



# Athletic Handbook

2026-2027

1115 58<sup>th</sup> Avenue  
Vero Beach, Florida 32966

Phone 772.794.4655

[www.mastersvb.org](http://www.mastersvb.org)

*I count all things to be loss in view of the surpassing value of knowing Christ Jesus my Lord...  
but one thing I do: forgetting what lies behind and reaching forward to what lies ahead.  
I press on toward the goal for the prize of the upward call of God in Christ Jesus.  
Philippians 3:8 & 13-14 NASB*

## **MASTER'S ACADEMY ATHLETIC PROGRAM**

The Master's Academy Mission Statement reads, ***"Master's Academy exists to academically challenge and spiritually develop each student to impact the world for Christ. Master's Academy is committed to excellence in education, the truth and authority of the scriptures, and a Christ-centered worldview."*** In light of this, the goal of the program is to build the character of Christ within each participating student so they will impact the world for Christ. The goal of every Christian, including Christian athletes, should be to share the Gospel with all people in every situation, including athletics. Every athlete is to be a representative of Christ, their family, and Master's Academy. Every athlete is to also pursue excellence in all areas of their athletic endeavors both in performance and character.

## **THE ATHLETIC DIRECTOR**

The Athletic Director has been assigned by the Head of School to administer the athletic program. Head coaches are directly responsible to the Athletic Director who is charged with the supervision of those coaches in relation to the athletic program. Athletics are to be closely coordinated with the general instructional program and properly articulated with other departments of the school. Athletics are to be conducted under the rules of the Florida High School Athletic Association (FHSAA), (FAMSL) Florida Atlantic Middle School League, the Sunshine State Athletic Association (SSAA), and any other organization of which Master's Academy is a member.

## **MASTER'S ACADEMY ATHLETIC PHILOSOPHY**

Christians are commanded to be different from the world around them and this includes the sphere of athletics (Isaiah 55:8-9). The reason for this difference is that we work from a different perspective: Jesus Christ is to be the center of all our attention, both on and off the fields of play. We are to have His attitudes, actions, and mindset (Philippians 2:5, Romans 8:29). We are to do everything as unto the Lord and not unto men (Colossians 3:23). We do not leave Him, or our faith, at the entrance and then "pick Him up again" after the athletic competition.

According to God's Word, we know that man's ways are not God's ways (Isaiah 55:8-9). Man's definition of winning does not necessarily align with God's ideas of winning. The effort and character of the student-athlete are much more important than the outcome of the competition itself (Colossians 3:17). Jesus Christ is to be the center of our attention both on and off the field of play. We are to have His actions and His attitudes (Philippians 2:5). Furthermore, since Christ loved us so much and gave up everything He had for us (Philippians 2:8), it is natural for us to give all we have to Him in return.

The athletic program is to supplement, but not take precedence over, the academic program of Master's Academy Upper School (middle and high school). Master's Academy recognizes that God has gifted students in a variety of ways, including athletic abilities. We seek to provide an opportunity for these students to develop and use their God-given talents and abilities.

We believe that athletics are a great source of exercise, competition, and enjoyment. Participation in athletics also provides an excellent opportunity to encourage Christian students in their relationship with and witness for Jesus Christ. We expect and insist upon Christ-like character and Christian self-government in ALL ATHLETES, PARENTS, FANS, and COACHES. We expect all fans and athletes to limit words and actions to those that are uplifting, encouraging, and positive. (Ephesians 4:29-32) We expect this to be your behavior toward each other, your coaches, our opponents, our opposing fans, and game officials, whether "home" or "away,"

“ahead” or “behind.” We expect every person representing our school and Christ to be committed to excellence and integrity at all times (Colossians 3:23), regardless of what the scoreboard says or how our opponents, game officials, or spectators, may conduct themselves. We expect a wholehearted commitment to teams and coaches once a season starts. Let us teach our children to think, speak, and act in accordance to Biblical principles, especially at our athletic events where passion and emotion usually run high - and therefore demand control!

## COMPETITION LEVELS AND GAME TIME

Master’s Academy Upper School participates in three levels of athletics in the sixth through twelfth grades:

- Middle School
- High School Junior Varsity
- High School Varsity

Each of these levels has objectives and purposes to help develop the overall program.

- A. **Middle School:** The objectives of the Middle School (MS) athletics program are improvement through participation and the development of basic skills. MS athletics will allow each student-athlete the opportunity to participate and grow as coaches teach them the basic rules and principles of the game. Coaches will attempt to give athletes as much playing time as possible. As there are no cuts at this level and playing time will be influenced by the number of athletes on the team. The MS athletic program will also be a feeder program for the next level of competition, either High School Junior Varsity or High School Varsity. MS athletes who qualify may be asked by a Junior Varsity or a Varsity coach to play up when needed.
- B. **High School Junior Varsity:** The objectives of Junior Varsity athletics are to engage in a more competitive arena and help athletes at this level improve in their skills and knowledge. At this level, the student-athlete will be scrutinized more thoroughly regarding character, ability, attitude, and skill. Playing time is entirely at the discretion of the coach. Coaches will communicate with players about their roles, coaches’ expectations, and general playing time expectations. The High School Junior Varsity athletic program will also be a feeder program for the High School Varsity program. High School Junior Varsity athletes who qualify may be asked by a Varsity coach to play up when needed.
- C. **High School Varsity:** The objectives of Varsity athletics are to engage in the highest level of high school athletics and to help athletes at this level obtain their highest potential in skill and knowledge. At this level, the student-athlete will be scrutinized more thoroughly regarding character, ability, attitude, and skill. The most qualified athletes will be selected for the Varsity team. Playing time will be entirely at the discretion of the coach. Coaches will communicate with players about their roles, coaches’ expectations, and general playing time expectations.

## STUDENT-ATHLETE STANDARD OF PERFORMANCE

*Please review this entire handbook, the Upper School Handbook, and FHSAA rules for specific sports for more detailed information.*

As a student-athlete of Master’s Academy (whether enrolled, Charter student, non-member private school student, or a home school student-athlete), you are subject to the rules and regulations of Master’s Academy as set forth in the Student Handbook. You are also subject to the rules and regulations as set forth by the FHSAA and other applicable athletic conferences and by the rules and regulations governing your athletic event.

1. Athletes should conduct themselves as ladies and gentlemen and set an example for the rest of the student body. Christian self-government and good sportsmanship are expected at all times.
2. The lifestyle of a Master’s Academy student-athlete is expected to be that of a Christian (Christ-like). A Christian lifestyle cannot confine itself to just during Master’s Academy athletic events. It must be consistent in all areas of life as student-athlete lifestyles reflect on the reputation of the school. The following guidelines are in place:
  - A. Do not use profanity or allow it to be used by your teammates.

- B. Disrespectful behavior (i.e. profanity, boasting, taunting, spitting, etc.) will not be permitted.
  - C. Be careful on all social media sites that comments made about teammates, coaches, and the school reflect the policies, goals, and character of the school.
3. **Practice is mandatory, not optional.** The “No Practice – No Game/Match/Meet Participation” rule is in effect for all athletes, with the coach’s discretion. Unexcused absences, and even unexcused lateness to practices, will result in consequences that will include any of the following: meeting with the Athletic Director, suspension from games, extra conditioning, expulsion from the team, or other consequences.  
  
Excused absences or lateness would be for school related events, like Wednesday help classes, school performances, illness, death in the family, or special circumstances taken into consideration by the coach or Athletic Director IF communicated in advance. If a practice is missed for any reason, the coach must receive some form of communication before the practice starts stating why you are not able to attend practice.
  4. Complete the season. Any athlete who quits a team will not be permitted to play another sport until the end of the season of the team sport he has quit unless some agreement was made with coaches **and** the Athletic Director. The athlete will not be eligible for a varsity letter or pin. Any athlete that does quit before a season ends must meet with the Athletic Director before starting another season regardless of the details for quitting prematurely.
  5. Athletes may not participate in a game or practice on a day they are absent from school due to illness, unexcused absence, or if they have left school early for any reason without appropriate permission.
  6. Be good stewards of school property including any items given to the athlete for the season such as uniforms, pads, and other equipment. Equipment that is lost or broken is the responsibility of that family to purchase to replace.
  7. An athlete may participate, simultaneously, on more than one team provided an agreement has been worked out by coaches and the Athletic Director. Athletes should recognize that, at the varsity level, this will be very difficult and sometimes impossible.
  8. Student-athletes must be properly dressed on all road trips to and from competitions keeping in mind that they are a reflection of the athletic program whether in a restaurant, a rest stop, or some other public location. The spirit of the High School dress code applies in these instances.
  9. All areas (i.e. locker rooms, bleachers, vehicles, etc.) must be left neat and clean after use.
  10. A student-athlete serving an in- or out-of-school suspension is automatically suspended from the team for that time period. The student-athlete may not participate in practices or games until the suspension is over and he/she has been reinstated by the school administration. By definition, home school athletes do not receive discipline from Master’s Academy in the form of detentions or suspensions. However, when something is done contrary to our Athletic Handbook or the Upper School Handbook, the home school athlete will receive consequences, through the team, such as suspension from a game or a practice. Missing a practice without communicating with the coach is considered an unexcused absence.
  11. A student-athlete who is suspended or dismissed from a team for disciplinary reasons is ineligible to participate in any sport until granted permission by the Athletic Director. At the minimum, this athlete will need to meet with the Athletic Director, but there is no guarantee permission will be given to play on another team that school year.
  12. Any ejections from a game or match by an official will be subject to the FHSAA or other governing conference’s disciplinary process, and the athlete will meet with the Athletic Director as soon as possible after the competition. Depending on the reason for the infraction and what consequences the governing body imposes, there may be an additional consequence given by the Athletic Director.
  13. All music playlists, which will be used on or off campus for athletic events, must be submitted for approval at least 30 days before games/events. All music is submitted to Randy Miller for approval. No music is to be played at athletic events without approval.
  14. Any tattoos, permanent or temporary, must be covered, both at practices and in competitions.

15. Hairstyles should NOT be distracting or unkempt. Hair color should not be unnatural nor distracting. Gentleman's hair should be above the eyebrows, mid-ear, or above and no longer than the standard shirt collar. Administration reserves the right to determine the appropriateness of hairstyles.

## ELIGIBILITY

In order to be eligible to participate in high school sports (meaning before athlete's first day of practice), the student is required to have all forms turned in online through the Bound website for athletics. (Registration is done online and fees may be paid online or by check/cash)

1. Have a completed set of current athletic forms on file with the Athletic Department on or before the first day of an athletic season or by the deadline established by the Athletic Department. These forms may be obtained from the Athletic Department. These forms include, but may not be limited to:
  - a. Master's Academy Athletic Application (for current school year)
  - b. FHSAA EL2: Pre-participation Physical Evaluation (valid for 365 days)
  - c. FHSAA EL3: Consent and Release from Liability Certificate (for current school year)
  - d. Home Education student forms (Master's Academy Home Education athletic form and FHSAA EL7 and EL7V)
  - e. FHSAA GA 4 form for new athletes in 9<sup>th</sup>-12<sup>th</sup> grades.
  - f. EL 15 for PEP students
  - g. EL 12 for non-member student athletes
  - h. International students must have contact information of host family, Parent information, DE9, Date of last school, Birth Certificate, I20AB form or DS2019 form, Transcripts from previous school.
  - i. Insurance form provided must be signed with all fields of information completed
2. Agree to the standards stipulated in the Master's Academy Athletic Handbook (for current year).
3. Remain academically eligible for athletics. The student-athlete must not have less than 70% in any class. **Any grades below 70% on a Progress Report or a Report Card will result in probation. The student will prepare and complete a remedial success plan with the teacher, coach, and Athletic Director. If the grade is not 70% or above on the subsequent Report Card or Progress Report, the student will be dismissed from the team.**

### **Athletic Academic Requirements:**

Academic eligibility reports will be evaluated mid-quarter (4.5 weeks/progress report) and at the end of each quarter (report card).

A student earning 69% or below in any subject area will be placed on academic probation. He or she may continue attending and participating in games and practices, while working to improve the grade average. Parents, students, and coaches will be notified.

If the student has not improved their average to 70% or above by the next eligibility report, they will be suspended from participating in any team practices, games, or other activities until their grade average improves to 70% or above. This consequence is given to emphasize academics as a priority and encourage students to devote the time needed to achieving academic success. Parents, students, and coaches will be notified.

Per Florida High School Athletic Association (FHSAA) regulations, any athlete whose unweighted grade point average falls below 2.0 at the conclusion of a semester will be ineligible during the next semester.

As per FHSAA, a 2.0 GPA is required for Academic Eligibility. A middle/junior high student must have 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester. A high school student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester

(§ 1006.15(3)(a)1, F.S.). Final grades previously earned by the student from another school shall not be converted using the scale in Bylaw 9.4.2.

#### **In house responsibilities:**

Run eligibility reports and send to Head of School and Athletic Director – Upper School Academic Dean  
Communicate athletic probations to students, parents, and coaches – Athletic Director  
Remind students as often as possible about their academic probation – Athletic Director and Coaches  
Communicate athletic suspension to students & parents – Head of School  
Communicate athletic suspension to coaches – Athletic Director

#### **Evaluation Timeline:**

Quarter 1: mid-quarter progress report  
Quarter 1: report card  
Quarter 2: mid-quarter progress report  
Quarter 2: report card - semester average  
Quarter 3: mid-quarter progress report  
Quarter 3: report card  
Quarter 4: mid-quarter progress report

4. Pay the participation fee for that sport's season before starting practice.
5. Any home school student-athlete participating for the **first time** in our athletic program must have an interview with the Athletic Director and demonstrate a commitment to the philosophy and goals of Master's Academy and the Patriots Athletic Program. This interview should include the athlete and the parents. If unable (due to work or travel) to meet with both parents, one will suffice.

It is a privilege to represent Master's Academy as a member of an athletic team. Any student whose habits and/or conduct in or out of school make him/her unworthy to represent the ideals and principles of Master's Academy, shall be excluded from competing. (See school handbook for information.) Either the Athletic Director or coach will communicate this to the parents of the student-athlete.

#### **FHSAA and SSAA REQUIREMENTS**

Florida High School Athletic Association posts all of their policies and rules at [www.fhsaa.org](http://www.fhsaa.org), including rules for each sport. The Sunshine State Athletic Association posts their rules and policies on their website at [sunshinestateathletics.com](http://sunshinestateathletics.com). It is recommended that athletes and parents research and review policies prior to the start of the season as they are best equipped to know whether the student is in compliance. This practice will help ensure that the team is fully compliant as well.

#### **EARNING HIGH SCHOOL PHYSICAL EDUCATION CREDIT**

See current High School Handbook for up-to-date information.

#### **ATHLETIC AWARDS**

##### **Varsity Letter**

- Complete the season in good athletic and academic standing
- Maintain consistent attendance at practices and games, unless excused by coach (medical and family conflicts need to be communicated with coach)
- Participation in at least half of the games or half of the regular season

#### **TEAM AWARDS**

The coach of each team will select athletes the following awards each season: ***"Mighty in Spirit" Character***

## **Award, “Total Heart” Commitment to Excellence Award, “Cornerstone” Team Leadership Award.**

**“Patriot” Award** – This award is given to the outstanding high school senior athlete who shows the best all-around Christian character, leadership, ability, scholarship, and accomplishment. He/she exemplifies the characteristics and abilities of a “Patriot,” which the Master’s Academy Athletic Program aims to assist in cultivating.

## **PARENTAL INVOLVEMENT**

Parents are an integral part of the athletic program and parent commitment is as important as that of the student-athlete. Your support is greatly appreciated and needed to help make your student-athlete’s experience a success. We request that parents of Master’s Academy student-athletes make these guidelines a priority:

1. Be your student-athlete’s number one fan! Attend as many games as possible and support your athlete and the team, whether they win or lose.
2. Commit your student-athlete for the entire season.
3. Practice punctuality: be sure your student-athlete arrives on time to all practices and games. Likewise, be on time to pick up your student-athlete after every practice and game.
4. Positively support the coaching staff and athletic officials.
5. Parents are encouraged to meet with coaches; courtesy dictates that meetings should be pre-scheduled. **Please never approach a coach for a “chat” before, during, or immediately following a game/match/meet. Those times are reserved for team interaction! Please follow the “24 hour rule” which is: if anything happens that you feel you need to address the coach about, wait 24 hours from when the incident took place.** (Sometimes emotions are very strong in the athletic arena and need to settle to have constructive conversations.)
6. Remember, you are not the coach. Parent coaching sends “mixed signals” to your child and to the team, lead to confusion, and model a lack of respect for appropriate jurisdiction. Please do not communicate instructions or coaching type comments to your student-athlete during a competition. That is the coach’s job.
7. **Parents may not approach an official before, during, or after a game/match/meet for any reason.** Any decision by an official will be adhered to by the coaches, parents, student-athletes, and the school administration without further discussion.
8. Parents are asked to positively support “our team” and not belittle or demean officials or the opponents.
9. Parents should encourage their student-athlete to approach and communicate the coach on their own, first.
10. Every sport competition requires volunteer help. It would be impossible to hire people to do all the jobs each sport needs. Every parent should be ready to contribute to the responsibilities of the specific sport. Please be ready to cooperate with the coach, team parent, or Athletic Administration when requests are made for help.

## **COMMUNICATING WITH COACHES**

Both parents and coaches have difficult jobs. By establishing an understanding of each position, we are better able to work together for the greater benefit of the student-athlete.

Here are communication courtesies parents should expect from the student-athlete’s coach:

1. General philosophy of the coach
2. Expectations the coach has for your student-athlete as well as all the players on the team
3. Locations and times of practices and games
4. Team requirements, such as fees and special equipment
5. Procedure followed in the event of an injury during participation
6. Discipline procedures
7. Concerns expressed directly to the parents

8. Game schedules do change often. Please check the school website, [mastersvb.org](http://mastersvb.org), under the athletic calendars section for the most up to date game information.

Here are communication courtesies coaches should expect from the student-athlete's parents:

1. Notification of any schedule conflicts well in advance
2. Specific concerns regarding a coach's philosophy and/or expectations expressed directly to the coach

It is important to understand that there may be times when things do not go the way you and your child wish. Direct communication with the coach is the appropriate way to address concerns so all parties involved may reach a clear understanding of the other's position. When a conference is necessary, the following procedure should be followed to help promote a resolution regarding the concern, keeping in mind the "24 hour" policy.

1. If you have a concern to discuss with the coach:
  - a. Schedule an appointment; it is helpful to state the reason for the meeting.
  - b. If the coach cannot be reached, call the Athletic Director who will arrange the meeting.
2. After the parent/coach conference if the parent is not satisfied with the resolution:
  - a. Schedule an appointment with the Athletic Director to discuss the situation.
  - b. After discussing concerns, the Athletic Director will determine the appropriate course of action and communicate that course to the parents, coach, student-athlete, and Head of School.

A word of encouragement for parents: let the conflicts that come up naturally in the athletic environment be opportunities for growth for your student-athlete. Don't be too quick to try to "bail them out" of the situation. The athletic environment provides many life lessons that, once learned, can reap great dividends as the student-athlete grows. This also includes working out academic and athletic conflicts with teachers and coaches.

## **UNIFORMS**

1. The coach will issue uniform(s) at the beginning of the season and collect them at the end of the season. The student is responsible to keep uniforms clean and in good condition.
2. Athletes will sign out uniforms from the athletic office at the beginning of the season and sign them back in at the conclusion of the season.
3. Lost or damaged uniforms will be repaid at full replacement cost by the student-athlete. No additional uniforms will be assigned to a student who has failed to return a uniform.
4. Uniforms must be returned within one week from the end of the sport season for which the uniform was issued. Those who do not return their uniform within the specified time will be charged a late fee and will not be issued a uniform for the next sport the athlete chooses to play until the late fee is paid.
5. Laundering: All uniforms must be washed in cold water and hung up to dry. Fabric softener must not be used as it may cause numbers and logos to detach from the fabric. Careful consideration must be used when attempting to remove grass stains. Do not use an iron on the uniform and do not put in the dryer.
6. Uniforms or warm-ups are to be worn only during competitions and at Pep Rallies when authorized by school administration. The uniforms and warm-ups are not to be worn to school, practice, PE, or anywhere outside of school.
7. Spandex shorts are not to be worn by themselves at either games or practices. Loose fitting shorts should always be worn over any spandex.

## **FACILITIES**

We are blessed to have the use of fine facilities, whether our own or rented. It is important to show proper respect, care, and maintenance of the Master's Academy/Pathway Church buildings and athletic fields, as well as any other facilities we are privileged to use, by being good stewards of God's provisions.

1. Always leave the area cleaner and neater than you found it. Always look for ways to help clean up after practices or competitions. Don't leave without giving a hand in some way.
2. All articles of clothing left behind will be kept for only a limited time.
3. Students cannot be on the premises without adult supervision. Student-athletes need to be picked up at the time indicated by the coach.
4. Student-athletes participating in sports which require the use of the Pathway gymnasium also have the **added responsibility** of taking down and/or setting up the chairs for church services. Those student-athletes are required to help out after practices or games until the job is complete. Parents should assist in this effort. Student-athletes found to be consistently leaving early or avoiding this team effort may be penalized.

## **SCHOOL VANS AND BUSES**

Teams are required to keep the school vans they use clean of trash after each use. Vans will be maintained by the athletic department. When the vans are used for athletics, the driver is responsible for filling out the form stating date, destination, miles, and any concerns after returning to the school. Drivers must be approved by the athletic department and provide a copy of their drivers license and insurance. Teams failing to clean out the vans after each use will be required to come to school the following day before practice or game to properly clean out the vehicle.

## **RELEASE TIME FOR AWAY GAMES**

At the beginning of each week, the Athletic Director emails release times to teachers for athletic games/events off campus. Students may not leave class earlier than the posted time or they will incur an unexcused absence from class. Students must sign out at the front desk, as well, when leaving early. If the athletic director sends an email to teachers with an adjusted time, then student athletes will be dismissed at that time.

## **TICKETING**

Admission into athletic events is cash and card. Individual teams must work with the athletic department to ensure we have volunteers available to check online tickets at the gate for entrance into the event. Links to purchase tickets will be sent out by the athletic department in advance and online ticket purchase will also be available the entrance gate.

## **CLUB/COMPETITION TEAMS**

Participation as a rostered member of a Master's Academy varsity athletic team takes precedence over club or competition team practices, games, or tournaments. A Master's Academy coach has the right to implement a consequence they feel is appropriate for athletes who miss Master's Academy athletic activities for club team activities.

## **ATHLETIC FUNDRAISING POLICIES AND PROCEDURES**

The purpose of this section is to outline guidelines and processes for fundraising activities related to our athletic programs. These policies ensure transparency, accountability, and compliance with legal requirements. These guidelines further aim to maintain consistent branding, streamlined fundraising efforts, and stakeholder engagement.

### **Fundraising Approval Process**

- Approval by the athletic office in coordination with the Booster Club President and Director of Development.
- Submit an Athletic Fundraiser Request Form, including details such as purpose, expense and income estimates, and proposed timeline.
- Approval criteria includes alignment with all school and athletic fundraising policies, safety considerations, and adherence to local regulations.
- The Athletic Office will oversee the fundraiser unless designated to the Booster Club.
- The Athletic Fundraiser Request Form must be signed by the Athletic Director and designated Fundraiser Manager.

### **Fundraiser Manager Responsibilities**

- Each fundraiser will be assigned a Fundraiser Manager by the Athletic Office
- Fundraiser Manager **MUST** meet with the Athletic Office or Booster Club to discuss planning, execution, and logistics of the fundraiser **BEFORE** moving forward with an approved fundraiser.

### **Types of Fundraisers**

- Game Day Sales: Organized by teams or booster clubs during games or events
- Team Fundraisers: Coordinated by coaches, athletes, and volunteers
- Merchandise Sales: Selling of spirit wear, including online stores, branded items, or concessions
- Community Events: Collaborating with local businesses or hosting community events

### **Financial Management**

- Money Collection: Fundraiser Manager collects proceeds adhering to policies
- Accountability: Detailed records of income, expenses, and transactions are maintained
- Finances Approval: Expenditures need Athletic Director or Booster Club President approval, in addition to Head of School approval
- Deposits: Receipts and money turned in within 3 days
- Designated Fund: Funds deposited through the Finance Department
- Use of Funds: 10% allocated to Athletic Department; the rest designated for the sport conducting the fundraiser

### **Donor Relations**

- Acknowledgment: Sponsors and donors should receive a formal acknowledgement from the Athletic Office, Finance Office, or the Development Director within three days of receiving the money
- Recognition: Publicly recognize major contributors (e.g., banners, announcements)
- Stewardship: Staff, coaches, and parents agree to represent Master's Academy athletics with Christian values and cultivate long-term relationships with supporters during fundraiser events
- Student Participation
- Participation: Athletes and their parents should be encouraged to participate in all fundraising activities. It is the responsibility of the coaches to conduct fundraisers as an extension of the school and partnering with the community in their support
- Inclusivity: Ensure that all athletes have equal opportunities to benefit from fundraising efforts
- Safety: Prioritize student safety during fundraising activities

### **Communication**

- Clear Communication: Inform athletes, parents, and coaches about upcoming fundraisers
- Guidelines: Any promotion of fundraisers through social media, flyers, and announcements, etc. should be done in accordance with our Master's Academy Branding Guidelines and be approved by the Head of School and marketing team.
- Consistent Messaging: Ensure consistent messaging across all communication channels

#### Compliance

- Legal Requirements: Comply with local, state, and federal laws regarding fundraising
- Tax-Exempt Status: Understand tax implications and use our tax-exempt status when applicable
- Ethical Practices: Avoid deceptive practices or misrepresentation

#### Reporting and Accountability

- Regular Reports: Provide updates on fundraising progress to Athletic Office or Booster Club
- Annual Review: Athletic office will evaluate the effectiveness of fundraising efforts and adjust strategies as needed
- Auditing: Athletic office may conduct periodic audits to ensure compliance at any time

### Communication with students

Digital communication with students must be professional, school-related, transparent, and appropriate in tone, timing, and content.

School employees must use school-provided or school-approved communication channels when communicating with students. Approved channels include school email, the learning management system, parent-facing communication platforms, approved group messaging systems, or other official school provided tools.

One-on-one digital communication between a school employee and a student is not permitted through personal phones, personal messaging apps, social media platforms, or other private communication channels.

School employees may email students individually through the school email system because those communications are maintained through the school's cloud-based records. When appropriate, employees are encouraged to copy a parent or guardian on student emails for additional transparency and accountability.

Communication with students must remain school-related. Personal, casual, secretive, or ongoing informal communication with students is prohibited.

### Social media and teacher-student boundaries

Personal social media connections between school employees and current students are prohibited unless there is a family relationship.

Employees may not follow, friend, add, subscribe to, or otherwise connect with current students through personal social media accounts.

Employees may not send or respond to private messages, direct messages, disappearing messages, or personal social media communications with current students through platforms such as Instagram, Facebook, Snapchat, TikTok, X, Discord, WhatsApp, or similar services.

If social media is used for educational, athletic, fine arts, ministry, club, or activity-related purposes, it must occur through school-sponsored pages, public groups, monitored accounts, or other administration-approved formats. These accounts must be used for school-related communication only and must remain transparent and accountable.

Employees must maintain professional boundaries in all online interactions. Even well-intended communication may be misunderstood when it occurs outside approved school channels.

### **Texting and mobile messaging with students**

Texting or mobile messaging with students is not the preferred method of communication and may be used only for legitimate school-related purposes, such as time-sensitive logistics, transportation updates, event coordination, schedule changes, approved school activities, school trips, or student safety.

School employees may not engage in one-on-one texting or mobile messaging with a student.

When texting or mobile messaging with students is necessary, the communication must occur in a group thread that includes the student, the school employee, and at least one additional adult. At least two adults must be included in the thread, and at least one of the adults must be a school employee.

Messages must be brief, professional, school-related, and limited to the matter requiring communication. Personal, casual, secretive, or ongoing informal text conversations with students are prohibited.

Employees should use school-approved communication tools when available. Standard text messaging may be used only when necessary and must follow the group communication requirements stated above.

All texting and mobile messaging with students must reflect the same professionalism expected in face-to-face and formal written communication.