



**Park Tudor  
Team Parent Manual  
2024-2025**

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 16<sup>th</sup> 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 change 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

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

#### **GENERAL CONTACTS**

##### Athletic Department

- Athletic Director (AD) – Courtney Whitehead - 317-415-2723 or [cwhitehead@parktutor.org](mailto:cwhitehead@parktutor.org)
- Assistant AD – Ann Kizer - 317-415-2704 or [akizer@parktutor.org](mailto:akizer@parktutor.org)
- Assistant AD – Toby Rogers - 317-415-2724 or [trogers@parktutor.org](mailto:trogers@parktutor.org)
- Assistant AD – Tim Adams - 317-415-2744 or [tadams@parktutor.org](mailto:tadams@parktutor.org)
- Strength & Conditioning – Brian Clark – 317-415-2823 or [bclarke@parktutor.org](mailto:bclarke@parktutor.org)
- Athletic Trainer – Sarah Luken - 317-415-2747 or [sarah.luken@franciscanalliance.org](mailto:sarah.luken@franciscanalliance.org)
- Middle School AD – Mitchell Poetter - [mpoetter@parktutor.org](mailto:mpoetter@parktutor.org)

##### Booster Club

- President- Maggie DePowell (317)619-3482 [maggiedepowell@gmail.com](mailto:maggiedepowell@gmail.com)
- Vice President – Andrew Cline (317) 649-6557 [acline2771@gmail.com](mailto:acline2771@gmail.com)

##### Upper School Administration

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

##### Park Tudor Facilities

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

Website: [www.PTPanthers.org](http://www.PTPanthers.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 teams 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 carpools to the off-site practice facilities.

### **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 2<sup>nd</sup> 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), but depending upon schedules, could be any home game of the season. Some teams have the junior parents plan the evening. The school recognizes each senior individually and team parents often have 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, Sage. If the team is considering bringing food onto school grounds, please ensure all food is nut-free. **Park Tudor is a nut-free campus.** In addition to any team decorations and food, the Booster Club provides a cupcake cake with the names of the seniors written on top. The cupcake cakes, which are often purchased from Market District, are meant for the fans to enjoy while celebrating the seniors and cheering on the team. Or alternatively, you can coordinate treats with Sage, the food service provider for Park Tudor School.

**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)
- Team bonding events
- 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. To receive reimbursement from the booster club, fill out the attached form (See exhibit 4: REIMBURSEMENT FORM). Either scan or take a picture and upload the completed form and send it via email to our Booster Club Treasurer, Molly Neiswender, at [mneiswender@gmail.com](mailto:mneiswender@gmail.com) . Please also include a copy of the receipt.
- Please note, we do not reimburse for Sales Tax. Our booster club is a 501(c)3 . (See attached for forms to use when purchasing from common vendors, such as Hotbox Pizza, Chik-Fil-A, Market District, and Amazon. If the vendor you need is not included in this list, please request a custom form by contacting PT Finance Office, Eva-Maria Lemon, at [evamarialemon@parktudor.org](mailto:evamarialemon@parktudor.org). Make sure to have this form with you when purchasing

#### **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**

In 2023, Park Tudor partnered with a new food services vendor, Sage. In an effort to maintain and guarantee a safe food environment for ALL students, every team has the opportunity to order food through Sage. Sage 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 Sage as well as other local restaurants like Chick-fil-A. If your team decides to use an off-campus restaurant for team meals,

please communicate Sage as an additional option for students, since charges are through Park Tudor and will cover our scholarship student athletes.

### **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. Please direct message PT Booster Club on Instagram with any spirit or game related photos or stories.

### **EXHIBITS**

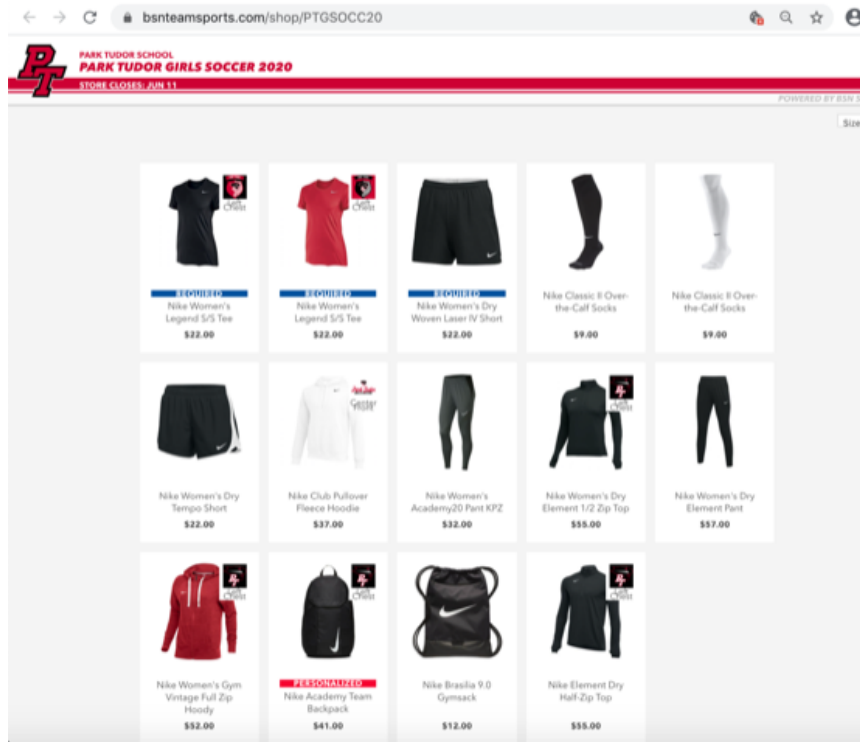
- EXHIBIT 1: UNIFORMS AND SPIRIT WEAR
- EXHIBIT 2: TEAM ACTIVITIES
- EXHIBIT 3: DECORATIONS
- EXHIBIT 4: REIMBURSEMENT FORM AND PROCESS
- EXHIBIT 5: SALES TAX EXEMPTION CERTIFICATE
- EXHIBIT 6: TEAM TRADITIONS
- EXHIBIT 7: PT DIGITAL COMMUNICATIONS POLICY – TEAM PARENTS (AS REPRESENTATIVES OF SCHOOL)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

Requires vendor:  
BSN Sports



## **EXHIBIT 2: TEAM ACTIVITIES**

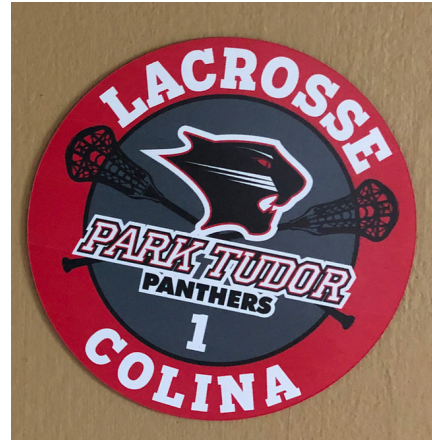
**The information below was obtained from a Team Parent survey that was conducted in the spring of 2019.**

(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
- 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 AND PROCESS



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:

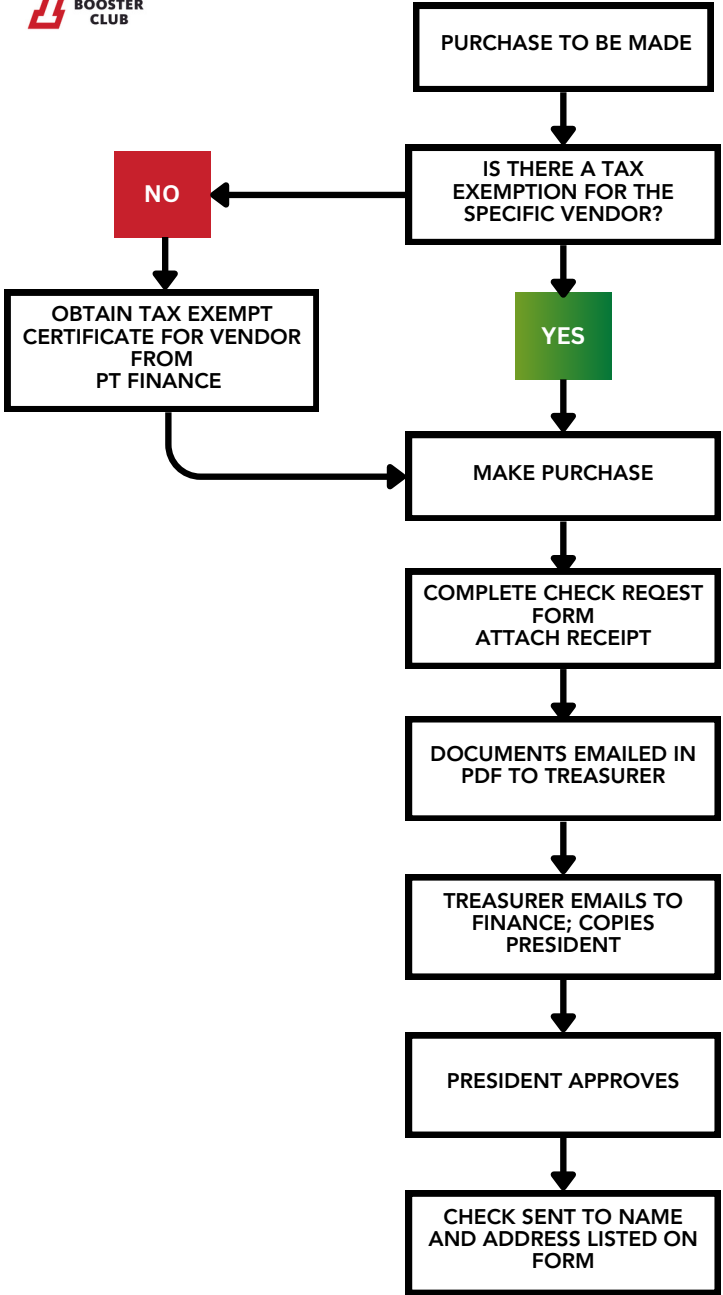
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

EXHIBIT 4: REIMBURSEMENT FORM AND PROCESS



# Check Request Process



## EXHIBIT 5: SALES TAX EXEMPTION CERTIFICATE

INDIANA DEPARTMENT OF REVENUE  
PO BOX 1261  
INDIANAPOLIS IN 46206-1261

### Nonprofit Sales Tax Exemption Certificate (NP-1) Indiana Department of Revenue

Eric J. Holcomb, Governor  
Bob Grennes, Commissioner



PARK TUDOR FOUNDATION  
7200 N COLLEGE AVE  
INDIANAPOLIS IN 46240-3016

FEIN 35-0909976  
Taxpayer ID 0001821636  
Letter ID L0010430036  
Date Issued April 11, 2024

(This certificate may not be used to collect sales tax.)  
Seller must keep this certificate on file to support exempt sales.

**Note:** This exemption certificate may not be issued by the nonprofit for the purchase of utilities, vehicles, watercraft, aircraft, or gasoline. In addition, the exemption certificate may not be issued by the nonprofit for personal lodging and personal meals. This exemption certificate also serves as an exemption certificate for food and beverage tax as well as county innkeepers tax.

**This certificate expires on: August 15, 2027**

Seller Name: MARKET DISTRICT


Seller Address: 11505 ILLINOIS ST  
CARMEL INDIANA 460323137

This is a (*check one*): ☒ Blanket purchase exemption certificate ☐ Single purchase exemption request

Description of items to be purchased:

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 Indiana Code 6-2.5, and the property purchased is not a utility, vehicle, watercraft, aircraft, or gasoline. I also certify that the entity listed above has not had its tax-exempt status revoked by the Indiana Department of Revenue or the Internal Revenue Service.

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:  Date: 4/11/2024

Printed Name: Amber Chance Title: Controller

## EXHIBIT 5: SALES TAX EXEMPTION CERTIFICATE

INDIANA DEPARTMENT OF REVENUE  
PO BOX 1261  
INDIANAPOLIS IN 46206-1261

### Nonprofit Sales Tax Exemption Certificate (NP-1) Indiana Department of Revenue

Eric J. Holcomb, Governor  
Bob Grennes, Commissioner



PARK TUDOR FOUNDATION  
7200 N COLLEGE AVE  
INDIANAPOLIS IN 46240-3016

FEIN 35-0909976  
Taxpayer ID 0001821636  
Letter ID L0011573044  
Date Issued August 13, 2024

(This certificate may not be used to collect sales tax.)  
Seller must keep this certificate on file to support exempt sales.

**Note:** This exemption certificate may not be issued by the nonprofit for the purchase of utilities, vehicles, watercraft, aircraft, or gasoline. In addition, the exemption certificate may not be issued by the nonprofit for personal lodging and personal meals. This exemption certificate also serves as an exemption certificate for food and beverage tax as well as county innkeepers tax.

**This certificate expires on: August 15, 2027**

Seller Name: HOT BOX PIZZA

Seller Address: 715 BROAD RIPPLE AVE  
INDIANAPOLIS INDIANA 462201962

This is a (*check one*): ☒ Blanket purchase exemption certificate ☐ Single purchase exemption request

Description of items to be purchased:

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 Indiana Code 6-2.5, and the property purchased is not a utility, vehicle, watercraft, aircraft, or gasoline. I also certify that the entity listed above has not had its tax-exempt status revoked by the Indiana Department of Revenue or the Internal Revenue Service.

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:  Date: 8/14/2024

Printed Name: Amber Chance Title: Controller

## EXHIBIT 5: SALES TAX EXEMPTION CERTIFICATE

INDIANA DEPARTMENT OF REVENUE  
PO BOX 1261  
INDIANAPOLIS IN 46206-1261

### Nonprofit Sales Tax Exemption Certificate (NP-1) Indiana Department of Revenue

Eric J. Holcomb, Governor  
Bob Grennes, Commissioner



PARK TUDOR FOUNDATION  
7200 N COLLEGE AVE  
INDIANAPOLIS IN 46240-3016

FEIN 35-0909976  
Taxpayer ID 0001821636  
Letter ID L0008947960  
Date Issued November 17, 2023

(This certificate may not be used to collect sales tax.)  
Seller must keep this certificate on file to support exempt sales.

**Note:** This exemption certificate may not be issued by the nonprofit for the purchase of utilities, vehicles, watercraft, aircraft, or gasoline. In addition, the exemption certificate may not be issued by the nonprofit for personal lodging and personal meals. This exemption certificate also serves as an exemption certificate for food and beverage tax as well as county innkeepers tax.

**This certificate expires on: August 15, 2027**

Seller Name: CHICK-FIL-A

Seller Address: 3802 E 82ND ST  
INDIANAPOLIS INDIANA 462404328

This is a (*check one*): ☒ Blanket purchase exemption certificate ☐ Single purchase exemption request

Description of items to be purchased:

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 Indiana Code 6-2.5, and the property purchased is not a utility, vehicle, watercraft, aircraft, or gasoline. I also certify that the entity listed above has not had its tax-exempt status revoked by the Indiana Department of Revenue or the Internal Revenue Service.

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: 

Date: 11/17/2023

Printed Name: Amber Chance

Title: Controller

## EXHIBIT 5: SALES TAX EXEMPTION CERTIFICATE

INDIANA DEPARTMENT OF REVENUE  
PO BOX 1261  
INDIANAPOLIS IN 46206-1261

### Nonprofit Sales Tax Exemption Certificate (NP-1) Indiana Department of Revenue

Eric J. Holcomb, Governor  
Bob Grennes, Commissioner



PARK TUDOR FOUNDATION  
7200 N COLLEGE AVE  
INDIANAPOLIS IN 46240-3016

FEIN 35-0909976  
Taxpayer ID 0001821636  
Letter ID L0009055315  
Date Issued December 13, 2023

(This certificate may not be used to collect sales tax.)  
Seller must keep this certificate on file to support exempt sales.

**Note:** This exemption certificate may not be issued by the nonprofit for the purchase of utilities, vehicles, watercraft, aircraft, or gasoline. In addition, the exemption certificate may not be issued by the nonprofit for personal lodging and personal meals. This exemption certificate also serves as an exemption certificate for food and beverage tax as well as county innkeepers tax.

**This certificate expires on: August 15, 2027**

Seller Name: AMAZON

Seller Address: 410 TERRY AVE N  
SEATTLE WASHINGTON 981095210

This is a (*check one*): ☒ Blanket purchase exemption certificate ☐ Single purchase exemption request

Description of items to be purchased:

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 Indiana Code 6-2.5, and the property purchased is not a utility, vehicle, watercraft, aircraft, or gasoline. I also certify that the entity listed above has not had its tax-exempt status revoked by the Indiana Department of Revenue or the Internal Revenue Service.

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:  Date: 12/13/2023

Printed Name: Amber Chance Title: Controller

## **EXHIBIT 6: 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. Overnight team trip during Spring Break.

**BOYS SOCCER.** Senior night. End of year banquet.

**BOYS TENNIS.** Team cheer before each match.

**BOYS BASKETBALL.** Team lock in, holiday party, all team volunteer event in the fall, team building (eg. Top Golf, Escape room, bowling)

## EXHIBIT 7: 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 8: 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.