



Park Tudor Team Parent Manual 2020-2021

The Park Tudor Booster Club thanks you for volunteering your time to serve as a Team Parent for one of our athletic teams. Our athletic programs would not be as successful without your help and the help of many others who volunteer their time. In an effort to support you as the parent leader for your child's team, we have created a Team Parent Manual to serve as a guide for you throughout the season.

PREFACE

The Park Tudor Team Parent Manual should serve as a reference and guide to your duties and responsibilities as a volunteer Team Parent. The manual contains information and suggestions that are not inclusive nor mandatory but simply tools to help you answer many questions you may have as a Team Parent. We appreciate the time you are giving as a volunteer and strive to make the experience a positive one for you and more importantly, the student athletes.

HISTORY OF THE SCHOOL

Park Tudor is a private independent school that has been educating children since 1902. For more than 100 years, our goal has been to prepare students to be successful and compassionate citizens of the world. The history of Park Tudor School began in 1902 when Tudor Hall School for Girls was founded at 16th and Meridian Streets in Indianapolis. Park School began in 1914 as the Brooks School for Boys. The school was located on Central Avenue and moved to Cold Springs Road in 1923. In 1929, the name was changed to Park School. Both schools were founded to provide the kind of education many would expect from a preparatory school during that era. Park School moved to our current location in 1967 after Eli Lilly Jr. donated the property. Park School and Tudor Hall merged in 1970 to create Park Tudor School.

SCHOOL MISSION AND VALUES

Mission: To create an inspiring college-preparatory learning environment, with exceptional educators and extraordinary opportunities, that prepares and motivates students to become balanced, confident and resourceful lifelong learners.

The following foundational qualities guide our decisions in all areas of school life and exemplify our partnership with the community: Integrity, Intellectual Engagement, Resourcefulness, Respect and Responsibility.

BOOSTER CLUB

The mission of the Park Tudor Booster Club is to create and maintain a strong tradition of school pride, spirit and support for all Park Tudor student-athletes and athletic programs. The Booster Club aims to encourage and recognize excellence in the classroom and in athletic competition.

ATHLETIC PHILOSOPHY/MISSION

The goal of the Park Tudor Athletic Department is to provide the best opportunities for student athletes to excel in teamwork, sportsmanship, self-discipline and moral character. The purpose of the program is to provide each participant with experiences that will be positive, memorable and that will help the athlete develop the capacity of commitment to a cause, acceptance of responsibility, loyalty towards any chosen endeavor and improved athletic ability.

ATHLETIC CONFERENCE AFFILIATION

Park Tudor joined the Pioneer Academic Athletic Conference (PAAC) in 2019. The PAAC was established in 2006 as a six-team league. They expanded to ten teams in 2015 splitting into North and South Divisions to minimize travel among the schools. Park Tudor is in the South Division.

PARK TUDOR ATHLETIC PROGRAMS

Park Tudor's comprehensive athletic program offers 21 varsity sports and 20 Middle School sports as part of a three-season schedule – fall, winter and spring.

Our coaches inspire, motivate and teach, reinforcing the attitudes and work ethic that are so important to team and individual success. More than 80% of our Upper School students participate in athletics and 71% of our student athletes achieve academic distinction.

Park Tudor Sports

<i>FALL</i>	<i>WINTER</i>	<i>SPRING</i>
Cross Country	Boys Basketball	Boys Lacrosse
Football	Girls Basketball	Girls Lacrosse
Boys Soccer	Swimming and Diving	Boys Golf
Girls Soccer	Cheer	Girls Tennis
Volleyball		Baseball
Boys Tennis		Softball
Girls Golf		Track and Field
Crew		
Cheer		

GENERAL CONTACTS

Athletic Department

- Athletic Director (AD) – Courtney Whitehead - 317-415-2723 or cwhitehead@parktutor.org
- Assistant AD – Ann Kizer - 317-415-2704 or akizer@parktutor.org
- Assistant AD – Toby Rogers - 317-415-2724 or trogers@parktutor.org
- Assistant AD – Tim Adams - 317-415-2744 or tadams@parktutor.org
- Strength & Conditioning – Tristan Cork - 317-415-18849 or tcork@parktutor.org
- Athletic Trainer – Sarah Luken - 317-415-2747 or sarah.luken@franciscanalliance.org
- Middle School AD – Andrea Calvert-Sanders - acalvertsanders@parktutor.org

Booster Club

- President – Elizabeth Miller (317) 345-1456 millersinindy@aol.com
- Vice-President – Tim Button (317) 902-5796 thbut@sbcglobal.net

Upper School Administration

- Upper School Director – Sarah Webster (317-415-28840 or swebster@parktutor.org)

Park Tudor Facilities

- Facilities Coordinator – Kim Allen (317-415-2708 or kallen@parktutor.org)

WORKING WITH YOUR COACH

Coaches rely heavily on their partnership with Team Parents.

COMMUNICATION. Establish communication preferences – whether it's the coach or the Team Parent, communication is a must for the players, coaches and families. It is helpful to determine what the coach prefers to communicate and what he/she prefers the Team Parent to communicate. The preferences will vary from coach to coach. Park Tudor has changed for 2020 for all teams to use Team Snap. Director of Technology, Doug Stotts will set up the account for the teams while the coach or team parent will use this tool for communication.

The two most preferred forms of communication are:

- Emails – set up a team distribution list
- Apps – TeamSnap

EXPECTATIONS. We encourage you to set up a pre-season meeting with the coach to establish realistic expectations as to who will do what throughout the season.

ADDITIONAL ITEMS TO COVER WITH COACH. In addition to setting communication preferences, the below is a list of other items to discuss with coach:

- Uniform extras (mandatory items and spirit wear) – choosing items and setting up order process (PT often uses BSA or Imagery)
- Team photos date
- Senior banners – date of photos, placement of banners (parents pay photography company)
- Team meals on game days – away games – ideas and options (see Team Meals)
- Preference of separate team parents for Varsity, JV and/or Freshman teams
- Volunteers – for games/meets, drink/snack schedule, stats, etc.
- Photography or videography- nice to have a parent/parents volunteer each for JV and Varsity

WORKING WITH THE ATHLETIC DEPARTMENT

The Athletic Department helps support the coaches and the teams. Some of the services they provide for the team:

- Setting up Team Photo day
- Senior Banners – final approval and orders
- Transportation to away games
- Referee scheduling and fees
- Budget for the Coach – the coach's budget covers items that benefit the entire program (not individuals). Examples of items covered under the coach's budget – uniforms, team equipment (to be owned by PT), coach education, etc.)
 - **Uniforms.** There are parts of the uniform the student can be responsible for purchasing. (i.e. warm-ups, shorts, shoes, socks). Any items provided by the school must be returned at the end of the season. The students keep any items they purchased. (See EXHIBIT 1: UNIFORMS AND SPIRITWEAR)

TRANSPORTATION TO OFF-SITE PRACTICES

The school does not offer regular transportation to off-site practices for golf, crew and swimming. The team parent can work with the other parents to organize car pools to the off-site practice facilities.

**2020 will be a unique year ahead with the changes to the gym. Stay tuned for information for school transportation for those practices that are gym sports (fall- volleyball and winter-basketball) for non driving students. Students will be picked up from the practice site by a parent and NOT transported back to school. Licensed drivers will be able to drive themselves to practice.

TEAM EVENTS

Team events off the fields and courts are important parts of the overall experience of the student athletes.

SENIOR NIGHT. Team parents should work with the coach to select a home game to recognize the senior student athletes and their parents. It is a memorable night for the seniors. The date is typically the 2nd to last home game of the season (with the last home game as the back-up in the event of inclement weather or some other delay). Some teams have the junior parents plan the evening. The school recognizes each senior individually and there are often decorations and food (cookies, pizzas, cake, etc.) to celebrate the night. It's important to make sure Joe Fumusa is available for this night as he usually announces the seniors. Teams may order food through the school caterer, Quest. If the team is considering bringing food onto school grounds, please ensure all food is nut-free. **Park Tudor is a nut-free campus.**

YEAR-END BANQUET. The year-end banquet occurs at the conclusion of each sport season. It is the last time the team formally is together and is the time when the coach shares remarks regarding the season. Parents and families are often invited to see their student-athlete awarded and recognized for their efforts during the season. Some teams show a year-end video or slide show from pictures taken throughout the season. Typically, the student-athlete meals are covered in the budget while each family pays for their meal. Locations vary from the Wood Room to a home to a local restaurant or club.

OTHER INFORMAL EVENTS. Additional suggested events that are not mandatory include team dinners, movie nights, team outings (ice-cream at BRICS), team-building activities (scavenger hunt, etc.). The informal events are often up to the creativity of the team captains. (see EXHIBIT 2: TEAM ACTIVITIES)

TEAM FEES

A team budget allows for various items and activities to benefit the team and promote teamwork and comradery. It is helpful to have the budget and fees determined prior to the first parent meeting. The parent meeting is the time to announce the fees.

TEAM BUDGET. What goes into a team budget (please note suggestions, not requirements)

- Spirit (decorations, locker signs, etc.) (See EXHIBIT 3: DECORATIONS)
- Senior Night
- Year-end Banquet (student athlete and coach)

- Coach(es) gift**
- Senior gifts
- Student athlete season-end gifts
- Communication platform (e.g. TeamSnap)

** Please note: If the team is planning on a cash or cash equivalent gift (i.e. gift cards) for the coach(es), a separate collection will have to occur. Per IRS procedures, coaches are considered employees of PT and PT would have to send through the payroll process.

SETTING TEAM FEES. To calculate: Total Budget Amount / # Student Athletes on Roster = Team Fees

MANAGING FEES.

- **ROSTER and TEAM FEE AMOUNT** – The Team Parent must submit the final roster and the team fee amount per player to the PT Athletic Department within 14 days of the official start of the season. The PT Athletic Department will approve and send on to the PT Business Office.
- **COLLECTION OF FEES** - The PT Business Office will bill the student athlete's family directly for the team fees.

REIMBURSEMENT FOR TEAM EXPENSES. All team expenses must be approved by the designated team parent.

- **REIMBURSEMENT** –To receive reimbursement, the PT Reimbursement form must be completed (See EXHIBIT 4: REIMBURSEMENT FORM), attached receipt, signed off by the designated Team Parent and submitted to the Business Office.
- **TAX FREE ENTITY** – Park Tudor is a 501(c)3, non-profit entity. Therefore, all expenses are sales tax free. For all purchases made on behalf of PT, please use the Tax Free Entity Document (See EXHIBIT 5: SALES TAX EXEMPTION CERTIFICATE). **IMPORTANT NOTE:** Park Tudor will NOT provide reimbursement for sales tax. Please make sure all individuals making purchases on behalf of the PT team utilizes the Tax Free form.

DELINQUENT FEES.

This should no longer be an issue as fees are drawn from school accounts.

TEAM FEE REFUNDS. From time to time, families may request a refund if their student chooses to leave a team for various reasons. It is helpful to have the families understand team fees are based on the specific number of students on the roster. Students have up to 14 days after the start of the official season to withdraw from the team. After the 14 days, the student account will be charged the non-refundable team fee. Rare exceptions may be made in extenuating circumstances, but those cases must be referred to PT Administration for the final decision.

TEAM MEALS (please see Covid-19 section below for updates)

In 2019, Park Tudor partnered with a new food services vendor, Quest. In an effort to maintain and guarantee a safe food environment for ALL students, every team has the opportunity to order food through Quest. Quest has committed to provide a selection of food items appropriate for the different types of athletes and their dietary requirements and/or preferences. Pre-game meals can be ordered through Quest as well as other local restaurants like Which Wich. If your team decides

to use an off campus restaurant for team meals, please communicate Quest as an additional option for students, since charges are through Park Tudor and will cover our scholarship student athletes.

* 2020: TBD if there are changes to team meals for 2020 due to Covid-19 (below)

(See EXHIBIT 6: TEAM MEALS)

INITIAL PARENT MEETING PREPARATION

It is often beneficial to have several items prepared prior to the first Parent Meeting of the season. Items to have ready for the meeting:

- Team Fee amount (explain what is covered and how the school will collect)
- Parent Contact Preference Sheet (name, email, phone)
- Sign-Up Sheets for Volunteers (the following are suggestions)
 - Senior Night planning
 - Banquet
 - Locker Signs
 - Decorations
 - Snacks
 - Digital communications (social media, etc.) photographers
- Game day meal order forms – it is helpful to count out the number of games and set the fee per game. Some teams do meals for all games and some for just away games. Also, collect the full amount when order form is submitted.

TRADITIONS

Maintaining team traditions is something we don't want to lose. Several teams have special traditions throughout their seasons. (See EXHIBIT 7: TEAM TRADITIONS)

COMMUNICATIONS AND SOCIAL MEDIA

Student athletes deserve recognition for their hard work. Park Tudor has different forms of communication. (PT Times – weekly e-newsletter for all members of the PT community, Facebook, Twitter and Instagram).

SETTING UP A TEAM SOCIAL MEDIA ACCOUNT. Some teams have set up their own team social media account. If that is the case, please adhere to the PT policies. (See EXHIBIT 8: PT DIGITAL COMMUNICATIONS POLICY – TEAM PARENTS (AS REPRESENTATIVES OF SCHOOL) and EXHIBIT 9: PT DIGITAL COMMUNICATION POLICY – STUDENTS)

BOOSTER CLUB SOCIAL MEDIA – Booster Club would like to share game photos, scores and success stories for each team. Information can be submitted using the following link: https://parktudor.formstack.com/forms/booster_club_201920

***CHANGES TO 2020-2021 DUE TO COVID-19**

Due to Covid-19, IHSA will waive the pre-participation physical examination for 2020-2021. Valid physical and consent forms presented during the 2019-2020 school year shall be valid for the 2020-2021 school year. Any athlete who does not have these forms on file for 2019-2020, will be required to have these forms. Below are the phases for introduction into athletic re-entry:

Phase 1 (July 6-July 19)

- Student athletes cannot be on campus more than 15 hours per week (sports and conditioning)
- Only 2 practices a week at this time and no more than 3 hours per day, including team

meetings

- Conditioning is limited to 4 days per week and athletes may only do one session per day (2 hours)
- All Summer activities are voluntary
- Students should wear a face mask when not engaging in vigorous activity
- Coaches should always wear a face mask unless engaging in vigorous activity
- Consideration should be given to vulnerable athletes to seek medical recommendations for participation
- Social Distancing should always be encouraged
- Individuals must wash their hands or use hand sanitizer prior to practice
- Locker rooms are closed while bathrooms are open with social distancing
- Student athletes must bring their own water bottle (labeled), no hydration stations
- Only essential athletes, coaches, trainers should be at training. No parents at training
- All athletes will be screened prior to practice for signs of Covid 19 with temperature checks and a Covid 19 screening form
- No contact in contact sports, no formal competition and no celebratory acts that involve contact

Phase 2 (July 20-August 15)

All rules above apply with these changes

- Contact is now allowed in contact sports
- Scrimmages of 7 v 7 may be conducted
- No formal competition except girls golf which begins August 3
- Locker rooms are open at 50%

Phase 3 (August 15)

All guidelines from phase 1 and 2 need to continue to be followed with these changes or exceptions

- Competitions for all sports may begin
- Fans, spectators, parents, and vendors may be present but social distancing should be implemented
- Concessions may be sold if food handlers use appropriate PPE and only preprepared, prepackaged food is available

***Covid 19 and Team pre-game meals-** Currently this is still to be determined by the school to explore the safest methods for pre-game meals. What we do know is there is to be no shared food (ie trays of pasta, pizzas, large trays of sandwiches, etc). Food items need to be pre-packaged and individually wrapped.

Quest boxed meal offerings TBD

No outside food vendors or third-party deliveries will be allowed onto campus

MASKS, SOCIAL DISTANCING AND HAND WASHING IS KEY TO LIMIT THE SPREAD OF COVID-19

EXHIBITS

- EXHIBIT 1: UNIFORMS AND SPIRIT WEAR
- EXHIBIT 2: TEAM ACTIVITIES
- EXHIBIT 3: DECORATIONS
- EXHIBIT 4: REIMBURSEMENT FORM
- EXHIBIT 5: SALES TAX EXEMPTION CERTIFICATE
- EXHIBIT 6: TEAM MEALS
- EXHIBIT 7: TEAM TRADITIONS
- EXHIBIT 8: PT DIGITAL COMMUNICATIONS POLICY – TEAM PARENTS (AS REPRESENTATIVES OF SCHOOL)
- EXHIBIT 9: PT DIGITAL COMMUNICATION POLICY – STUDENTS)

EXHIBIT 1: UNIFORMS AND SPIRIT WEAR

Team Parent works with Coach and vendor to provide “team store” online.

Example: Webpage for parents to go to order additional items for sports teams. The coach should help to determine the items that are mandatory.

should help to determine the items that are mandatory.

Recommended vendors: Imagery, LLC and BSN Sports



EXHIBIT 2: TEAM ACTIVITIES

The information below was obtained from a Team Parent survey that was conducted in the spring of 2019.

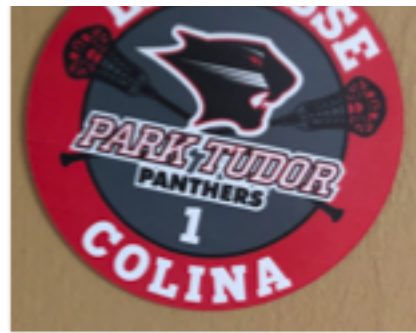
(NOTE: some team parents did not participate in survey and of those that did, some did not answer the question on TEAM ACTIVITIES.)

- Captains organized team activities
- Dinners
- Summer picnic for players and families
- Thursday night team meals
- En-route activities to away games (thrift shopping, collar store, trinket store)
- Wendy's Frosties after games
- Laser tag
- BRICS ice cream outing
- Group yoga
- Pizza outing
- Father/daughter tourney
- Study groups prior to attending other PT athletic events
- Preseason games/scrimmages
- Team dinners in Panther Room
- Dairy Queen after wins
- Outing to Nicey (popsicles)
- Sectionals draw party
- Team outings after practices and games

EXHIBIT 3: DECORATIONS

Locker Magnets





Door Signs



EXHIBIT 4: REIMBURSEMENT FORM



PARK TUDOR CHECK REQUEST

Date of Request _____

Date Needed _____

Payable to _____ Amount _____

Purpose _____

Team Name (eg. Girls Soccer; Boys Tennis, etc.) _____

Account Name or # (if known) _____

Requested by _____

Authorized Signature _____
Designated Team Parent

Authorized Signature _____
Business Office Representative

If this check is to be mailed please provide the address:

*Attach receipt (please note, Park Tudor is a 501(c)(3), non-profit sales tax exempt organization. Sales tax will NOT be reimbursed.)

EXHIBIT 5: SALES TAX EXEMPTION CERTIFICATE

Form ST-105
State Form 49065
(RS / 6-17)

Indiana Department of Revenue
General Sales Tax Exemption Certificate

Indiana registered retail merchants and businesses located outside Indiana may use this certificate. The claimed exemption must be allowed by Indiana code. Exemption statutes of other states are not valid for purchases from Indiana vendors. **This exemption certificate can not be issued for the purchase of Wines, Vehicles, Watercraft, or Aircraft.** Purchaser must be registered with the Department of Revenue or the appropriate taxing authority of the purchaser's state of residence.

Sales tax must be charged unless all information in each section is fully completed by the purchaser. Purchasers not able to provide all required information must pay the tax and may file a claim for refund (Form GA-110L) directly with the Department of Revenue. A valid certificate also serves as an exemption certificate for (1) county innkeeper's tax and (2) local food and beverage tax.

Section 1 (print only)	Name of Purchaser: <u>Park Tudor Foundation</u>		
	Business Address: <u>7200 N. College Ave.</u> City: <u>Indianapolis</u> State: <u>IN</u> ZIP Code: <u>46240</u>		
	Purchaser must provide minimum of one ID number below.*		
	Provide your Indiana Registered Retail Merchant's Certificate TID and LOC Number as shown on your Certificate.		
Section 2	TID Number (10 digits): <u>0001821636</u> - LOC Number (3 digits): <u>001</u>		
	If not registered with the Indiana DOR, provide your State Tax ID Number from another State		
	*See instructions on the reverse side if you do not have either number.		
	State ID Number: _____ State of Issue: _____		
Section 3	Is this a <input checked="" type="checkbox"/> blanket purchase exemption request or a <input type="checkbox"/> single purchase exemption request? (check one)		
	Description of items to be purchased: _____		
	Purchaser must indicate the type of exemption being claimed for this purchase. (check one or explain)		
	<input type="checkbox"/> Sales to a retailer, wholesaler, or manufacturer for resale only. <input type="checkbox"/> Sale of manufacturing machinery, tools, and equipment to be used directly in direct production . <input checked="" type="checkbox"/> Sales to nonprofit organizations claiming exemption pursuant to Sales Tax Information Bulletin #10. (May not be used for personal hotel rooms and meals.) <input type="checkbox"/> Sales of tangible personal property predominately used (greater than 50 percent) in providing public transportation - provide USDOT Number. A person or corporation who is hauling under someone else's motor carrier authority, or has a contract as a school bus operator , must provide their SSN or FID Number in lieu of a State ID Number in Section 1. USDOT Number: _____ <input type="checkbox"/> Sales to persons, occupationally engaged as farmers, to be used directly in production of agricultural products for sale. Note: A farmer not possessing a State Business License Number may enter a FID Number or a SSN in lieu of a State ID Number in Section 1. <input type="checkbox"/> Sales to a contractor for exempt projects (such as public schools, government, or nonprofits). <input type="checkbox"/> Sales to Indiana Governmental Units (agencies, cities, towns, municipalities, public schools, and state universities). <input type="checkbox"/> Sales to the United States Federal Government - show agency name: _____ Note: A U.S. Government agency should enter its Federal Identification Number (FID) in Section 1 in lieu of a State ID Number. <input type="checkbox"/> Other - explain: _____		
Section 4	I hereby certify under the penalties of perjury that the property purchased by the use of this exemption certificate is to be used for an exempt purpose pursuant to the State Gross Retail Sales Tax Act, Indiana Code 6-2.5, and the item purchased is not a utility, vehicle, watercraft, or aircraft.		
	I confirm my understanding that misuse, (either negligent or intentional), and/or fraudulent use of this certificate may subject both me personally and/or the business entity I represent to the imposition of tax, interest, and civil and/or criminal penalties.		
	Signature of Purchaser: <u>Mary E. Cassidy</u>		Date: <u>7/31/2017</u>
	Printed Name: <u>Mary E. Cassidy</u>		Title: <u>CFO</u>
The Indiana Department of Revenue may request verification of registration in another state if you are an out-of-state purchaser. Seller must keep this certificate on file to support exempt sales.			

EXHIBIT 6: TEAM MEALS

Sample of team meal order form from Quest.

***(2019 order options below, 2020 options will be sent as soon as they are available)



PREGAME BOX LUNCHES

- #1 TURKEY, HAM, ROAST BEEF, OR ROASTED VEGETABLES & SWISS WITH PESTO MAYO ON CIABATTA
Lettuce & Tomato - Baby Carrots – Piece of Whole Fresh Fruit –
House Made Granola Bar – Fruit Yogurt –
Bottled Water – Napkin – Spoon
- #2 CHICKEN SALAD WITH BIBB LETTUCE ON CROISSANT
Lettuce & Tomato - Baby Carrots – Piece of Whole Fresh Fruit –
House Made Granola Bar – Fruit Yogurt –
Bottled Water – Napkin – Spoon
- #3 TURKEY, HAM, ROAST BEEF, OR ROASTED VEGETABLES & CHEDDAR WITH MAYO, ON A PRETZEL ROLL
Lettuce & Tomato - Baby Carrots – Piece of Whole Fresh Fruit –
House Made Granola Bar – Fruit Yogurt –
Bottled Water – Napkin – Spoon
- #4 PROTEIN BOX
Turkey Chunks – Diced Cheese – Boiled Egg
Fruit Yogurt – Baby Carrots – Piece of Whole Fresh Fruit
House Made Granola Bar - Spoon – Napkin

\$6.00 each

Please e-mail your orders to Food Service Director, John Richey (jrichey@parktutor.org). Include the dates and times of delivery also. John Richey 317-415-2798.

EXHIBIT 7: TEAM TRADITIONS

The information below was obtained from a Team Parent survey that was conducted in the spring of 2019.

(NOTE: some team parents did not participate in survey and of those that did, some did not answer the question on team traditions.)

GIRLS SOCCER. Early season overnight lock-in for team. The seniors get to choose the costume/outfit for the freshmen players to wear to the first home football game of the year. Team supplied food to the fans to increase student attendance of the games. The team parents organized tailgates before every post-season game.

BASEBALL. Team starts out the year in Nashville.

FOOTBALL. Started a tradition that senior fathers presented team jersey to their son prior to the first game at the Thursday night dinner; senior gifts like signed footballs or photo collages, etc.

VOLLEYBALL. Senior Night & Awards Breakfast. Playing different games and music before home games in the Panther Room.

GIRLS TENNIS. Team captains run practices, plan banquet awards, take photos, ice cream outing.

BOYS LACROSSE. Senior night. End of year banquet.

BOYS SOCCER. Senior night. End of year banquet.

BOYS TENNIS. Team cheer before each match.

**EXHIBIT 8: PT DIGITAL COMMUNICATIONS POLICY – TEAM PARENTS (AS
REPRESENTATIVES OF SCHOOL)**



DIGITAL COMMUNICATION POLICY

While digital communication serves as a tool for the Park Tudor community to connect with one another, share educational resources, create and curate educational content, and enhance the classroom experience, when misused it can also inflict real harm to individuals and to the community as whole. "Digital communication" is defined here as including, but not limited to, social media; e-mail; texting; Skype; chatrooms; telephone calls, and any other electronic communication applications, either available currently or in the future.

The policy below is designed to guide Park Tudor employees (defined here as faculty, staff and any other persons employed or contracted by Park Tudor School) in their use of digital communication while upholding Park Tudor's core values of integrity, intellectual engagement, resourcefulness, respect, and responsibility.

Communicating respectfully and professionally with anyone in the Park Tudor community which includes but not limited to students, parents and employees in all instances is vital to maintaining appropriate relations, even when others initiate electronic interaction.

It is especially incumbent on the adult employee to maintain appropriate boundaries with students. In particular, the uneven power dynamics between teacher and student demand that employees always respect and never exploit the power they hold within this delicate and important relationship. You are therefore responsible for your actions with students, parents, and colleagues.

The following guidelines are for all Park Tudor employees who use various digital communication tools. **Failure to adhere to these guidelines may lead to disciplinary action, up to and including termination of employment.**

Guidelines and Expectations

Social media by its very definition is not private. Employees should always consider the consequences of their digital actions.

1. All forms of digital communication may permanently be subject to the viewership of anyone, anywhere. Assume everything is public and could be seen by students, teachers, administration, staff, and / or parents.

2. Employees must be responsible in all digital spaces and should model respect. Use of offensive language or imagery is prohibited. Likewise -

- Accessing, posting or exchanging images containing pornography, nudity and/or depicting sexual activity (sexting) are forbidden under any circumstances.
- Posting comments for the purpose of intimidating or humiliating others is forbidden.
- Sharing, liking, or re-posting offensive or pornographic content is condoning this behavior and is forbidden.

3. Employees are responsible for their behavior and actions in their digital communications as described in the Park Tudor Employee Handbook, this Employee Digital Communication Policy, and the school's core values.

4. Employees must refrain from cyber-bullying in any form. Cyber-bullying includes, but is not limited to, any form of digital communication evidencing discrimination, harassment, denigration, outing, personal attacking, intimidation, threatening and other offensive comments or images. Cyber-bullying will result in disciplinary action up to and including termination of employment and may be a crime.

5. Employees should always report threatening or inappropriate behavior, including improper digital communication. If an employee sees a message, comment, image, video, or any other digital communication that causes the employee to be concerned for anyone's personal safety or wellbeing, the employee should immediately notify the supervisor or another administrator.

EXHIBIT 9: PT DIGITAL COMMUNICATION POLICY – STUDENTS

Digital Communication Policy

While digital communication serves as a tool for the Park Tudor community to connect with one another, share educational resources, create and curate educational content, and enhance the classroom experience, when misused it can also inflict real harm to individuals and to the community as a whole. "Digital communication" is defined here as including, but not limited to, social media; e-mail; texting; Skype; chatrooms; telephone calls and any other electronic communication applications, either available currently or in the future.

The policy below is designed to guide Park Tudor students in their use of digital communication while upholding Park Tudor's core values of integrity, intellectual engagement, resourcefulness, respect, and responsibility. Communicating respectfully and appropriately with others is vital to maintaining appropriate boundaries, even when others initiate electronic interaction. You are responsible for your actions digitally and elsewhere.

The following guidelines are for all PT students who use various digital communication tools. **Failure to adhere to them may lead to disciplinary action, up to and including dismissal from school.**

Guidelines and Expectations

Social media by its very definition is not private. Always consider the consequences of your digital actions.

1. All forms of digital communication may permanently be subject to the viewership of anyone, anywhere. Assume everything is public and could be seen by students, teachers, administration, staff, and/or parents.

2. Students must be responsible in all digital communication and should demonstrate respect. Use of offensive language or imagery is prohibited. Likewise –

- Accessing, posting or exchanging images containing pornography, nudity and/or depicting sexual activity (sexting) are forbidden under any circumstances.
- Posting comments for the purpose of intimidating or humiliating others is forbidden.
- Sharing, liking, or re-posting offensive or pornographic content is condoning this behavior and is forbidden.

3. Students are responsible for their behavior and actions in their digital communications as described in this Park Tudor Parent/Student handbook, this Student Digital Communication Policy and the school's core values.

4. Students must refrain from cyber-bullying in any form. Cyber-bullying includes, but is not limited to, any form of digital communication evidencing discrimination, harassment, denigration, outing, personally attacking, intimidation, threatening and other offensive comments or images. Cyber-bullying will result in disciplinary action at school and may be a crime.

5. Students should always report threatening or inappropriate behavior, including improper digital communication. If a student sees a message, comment, image, video, or any other digital communication that causes the student to be concerned for anyone's personal safety or wellbeing, the student should immediately notify an adult in the Park Tudor community with whom they feel comfortable.

6. Students must respect others' privacy online and never share personal or confidential information about themselves or others. Sharing personal information, such as birth date, phone number, address, or financial information can pose a security risk. Students should not post images or videos of others without their permission. Students should also not create fictitious identities or accounts digitally.

7. Students are prohibited from engaging in private, *non-school-related* digital communication with faculty and/or staff. In particular, *friending*, following, or engaging in social media usage with an employee *for non-academic purposes* is not permitted while the student is enrolled at Park Tudor. Park Tudor employees are held to this same standard of conduct and are not permitted to engage in social media usage with students for non-academic purposes.

8. Students should remember that their use of digital communication reflects on them and Park Tudor. Therefore, any use of Park Tudor's name or logo/visual representation(s) must be authorized by the school.