Varsity Volleyball, Varsity and Junior Varsity Boys and Girls Basketball games, Wrestling matches, Varsity Boys and Girls Ice Hockey games, Varsity and Junior Varsity Boys and Girls Lacrosse games, Varsity Baseball games, Varsity Softball games, Cheerleading and Dance competitions and most MIAA tournament contests. With the exception of hockey, the revenues generated by admission charges help offset the cost of the athletic programs at the high school. Revenues are used for the benefit of all teams, not just the teams that generate the revenue. Season tickets for other sports will be made available in the future, if the demand exists.

1. Fan Safety

Braintree High School wants to make sure that adults and students who are making positive choices can attend games in a safe environment.

To provide a more proactive supervision of our fans at night home contests and to ensure everyone's health and physical safety, the following policies have been established:

- a) No outside beverages may be brought into a game. Spectators may purchase beverages at the concession stand.
- b) Entrance gates for spectators will be clearly marked. Students who are unaccompanied by an adult, while welcome to attend the game, must enter the game through the student entrance to be greeted by a faculty chaperone.
- c) There will be a "no re-admittance" policy for students. Once a student exits the game, he or she may not return.

2. Season Tickets

It is expensive to compete on a team due to personal equipment costs and athletic fees. Most people who attend our contests are parents and students who are already carrying the burden of these expenses. In an effort to help reduce costs and encourage parents and other athletes to attend contests, season athletic passes and season tickets will be made available, if the demand exists.

Adult and child/senior citizen season tickets for the following contests may be made available, if demand exists: Varsity Football, Varsity and Junior Varsity Boys' and Girls' Basketball, and Wrestling matches. If demand exists, season tickets can be purchased in the Athletic Office throughout the school year at a substantial savings over the cost of individual contests.

E. College/Career Guidance

One of the most important decisions facing high school students is what to do with their lives after high school. The members of the Braintree High School athletic staff are willing and eager to assist all of their students with this extremely important decision. Staff members fully understand the importance of this assistance.

They may be able to answer questions, contact schools and/or coaches, send videotapes, if available, and write letters of recommendation. The least they will be able to do is guide students to more knowledgeable resources who can help with decisions. If a student's goal is to compete athletically at the collegiate level it is very important to be aware of the ever-changing NCAA (National Collegiate Athletic Association) regulations. Information pertaining to the latest regulations is located at www.NCAA.org. The high school guidance department also has a wealth of information and experience on this topic. Please be familiar with these regulations and seek assistance if needed.

F. NCAA Eligibility Center

The NCAA Eligibility Center is a central repository for information on high school curricula. The NCAA maintains this information to conduct evaluations of incoming college freshmen. The NCAA evaluates high school graduates' academic records in light of current NCAA initial-eligibility requirements.

A prospective collegiate athlete needs to apply and receive a final certification by the Eligibility Center in order to participate in college athletics at the Division I or II levels. A student athlete does not need to apply if he or she will attend a junior college, NAIA or NCAA Division III institution.

Students may receive forms online at www.NCAA.org. If additional information is required or questions arise, please contact the Athletic Office for assistance.

G. Athletic Facilities

1. Team Locker Rooms

Lockers are the property of Braintree Public Schools. Once team rosters are set, if not before, most varsity teams and team members will be issued an athletic locker within a team room. Depending on the number of athletic teams during a particular season and team roster sizes, junior varsity team members, as well as freshmen team members, may also be issued an athletic locker within a team room. If not, junior varsity team members, as well as freshmen team members, will use their physical education issued locker or school issued locker to secure all personal items, valuables and equipment.

Student Athletes that are issued a locker within a Team Locker Room will also be issued a personal lock and are expected to secure all personal items, academic materials, valuables and equipment in their own locker at all times. The issued personal lock will be used by student for each season of participation during his/her four years as a student-athlete and issuance of a locker within a specific team room. If the personal lock is lost or damaged, the student-athlete must receive a new lock at a nominal fee. Students should never give their locker combination to anyone else or share a locker with anyone else. Experience has shown that most losses are due to lockers left open or unlocked. On road trips, when lockers are not available, it is highly recommended that students leave valuables at home or give them to parents or a member of the coaching staff for safekeeping at the game site. Large amounts of cash or valuable personal items should never be carried or left at the school.

2. Care of Facilities

Students are expected to treat all facilities, both home and away, with proper care. Braintree High School has some of the best facilities in the area and only proper care and respect will keep them this way. Vandalism is cause for dismissal from a team and further disciplinary action by the school administration.

3. Building and Facility Access

At the conclusion of each school day, student athletes should bring all items that they need until the next school day to the locker room area. For safety reasons students are not allowed access to other areas of the building after practices, games or on non-school days. No students will be allowed access to any of our inside facilities without proper supervision by a school staff member.

4. Athletic Shoes

At no time should shoes with cleated soles be worn inside the building. Serious injury can occur from slipping on cement or tiled surfaces. Damage to the floors may also occur. Please refrain from walking across the gym floor surface with black soled shoes, as damage to the floor may occur.

5. Donald Pratt Wellness Center

The Donald Pratt Wellness Center exists mainly through the generosity of many interested, caring townspeople. It has been equipped, for the most part, through donations and a grant secured by former Physical Education Director Maura Ranieri, as well as the Braintree Athletic Association and Braintree Public Schools. The room is supervised by members of the staff on a regular basis from 2:30 pm to 3:30 pm and then the BHS Athletic Department Strength and Conditioning Coach performs team workouts from 3:30 pm to 6 pm. When open and supervised from 2:30 pm to 3:30 pm, the area is available for all BHS students.

6. Use of Facilities by Outside Groups

Indoor athletic facilities are primarily reserved for the use of Braintree High School sponsored groups. During times when the facilities are not being used, they may be rented, at a nominal fee, by outside groups. Rentals are granted on a first come, first served basis. Permits for private use of the athletic facilities are necessary and may be picked up in the Athletic Office. Braintree High School reserves the right to cancel an outside rental if a school sponsored activity needs the facility. In most instances, rentals are limited to auditorium, gymnasium or wrestling room use only. For further details, please contact the Athletic Office.

H. Athletic Trainer and Training Room

Unlike many high schools, Braintree High School is extremely fortunate to have a highly qualified and skilled full-time trainer as a member of the staff. On school days, the trainer's hours are usually 1:45 pm – 6:00 pm or the conclusion of the home contest. During weekends, or on days when school is not in session, the trainer is required to be on site only for contests and for some scheduled scrimmages. Occasionally, the trainer will be on site for non-school day practice sessions. The training facility is very well equipped.

At certain times, the trainer and facility are extremely busy. Because of this, access to the training room and its services is limited to athletes who are there for care only; it should not be used as a student lounge. Training services will be granted on a first come, first served basis on practice days. On game days, students will be treated in an order that will allow bus and/or game commitments to be met. The training program exists to help athletes receive the best possible care. Please feel free to take advantage of it.

In the event of an athletic injury, the trainer and/or physician is in immediate control. At away contests, if the trainer or physician is not present, the host school medical personnel are in control. If no medical personnel are present, members of the coaching staff are instructed to "take charge" of the situation and, if warranted, call for emergency care. After an injury, a student may not return to competition without clearance by the trainer, which may also include written permission from the doctor.

I. Parking

In conjunction with the local authorities: Fire Department, Police Department and EMS, The Braintree High School Athletic Department is asking for your assistance while you park your car prior to entering BHS for any affiliated contest or event.

We would ask that you use the main parking lot located directly near the soccer and football fields due to safety concerns that surround the narrow U-shaped road in front of the school. Furthermore, parking within the U-shape could lead to your vehicle being ticketed by police, as both sides of the road are marked as fire lanes.

In the event of an emergency, it is important that this passageway be clear for emergency vehicles. In advance, we thank you for your consideration and cooperation regarding this situation.

J. Thunder & Lightning Warning (Rule 16, pg. 23-24)

Thunder or lightning necessitates that all outdoor practices and competitions be suspended.

Lightning is a severe hazard to personal safety that must be viewed seriously. It is the personal responsibility of all to be vigilant and know what to do when lightning is near in accordance with instructions.

Each Member School shall have a plan for shelter prior to the start of any contest.

When thunder is heard or when lightning is seen, the following procedures must be executed:

- Suspend play and direct participants to the previously identified shelter, a building normally occupied by the public or if a building is unavailable, participants should go inside a vehicle with a solid metal top (e.g. bus, van, car).
- Do not permit people to stand under or near a tree; and have all stay away from poles, antennas, towers and underground watering systems.
- After thunder and/or lightning has left the area, wait 30 minutes after the last boom is heard or strike is seen before resuming play or competition.

In Braintree, all play is suspended by a signal of ONE prolonged 15-second blast of the horn. Play may not be resumed until THREE 5-second blasts of the horn are sounded.

In the event of a horn sounding while you are on the field, take shelter immediately! It is also emphasized to all players to stop play at ANY time they believe lightning threatens their safety – even if a signal has not yet been sounded.

K. Medical Emergency Evacuation

Each school should develop and disseminate a procedure for treating and transporting an injured athlete. The Braintree High School Athletic Department has created an Emergency Action Plan for the proper planning and preparation in handling emergency medical situations that may arise. The Emergency Action Plan has been reviewed by the proper emergency medical professionals, distributed to all members of the athletic department staff and is on file in the Athletic Director's Office.