

Providence Academy

EMPLOYEE HANDBOOK

2025-2026

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ABOUT PROVIDENCE

Purposes And Use of The Employee Handbook

In 1994 God saw fit to see that a new Christian school was planted in Johnson City. Since that time Providence Academy has grown by leaps and bounds. With this growth have come a new facility, a host of new procedures and challenges, and an array of opportunities to touch the hearts and lives of children and families for the cause of Christian education. This Employee Handbook is an outgrowth of the growth that we have experienced.

If you are reading this handbook, then God has called you to serve the Kingdom as a Christian educator. Your calling may be as a teacher, as an aide, as a custodian, as a member of the support staff, or as a member of administration. But if you are here, then you were placed here by God, which means that you are important and the role that you play is important to our cause. Thank you for giving heed to this calling and thank you for your faithful service.

One of the tremendous challenges that we face is keeping the body of believers that we would refer to as the “PA faculty and staff” on the same page and working in unison. Hopefully, this handbook will be of help in that area. It certainly isn’t complete, in that it answers all the questions that might arise during a school year, but it should serve as an aid in allowing you to utilize your time as effectively as possible as you go about the business of serving our Lord at Providence Academy.

“Therefore, my dear brothers, stand firm. Let nothing move you. Always give yourselves fully to the work of the Lord, because you know that your labor in the Lord is not in vain” (I Cor. 15:58). This handbook provides guidelines related to appropriate handling of matters concerning personnel policies and procedures of Providence Academy. These guidelines are for informational purposes and are not intended to be a legal document or an employment contract. Questions regarding the guidelines should be directed to your immediate supervisor, the head of school, or the designated human resources manager. Providence reserves the right to change, modify, suspend, interpret, or cancel, in whole or in part, any personnel policy, guideline or practice at any time without advance notice.

Mission Statement

Providence Academy partners with parents to equip students to develop spiritual maturity and achieve academic excellence through a biblically based, Christ-centered, classical education, so they will think and live in a manner which brings glory to God.

Statement of Faith

The following is the foundation of beliefs on which *Providence Academy* is based. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered primary doctrine in Providence Academy.

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God; and as such, it is the final authority in faith, life, and standards of education. (2 Timothy 3:16, 2 Peter 1:21)
2. We believe that there is one God, eternally existent in three Persons: Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30) We believe in the deity of our Lord Jesus Christ (John 10:30), in His virgin birth (Isaiah 7:14, Matthew 1:23, Luke), in His sinless life (Hebrews 4:15, 7:26), in His miracles (John 2:11), in His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9) through His shed blood, in His bodily resurrection (John 11:25, 1 Corinthians 15:4), in His ascension to the right hand of the Father (Mark 16:19), and in His personal return in power and glory (Acts 1:11, revelation 19:11).
3. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary. (Titus 3:5)
4. We believe that salvation is by grace through faith alone. (Ephesians 2:8)
5. We believe that faith without works is dead. (James 2:17)
6. We believe that the Christian is enabled to live a Godly life by the Holy Spirit who dwells within him. (Romans 8:13- 14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18)
7. We believe in the resurrection of both the saved and the lost, they that are saved to the resurrection of life and they that are lost to the resurrection of damnation (John 5:28-29).
8. We believe in the spiritual unity of all believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
9. We believe that the chief end of man is to glorify God and enjoy Him forever. (1Corinthians 10:31, John 17:22- 24, 2 Thessalonians 1:12, 1 Peter 4:11)

Ethics

Providence Academy is a religious, nonprofit organization representing Jesus Christ throughout the local community. Providence requires its employees to be born-again Christians who live their lives as Christian role models (Romans 10:9- 10, 1 Timothy 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and of appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management personnel.

The Providence Academy School Statement of Faith states that a Christian is enabled to live a Godly life by the Holy Spirit who dwells within him. PA employees should maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior, sexual harassment, transgender and/or gender identity, or any other violation of the unique roles of males and females (Romans 1:21-27, 1 Corinthians 6:9-20). Providence believes that biblical marriage is limited to a covenant relationship between a man and a woman. These two distinct, complimentary genders together reflect the image and nature of God (Genesis 1:26-27).

Providence Academy School employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Providence Academy that each employee will have a lifestyle in which He ‘might have the preeminence’ (Colossians 1:18, ESV).

You must hold in strict confidence all information concerning students or school business and must not discuss it with persons not concerned with such information and certainly never with people outside the school who do not need the information.

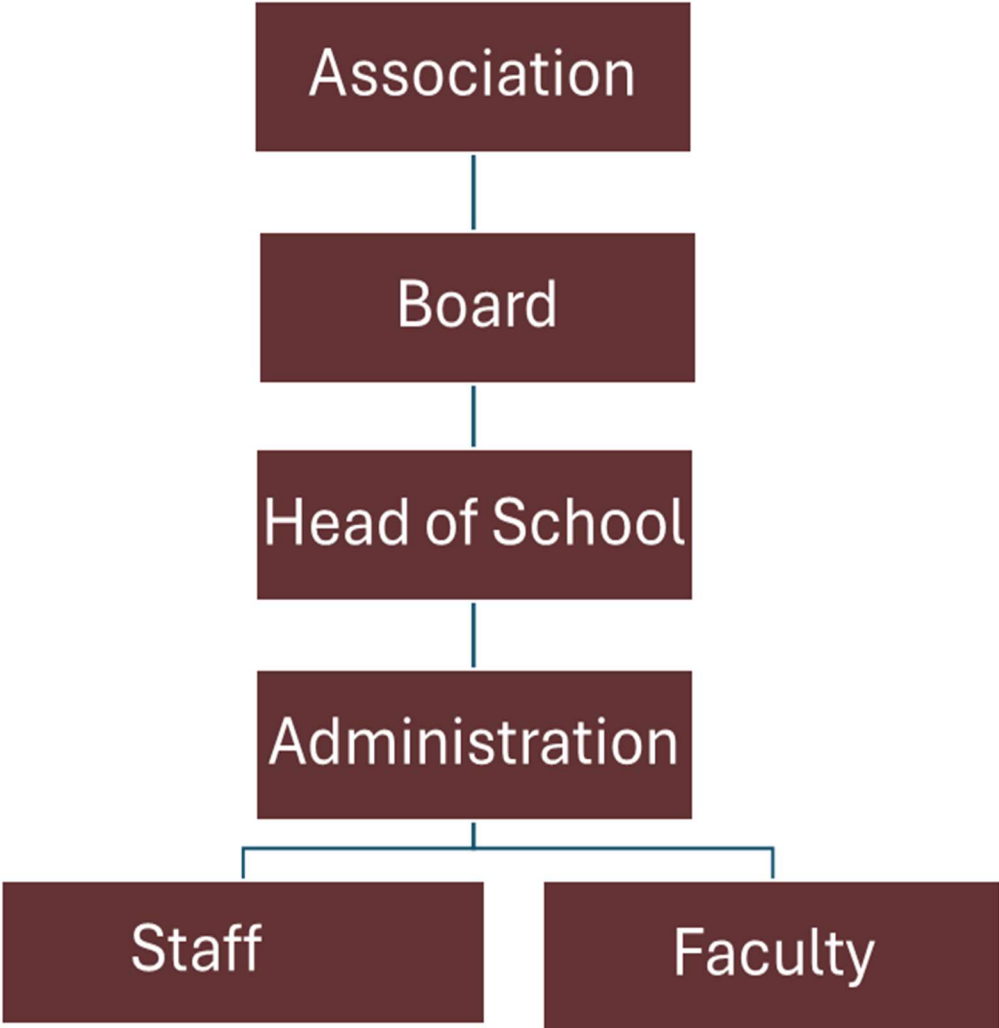
Final Authority for Matters of Belief and Conduct

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and only infallible word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Statement of Faith, doctrine, practice, policy, and discipline, our Board of Directors is Providence Academy’s final interpretive authority on the Bible’s meaning and application.

Accountability and Accreditation



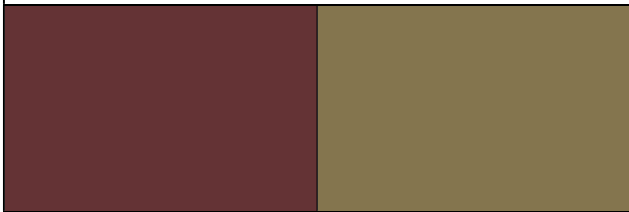
Providence Academy is accredited by the Association of Christian Schools International (ACSI). All faculty of Providence Academy are required to hold a bachelor’s degree and either hold or be in the process of attaining ACSI certification. Our faculty and staff are highly qualified by virtue of a combination among them of degrees, certification, and God-given abilities to teach. Our classrooms are open to visits by parents, potential students and their parents, educators, and members of the community. Nationally normed standardized tests are administered every year to students grades K-8th.

Organizational Chart



Crest, Logo, Colors, Mascot and Song

The brand and visual identity of Providence Academy include the following:

	<p>Crest Providence Academy’s School Legacy Crest “Coram Deo” Latin Phrase meaning “In the presence of God” #Ithappenshere!</p>
	<p>Logo Providence Academy’s logo depicts the shield and the cross.</p>
	<p>Color Palette The official colors of Providence Academy are burgundy (HEX: 643335) and gold. (HEX: 84754E).</p>
<p style="text-align: center;">Mascot PA’s official mascot is the knight.</p>	
<p>CHORUS: In your hands, O Lord We give ourselves to you. In your providence and love, We trust for all we do.</p> <p>VERSE 1: In your hands, O Lord, We know we can be safe; And as we give our hearts more fully, We will know your love more truly, As your Spirit makes us holy In your hands.</p> <p>We come into your presence; We listen for your word. Our hearts are open to your touch of grace. We long to feel your mercy, We want to know your way, Our greatest joy to come before your face.</p> <p>Chorus & VERSE 2: We know that you direct us;</p>	<p>School Song “In Your Hands, O Lord”</p> <p>The Providence Academy student song, “In Your Hands, O Lord,” was written on April 17, 1995, by Margaret Hart and arranged by Penny Kilgore.</p>

We trust you for our way. Our ears are listening for your guiding voice. For we know in all that happens You mean it for our good. You love to see your seeking child rejoice. Chorus	
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The Providence Academy Association is comprised of founders, parents, and patrons of Providence Academy. The primary mission of the Association is to operate Providence Academy in adherence with the Statement of Faith and objectives given previously in this document. The principal office of the Association is 2788 Carroll Creek Road, Johnson City, Tennessee, 37615. This office may be maintained at this location but may, from time to time, be changed at the discretion of the Board. The annual meeting of the Association will be held in the spring of each year. Members will be notified in writing as to the date, time, and location of the meeting at least 30 days in advance.

The Providence Academy Board of Directors consists of appointed and elected members from the Providence Academy Association. Detailed operational guidelines and responsibilities of the Board are presented in the Providence Academy Association By-Laws and Providence Academy Policy Manual. The Providence Academy Head of School is interviewed and hired by the Board to oversee the day-to-day operations of the school and to provide input to the Board regarding long-term decisions on curriculum, school policies, budgeting, and facilities planning.

The Providence Academy Principals are hired by the Board and are directly responsible for managing the daily operations of the school (including such duties as managing teachers, scheduling classes and events, and handling student discipline) and for providing information to the Head of School regarding curriculum, school policies, and facilities planning.

Education Objective

Education at Providence Academy is defined as inherently different than public education in philosophy and content. Providence Academy attempts to operate as an extension of the family and to foster spiritual development and a Biblical world view in the lives of its students. This includes leading students to develop a Biblical understanding of morality and to pursue a life that is governed by the Biblical moral code. The school works in partnership with families to achieve these desired outcomes, which necessitates that both the school and home come under the authority of God for the benefit of the student. At all its levels, programs and teachings, Providence Academy seeks to:

- Teach all subjects as parts of an integrated whole with the Scripture at the center (2 Timothy 3:16-17).
- Provide a clear model of biblical Christian life through its staff and board (Matthew 22:37-40).
- Encourage every child to begin and develop his relationship with God the Father through Jesus Christ (Matthew 28:18- 20).
- Emphasize grammar, logic and rhetoric in all subjects.
- Encourage every student to develop a love for learning and to achieve his academic potential.

- Provide an orderly atmosphere conducive to attaining these goals.
- Encourage all children to pursue a life that is governed by the Biblical moral code.

Educational Philosophy and Goals

The purpose of Providence Academy is to assist parents from a Biblical perspective in the instruction of their child by providing a classical and Christian education.

1. We affirm that God's Word gives final and ultimate authority to parents in the task of raising and educating their children. Parents have the liberty to delegate authority in this endeavor. Providence Academy functions in the capacity of a servant to parents in the day-to-day instruction of their children. At Providence Academy, parents are encouraged to be active participants in the education process. Parents are ultimately responsible for the academic and behavioral performance of their children.
2. We seek to teach and discipline in a manner consistent with the Bible and a Godly home environment. We believe the Bible to be the only infallible Word of God, wholly true, applicable to all of life; and its commandments and principles are foundational in all moral and ethical judgment. As such, all of Providence Academy's policies, procedures, curriculum, and interactions with one another are scrutinized through the lens of Holy Scripture. It is through this lens that all human behaviors, relationships, and intellectual activities are evaluated and deemed either wise or foolish.
3. We believe that God's character is revealed not only in His Word but also in every facet of the creation. For man to exercise his God-given dominion over the world appropriately, he must understand the world in which he lives – its science, language, and logic. Providence Academy strives to provide an environment where this development is fostered. We teach that all knowledge is interrelated and instructs us about God himself.
4. God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matthew 22:37). Therefore, we seek to encourage quality academic work and maintain high standards of conduct. The moral principles of the Bible are considered by Providence Academy as indisputable and wholly practical. We believe God has written His law upon the hearts of His children; and we teach this reality to our students. Furthermore, we expect an effort to adhere to God's law by everyone involved with Providence Academy – students, parents, faculty/staff, and Board.
5. Providence Academy seeks to enrich its students' understanding of culture, both past and present, by instilling a knowledge and appreciation of history, literature, languages, the arts, mathematics, and the sciences. We believe culture can be properly understood only within the context of a Christian worldview.
6. The Bible teaches that one-way true Christian discipleship is displayed is through Christ-like love of others. In other words, one's beliefs are displayed in social interaction. Providence Academy offers students service opportunities in hopes of fostering in them a Biblical attitude that seeks to serve others.
7. Providence Academy recognizes the importance of the whole person, including the physical body. We emphasize the value of rest, nutrition, physical activity, and personal hygiene. Organized sport, exercise, and recreation are part of the regular school day. Students are encouraged to respect and take care of the body which God has graciously given them.
8. Providence Academy desires to provide an environment where students will learn about God through the study of His Word and His creation. Our desire is that each student will come to believe

in Jesus Christ as Lord and Savior and express his/her saving faith in such a way as to reflect His in-dwelling to others. We encourage servant leadership among our students and hope that they will live lives which bring honor and glory to God.

9. Where fundamental to the curriculum, the six (24 hour) day account of creation will be taught as truth. All efforts will be made to resist the modern tendency to accommodate the creation account to modern scientific theories. True knowledge in every area of human thought is to be found in submitting to God's revelation in Scripture. We understand the truth of creation "by faith" (Hebrews 11:3).

A Christ Centered and Classical Approach

Providence Academy holds that God is the author of all truth and the Creator of all things. We seek to teach all subjects as parts of an integrated whole with the Scriptures at the center (II Timothy 3:16-17). Our intent is to provide a clear model of the Biblical Christian life and worldview through our faculty, staff and Board (Matthew 22:37-40). We encourage every student to develop a genuine and meaningful relationship with God the Father through Jesus Christ, His Son (Matthew 28:18 – 10, Matthew 19:13-15).

Primary Doctrine

There are key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is truth that is considered to be primary doctrine and is in accordance with the school's Statement of Faith. When issues involving secondary doctrine arise, i.e., mode of baptism, observance of holidays, etc., students will be referred back to their family. Final authority for doctrinal positions

of Providence Academy belongs to the PA school board (refer to policy: Final Authority on Matters of Belief and Conduct).

Secondary Doctrinal Statement

In almost all cases, Providence Academy does not take a stand on secondary doctrinal issues. In keeping with its Core Values, Providence partners with the parents and the church in these types of matters (i.e. baptism, predestination, etc.) However, Providence Academy does take a stand on four key secondary doctrinal statements. While we acknowledge that belief in these statements are not necessary for salvation, Providence Academy will teach these statements as truth and in accordance with God's holy word. Providence Academy will affirm these truths without apology and with conviction in all areas of its curriculum, teaching, and interaction with the community.

1. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.
2. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb. 13:4) We believe that God has commanded no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

3. Where fundamental to the curriculum, the six (24 hour) day account of creation will be taught as truth. All efforts will be made to resist the modern tendency to accommodate the creation account to modern scientific theories. True knowledge in every area of human thought is to be found in submitting to God's revelation in Scripture. We understand the truth of creation "by faith" (Hebrews 11:3).
4. All human life is sacred and begins at conception. Each unborn child is a unique, living human being, created in the image of God, and must be respected and protected both before and after birth. The abortion of an unborn child or the active, intentional taking of human life through euthanasia or assisted suicide constitutes a violation of the sanctity of human life and is a crime against God and man. (Genesis 9:6; Exodus 20:13; Deuteronomy 5:17; Psalm 51:5; 1 Corinthians 15:49; James 2:11; Psalm 139:13-14).

Affiliation with the Association of Christian Schools International (ACSI)

ACSI is a service organization serving Christian schools across the United States and around the world. Each member school or college retains its individual distinctive and operating independence. Participation in any or all of the services of ACSI is voluntary. As a member school of ACSI, an internationally recognized accrediting agency, Providence Academy achieved accreditation status by this organization in the spring of 2001 for grades K – 6 and in the spring of 2003 for grades 7 – 12. We renewed our accreditation status in the fall of 2020 receiving the highest status achievable. ACSI member schools must agree with a common statement of faith and must not be affiliated with the World or National Council of Churches. *Providence Academy* is in full agreement with both of these requirements.

Additionally, Providence Academy participates in the following ACSI sponsored programs:

- Certification program for faculty and staff.
- Various annual academic competitions, meets and festivals.
- Annual standardized testing program (grades 1st-8th).
- Receipt of all regional and national items of interest.

Affiliation with the Association of Classical and Christian Schools (ACCS)

ACCS seeks to set an educational standard for a unified and directed approach to classical and Christian learning. ACCS also seeks to equip schools in teaching subjects through the methodology known as the *Trivium* (grammar, logic, and rhetoric), the educational foundation of our Western culture and believes that God will bless this approach as He has in the past, as long as it follows the principles set forth in His Word. Providence Academy is a charter member of ACCS and adheres to the mission statement of this organization as follows:

ACCS Mission Statement

The primary mission of this association is to promote, establish, and equip schools committed to a classical approach to education in the light of a Christian worldview grounded in the Old and New Testament Scriptures. The mission of the association is both to promote the classical approach and to provide accountability for member schools to ensure that our cultural heritage is not lost. This mission will be accomplished through the work of the Association of Classical and Christian School.

Bible Translation

To provide continuity within the classrooms, Providence Academy has chosen to use the ESV (English Standard Version) translation for Bible study and memory verse work. The King James Version is accepted as an optional choice for student use at the request of the student's parents.

Chapel

Elementary, Middle, and High Schools will schedule their own chapels throughout the school year. There will also be occasions when we come together for an All School Chapel.

Reverence

These guidelines ensure that God's name, character, and truth are honored and respected at Providence Academy.

- In all areas of instruction, especially Bible classes and related activities, proper respect and consideration of God's character will be given. Specifically, class songs, skits, stories, and discussion that include references to the name and attributes of the Lord must be consistent with biblical principles.
- Things to avoid include (but are not limited to the examples listed below):
 - o Silly or trite references to Jesus Christ and His work on the cross
 - o Implying, directly or indirectly, that all the students are Christians
 - o Mockery of angelic powers, whether demonic or heavenly
 - o Emphasis on good feelings or works vs. humble obedience and grace
- For the sake of the students' spiritual training and the work of Providence Academy, joyful encouragement and instruction in reverential knowledge of the Lord is necessary, honored and respected at Providence Academy.

Classical Methodology

Providence Academy employs the classical method of learning, based upon a system of education used in the Middle Ages and referred to as the Trivium as described in *The Lost Tools of Learning* by Dorothy Sayers. An early emphasis is placed upon basic learning skills during the grammar stage, followed by formal instruction in logic during the dialectic stage and finally by the development of clear verbal and written mechanisms of expression in each subject studied during the rhetoric stage. The goal is to teach students how to think as a basis for mastering specific subject areas as well as to assist each student in developing a life-long love for learning.

Trivium Definitions

Grammar: The fundamental rules of each subject.

Logic: The ordered relationship of particulars in each subject.

Rhetoric: How the grammar and logic of each subject may be clearly expressed.

Latin Instruction

At Providence Academy, students are introduced to Latin in grades three, four, and five. Our purpose in teaching

Latin at the elementary level is to provide students—through a fun and engaging approach—with the foundational grammar, vocabulary, and translation skills that prepare them for the Logic level instruction in grades 6–8. In sixth grade, all students take an *Introduction to Latin* course, which is a review of what the students have learned in their elementary Latin classes. In seventh and eighth grades, students may choose between an *Intermediate Latin* class or an *Honors Latin* class, both of which continue to build on the skills developed in their elementary and sixth grade Latin classes. Students in ninth and tenth grades continue with Latin instruction, and advanced options such as Latin III and AP Latin are available through twelfth grade.

By introducing students to Latin at an early age, we take educational advantage of their great capacity for learning vocabulary and their love for the rhythmic chanting of verb conjugations and noun declensions. The exercise of fitting the meaning, tense, number, case, and gender of a Latin word to its English equivalent develops analytical skills in addition to developing vocabulary. Latin instruction also promotes an appreciation for literature and an understanding of our cultural heritage.

Trivium

Beginning Grammar (Pre-Polly)	GRAMMAR (Poll-Parrot)	LOGIC (Pert)	RHETORIC (Poetic)
Grades Pre-K – 3	Grades 3 – 6	Grades 7 - 9	Grades 10 - 12
Approx. ages 4 – 8	Approx. ages 9 – 11	Approx. ages 12 - 14	Approx. ages 15 - 18
Student Characteristics:	Student Characteristics:	Student Characteristics:	Student Characteristics:
<ol style="list-style-type: none"> 1. Obviously excited about learning 2. Enjoys games, stories, songs, projects 3. Short attention span 4. Wants to touch, taste, feel, smell, see 5. Imaginative, creative 	<ol style="list-style-type: none"> 1. Excited about new, interesting facts 2. Likes to explain, figure out, talk 3. Wants to relate own experiences to topic, or just to tell a story 4. Likes collections, organizing items 5. Likes chants, clever, repetitious word sounds (e.g., Dr. Seuss) 6. Easily memorizes 7. Can assimilate another language well 	<ol style="list-style-type: none"> 1. Still excitable, but needs challenges 2. Judges, critiques, debates, critical 3. Likes to organize items, others 4. Shows off knowledge 5. Wants to know “behind the scenes” facts 6. Curious about why? for most things 7. Thinks, acts as though more knowledgeable than adults 	<ol style="list-style-type: none"> 1. Concerned with present events, especially in own life 2. Interested in justice, fairness 3. Moving toward special interests, topics 4. Can take on responsibility, independent work 5. Can do synthesis 6. Desires to express feelings, own ideas 7. Generally idealistic
Teaching Methods:	Teaching Methods:	Teaching Methods:	Teaching Methods:
<ol style="list-style-type: none"> 1. Guide discovering 2. Explore, find things 3. Use lots of tactile items to illustrate point 4. Sing, play games, chant, recite, color, draw, paint, build 5. Use body movements 6. Short, creative projects 7. Show and Tell, drama, hear/read/tell stories 8. Field trips 	<ol style="list-style-type: none"> 1. Lots of hands-on work, projects 2. Field trips, drama 3. Make collections, displays, models 4. Integrate subjects through above means 5. Teach and assign research projects 6. Recitations, memorization 7. Drills, games 8. Oral/written presentations 	<ol style="list-style-type: none"> 1. Timelines, charts, maps (visual materials) 2. Debates, persuasive reports 3. Drama, reenactments, role- playing 4. Evaluate, critique (with guidelines) 5. Formal logic 6. Research projects 7. Oral/written presentations 8. Guest speakers, trips 	<ol style="list-style-type: none"> 1. Drama, oral presentations 2. Guide research in major areas with goal of synthesis of ideas 3. Many papers, speeches, debates 4. Give responsibilities, e.g., working with younger students, organize activities 5. In-depth field trips, even overnight 6. World view discussion/

			written papers
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Core Values

I. Classical

1. Instill wisdom and virtue through the cultivation of affections for truth, beauty, and goodness
2. Equip children to be free people and live in the freedom of Christ.
3. Guided by the great, classical works, languages, and disciplines found in the Western Tradition
4. Distinct teaching methods as they exist in grammar, logic, and rhetoric stages.
5. Affirms rigor (extended focus and depth) and stirs wonder with the aim of developing a love of learning
6. We are not a reform school for behavior or academics

II. Discipleship

Custodial parents must have the following upon admission:

1. Profession of faith
2. Involved in a local church
3. Pastoral/Elder reference from current/past church
4. Custodial parents must believe statement of faith and affirm core values and secondary doctrine (sign off on annually)
5. Faculty/Board Members/Staff will believe statement of faith, core values, and secondary doctrine as evidenced by application, interview, and lifestyle

III. In Loco Parentis

1. While holding the authority of the parent, we must strive to love the child as Christ loves them.
2. Ultimate responsibility to educate child remains with the parent.

IV. Christ-Centered

1. God’s Word is inerrant, infallible, and authoritative regarding truth in all things.
2. Knowing Christ more deeply and becoming more Christ-like is the ultimate goal of education.
3. Serving Christ and seeing Him glorified compels us to do all things with excellence and to the best of our abilities.
4. We follow the example of Christ by communicating the Gospel through love and relationships.
5. Prayer is central to the life and health of the school.

Marriage, Gender, And Sexuality

1. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Rejection of one’s biological sex is a rejection of the image of God within that person.
2. We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
3. We believe that any form of sexual immorality (including adultery, fornication, homosexual

behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10)

4. We believe that in order to preserve the function and integrity of Providence Academy (PA) as the local Body of Christ, and to provide a biblical role model to the PA association and community, it is imperative that all persons employed by PA in any capacity, or who serve as volunteers, agree to abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22)
5. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11)
6. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28- 31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture not the doctrines of PA. Providence Academy, Inc., is a private, non-profit organization registered as such with the State of Tennessee and is the owner of Providence Academy.

CODE OF CONDUCT

Non-Discrimination Policy

Providence Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally made available to students at the school. The Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, athletic programs, or other school-administered programs—except as permitted by law and consistent with the religious tenets of the school. As a religious educational ministry, Providence Academy is legally permitted to hire based on religion under Title VII of the Civil Rights Act of 1964. Accordingly, the Academy reserves the right to employ individuals who are born-again Christians, affirm the school's mission, statement of faith, and educational philosophy, and are committed to conducting themselves in a manner consistent with Providence Academy's moral and ethical standards.

Harassment and Discrimination Policy

Providence Academy strictly prohibits any form of unlawful harassment or discrimination as defined by federal and state law. This includes, but is not limited to, harassment or discrimination based on race, color, sex, age, disability, national origin, or any other characteristic protected by law.

Such behavior, whether by verbal, physical, or visual means, undermines the integrity of the work environment and will not be tolerated. Any employee found to have engaged in prohibited conduct is subject to disciplinary action, up to and including termination.

Sexual Harassment Policy

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to such conduct is explicitly or implicitly a condition of employment;
2. Submission to or rejection of such conduct is used as the basis for employment decisions;
3. Such conduct unreasonably interferes with an individual's job performance or creates a hostile, intimidating, or offensive work environment.

Providence Academy will promptly investigate all reports of sexual harassment. Employees are encouraged to report incidents immediately to the Human Resources Manager, principal, or their direct supervisor. Retaliation against individuals who report harassment in good faith is strictly prohibited.

Drug Free Workplace

Providence Academy maintains a drug- and alcohol-free workplace in accordance with the Drug-Free Workplace Act. The school reserves the right to conduct random drug and alcohol testing. The use, possession, distribution, or sale of illegal drugs or alcohol while on duty or on school property is grounds for immediate termination.

Personal Relationships

Employees and volunteers are expected to maintain appropriate, professional relationships at all times. Romantic or otherwise intimate relationships between employees or volunteers and students are strictly prohibited and will result in immediate termination and possible legal reporting.

One-on-One Interactions

To protect students and staff and minimize the risk of misconduct, private one-on-one interactions between adults and students are not permitted unless pre-approved by administration. Suspected or observed violations must be reported to Human Resources at (423) 854-9819 or by email at lroberson@providenceacademy.com.

Personal Appearance

Employees are expected to dress in a professional, modest, and clean manner that reflects self-respect and aligns with Christian values.

- Business casual attire is required.
- Male classroom teachers must wear dress pants and tucked-in collared shirts.
- Jeans are not permitted except on designated Spirit Days.
- Athletic footwear is allowed only for recess, P.E., or approved exceptions (e.g., medical footwear).
- Tattoos must be covered during school hours.
- Facial piercings are limited to earrings only.

Exceptions:

- Maintenance staff may wear jeans, non-collared shirts, and tennis shoes.
- Teachers' aides and P.E. staff may wear tennis shoes.

Internet

The facilities to provide internet access at Providence come at considerable resource cost and commitment. The internet's vast informational and educational capabilities can help us all do a better job, but not at the expense of productivity of our employees or the security of our students.

The internet is a business and educational tool. Employees are expected to use Internet access in a professional manner, primarily for school-related research and communication.

Employees with internet access must be clear on the point that Providence Academy can and will monitor internet usage for appropriateness. All existing school policies apply to conduct on the internet, especially those that deal with privacy, school records, student records, and confidentiality. All employees are expected to reflect a positive Christian testimony and serve as Christian role models, in and out of school.

The school's policies against discrimination or other harassment apply to any Internet communications. Therefore, any Internet communications that adversely reflect on the employees' or the school's Christian testimony; that contain any of the types of information previously listed; that disparage the school other employees or officers, may result in requests to remove the communications and in employee discipline, including termination.

When you use technology to communicate with anyone the results can be found by anyone, including school administrators, school board members, parents, the media and law enforcement. It is also important to understand that what you post can be copied, modified, and posted in other sites. Once posted on the Internet, digital information is accessible to anyone, anywhere, anytime, forever.

The school shall hold employees personally responsible for all material they post or blog on a website or for content posted by third parties to employees' social-networking or blog web pages. All Providence Academy employees receive a written copy of this policy and must sign the following statement either during new-hire orientation or as soon as possible thereafter:

I have received a written copy of the Providence Academy policy on internet security and usage. I fully understand the terms of this policy and agree to abide by it. I realize that security software may record for administrative use the Internet address of any site that I visit and keep a record of any network activity in which I transmit or receive any kind of file. I acknowledge that any message I send or receive will be recorded and stored in an archive file for administrative use. I know that any violation of this policy could lead to dismissal or even criminal prosecution.

Employees may use Providence Academy internet facilities for nonbusiness research or browsing during meal breaks or other breaks, or outside of work hours, provided that all other usage policies are adhered to.

Offensive and/or sexually explicit documents may not be accessed, displayed, printed, archived, stored, distributed, edited, or recorded using school resources.

No employee may use Providence Academy computers, servers, network, e-mail account or other IT sources knowingly to download or distribute pirated software data.

Intentional use of any school resources, including IT, for any illegal activity is grounds for immediate dismissal, and Providence will cooperate with any legitimate law enforcement activity in that regard.

Any file or software downloaded from the internet to Providence equipment must be scanned for viruses before being accessed.

Any employee attempting to disable, defeat, or circumvent any school security systems (firewalls, proxies, screening programs, etc.) may be subject to immediate dismissal.

Telephone Communications

The school is serviced by a telephone system with access to several outside lines and intercommunication connections between all phones. Phones in the teacher workrooms are for all employees. Calls should be

limited in length. No long-distance calls should be made from school unless they pertain to a field trip, school activity, or a serious family issue. Students are to only use the telephones in the front office, program principal, or deans' office.

Employees are assigned a voice mail extension. Teachers are expected to give parents their extensions and/or email address and check messages daily. Parents may contact teachers during the school day by calling the office. Teachers will return calls as soon as their daily schedule allows. All messages from parents should be responded to within 24 hours, preferably on the same school day.

Personal cell phone usage by employees should be limited to before/after school hours or designated breaks.

Social Media and Networking

PA is responsible to protect the school and to develop guidelines for the use of social networking by school employees as it relates to their professional role within the education setting. Therefore, as in all areas of daily life, a PA employee's use of social media is a reflection of the school whether or not the school is specifically discussed or referenced. Postings should not occur at school so as to interfere with the employee's professional responsibilities and commitments.

When posting to social media or personal blogs, it should be clear that the views and opinions expressed by the author are the author's alone and do not represent the views of PA. Also, when posting, employees are to consider what impact the post will have on their long-term effectiveness as a teacher or education professional and should only post what they would want the world to see. Likewise, employees should not share personal information that they wouldn't otherwise share with students.

PA discourages the use of social networking sites for communicating with students. To maintain a professional relationship with students, PA employees should exercise caution when communicating with students when using social networking sites. To that end, the following policies are to be adhered to by PA employees in regard to social media. Failure to comply with the following directives may be grounds for disciplinary actions including but not limited to termination.

1. Social networking accounts are not to be tied to the employee's school e-mail address.
2. Social media is not to be used for official communications of PA. School authorized communication channels such as PA email (vs. personal email) are to be used for such communication.
3. Class or student events and activities are not to be organized via social media.
4. Employees are not to initiate friend requests to students, except for employees' own children.
5. Employees are not to accept friend requests from students in grades below high school (i.e. grades K-8), except for employee's own children.
6. Parental permission is required for an employee to accept a "friend request" or other social media invitation from a high school student. Employees must receive written permission from the parent which includes the following: Date, Name of student, current grade, and a statement that permission has been granted for the employee (named in the communication) to accept the "friend request" of the student. *It is the responsibility of the employee to provide a copy of the permission document to the Human Resource Office for filing with the employee's records.*
7. Any communications with students on social media must be in public areas ("public posting wall")

of social media sites.

8. Employees are not to:
 - a. Use instant messaging, private messaging, chat or other nonpublic communication options of social networking sites when communicating with students.
 - b. Send text messages or emails to students without always copying the parent/guardian.
 - c. Have other private or isolated types of communication with students that might be interpreted as unprofessional.

The goal is for all PA employees to be transparent and be held accountable for employee to student interactions so that a Christian educational community, which exists as an extension of the home, can be established and maintained with the highest level of professionalism.

Conflict of Interest

Employees must avoid any conflict between personal interests and professional responsibilities. Prohibited actions include:

1. Using one's position for personal gain;
2. Accepting gifts or incentives that could influence decision-making;
3. Engaging in outside employment or affiliations that conflict with school goals.

Non-cash gifts must be reported via the school's designated form. Cash gifts over \$250 must be turned in to the school and may be returned as bonuses.

Solicitations

No solicitation or promotion of personal business is allowed on campus without prior written authorization from the Head of School. Providence Academy, as a 501(c)(3) nonprofit, must avoid activities that could jeopardize its tax-exempt status or Christian witness. Furthermore, Providence is a ministry of Jesus Christ, and this policy is intended to preclude the possibility of entering any business proposition that could negatively affect its outreach and witness for Him.

This policy does not prevent individual members of Providence Academy or its Board of Directors from participating in any business of their choice, but it does prohibit them from representing Providence Academy in any business venture.

Media and Outside Inquiries

All media inquiries must be referred to the Head of School. No employee may speak on behalf of the school without prior written authorization.

Inquiries about employee performance or references must be directed to Human Resources.

SCHOOL BASICS

Attendance and Timeliness

Regular attendance is a fundamental expectation for all staff. If you are unable to report to work or anticipate being late, it is your responsibility to notify your principal or immediate supervisor as early as possible—ideally before your scheduled start time.

Faculty Attendance Policy

Teachers are expected to be present and available during their scheduled planning periods. Leaving campus for appointments during planning time is not permitted unless prior approval has been obtained from a supervisor and appropriate leave time has been requested and approved.

Faculty and Staff Blackout Dates

To maintain continuity and ensure adequate staffing during critical times in the academic calendar, the following blackout dates apply to all faculty and staff:

- The first two weeks of the school year
- The last two weeks of the school year
- Two days immediately before or after a school holiday

All requests for exceptions must be submitted as early as possible and will be reviewed on a case-by-case basis. Documentation may be required.

Required Attendance at Events

In keeping with our collaborative spirit, employees are expected to attend the following events unless otherwise excused:

- Faculty Meetings (Faculty only)
- Parent Orientation (Faculty and selected salaried staff)
- Association Meetings (All employees)
- Special Meetings or Events (As requested by Administration)
- Professional Development/In-Service Days (Faculty and designated salaried staff)

Failure to attend a required event without prior approval may be considered an unexcused absence, subject to disciplinary review.

Absence Notification Procedures

Faculty members must be in their assigned classrooms and prepared to teach at the start of each class. Support staff are expected to be present at their designated workstations by the beginning of their shift.

If you are unable to report as scheduled, contact your supervisor as soon as possible to ensure proper coverage and continuity of operations. All absences will be documented in accordance with FLSA recordkeeping requirements.

Unexcused Absences

An absence of three consecutive workdays without proper notification will be interpreted as a voluntary resignation, and the employee will be removed from the payroll in accordance with Tennessee state employment standards.

Tardiness and Irregular Attendance

Frequent tardiness or absences, whether excused or unexcused, may impact your employment standing and performance evaluation. Attendance issues may lead to progressive discipline, including verbal or written warnings, performance counseling, or termination if unresolved.

Background Check

Per **Tennessee Code Annotated § 37-1-414(2)**, all employees must undergo a fingerprint-based criminal

history background check through the Tennessee Bureau of Investigation (TBI) or an authorized third-party provider. The cost of this check is reimbursed by the school. See Human Resources for authorized providers.

Annual Evaluation

All Providence Academy employees will receive a formal evaluation at least once annually, in alignment with best practices and applicable state and federal standards. Observations and opinions of third parties (parents, other staff member, individual board members, etc.) may only be considered if the faculty or staff member being evaluated is given the opportunity to respond to the questions/concerns raised prior to the finalization of the evaluation. Evaluations include:

- Classroom or job performance observations
- One-on-one feedback discussions
- Opportunities for employee input and response
- Inclusion of any commendations, concerns, or third-party feedback (when appropriately disclosed)

Evaluations must be signed by both the employee and supervisor and will be retained in the employee's personnel file.

Secondary Employment

Employees may engage in secondary employment provided it does not interfere with job performance at Providence or violate rest and wage provisions under the FLSA. If you are considering outside employment, we encourage you to speak with your supervisor to ensure that any secondary job does not conflict with your responsibilities here.

Employees volunteering for school events or programs during regular work hours must obtain prior approval from their supervisor. Volunteer roles requiring an ongoing time commitment will be reviewed to ensure they align with FLSA guidelines on compensable time.

Teamwork and Conduct

Providence Academy is more than a workplace—we are a community united by a shared mission, philosophy, and purpose to educate young people in a God-honoring way. We encourage a team-oriented mindset and expect all staff to treat one another with respect, professionalism, and grace, following biblical principles such as those outlined in Matthew 18 when resolving conflicts. All employees are encouraged to remain mindful of the ministerial mission of Providence Academy and to conduct themselves in a manner that reflects this commitment.

Church Attendance

We encourage all employees to actively participate in a Bible-believing church. If you have questions about a particular church's alignment with our values, please reach out to the Head of School. Further discussion, if needed, will be referred to the Providence Academy Board.

Spirit Store

Discover everything you need to show your Knight spirit at the Spirit Store! From stylish t-shirts and cozy sweatshirts to trendy beanies, scarves, and jackets, we have something for everyone. Open during school hours and throughout the summer, we make it easy for you to shop for your favorite Knights gear!

Volunteers

Join our passionate team of volunteers at the Spirit Store. Get involved during various school events and

help us create a vibrant community spirit.

Spirit Wear Days

Spirit wear days occur every Friday, snow-schedule days, during the Blue Ridge Classic tournament, during school spirit week, and other announced school spirit days during the school year. Any other days designated as “Special Event” will be published by the Head of School.

Development Department

The Providence Academy Development Office is tasked with sharing the work that God is doing at PA and inviting people to join in the effort. Fundraising, advertising, friend-raising, and volunteer-raising are all key components of the development effort, and the end result is that we work toward giving God the glory for all that He is doing at Providence Academy.

School Magazine

The Cross and Shield is published semi-annually by the Development Office.

School Organized Volunteer Group

Membership in P2, Providence Parents, consists of all parents of students at Providence Academy. The purpose of P2 is to enhance educational experience at school for students, teachers, and parents by assisting in communication efforts, providing volunteers, and offering opportunities to fellowship within the school community.

School Prayer Groups

Moms in Prayer and Dads in Prayer are comprised of parents, relatives, and friends of students at Providence Academy. They generally meet separately each week to intercede in prayer on behalf of the school community.

Postal Mail

Mail is received at the front desk and distributed to the administrative assistants.

Parking

For the safety of the students, please follow the flow of traffic signs and speed limits.

Parents and visitors may park in the front parking lot or in any other available parking space. Students may park only in bottom lot. Employees may park in the lower parking lots and parking spaces adjacent to the softball field.

All parking spaces adjacent to the top playground are assigned parking spaces. If you would like to be assigned a parking space you must submit a request and if approved you will be assigned a space. If you have not been assigned a parking space do not park in these spaces.

Private Property Traffic Accidents

In the event of a vehicle accident on school property or while on school-related business, the following procedures must be followed, in accordance with Tennessee state law:

Immediate Reporting – TCA §55-10-106

If an accident results in:

- Injury or death to any person, or
- Property damage of \$50 or more,

You must immediately notify the Johnson City Police Department using the quickest method available (phone call, in-person report, etc.).

State Report Requirement – TCA §55-10-107

If the accident:

- Results in bodily injury or death, or
- Causes property damage over \$400 (to any person, including the driver),

Then the driver is required to submit a written accident report to the Tennessee Department of Safety within 20 days.

Additional Responsibilities

- Each driver involved must notify their insurance company.
- Both drivers must complete and exchange the Accident Report Form.
- If the accident meets the criteria under TCA §55-10-107, the Financial Responsibility Form must also be filed with the Tennessee Department of Safety.

Please report any on-campus accidents to school administration as soon as safely possible.

Snow Route Procedures

In the event of snow or ice, the FRONT ENTRANCE will be cleared and used for all drop-off and pick-up.

Traffic Flow:

- Enter through the lower front parking lot, circle to the left, and proceed through the front entrance/exit.
- Exit by turning left only for safety and traffic flow.

We appreciate your patience and cooperation as we work to ensure safe arrival and dismissal during inclement weather.

School Cancellations & Openings

When severe weather occurs, Providence Academy will communicate all schedule changes using multiple channels:

Communication Methods:

- School website calendar
- Parent Alert system (via text & email)
- PA Facebook Page (P2)
- Local media outlets:

Radio:

- WJCW – 910 AM
- WCQR – 88.3 FM

Television:

- WJHL (CBS) – Channel 11
- WCYB (NBC) – Channel 5

Announcement Timing:

- We aim to notify the media by 6:15 a.m., and if possible, include the update in the 11:00 p.m. news the night before.
- If no announcement is made, school will be open as usual.

Early Dismissal

If weather conditions worsen during the school day, parents will be notified of early dismissal through:

- Parent Alert (text and email)
- Announcements on local radio and TV stations

Please ensure your emergency contact information is current in the school system so we can reach you quickly in urgent situations.

Returning After Weather Closures

When school reopens following a weather-related closure:

- Students who do not return will be counted absent.
- If a parent believes that road conditions are unsafe in their area, the student may arrive late without being counted tardy—a signed note from the parent is required.

Your safety is our top priority. Please use your best judgment and communicate with the school if conditions are dangerous in your neighborhood.

HUMAN RESOURCES

At-Will Employment

Employment at Providence Academy is considered at-will, meaning that either the employee or Providence Academy may terminate the employment relationship at any time, with or without cause or notice, and with or without the use of progressive discipline, subject to the terms of any applicable written employment agreement.

Nothing in this Employee Handbook is intended to create, nor shall be construed as creating, a contract of employment—express or implied—between Providence Academy and any employee. No representative of Providence Academy, other than the Head of School, has the authority to enter into any agreement contrary to the at-will nature of employment. Any such agreement must be in writing and signed by both the Head of School and the employee.

If an employee is employed under a written employment contract, the terms of that contract—including any notice provisions, cause requirements, or other specific conditions—will govern the employment relationship, including termination. Termination may be immediate or subject to notice, depending on the terms of the applicable agreement and the circumstances.

The procedure for appealing a dismissal is:

The written request of the dismissed employee will be submitted to the Board Chairman through the Head of School within seven days of receipt by the employee of the termination notice. The Chairman will schedule a meeting for the employee to discuss the dismissal with the Board. The Board will then make a final decision on the matter.

Mandatory Providence Academy Enrollment of Faculty/Staff Children

From its inception, Providence Academy has operated on the premise that the fundamental responsibility for the education of children lies with their parents. The following guidelines reflect this commitment to the primacy of parental authority in education. At the same time, Providence Academy has also been committed to the tradition of academic excellence.

Consequently, the following guidelines maintain a standard of excellence for all Providence Academy faculty and staff (*for purposes of this policy, staff does not include custodial/maintenance employees*) in all their educational work, including the education of their own children.

- As a condition of employment, the school age children of Providence Academy faculty and staff must be enrolled in Providence Academy.
- Providence Academy faculty and staff who wish to educate their school age children at home must petition the Head of School to notify the Providence Academy Board for permission. The petition should include their principle reasons for choosing home schooling.
- Providence Academy Board may waive this requirement for any member of faculty/staff where a school-age child has a diagnosed learning disability and where Providence Academy would not meet the educational needs of the child.

Definitions

The following definitions are provided to standardize terminology and promote a clear understanding of employment classifications at Providence Academy. These definitions are designed to align with applicable federal labor laws, including the Fair Labor Standards Act (FLSA) and the Internal Revenue Service (IRS) guidelines for worker classification. They are used for administrative, payroll, and benefits purposes.

Employee

An individual employed by Providence Academy who performs services under the direction and control of the organization and receives compensation in the form of wages or salary. For the purposes of this policy, the term "employee" excludes independent contractors and volunteers, as defined under federal law.

Full-Time Employee

An employee who is regularly scheduled to work at least 40 hours per week. Full-time employees are eligible for the full range of benefits offered by the institution, subject to plan terms and applicable law.

Part-Time Employee

An employee who is regularly scheduled to work fewer than 40 hours per week, and who maintains regular, continuous part-time status. Part-time employees may be eligible for limited benefits as specified in Providence Academy's benefits policies, and in accordance with applicable federal or state laws.

Temporary Employee

An individual hired for a short-term assignment or defined project with or without a predetermined end date (e.g., substitute teachers). Temporary employees may work full- or part-time hours and are not eligible for benefits, except as required by law. Temporary employees are considered non-exempt unless otherwise classified under the FLSA. If a temporary employee is subsequently appointed to a regular full-time or part-time position, the employee's official hire date—used for employment records and benefits eligibility—will be the effective date of the change to regular status.

Exempt Employee

An employee classified as exempt from the FLSA's overtime and minimum wage requirements. Exempt status is based on meeting specific duties tests (e.g., executive, administrative, professional roles) and receiving a minimum salary as established by the Department of Labor.

Non-Exempt Employee

An employee covered by the FLSA who is entitled to receive at least the federal minimum wage and overtime pay at one and one-half times their regular rate of pay for all hours worked over 40 in a workweek (e.g., aides, custodial, grounds, reception, and office staff). Time off for personal time, holidays, vacations or any leave of absence will not be considered hours worked when calculating overtime.

Hiring

Contracts

All full-time and part-time faculty and staff will have written contracts.

Job Descriptions

Every position will have a written job description. Maintaining these documents is the responsibility of the Human Resources Manager.

Selection Process

- Selection requires a unanimous vote of the Board.
- Support staff interviewing and selection will be conducted by the administrative staff who directly supervise the position.
- The Board will be informed of all support staff hire

Assignment of Personnel

- The Head of School has authority to assign or reassign faculty and staff to support growth and development.
- Personnel will receive adequate notice of any assignment changes prior to signing their employment contract for the upcoming year.

Employment Obligations

- Employees must comply with the terms of their employment contract with Providence Academy.
- Any discrepancies or misunderstandings regarding contract terms should be promptly addressed and resolved.

Disability Accommodation

- Employees must immediately inform Providence Academy of any restrictions affecting their ability to perform assigned duties.
- If the restriction qualifies as a “disability” under the Americans with Disabilities Act (ADA), and the employee can perform essential job functions with reasonable accommodation, Providence Academy will provide such accommodation.

Personnel File

Providence Academy maintains a confidential personnel file for each employee, managed by Human Resources.

Access to Personnel Files

- Current and former employees may review portions of their personnel file by providing advance notice to Human Resources.
- Reviewable documents include those related to hiring qualifications, promotions, disciplinary actions, transfers, policy acknowledgments, and training records.

- Documents not available for review include: references, reference checks, management investigation records, medical records, judicial documents, documents violating confidentiality of other employees, and employee planning documents.

Procedure for Reviewing Personnel Files

- Employees must request access by contacting Human Resources at least 24 hours in advance.
- Former employees or those unknown to Human Resources must provide identification or proof of permission.
- Personnel files must be reviewed in the presence of Human Resources staff; no files or documents may be removed.
- Employees may request photocopies of file contents; reasonable copying fees may apply for extensive requests.
- If an employee disputes a document, they may submit a written explanation to be attached, in the presence of Human Resources.
- Requests to remove documents will be reviewed by Human Resources. If denied, employees may appeal to the Head of School.

Updating Personnel Information

To ensure accurate communication and benefits administration, employees must promptly notify the Human Resources Manager and update their information **iSolved** when any of the following change:

- Name
- Address
- Telephone number
- Marital status
- Dependent status (W-4)
- Emergency contact
- Physician or hospital preference
- Insurance beneficiary
- Military status
- Death of a family member
- Jury duty assignments
- Planned resignation or retirement
- Work-related injury or illness
- Accommodation for temporary or permanent disability
- Leave of absence for medical conditions lasting more than three consecutive days or requiring medical treatment

Youth Employment Policy

At Providence Academy, we are committed to following all applicable federal and state laws regarding the employment of minors, including those outlined in the Fair Labor Standards Act (FLSA) and Tennessee state labor laws. These laws are designed to ensure the safety, well-being, and academic success of working minors.

Federal and State Guidelines for Youth Employment

Employment regulations differ based on the age of the individual:

1. Youth 18 Years or Older
 - May perform any job, including those considered hazardous by the U.S. Department of Labor.
 - May work unlimited hours under both federal and state law.
2. Youth 17 Years Old
 - May be employed in non-hazardous occupations only.
 - May not work between the hours of 10:00 p.m. and 6:00 a.m. on nights preceding a school day.

Additional hour limitations and work permits may apply under Tennessee law during school sessions.

Providence Academy Hiring Policy

In alignment with our commitment to safety and legal compliance:

- Providence Academy does not employ individuals under the age of 17.
- All supervisors must consult with the Human Resources Manager before considering or discussing employment opportunities with any person under the age of 18.

This ensures proper evaluation of job duties, legal eligibility, and necessary documentation in accordance with child labor laws.

Employee Compensation

Pay Periods

Providence Academy compensates all employees on a bi-weekly basis through direct deposit, the exclusive payroll method for full-time, part-time, and temporary employees.

If a scheduled payday falls on a holiday, payment will be issued on the preceding business day.

The pay period calendar is available on the Employee Hub. All personal payroll information, including paystubs and leave balances, can be accessed through iSolved.

Compensatory (Comp) Time – Exempt Employees Only

Compensatory time off (“comp time”) may be granted at a supervisor’s discretion to exempt employees (i.e., employees not eligible for overtime pay) who work beyond their regular schedules for special projects or during weekends.

- Comp time is accrued on an hour-for-hour basis.
- Comp time does not apply to pre-scheduled events or activities where attendance is expected.
- Employees should inform their supervisor in advance if they anticipate earning comp time.
- All comp time usage must be approved in advance by the supervisor.
- Employees are encouraged to use accrued comp time within two weeks of earning it.
- Supervisors may deny the request if using comp time would unduly disrupt departmental operations.

Note: Comp time cannot be used as a substitute for overtime pay for non-exempt employees, per FLSA regulations.

Timekeeping – Non-Exempt Employees

All non-exempt employees are required to accurately record their time worked using the designated timekeeping system. “Time worked” includes all hours an employee is required or permitted to work.

- Altering, falsifying, or tampering with time records is strictly prohibited and may result in

disciplinary action, up to and including termination.

- Timekeeping records are subject to audit and are considered legal documentation for wage and hour compliance.

Missed Timecard Punches – Supervisor Responsibilities

To ensure compliance with federal and state labor laws:

Identification & Reporting

- Supervisors must review timecards at the end of each pay period to identify missed punches (in or out).
- Employees should report missed punches immediately upon discovery.

Verification Process

- For each missed punch, supervisors must:
- Compare the employee's scheduled hours with actual time entries.
- Review relevant documentation (e.g., shift schedules, emails).
- Confirm details with the employee directly.

Correction and Documentation

- Supervisors are responsible for correcting verified timecard errors in the timekeeping system.
- All corrections must be documented via email for audit purposes.
- Employees must be notified of the correction and asked to review the updated timecard.

Training

- Supervisors should educate staff regularly on timekeeping policies and procedures.
- Foster a culture of accountability and clear communication.

Payroll Deductions

Providence Academy is required by law to withhold taxes from employee paychecks and remit them to the appropriate government agencies. These mandatory deductions include federal, state, and local taxes.

In addition to required deductions, Providence Academy allows employees to request voluntary deductions for fixed expenses, such as tuition, enrollment fees, and charitable donations. Effective July 1, 2022, only fixed amounts may be payroll deducted. Elective charges (e.g., lunches, field trips, merchandise) will be billed separately through FACTS.

Each year, by January 31, Providence Academy will provide employees with a W-2 form detailing total taxable earnings and all deductions from the previous calendar year.

Allowable Deductions from Exempt Pay Permissible Pay Docking

Under the Fair Labor Standards Act (FLSA), Providence Academy may make deductions from the pay of exempt employees (e.g., faculty and eligible administrators) under specific conditions. This policy does not apply to non-exempt employees.

A written payroll change form must be completed to authorize any deductions, indicating the amount and dates of unpaid status. Deductions are only made for time not worked and may apply when:

- The employee has exhausted accrued leave.
- The employee elects to take unpaid leave.
- The employee fails to request leave or is denied leave (may also result in disciplinary action).

Deductions may also be made for:

- Suspensions for violations of safety rules of major significance.
- Suspensions for violations of written school policies or conduct rules applicable to all employees.

For employees taking unpaid leave under the Family and Medical Leave Act (FMLA), pay will be deducted based on the number of unpaid hours. For example, if an employee who works 40 hours per week uses two hours of unpaid leave, two hours of pay will be deducted from their salary.

In cases of improper deductions, employees should promptly notify the Director of Finance.

Paid Time Off (PTO) – Personal Leave

Personal Leave may be used for non-work-related matters and is granted under the following conditions:

- Cannot be used to perform paid services elsewhere.
- Cannot disrupt the school's normal operations.
- Must be requested at least one working day in advance.
- A ReadySub request and iSolved entry are required for faculty requesting a substitute.

Allotments:

- Full-time, year-round administrative and maintenance staff: 5 days
- Full-time salaried staff: 3 days
- Other employees: Pro-rated based on hours worked
- Calendar-year school and custodial staff: 40 hours

Unused Personal Leave does not carry over to the next contract year but will be paid out at the end of the fiscal year. Personal hours may be used for sick hours.

Work Hours per	Week Hours
20-25 hours	8
26-30 hours	16
31-35 hours	20
36-40 hours	24

Vacation Leave – Custodial Staff & IT Director Only

Custodial staff and the IT Director receive:

- 40 additional paid hours annually for a mandatory facility shutdown (dates determined by Facilities Manager/IT Director)
- 10 paid holidays annually

The school calendar year is defined as the time when standard office hours begin, 7:30 a.m. – 3:30 p.m. and concludes then faculty has completed all school year ending responsibilities as set by the principals, normally by May 31st.

Sick Leave

Sick Leave is provided for:

- Personal illness
- Care of an ill immediate family member (spouse, child, parent, or parent-in-law)
- Bereavement leave for an immediate family member (spouse, children, siblings, parents, parents-in-law, grandparents, or spouse's grandparents)

Guidelines:

- Employees should schedule non-emergency medical appointments outside of work hours whenever possible.
- Faculty requiring a substitute must submit a ReadySub request and log the absence in iSolved.
- All employees must record illness-related absences in iSolved.

Allotments:

- Full-time salaried staff: 5 days per contract year
- Other employees: Pro-rated based on weekly hours

Sick leave may roll over not to exceed a maximum of 4 weeks. It is not transferrable, cannot be donated, and is not payable upon separation from employment. Sick leave may **not** be used for personal time.

Weekly Hours Worked	Annual Sick Leave (Hours)
20–25	16
26–30	24
31–35	32
36–40	40

Overtime – Non-Exempt Employees

Non-exempt (hourly) employees are eligible for overtime pay under the FLSA. All overtime must be approved in advance by a supervisor.

- Overtime is paid at 1.5 times the regular hourly rate for hours worked in excess of 40 hours per workweek.
- Supervisor approval in the timekeeping system constitutes authorization for payment.

Holiday Pay

The following holidays are observed (specific dates may vary based on the school calendar and program area):

- Labor Day
- Thanksgiving
- Christmas
- Martin Luther King Jr. Day
- President’s Day
- Good Friday
- Memorial Day

Holiday Pay Rules:

- Full-time custodial staff and IT Director receive 10 paid holidays.
- Hourly staff are not paid for holidays unless otherwise specified.
- Regularly scheduled employees will be paid for school closures due to snow days.

Employee Benefits

School Tuition Discount

Providence Academy operates a Qualified Tuition Reduction Plan (IRC §117(d)) where tuition discounts are available to full- and part-time employees for dependent Pre-K-12 education at Providence Academy.

- 50% discount per student is allowed for all employees who work 40 hours per week.
- 25% discount per student is allowed for all employees who work at least 20 hours per week.
 - Part-time faculty teaching less than 20 hours per week may be eligible for a 25% tuition discount at the discretion of the Head of School.

Full-and-part-time employees may combine any tuition assistance, awarded through third party recommendation, based on full-tuition rate with their employee discount.

Impact of State Voucher Payments:

Providence Academy is now accepting state-funded tuition vouchers. When a student receives a state voucher:

- The voucher will be applied first to the cost of tuition.
- The employee discount will then be applied up to the remaining balance of tuition, not to exceed 50% of total tuition.

This means that employees whose children receive a state voucher may not receive the full value of their discount if the combination of the voucher and discount would exceed tuition. Employees whose children do not receive a state voucher will continue to receive the full eligible discount as described above.

Long Term Disability

Providence Academy pays for 60% long term disability income benefit payable after 90 days for employees who work at least 30 hours per week.

Special Leave and Extenuating Circumstances

An employee may request special leave for extenuating circumstances. Each case is individual and requires consultation with the employee's immediate supervisor and approval from the Head of School.

Professional Leave

An employee may request time away from work for Professional Leave. The employee's immediate supervisor should approve each Professional Leave at least ten workdays prior to beginning the Leave.

Discretionary Leave of Absence

A leave of absence for educational, family, medical, or personal reasons may be granted to any full-time or eligible part-time employee. You must present a Leave of Absence Request in writing to Providence Academy 30 days in advance when the need for a leave of absence is foreseeable. Each case, other than those covered by the Family and Medical Leave Act, will be determined on its own merits.

Jury Duty

Upon receiving a summons to report for jury duty, the employee should notify the immediate supervisor, and the employee shall be excused from employment for the day or days required while serving as a juror in any court of the United States or the state of Tennessee; provided, that such employee's responsibility for jury duty exceeds three (3) hours during the day for which the excuse is sought.

During any excused jury duty absence, the employee shall be entitled to the usual compensation received for employment, less the amount of the fee or compensation the employee received for serving as a juror. It is the duty of all persons paying jurors their fee or compensation for jury services to issue to each juror a statement showing the daily fee or compensation and the total amount of fees or compensation received by the juror. This compensation statement is to be provided to accounting in order to correctly provide compensation to the employee for excused hours.

All employees that serve on jury duty whether the employee is a teacher, a full- or part-time salaried staff member, or an hourly employee, must report the absence in iSolved. Faculty members absent and requiring a substitute are required to record their absence in iSolved and ReadySub.

Voting

Per [Tennessee Code 2-1-106\(a-c\)](#) (a) any person entitled to vote in an election held in this state may be absent from any service or employment on the day of the election for a reasonable period of time, not to exceed three (3) hours, necessary to vote during the time the polls are open in the county where the person is a resident. (b) A voter who is absent from work to vote in compliance with this section may not be subjected to any penalty or reduction in pay for such absence. (c) If the employee's daily schedule begins three (3) or more hours after the opening of the polls or ends three (3) or more hours before the closing of the polls of the county where the employee is a resident, the employee may not take time off.

All employees that leave during school hours to vote, a teacher, full-or-part-time salaried staff member, or an hourly employee, must report their absence in iSolve. Substitutes are not scheduled for coverage to leave campus to vote.

Bereavement

When a death occurs in an employee's immediate family, he or she may take up to three days off to attend the funeral or make funeral arrangements. This will not impact the employee's time off balances.

For the purpose of this policy, immediate family members are defined as the employee's spouse, parents, siblings, children, in-laws, or grandchildren.

Military Leave

Military leave will be granted in accordance with [TN Code §8-33-109](#).

Family and Medical Leave Act (Federal-FMLA/Tennessee-TMLA)

Per [Title 29, CFR §825.100](#) The Family and Medical Leave Act (FMLA), Providence Academy permits eligible employees to take leave without pay for a period of up to 12 weeks in any 12-month period for any one of the following reasons:

1. For the pregnancy/childbirth/nursing an infant/adoption; (exception: eligible for 16 consecutive weeks TMLA per the state of Tennessee)
2. For the placement with you of a son or daughter for foster care;
3. To care for your spouse, parent or individual who stands or stood in loco parentis who has a serious health condition;
4. To care for a son or daughter (including stepchild, foster child or child for which you are standing in loco parentis) under the age of 18 who has a serious health condition;
5. To care for a son or daughter (including stepchild, foster child or child for which you are standing in loco parentis) over the age of 18 who has a serious health condition and is unable to care for

- himself or herself because of a mental or physical disability; or,
6. For a serious health condition (including illness or injury) that renders you unable to perform the essential functions of your job.

Eligibility for FMLA Leave

[Per CFR §825.102 Definitions-Eligible Employee](#), to qualify for FMLA leave, you must have been employed by Providence Academy for at least 12 months and have worked at least 1250 hours during the 12-month period immediately preceding the first day of the requested leave.

Procedure for Requesting FMLA Leave

When the leave is foreseeable, you must provide 30 calendar days advance notice by submitting a written request for FMLA leave to your supervisor for approval. A certification for the leave must be submitted from a physician or practitioner if the reason for the leave is because of a serious health condition of either yourself or one of your family members.

The request for leave may be denied if the advance notice and medical certification requirements are not met.

While medical certification to support a request for leave because of a serious health condition is a requisite part of the physician certification form, a second or third opinion may be required (at the expense of Providence Academy).

Benefits that are Continued During FMLA Leave

While on FMLA leave, you are entitled to have your existing health insurance benefits maintained in the same manner as while not on leave.

Benefits that are Discontinued During FMLA Leave

Disability insurance and workers' compensation insurance may be discontinued while you are on FMLA leave.

Intermittent or Part-Time FMLA Leave

Eligible employees may take FMLA leave on an intermittent or part-time basis rather than all at once apart from maternity leave which requires consecutive time off.

Maternity Leave Policy

Maternity leave is defined as a leave of absence after the birth or adoption of a child for up to 16 weeks of unpaid, continuous leave during a 12-month period. Eligible employees must use accrued PTO/sick days to receive pay during this time. Providence Academy does not offer additional maternity leave outside of sick/personal leave the employee has accumulated. Requests for longer leave will be granted based on FMLA.

1. All accumulated sick days and personal days may be used.
2. Maternity leave must be formally submitted to the immediate supervisor and the HR Manager notified.

Health Insurance (Providence Academy Participation)

Full-time employees and part-time employees working at least 30 hours per week are eligible for health insurance coverage. Providence Academy contributes the following:

- 75% of the employee's individual health insurance premium.
- 40% of family coverage premiums.
- 50% of both dental and vision insurance premiums for the employee and dependents.

Coverage Start & Enrollment:

Coverage begins on the first day of the month following the hire date. Open enrollment occurs at the end of each calendar year; Human Resources will communicate specific dates and instructions.

Employees are responsible for completing all enrollment steps during the open enrollment period. Changes to coverage after this period are only allowed with a qualifying life event (e.g., marriage, birth, divorce), as defined by the insurance provider. Employees have 30 days from a qualifying event to make changes.

Coverage Termination:

Non-returning employees who complete the school year will retain health benefits through the last day of the month in which their contract ends.

COBRA Continuation Coverage

Employees and their dependents may be eligible for COBRA coverage if group health benefits are lost due to:

- Voluntary or involuntary termination (excluding gross misconduct)
- Reduction in work hours
- Divorce or legal separation
- Death of the covered employee
- A dependent child aging out of eligibility

COBRA allows for continuation of coverage for up to 18 months, at the employee's expense. Qualified individuals must elect coverage within 60 days of either the qualifying event or the notification date—whichever is later.

Providence Academy will provide the required COBRA notification and election instructions. Employees are responsible for notifying HR of any life events that may affect COBRA eligibility.

Health Reimbursement Account (HRA)

Providence Academy funds an HRA for employees enrolled in the school's health insurance plan:

- \$1,750 for individual coverage
- Up to \$2,500 for family coverage

Providence matches each dollar paid by the employee until the maximum contribution is reached. HRA funding levels are reviewed annually and are subject to change by the Board of Directors.

Life Insurance

Providence Academy provides a \$25,000 life insurance policy to employees working at least 30 hours per week. Employees may purchase additional coverage at their own expense.

Unemployment Insurance

As a 501(c)(3) nonprofit organization, Providence Academy has opted out of the Federal Unemployment Tax Act and does not contribute to the Tennessee State Unemployment Insurance Trust Fund.

However, separated employees may still be eligible for unemployment benefits. Providence Academy will reimburse the state directly for any such claims.

Workers' Compensation Insurance

Providence Academy provides workers' compensation insurance for injuries sustained during job-related activities, in compliance with Tennessee law.

If injured on the job:

1. Complete a First Report of Injury or Illness form and submit it to Human Resources.
2. HR will provide a list of approved medical providers.
3. HR will file the claim with the school's insurance provider.
4. The employee must follow the prescribed treatment plan until the claim is resolved.

Note: HR must be notified before seeking medical treatment, except in emergencies.

Termination

All employees are expected to adhere to the school's policies, including those found in the employment contract, employee handbook, and student/parent handbook. Ignorance of policies is not an acceptable excuse for noncompliance.

Conduct inconsistent with biblical values or the spirit of Providence Academy's mission—whether on or off campus—may result in disciplinary action, including termination.

Faculty, staff, and students are expected to follow all school rules and policies. While individual teachers may establish additional classroom guidelines, no one has the authority to override or grant exceptions to official school policies. Although rules and policies may be revised when necessary, they must be followed by all members of the school community until formally changed. Grounds for Disciplinary Action or Termination (not exhaustive):

- Policy violations
- Excessive absenteeism or tardiness
- Insubordination
- Safety violations
- Unprofessional behavior
- Abuse of time or unauthorized absences
- Profane or abusive language
- Sleeping or inattentiveness on the job
- Mishandling or damaging property
- Selling unauthorized goods or soliciting gifts
- Breach of confidentiality
- Violation of biblical principles
- Inappropriate behavior as a role model
- Hourly employees working after clocking out

Termination Procedure:

1. Verbal or written warning in a meeting with the immediate supervisor.
2. Opportunity for corrective action.
3. Follow-up performance review.
4. If no adequate improvement, termination will follow.

Appeals Process:

1. Submit a written appeal to the Board Chair through the Head of School.

2. A meeting with the Board will be scheduled.
3. The Board's decision is final.

HEALTH & SAFETY

Universal Protection for Communicable Disease Protection

To ensure compliance with state and federal health regulations (including OSHA's Bloodborne Pathogens Standard), the following universal precautions must be followed by all Providence Academy personnel:

Use of Personal Protective Equipment (PPE):

1. Latex or non-latex (hypoallergenic) gloves—provided by the school—must be worn when:
 - a. Treating students with open wounds, bleeding, or exposure to body fluids (e.g., urine, feces, vomit).
 - b. Handling items or cleaning surfaces contaminated with blood or body fluids.
2. Glove Protocol:
 - a. Gloves must be changed after each contact or exposure.
 - b. Hands must be washed with soap and water immediately after glove removal.
 - c. Any skin contact with blood or body fluids must be washed immediately and thoroughly.
3. Custodial Requirements:
 - a. Custodians must wear rubber gloves when cleaning restrooms or handling blood/body fluid spills.
 - b. Rubber gloves may be reused only after being disinfected in a 1:10 bleach (sodium hypochlorite) solution for 10 minutes.
4. Disinfection Procedures:
 - a. Contaminated surfaces and equipment must be cleaned with a bleach solution (1 part bleach to 10 parts water) or another disinfectant approved by the health department.
 - b. Disinfectant solutions must be replaced weekly, as potency diminishes after 7 days.
 - c. All restrooms must be stocked with soap for proper hand hygiene.
5. Preparedness:
 - a. Staff supervising students must have access to gloves at all times.
 - b.
 - c. Emergency response kits for handling blood and body fluids are available and must be used as needed.

Crisis Management and Emergency Procedures

Raptor Alert App

Providence Academy uses the Raptor Alert app to manage communication and student accountability during all emergency situations (e.g., fire drills, lockdowns, evacuations).

- All employees are required to download and use the Raptor Alert app on their phones or tablets.
- Instructions for setup and use will be provided during training.
- Familiarity with app procedures is mandatory for all staff.

Security and Fire Alarm Systems

If you accidentally trigger a security or fire alarm, immediately contact one of the following:

- Head of School
- Principal
- Facilities Manager

They will notify the appropriate authorities and our contracted security provider.

Emergency and Security Procedures

- All staff must be familiar with emergency protocols outlined in the Raptor Alert app.
- Evacuation maps are posted in all classrooms and hallways; review them regularly.
- Monthly fire drills are conducted as required by law.
- During drills or real emergencies:
 - Maintain student silence, order, and quick movement.
 - Always treat alarms as real and serious.
- Intruder/lockdown drills will occur at various times throughout the year.
- Staff are responsible for supervising and accounting for all students under their care.
- If a student is unaccounted for, notify school administration immediately.

Campus Security

Providence Academy contracts with the **Harrell Group** to provide professional, year-round security services. Their role is to support the safety and well-being of all students, faculty, and staff.

Exterior Door Security

In accordance with T.C.A. § 49-6-817, all exterior doors must remain locked at all times.

- Access to the building is limited to the main entrance, unless otherwise specified by school policy.
- During school-related events outside of regular hours, the main entrance may remain unlocked only if it is continuously monitored by a school employee to ensure that only authorized individuals are permitted entry.

Video Surveillance Policy

Providence Academy maintains campus-wide video surveillance to:

1. Promote the safety of students, faculty, staff, and visitors;
2. Enforce school policies and protect property;
3. Deter and assist in the investigation of violations and criminal activity.

Restrictions & Privacy Protections:

- Cameras are not installed in classrooms or other areas where individuals have a reasonable expectation of privacy.

Monitors are positioned to prevent public viewing.

- Recordings are stored securely and automatically overwritten after 21 days, unless preserved for an investigation.

Access and Retention:

- Only authorized personnel may view recorded footage.
- If an incident involving a crime or serious accident occurs, relevant footage will be:
 - Preserved and shared with law enforcement, if applicable;
 - Retained in accordance with legal guidance from the school's attorney.

Note: This policy does not apply to student-led recordings for academic projects, authorized classroom recordings, or school-sanctioned event recordings (e.g., sports or performances).

Employee Identification Badges

- All employees must wear their Providence Academy ID badge at all times while on campus, with

the photo and name clearly visible.

- Lost, damaged, or updated badges (e.g., due to name/role changes) must be replaced through Human Resources.
- There is a \$15 replacement fee for lost badges.
- Badges remain the property of Providence Academy and must be returned annually or upon termination.

Building Keys

- Employees must return all issued keys when job responsibilities change or employment ends.
- Do not duplicate any school keys.
- Lost keys must be reported immediately to the Human Resources Manager for security purposes.

ACADEMIC POLICIES

Student to Teacher Ratios

Pre-K	18:2
K-3 rd grades	22:1
4 th -5 th grades	24:1
6 th – 12 th grades	25:1

Schedules

Office Hours

School Year Office Hours	7:30a.m. – 3:30p.m.
Summer Office Hours	8:00a.m. – 2:00p.m.

School Hours

Grades Pre K-5	7:45 a.m. – 2:45 p.m.
Grades 6-8	8:10 a.m. – 3:05 p.m.
Grades 9-12	8:10 a.m. – 3:10 p.m.

Employee Hours

Faculty/Elementary & Aides	7:15 a.m. – 3:30 p.m.
Faculty/Middle & High School	7:30 a.m. – 3:30 p.m.
Office & Program Staff	7:30 a.m. – 3:30 p.m.
Facilities	Hours vary

Office staff and program support positions are expected to be at their stations by 7:30 a.m. unless otherwise directed by supervision.

Student Hours

Arrival	7:15 a.m. - 8:10 a.m.
Dismissal – Grades PreK-5	2:45 p.m. – 3:05 p.m.
Grades 6-8	3:05 p.m. – 3:40 p.m.
Grades 9-12	3:10 p.m. – 3:40 p.m.

Early Dismissal Days

Grades PreK-5 11:20a.m. (Lunch is not served on early dismissal days)

Grades 6-12 11:30a.m. (Lunch is not served on early dismissal days)

Daily Secondary Bell Schedule

The middle school and high school daily bell schedules are available on the Parent website.

Student Arrival and Dismissal

Arrival Procedures: 7:15 a.m.– 8:10 a.m.

Pre-K, Kindergarten, and their siblings will drop off at the front of the building beginning at 7:15 a.m. and all other grades will drop off in the front or back of the building.

Elementary students arriving prior to 7:35 a.m. will report to the cafeteria; at 7:35 a.m. all elementary students will be released from the cafeteria to report to their homeroom classrooms. Elementary students arriving after 7:35 a.m. will report directly to their homeroom classrooms.

Elementary class instruction begins at 7:45 a.m.

Middle School and High School students arriving prior to 7:50 will report to the gym; at 7:50 all Middle School and High School students will be released to report to their 1st period classes.

Middle and High School class instruction begins at 8:10 a.m.

Kindergarten – 5th grade students are tardy if arrival to campus is after 7:45 a.m. and 6th-12th is tardy after 8:10 a.m. Tardy students will sign in at the front office where they will be issued a tardy slip to take to their classroom teacher to permit late entry into the classroom.

- Pre-K -no tardies will be issued for Pre-K.
- K-5 grade -Ten (10) tardies will be counted as one (1) day of absence in attendance records;
- MS - Five (5) tardies will be counted as one (1) day of absence;
- HS - Five (5) tardies will be counted as one day (1) of absence.

Dismissal Procedures: 2:45–3:05 p.m.

Elementary (Pre-K–5)

Pre-K & Kindergarten students and their siblings are dismissed through the rear entrance of the building through carline pickup procedures. 1st–5th grade students will dismiss through the front entrance.

Elementary student’s remaining after the conclusion of carline dismissal (3:15 p.m.) will be checked into the Afterschool Program.

Middle School Dismissal: 3:05–3:40 p.m. / High School Dismissal: 3:10 -3:40 p.m.

Middle school and high school students are dismissed after the final bell sounds. Students are to go to their lockers to get their belongings and immediately report to sports practice, tutoring, etc. or to the lower parking lot crosswalk for parent pick-up.

Middle school and high school students remaining on campus at 3:40 p.m. must report to the supervised secondary After School Program. Fees may apply for after-school care.

CHILD CARE PROGRAMS

Supervision of Faculty/Staff Children

Providence Academy does not allow any unsupervised school-aged children on the school grounds. The following guidelines have been set forth for supervision of faculty and staff children:

Supervision of Faculty Children

1. Monday–Friday after school hours: Faculty children may stay in their parent’s room or in the room where their parent is working. The parent must always be in the presence of the child.
2. In-service: Children of faculty members are not allowed during in-service hours unless childcare is provided. They may assist their parent in the classroom after in-service hours have concluded.
3. Because of issues regarding professionalism and safety, infants and toddlers are not to be brought to school by faculty or staff member when the employee is working. This includes after-school hours each day.

Afterschool care is provided for faculty/staff children until 4:00PM each full school work day without charge. An annual application to the program is required. Children should only be left in the program while the parent is completing tasks for Providence Academy.

Supervision of Office Children

Monday – Friday until 3:30 p.m.:

1. Children of office employees must use the main entrance when wanting to see their parent. They are required to check in and be cleared by the receptionist before going into the office area.
2. Children of office employees are not to bring their friends with them to their parent's office.
3. Children whose parents work in the office area are not to use their parent's school computer, or any other school equipment, for any reason. The office staff member may perform a task for the child on their computer if needed.
4. Children whose parents work in the office area are not to use their parent's phone for any reason.
5. Elementary-aged children of office employees are to go to after school care until they are picked up by the office staff member when the parent is leaving for the day.

Afterschool Care Program

The Afterschool Care Program is available to all Providence Academy students and provides supervision for those remaining on campus after school dismissal and carline.

- General Childcare: Available from 3:15 p.m. to 5:30 p.m. A late fee of \$10 for every five minutes per child will be charged for students picked up after 5:30 p.m., with a maximum fee of \$25 per family.
- Faculty and Staff Childcare: Available from 3:15 p.m. to 4:30 p.m. on regular school days, free of charge, for faculty and staff children.

Students will be picked up by an ASP worker prior to or at the beginning of elementary carline. Parents can sign out and pick up their child(ren) directly from the After School Program.

All students will be released only to a parent, a pre-approved adult, or an older sibling designated by the parent.

Enrichment Program (EP)

- The Enrichment Program offers a variety of afterschool activities, including robotics club, Lego club, iCode, running club, sports, and more. The following procedure ensures the safety of our students by keeping track of their whereabouts while participating in an Enrichment Program after school.
- Chain of Custody Procedure for Enrichment Programs.
- At Providence Academy, student safety is our top priority, including knowing their whereabouts after school hours. To maintain this, the following Chain of Custody procedure has been established for elementary students attending afterschool Enrichment Programs on campus.

Procedure Overview:

1. Program Leaders: Any teacher or vendor leading an afterschool program, such as clubs, sports

practices, or music lessons, must complete an Enrichment Program (EP) Chain of Custody form for all students attending their session.

2. Attendance Tracking:
 - a. Upon arrival, the teacher/vendor will mark students as either *present (P)* or *absent (A)* on the form.
 - b. After the program, the teacher/vendor will escort all students to the front lobby area for pick-up. A check mark (✓) will be placed next to each student's name when they are released to a parent or guardian.
3. Late Pick-Up:
 - a. If a student is not picked up by a parent/guardian at dismissal, the teacher/vendor will escort the student to the After-School Program (ASP) coordinator and sign them in on the ASP form.
 - b. A check mark (✓) will be placed next to the student's name to indicate they have been signed into the After-School Program.
 - c. Note: No student will remain in classrooms, the gym, or on the field after any program ends,
4. Daily Documentation:

The teacher/vendor will sign the Chain of Custody form daily and submit it to Dr. Williams once all students have been accounted for.
5. Program Scheduling:
 - a. All Enrichment Programs will be added to the Enrichment Program list (including date, time, location, and instructor) once a FACTS form is completed.

Enrichment Program List

All Enrichment Programs are to be added to the Enrichment Program List prior to its start date. This will allow the front office and other staff to confidently know where a specific program is located, who is leading it, and how to contact the leader/student in the event a parent needs to pick up their student. This form will be accessible for edits and viewing via the Employee Hub.

Financial Responsibility

Your financial affairs are private; however, if financial obligations are not met, creditors may send collection letters or attachments to Providence Academy for action. If these attachments have been processed through legal channels, Providence is required by law to accept and act on them. Upon receiving such letters or attachments, Providence will make efforts to encourage the employee to settle the outstanding account.

Business Travel, Reimbursements & Ticket System Procedures

Business Travel Approval

All business-related travel must be approved in advance by your direct supervisor. This ensures accountability and appropriate budgeting in accordance with Providence Academy policy and applicable state and federal reimbursement regulations.

Per Diem Allowance

Providence Academy offers a per diem allowance of \$50 per day to cover lodging, meals, and incidental expenses for approved business travel.

- Submit all per diem requests through the Providence Academy Ticket System as a "Check Request".
- Requests should be submitted at least 5 business days before departure.

Group Travel

When coordinating group travel (e.g., faculty conferences, student trips):

- The group organizer must submit one Check Request for all travelers' per diem via the Providence Academy Ticket System.
- Submit this request at least 5 business days prior to departure.
- Funds will be distributed to the organizer on the day of departure, who will then disburse to all travelers.

Include the total amount and number of travelers in the description field of the request.

Individual Travel

Employees traveling independently for school business should:

- Submit a Check Request for their per diem via the Ticket System.
- Submit the request at least 5 business days in advance.
- Clearly include the destination, purpose of travel, and dates in the description field.

Mileage Reimbursement

Providence Academy reimburses employees for business-related travel in a Privately Owned Vehicle (POV) at a flat rate of \$0.50 per mile, exceeding the IRS charitable organization rate (currently \$0.14 per mile for 2024).

- Submit a Reimbursement Request through the Ticket System.
- Include:
 - Total number of miles
 - Destination
 - Purpose of travel
 - Mileage log or map screenshot as supporting documentation

How to Submit for Per Diem or Reimbursement

1. Go to <https://www.paticketsystem.dev/>
2. Click "Purchasing"
3. Choose:
 - "Check Request" for per diem
 - "Reimbursement" for mileage or other expenses
 - Fill in all required fields with accurate, complete information
4. Upload receipts or supporting documents
5. Use the following guidelines for the Purchase Description field:
6. *Per Diem*: Include event name, travel destination, and purpose
 - *Mileage*: Indicate "Mileage Reimbursement – [Event/Location]"
 - *Group Travel*: Total cost for all incidentals; indicate the number of travelers

Ticket System Procedures

Facilities & Maintenance

- Submit minor service requests (e.g., lighting, broken items, HVAC, or basic tech issues) through

the Ticket System.

- For room temperature concerns, email the Facilities Manager directly.
- Maintenance staff will begin addressing end-of-year repairs immediately after the school session concludes. Please submit needed repairs in advance through the system.

Purchasing and Reimbursement Process

All financial transactions must be recorded through the Providence Academy Ticket System, including:

- Purchase requests
- Check requests (including per diem)
- Reimbursements
- Purchases made using a Providence Academy credit card

Access the system via the Employee Hub: <https://www.paticketsystem.dev/>

Additional Requests

1. Minor Service Requests – Submit through the Ticket System.
2. Key Requests – Submit your request to your Principal or Supervisor, who will forward it to Human Resources for approval.
3. Consumable Supplies – Enter your request into the PA Purchasing System.
4. Student Withdrawal – Direct all inquiries to the Admissions Office.
5. Personnel Information Changes – Submit updates (e.g., name, address, tax info) in the iSolved payroll system.

Providence Owned Equipment

Providence-owned tools, equipment, vehicles, or other property shall not be taken from the premises for personal use without permission from the Head of School and through the Facility Manager. It is not ethical to use consumable items for personal use without paying for them.

COMMUNICATIONS AND INTERACTIONS

General Communication

Effective communication is essential for maintaining positive and productive relationships. You are responsible for staying informed about all work-related information, including memos and other communications that impact your relationship with Providence Academy.

School Website: www.providenceacademy.com

The Providence Academy website provides important information throughout the school year, such as class descriptions, supply lists, sports calendars, school closures, and more, for students, parents, and employees. The school's Tandem Calendar is also available in real-time on the website.

Electronic Communication

Transparency and accountability are essential in all communication. For this reason, all communication between teachers and students will be through the following school-approved platforms:

- GroupMe
- Canvas (LMS)
- FACTS

Participants will comply with the Providence Academy's policies governing the use of personal mobile communication devices.

Examples of Suspicious or Inappropriate Behaviors Between Employees/Volunteers and Students

- Violation of any abuse prevention policies outlined by Providence Academy
- Seeking private time or one-on-one time with students
- Making suggestive comments to students
- Picking favorites

Individuals are encouraged to report concerns or complaints about other employees and volunteers, other adults, or students to a supervisor who can be reached at 423-854-9819.

ELECTRONIC MEDIA

Employees are required to sign a Tech Agreement to be able to use Providence Academy technology. Employees have access to one or more forms of electronic media and services (computers, e-mail, telephones, voice mail, fax machine, online services, and the Internet).

Providence Academy encourages the use of these media to be effective and efficient in our communication and because they are valuable sources of information. However, electronic media and services provided by the school are property of Providence Academy, and their purpose is to facilitate school business. Junior and Seniors are required to sign a Bring Your Own Device (BYOD) form.

The following procedures apply to all electronic media and services that are accessed on or from school premises, accessed using school computer equipment or via school-paid access methods, and/or used in a manner that identifies the individual with the school.

Procedures

Usage:

1. Electronic media may not be used for knowingly transmitting, retrieving, or storing any communications that are of a discriminatory or harassing nature, derogatory to any individual or group, are of a defamatory or threatening nature, "chain letters", or are for any other purpose that is illegal or against school policy.
2. Electronic media and services are primarily for school business use. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-school purposes is understandable and acceptable, as is the case with personal phone calls. However, employees need to demonstrate a sense of responsibility and may not abuse the privilege.
3. Employees should never allow a student or their own child to use Providence electronic media sources designated for employee use.

Monitoring:

1. Electronic information created and/or communicated by an employee using e-mail, work processing, voice mail, telephones, internet, etc. will not generally be monitored by the school. However, the school reserves the right, in its sole discretion, to review any employee electronic files, messages, and usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other school policies.
2. Employees should not assume electronic communications are private and/or confidential.

Equipment – Employee Responsibility

You are responsible for all equipment assigned to you or checked out by you. If you lend a piece of checked-out equipment to a co-worker, or another person, you are still responsible for that equipment. If that equipment is lost, you are responsible for the equipment and may be required to reimburse Providence Academy for the equipment. If the equipment is damaged, you are responsible for the equipment and may be required to pay for either the replacement cost of the equipment damaged or the cost of repairing the equipment.

FACULTY

Teacher Certification

All teachers are required to maintain current certification through the Association of Christian Schools International (ACSI). This certification ensures that educators meet professional and biblical standards and supports the mission of strengthening Christian schools. ACSI certification promotes ongoing professional development, enhances teacher effectiveness, and affirms credibility in the field. Just as we encourage students to grow as life-long learners, we must model this same commitment as their teachers and leaders.

Continuing Education Units (CEUs) required for certification renewal are available on campus at various times during the school year. Teachers may also earn CEUs by attending approved conferences or completing online training (e.g., RightNow Media). College coursework required for ACSI certification may be eligible for reimbursement, pending approval from the Program Principal and Curriculum Coordinator.

General Housekeeping Responsibilities

Each teacher is responsible for maintaining the cleanliness and order of their assigned classroom during their teaching period. The teacher using the room for the majority of the day (typically three or more periods) is responsible for room décor and bulletin board displays.

Teaching students to care for their learning environment is part of our stewardship philosophy. Encourage students to participate in keeping the classroom clean rather than doing all tasks yourself.

Daily Classroom Tasks:

- Desks should be free of trash.
- Floors should be clear of debris that can be picked up by hand.
- Whiteboards/chalkboards must be erased.
- Windows in doors and hallways should remain uncovered for safety.

End-of-Day Responsibilities:

- Chairs placed on top of desks or neatly stacked.
- Trash bags tied and placed outside the door.
- Doors and windows locked (1st-floor windows should remain closed).
- All electronic devices turned off (DVD players, projectors, etc.).

Additional Guidelines:

- Do not use Scotch tape on walls or doors; Marvelous tape is permitted.

- Do not tape signs to glass surfaces—this is a safety issue.
- Any hazardous materials (e.g., glue, cleaning agents) must be stored in locked cabinets when not in use.

Student Services – Best Practices

- If a Student Services team member needs to meet with or remove a student, please assist discreetly and avoid drawing attention.
- Teachers should not inquire about the content of student discussions with Student Services. Updates will be shared on a need-to-know basis.
- If a Department of Child Services (DCS) report is required, it should be made by the person who directly observed or interacted with the student. Documentation and a report number are required. Notify the Student Services team and principal once the report is made.
- Any self-harming behaviors, even minor (e.g., scratching, hair pulling), must be reported to parents the same day.
- Teachers are not permitted to restrain students physically. We are not trained in physical restraint protocols.
- Any threats of harm (to self or others) must be reported to both parents and Student Services the same day.
- To refer a student to the Guidance and Support team, use the designated Ticket System.

Classroom Management

Effective classroom management is essential. According to the Research and Development Center for Teacher Education at the University of Texas, successful teachers follow these five principles:

1. Define Procedures and Routines Clearly
 - Establish and teach rules before the school year begins.
 - Have systems for attendance, grading, and transitions to maximize instructional time.
2. Develop a Consistent Start-of-Class Signal
 - Avoid shouting. Use a calm and practiced signal to transition students into learning.
 - You are a shepherd, and shepherd leads.
3. Teach and Reinforce Procedures
 - Spend time the first few weeks modeling and practicing routines (lining up, raising hands, etc.). Reteach as needed.
 - Behavior must be taught, modeled, monitored, and re-taught.
4. Monitor Student Behavior
 - Stay aware of engagement and misbehavior.
 - Position yourself to observe the entire room and circulate frequently.
 - Be aware of what is going on at all times.
5. Respond Promptly and Calmly to Misbehavior
 - Use strategies like a firm look, gentle reminders, or clear consequences, without disrupting instruction.

Classroom Conduct & Professional Boundaries

Teachers are to maintain professional and appropriate relationships with students at all times. Informality that undermines authority or blurs boundaries is inconsistent with the school's philosophy. Never leave students unsupervised in classrooms or on school property. If you must step away, ensure another adult is present to maintain supervision.

Supervision of Technology Use

Students must be supervised while using school computers or approved personal devices. Teachers are responsible for ensuring that devices are used solely for academic purposes and are not tampered with. "Surfing the net" or using tech as filler is not permitted. Instructional time must be protected.

Record Keeping

Accurate and current record keeping is a professional and legal responsibility. Teachers must maintain:

- Student attendance and tardiness records
- Behavioral documentation
- Grade records
- Parent/student communication logs

These records may be reviewed by administration or required in legal proceedings. If a student is withdrawing, refer the family to the office; do not release grades or records.

Ownership of Intellectual Property

Teachers retain full ownership of materials they create independently (e.g., lecture notes, worksheets, lesson plans). However, Providence Academy maintains rights to use these materials internally. The school retains full ownership of curriculum guides, scope and sequence documents, and commissioned materials. Use of teacher-created materials outside of Providence Academy requires written agreement.

Academic Reporting

Teachers must post regular and meaningful grades in Canvas that reflect student progress. At the end of each nine-week period, a comprehensive report card must be prepared, summarizing performance in all assessments. Report cards are delivered to parents via the FACTS system.

All new students are placed on academic and behavioral probation for the first nine weeks.

Lesson Planning

Lesson plans must be complete, organized, and ready by Monday at 8 a.m. for the upcoming week. Plans should:

- Reflect objectives, page numbers, and key activities
- Be posted to Canvas
- Be detailed enough for a substitute to follow

Substitute Teacher Folders

- Completed within the first two weeks of school
- Kept in a visible location within the classroom or
- Kept at workstation, if no permanent classroom
- Thorough lesson plans to guide substitute in in class instruction

Addressing Controversial Topics

Teachers should avoid classroom discussions of controversial topics unless they support curriculum objectives. If addressed:

- Emphasize respectful dialogue and Christian charity.
- Encourage honoring parental guidance.
- Provide balanced sources and encourage informed discussion.
- Avoid tangents or personal debates with students.

Teachers serve as Christian role models and should foster scholarly, gracious inquiry—not debate.

Use of Media in Instruction

Media can enhance instruction if used properly. All new media must be pre-approved by the principal or curriculum coordinator.

Guidelines:

- Media must serve a direct instructional purpose (not a reward).
- Teachers must actively supervise and engage students during viewing.
- Media should be previewed, and key points discussed throughout.
- Avoid passive viewing; interaction and questioning should be frequent.

Books and Supplies

Full-time teachers are allotted \$300 annually (\$150 for part-time) for instructional supplies. Funds do not roll over but do not vanish if unused.

Acceptable uses:

- Educational value: must be used for instruction or by students to enhance instruction or curriculum
- Student items: Classroom books, educational games, curriculum materials
- Teacher items: supplemental books and resources like “Idea” books, “Teachers Pay Teachers” items, bulletin board supplies, etc.
- Optional paper books may be purchased with your budget; however, official records (grades, lesson plans) must be entered in Canvas.

Unacceptable uses:

- Personal items (e.g., coffee, décor for comfort)

All purchases must follow the ticket request system. Once budget limits are reached, past purchases may be reviewed before approving more.

End-of-Year Tasks:

- Submit next year’s supply list (due February/March)
- Complete curriculum inventory (due end of year)
- Inventory of equipment/furniture (due end of year)
- Report any needed repairs (due end of year)

Textbooks & Supplementals:

Requests for changes or additions must be submitted in writing to the Program Principal and Curriculum Coordinator for approval before ordering.

Proprietary Information

“Proprietary information” refers to any information, in verbal, written, or electronic form, that is confidential, sensitive, or competitively valuable to Providence Academy. This includes, but is not limited to:

- Internal student or family data
- Financial records

- Computer systems and technologies
- Contracts or agreements involving students or families
- Curricular and institutional materials not in the public domain

Employees must not disclose or misuse proprietary information at any time during or after employment.

Field Trip Policy

School-sponsored field trips provide valuable educational opportunities that support and enrich student learning. Whether local, statewide, or national, these trips are considered an essential part of our educational program and are typically required for participating students.

Planning and Approval

- **Principal Approval:** All field trips must be approved by the principal at least four (4) weeks in advance.
- **Field Trip Notice:** To initiate planning, complete the Field Trip Notice form in FACTS. This form is not required for recurring overnight trips listed on the master calendar. However, annual email notification with trip details must be sent to the Head of School and relevant staff.
- **Payment Requests:** If school-issued checks are needed, submit requests via the Purchasing System at least one business day before the payment is needed. (Refer to the Accounting Procedures for guidance.)
- **Parent Communication:** Forward all parent communications involving trip costs to the Director of Finance.

Guidelines for Field Trip Planning

- **Curriculum Integration:** Trips must support and align with the school curriculum, reinforcing classroom learning.
- **Collaboration:** Involve students, faculty, and—when appropriate—parents in the planning process. Schedule trips a minimum of two weeks in advance.
- **Student Preparation (Upper Elementary & Secondary):** Students should provide a brief summary of the content they are studying and their learning objectives for the trip.
- **Logistics Confirmation:** Confirm and communicate departure, arrival, and return times one week before the trip.
- **Student Conduct:** Review behavior expectations with students prior to departure.
- **Parent Information:** Provide parents with a letter outlining behavior expectations and other key details. Submit a copy to the principal.
- **Extended Trips:** For longer trips, the teacher and principal must host a parent meeting to discuss student responsibilities and expectations.
- **Itinerary:** Post a copy of the trip itinerary in each participating student's homeroom.
- **Trip Outline:** Submit a detailed trip plan to the principal at least one week before departure.
- **Faculty Notification:** Notify other teachers of trip dates and student participation to support scheduling adjustments.
- **Chaperone Ratios:** Determine appropriate chaperone-to-student ratios based on student age and trip complexity, in consultation with the principal.
- **Transportation:** All students will travel by chartered bus.
- **Behavior on Transportation:** Students must remain seated and refrain from placing arms outside

windows or interacting with passers-by.

- Permission and Emergency Forms: All students must have signed permission slips and emergency contact forms. These must be kept with the supervising staff during the trip.
- Emergency Preparedness: A cell phone and a first aid kit must be carried on all trips.
- Supervision and Departure: Students should remain with the group at all times and only exit vehicles under the supervision of a faculty member.
- Dress Code: Students are expected to follow the school dress code on all field trips.
- Post-Trip Report: Submit a trip evaluation report to the principal after the trip.
- Incident Reporting: Report any unusual incidents or emergencies to both the program principal and the Head of School immediately.

Transportation Procedure

Students will board the bus from the back portico. Faculty members must supervise boarding to ensure safety and order.

Student Records, Confidentiality, and Employee-Student Interactions Policy

Confidential and Proprietary Information

As a condition of employment with Providence Academy, all employees are required to maintain the confidentiality of proprietary and sensitive information during the course of their employment and for a period of two years following the end of their employment, whether the separation is voluntary or involuntary.

Confidential Student Information

Providence Academy is committed to safeguarding student privacy in accordance with the Family Educational Rights and Privacy Act (FERPA) and applicable Tennessee state law. All student records are confidential and include, but are not limited to:

- Academic performance and grades
- Disciplinary records
- Financial information (of the student and/or parent/guardian)
- Medical or psychological evaluations or treatment
- Standardized test results
- Any personally identifiable information (PII)

Disclosure or access to such information shall be made only for legitimate educational purposes and only to authorized personnel. Student records must not be shared with:

- Unauthorized Providence Academy employees
- The public or any third-party organization
- Any external individual or agency without written consent from the student's parent or legal guardian (for minors), or from the student (if 18 or older), unless otherwise permitted by law

Important notes:

- Employee access to family or student data stored in FACTS (student information system) is strictly limited to professional use within the scope of one's job responsibilities.
- Under no circumstances should an employee share family or student data—including names, contact information, or enrollment status—with parents, colleagues, or outside parties.

- Email addresses and phone numbers are not to be distributed or published unless the parent/guardian has explicitly granted written permission.

Employees must direct:

- Parents to the FACTS family directory (if directory access is permitted by the parent)
- Employees to access only the data within their assigned permissions
- Third parties to contact the main office, with the understanding that no personal family/student information will be disclosed.

Right of Access to Student Records

Under FERPA (20 U.S.C. § 1232g) and the Buckley Amendment, parents and eligible students (age 18 or older) have the right to:

- Access the student's educational records
- Request copies of records (a reasonable copying fee may be assessed)
- Challenge the accuracy of any information contained in those records

Requests for access to student records must be made in writing to the Principal, and access must be granted within 45 days of receipt of the request.

Should a parent wish to challenge the content of a record, a written statement may be submitted for inclusion in the student's file.

Parents and legal guardians also have the right to request the release of student records to outside individuals or institutions, upon submission of a signed written request.

Rights of Non-Custodial Parents

In accordance with Tennessee Code Annotated § 49-6-902(a), non-custodial parents may request access to:

- Report cards
- Attendance records
- Names of teachers
- Class schedules
- Standardized test scores
- Any other academic records customarily made available to parents

Such a request must be made in writing and must include the non-custodial parent's current email and/or mailing address. Access will be granted unless restricted by a valid court order.

Employee and Student Interaction Guidelines

Providence Academy encourages meaningful and supportive relationships between faculty and students that reflect biblical values and uphold high professional standards. These relationships must always respect clear physical, emotional, and ethical boundaries and operate within a framework of transparency, accountability, and respect for parental authority (in loco parentis).

All interactions between employees and students should reflect:

- The school's Christian mission and educational objectives
- Proper professional conduct
- Support for the student's family and parental role

Faculty and Staff Must:

- Meet with students only in visible, open spaces where they can be easily observed by others.
- Refrain from transporting students alone to or from school-sponsored activities, including athletics.
- Obtain prior written parental permission for all meetings with students that take place outside of school hours or off-campus.
- Never room alone with a student during overnight school-sponsored events—faculty must be assigned to rooms with multiple students.
- Avoid initiating one-on-one social meetings with students outside of school events, as these may create the appearance of favoritism or impropriety.

All communication and interaction should be guided by the principle of edifying the student and supporting the family. Teachers must notify parents and/or administration promptly if a potentially sensitive issue arises with a student.

These guidelines apply equally to all non-faculty employees who interact with students.

FIRE SAFETY RULES

Artwork and Teaching Materials (Regulation No. 14.7.4.3)

- **Placement of Artwork:** Artwork and teaching materials can be attached to walls but must not cover more than 50% of the wall area. The artwork should be flat against the wall and spaced apart to reduce the risk of flames spreading along the wall surface.
- **Three-Dimensional Artwork:** Three-dimensional artwork is not allowed because it increases the combustibility of the wall surface.
- **Uncovered Wall Area:** There should be 18-20 inches of uncovered space below the ceiling and above the floor to maintain proper fire safety.
- **Classroom Exit Doors:** Exit doors must not be completely covered with paper, artwork, or other combustible materials. Windows in classroom doors should remain uncovered to allow for easy inspection without disrupting instruction or testing.
- **Hallway Floor:** Artwork must not be placed on the hallway floor at any time. This creates a fire hazard by adding to the fuel load in the hallways and could pose a tripping hazard for children and staff in the event of an emergency evacuation.

Contents and Furnishings (Regulation No. 10.3.1)

- **Flame-Resistant Decorations:** Draperies, curtains, and other similar loosely hanging items must be flame-resistant according to NFPA 701 (Standard Methods of Fire Tests for Flame Propagation of Textiles and Films).

Emergency Egress and Relocation Drills (Regulation No. 14.7.2)

- **Frequency:** At least one emergency egress and relocation drill must be conducted each month when the facility is in session.
- **Participation:** All occupants of the building must participate in these drills.
- **Initial Drill:** Within the first 30 days of operation, an additional emergency drill (separate from the monthly drill) is required, except for educational facilities that operate year-round.

Inspection of Exits (Regulation No. 14.7.3.1)

- Daily Inspections: Principals and teachers must inspect all exit facilities daily to ensure that stairways, doors, and other exit routes are in proper condition.

PROVIDENCE POLICIES

Providence Academy School-Owned Vehicles Policy

Vehicle Accidents

In the event of an accident involving a Providence Academy-owned vehicle, the approved Academy driver must immediately contact their direct supervisor. Upon notification, the supervisor will ensure that the following personnel are promptly informed:

- Director of Finance
- Director of Operations
- Head of School

All external communication regarding the incident—including outreach to parents, the media, and the community—will be managed by the Head of School. If the Head of School is unavailable, the Director of Operations will serve as the designated spokesperson.

Activity Buses

Only drivers who have been formally approved by Providence Academy are permitted to operate school-owned activity buses.

- The Director of Athletics is responsible for maintaining up-to-date records verifying that all approved drivers have met the necessary certification, licensure, and training requirements.
- A Transportation Trip Manual is located on each activity bus. This manual includes essential information such as:
 - Pre-trip and post-trip inspection logs
 - Safety protocols
 - Emergency procedures
 - Other operational guidelines for driver reference

Drivers are expected to be familiar with and adhere to all information contained within the manual.

Artificial Intelligence (AI)

Artificial intelligence is a tool which, like all technology, must be used in submission to God's law and biblical ethics. PA defines generative AI as artificial intelligence systems capable of creating new content like writing, images, and videos when prompted by an individual. As such, Providence Academy has adopted this policy for AI usage:

- Providence Academy strictly prohibits the use and distribution of malicious content.
- Providence Academy strictly prohibits the use of generative AI in replacement of human cognition and creativity in a student's academic work. The use of such is plagiarism and will be disciplined as such.
- Students, faculty, and staff are responsible to confirm the accuracy of generative AI output before utilizing the information.

- Students, faculty, and staff are responsible for evaluating generative AI's bias, reasoning, and philosophy, especially when using AI in the research process.
- PA does not consider generative AI, on its own, an academic and credible source.
- Students, faculty, and staff must disclose and/or cite the use of AI (and/or someone else's intellectual property) in the manner requested by supervising authority and where required. Failure to accurately disclose/cite the use of generative AI is considered plagiarism and will be disciplined as such.

For students, violations will be addressed according to the cheating protocol supervised by the Dean of Men/Women and the Principal.

For faculty and staff, violations will be addressed according to the Matthew 18 principle and/or your supervisor depending on the severity of the offense.

All others within the school community will be addressed according to the Matthew 18 principle.

Visitor Policy

In compliance with TCA 49-2008, Providence Academy maintains a closed campus. All visitors to the school campus must sign in at the front office and wear a guest badge while on campus.

- Visitors (student-aged) are not permitted to attend classes with PA students, except when approved by PA administration for possible enrollment purposes.
 - Non-PA Students are not allowed to visit during school instruction/lunch hours. This includes former PA students, whether they are attending another school or being homeschooled. It also includes boyfriends and girlfriends of current students.
 - Special occasion deliveries, including sing-a-grams, are not allowed for students at any time during the year. There are no exceptions.
 - All alumni are allowed to visit PA at any time except during semester exam week and achievement test week.
3. Pastors and youth pastors are permitted to visit students during lunch. Initially, a profile sheet must be completed for each pastor/youth pastor to be kept on file at the front office for future visits.

To accommodate our families, the following exceptions are also recognized to the PA "no visitors" policy:

- Parents and grandparents are welcome to visit the school at any time during the school year and are more than welcome to have lunch with their children/grandchildren any day. Requests for a classroom visit/observation must be sent to the program principal one day in advance for approval and processing. All volunteers interacting with students must have a background check prior to the day of the event. This includes field trips, athletic events, reading groups, etc. Lunchroom visits between grand/parent and student are exempt from requiring a background check. Classes may not be visited during semester exam and achievement test weeks, and preferably not during testing of any kind.
- Providence Academy reserves classroom visitation and observation to parents and grandparents within the school. Classrooms are not open to third party visitors. An administrative process is in place for observation requests conducted by education professionals, paraprofessionals, and teacher training candidates. Observation requests for these areas must be made directly to the program principal and processed administratively.
- Older siblings who wish to visit elementary student siblings during lunch may do so if accompanied

by a parent.

- Secondary aged siblings who are not Providence Academy students may, with administrative approval, eat lunch with a secondary brother/sister. The PA student's seating arrangement will be adjusted to accommodate the sibling. The siblings are to remain together during the lunch period.
- Volunteers must have a current background check prior to working with student(s). Background checks cannot be completed the day of the event.

Any exceptions to the policies stated above will rest solely at the discretion of the school administration. These exceptions must be pre-approved by the administration at least 24 hours before the visit is to occur.

Food Health Policy

Providence Academy is committed to ensuring the health, safety, and well-being of our employees and students while complying with all health department regulations. All employees are to report if they are experiencing any of the following symptoms to administration prior to preparing or serving food:

- Diarrhea
- Fever
- Vomiting
- Jaundice
- Sore throat with fever
- Lesions (such as boils and infected wounds) containing pus on the fingers, hand, or any exposed body part, regardless of size.

Additional notification is to be made if an employee who handles food whether by preparation or serving has been diagnosed with by a healthcare provider as being ill with any of the following disease: Salmonellosis, Shigellosis, Escherichia coli, Hepatitis A virus, and Norovirus

Abuse or Mistreatment

PA's top priority is keeping students safe. Any form of abuse or mistreatment of students, employees, and volunteers is prohibited. Employees & Volunteers shall not abuse or mistreat employees, volunteers, or students in any way. Use of abusive language, obscene or profane language, including racial, religious, or sexual references directed at other people will not be tolerated. It is important to treat others as you would like to be treated.

Employees & Volunteers shall not engage in physical, verbal, or emotional abuse or mistreatment of other students, employees, or volunteers.

Appropriate Verbal Interactions:

- Positive reinforcement
- Appropriate jokes
- Encouragement
- Praise
- Strength-based conversations

Inappropriate Verbal Interactions:

- Name-calling
- Bullying
- Ridicule or humiliation
- Discussing sexual encounters
- Cursing
- Hazing
- Off-color or sexual jokes
- Shaming
- Belittling
- Derogatory remarks
- Harsh language that may frighten, threaten, or humiliate other students, employees, or volunteers
- Derogatory remarks about another student, employee, or volunteer or his/her family
- Inappropriate games like Truth or Dare and Never Have I Ever

Appropriate Physical Interactions:

- Side hugs
- Shoulder-to-shoulder or “temple” hugs
- Pats on the shoulder or back
- Handshakes
- High-fives and hand slapping
- Verbal praise
- Pats on the head when culturally appropriate
- Touching hands, shoulders, and arms
- Arms around shoulders

Inappropriate Physical Interactions:

- Full-frontal hugs
- Kisses
- Showing affection in isolated areas
- Lap sitting
- Wrestling
- Piggyback rides
- Tickling
- Exposing oneself
- Any type of massage given by or to a student
- Any form of affection that is unwanted by the student, staff, or volunteer
- Compliments relating to physique or body development
- Touching bottom, chest, or genital areas
- Hitting
- Shaking
- Slapping
- Unnecessary restraints
- Viewing or showing others pornographic materials

Red-Flag or Inappropriate Behaviors and/or Policy Violations

PA has zero tolerance for abuse. It is imperative that every employee or volunteer actively participates in the protection of students.

If employees or volunteers observe red-flag or inappropriate behaviors and/or policy violations by other employees or volunteers, it is their professional and personal responsibility to immediately report their observations in accordance with the organization's reporting procedures.

Remember, at Providence Academy policies apply to everyone.

The following are examples of red-flag or inappropriate behaviors that all employees and volunteers are required to report:

- Any violation of Providence Academy's abuse prevention policies
- Seeking unauthorized private time or one-on-one time with students
- Seeing or visiting with a student outside of scheduled programming
- Buying gifts for individual students
- Sending unauthorized electronic communications through text messaging, social media, online gaming, etc. in violation of PA's electronic communication policy
- Making suggestive comments to students
- Showing favoritism towards a student
- Student disclosing that an employee or volunteer makes them feel uncomfortable

All reports of suspicious or inappropriate behavior with students will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected.

If employees or volunteers witness suspicious or inappropriate behaviors or policy violations from another employee or volunteer, the individual is instructed to do the following:

- Interrupt the behavior.
- Report the behavior to a supervisor, director, or other authority.
- If you are not comfortable making the report directly, make it anonymously.
- If the report is about a supervisor or administrator, contact the next level of management.
- Complete an internal report but do not conduct an investigation.
- Keep reporting until the appropriate action is taken.

Supervisor and Administrator Response to Red-flag or Inappropriate Behaviors and/or Policy Violations

If a supervisor or an administrator receives a report of suspicious or inappropriate behaviors or policy violations from an employee, volunteer, student, or parent/guardian, the supervisor is instructed to do the following:

- Report to the next level supervisor or administrator.
- Speak with the employee or volunteer who has been reported.
- Review the file of the employee or volunteer to determine if similar complaints were reported.
- Determine the appropriate response based on the report.
- Take into consideration factors such as:
 - Context of red-flag or inappropriate behavior or policy violation.
 - Severity of red-flag or inappropriate behavior or policy violation.

- History of red-flag or inappropriate behaviors or policy violations; and
- Trainability of employee or volunteer.
 - Document the report on the appropriate form.
 - If at any point in gathering information about a report of red-flag or inappropriate behavior, a concern arises about possible abuse, contact the state authorities and file a report.
 - If appropriate, notify parents/guardians.
 - Advise the person who reported the behavior that the report is being taken seriously.
- Based on the information gathered, the following may be required:
 - Increase monitoring or supervision of the employee, volunteer, and/or program.
 - If policy violations with student(s) are confirmed, the employee or volunteer must be subject to disciplinary action up to and including termination and prosecution. Disciplinary action will follow the Progressive Disciplinary Process outlined by Providence Academy.
 - If more information is needed, interview and/or survey other employees and volunteers or students.

Organizational Response – After the internal review of the red-flag or inappropriate behaviors or policy violations, determine if system changes are necessary, such as:

- Review the need for increased supervision.
- Review the need for revised policies or procedures.
- Review the need for additional training.

Internal Review of Red-Flag or Inappropriate Behaviors and Policy Violations Procedure

If there is a report of red-flag or inappropriate behaviors or policy violation, specific employees will be responsible for reviewing circumstances surrounding red-flag or inappropriate behavior and should be trained to conduct internal reviews or investigations so that larger or system-wide implications may be identified. Additionally, it is recommended, when possible, that these internal reviews occur collaboratively outside of the program involved so that an objective and thorough review can be conducted. The designated employees are instructed to do the following:

Evaluate the root-cause of the red-flag or inappropriate behaviors or policy violations:

- 1) Define the problem.
 - a) Identify the Who, What, When, and Where.
- 2) Gather all information and data surrounding the problem.
 - a) Review the Incident
 - b) Review Documentation
 - c) Interview Key Individuals
 - d) Review Policies
 - e) Review Training Curriculum
- 3) Perform the Analysis and determine root cause(s).
 - a) Ask Why?
 - b) What are the system-wide causes that allowed the incident to occur?
- 4) Identify Corrective Action—recommendations to stop the recurrence of the problem in the future.

- a) What operation(s) in Providence Academy's Safety Equation was found to be deficient?
 - b) What best practice standards can be put in place to prevent a reoccurrence?
 - c) What are the resources needed to implement the best practice standard?
 - d) How are we going to implement and ensure compliance?
- 5) Implement the necessary solutions.

Procedures for Employee and Volunteer Response to Allegations or Incidents of Abuse

As required by mandated reporting laws, employees and volunteers must report any suspected abuse or neglect of a student—whether on or off organization property or whether perpetrated by employees, volunteers, or others—to state authorities. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice. *Refer to state specific mandated reporting requirements for definitions of abuse more specific reporting information. If you are in need of more information on Tennessee's specific reporting requirements, please visit the state's child welfare [website](#).

In addition to reporting to state authorities, employees and volunteers are required to report any suspected or known abuse of a student perpetrated by employees or volunteers directly to Administration so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk. Reports of suspected or known abuse may be made confidentially to the following:

- Immediate supervisor
- Directors
- Administrators

Additional guidelines for employee and volunteer response to incidents or allegations of abuse:

- If you witness abuse, safely interrupt the behavior immediately.
- If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell you.
- Protect the alleged victim from intimidation, retribution, or further abuse to the extent possible.
- Immediately report the allegation or incident to the proper organization authorities (based on mandatory reporting requirements) and the designated authority.
- Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse according to incident reporting and documentation requirements. State only the facts.
- Your role is to investigate the incident. Always report any incidents to your supervisor or designated personnel in a timely manner.
- Check back to make sure appropriate steps were taken. If not, report again to your supervisor or the designated organization authority.

Procedure for Supervisors and Administrators Responding to Allegations or Incidents of Abuse

As required by mandated reporting laws, employees and volunteers must report any suspected abuse or neglect of a student—whether on or off organization property or whether perpetrated by employees, volunteers, or others—to state authorities. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice. *Refer to state specific mandated reporting requirements for definitions of abuse more specific reporting information. If you are in need of more information on Tennessee's specific reporting requirements, please visit the state's Child Welfare [website](#).

Guidelines for supervisors and administrators responding to allegations or incidents of abuse:

4. First, determine if the student is still in danger and if so, take immediate steps to prevent any further harm.
5. If receiving report from employee or volunteer, be sure to verify they have followed mandated reporting requirements or will follow immediately after making internal report.

Report to any applicable external licensing or governing bodies.

- Gather as much information about the allegation as you can. For example, who made the report, who was allegedly abused, who was the alleged abuser, what was the nature of the alleged abuse, where and when did the alleged abuse occur, etc.
- Accurately record everything you learn in as much detail as you can. Remember your notes may be read by others. Stick to the facts.
- Contact the appropriate local authorities as indicated by your mandatory reporting procedures. Make sure you get a case number and the name and contact information of the person with whom you speak at the reporting agency.
- If the alleged abuse involves an employee or volunteer, notify your crisis management team and follow your crisis management plan.
- Suspend the accused employee or volunteer until the investigation is completed.
- Ensure that the student's parents/guardians are notified (when applicable).
- Deploy communication plan.
- Provide resources for victims, families, and other stakeholders.

Additional Guidelines for Employees Conducting Internal Reviews:

- The employee will advise any interviewees that he/she represents the organization and that conversations with the employee are not subject to any attorney/client privilege.
- The employee will strive to maintain the rights of all concerned in the process.
- If the internal review results in additional information that may suggest an incident of sexual abuse has occurred, the civil authorities shall be re-contacted and a follow-up report will be submitted, if requested.

Who Should be Designated to Conduct Internal Reviews of Allegations of Abuse:

- Someone from the Human Resources Department and/or Administration.
- Employees that have training in conducting interviews.
- Employees responsible for abuse prevention initiatives.
- External professional investigator.

Procedures for Internal Review of Allegations and Incidents of Sexual Abuse

Written procedures that include mandated reporting requirements as well as internal and external documentation is important for several reasons. First, having these procedures written and implemented ensures compliance with state laws regarding mandated reporting. Second, documentation of allegations and disclosures of abuse ensures transparency both internally and externally in the organization. Lastly, having these procedures in a written format ensures that all employees and volunteers understand their role in reporting.

If there is a report or incident of sexual abuse, Lindsey Roberson and the supervisor, will be responsible

for conducting an internal review or investigation of the circumstances surrounding the allegation or incident of abuse. The employees tasked with this responsibility should be trained to adequately fulfill their responsibilities in a manner that will help them identify larger or system-wide implications. Additionally, it is recommended, when possible, that these internal reviews are led and conducted by an employee outside of the program involved or by a professional, external investigator, so that an objective and thorough review can be conducted.

In the case of potential sexual abuse, the organization will conduct an internal review or investigation only after reporting to the civil authorities and with their consent. If the authorities conduct an investigation, the organization will cooperate fully with them and will not take any steps that may interfere with said investigation.

If the civil authorities do not proceed with an investigation or if they consent to the organization conducting a simultaneous internal review, the designated employees are instructed to do the following:

- 1) Define the problem.
 - a) Identify the Who, What, When, and Where by reviewing the initial allegation report (if written) and interviewing the potential victim-survivor.
 - b) Gather all the information and data surrounding the circumstances and the accused.
 - c) Review the initial allegation report
 - d) Review additional documentation and materials (personnel file, documentation completed by others with respect to the incident, training records, disciplinary records, video footage, etc.)
 - e) Interview additional key individuals (accused, supervisors, witnesses, etc.)
 - f) Review Policies
 - g) Review Training Curriculum
- 2) Perform the Analysis and determine root cause(s)
 - a) Ask Why?
 - b) What are the system-wide causes that allowed the incident to occur?
- 3) Identify Corrective Action—recommendations to stop the recurrence of the problem in the future.
 - a) What operation in Praesidium’s Safety Equation was found to be deficient?
 - b) What best practice standards can be put in place to prevent a recurrence?
 - c) What are the resources needed to implement the best practice standard?
 - d) How are we going to implement and ensure compliance?
- 4) Write a report to document your findings and corrective actions.
- 5) Implement the necessary solutions.

Abuse and Mistreatment of Students Policy

Providence Academy has zero tolerance for abuse and will not tolerate the mistreatment or abuse of students in its programs. Any mistreatment or abuse by an employee or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service and cooperation with law enforcement.

Policy Prohibiting the Abuse or Mistreatment of One Student by Another Student

Providence Academy has zero tolerance for abuse, mistreatment, or sexual activity among students within the organization. PA is committed to providing all students with a safe environment and will not tolerate the mistreatment or abuse of one student by another student. Conduct by students that rises to the level of abuse, mistreatment, or sexual activity will result in intervention or disciplinary action, up to and including, dismissal from the program.

In addition, PA will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, the organization will take the necessary steps to eliminate such behavior.

Animals On Campus Policy

Because some animals can cause or worsen allergic reactions, spread bacteria, or cause damage, the following guidelines shall be observed whenever a request is made to allow animals to be on the school campus.

Animals are not allowed at school extracurricular events, including sporting events, regardless of inside the building or outside grounds. Permission must be requested and received from a program principal.

1. A request to allow an animal to be on school campus or in a specific class must be made in writing and approved by the school principal prior to the event. The written request should include the following:
 - a. How the presence of the animal on campus is related to the curriculum and will contribute to instruction.
 - b. The date of the event.
 - c. The length of time the animal will be on campus.
 - d. Where the animal will be located on campus, and
 - e. The person that will be in charge of the animal while on campus.
2. The request should also include proof that the animal has received all vaccinations.
3. Whenever the principal approves an animal on campus, the school notifies parents in advance of the event. The notification will include the specific date the animal will be on campus.
4. Animals must be kept in an appropriate cage, container, or on a leash or other restraint as to not endanger students and staff.
5. At no time will an animal be approved to be transported on a school bus or any vehicle with students/staff present.
6. Animals that remain in classrooms (i.e., fish, hamsters, etc.) must be approved by the program principal. State requirements must be followed and will be provided once permission is granted.
7. The principal or designee shall be responsible for contacting local animal control authorities if any wild or stray animal(s) are found in the school building or on the school campus.
8. These procedures do not apply to law enforcement canine units or approved assistance and therapy animals. Additional instruction will be provided by the program principal for assistance and/or therapy animals when permission for campus visits are approved.

Whistle-Blower Policy

Employees are required to report suspected Code of Conduct violations to the Head of School or to a member of the Board of Directors, who have responsibility to investigate all reported violations.

No director, officer, or employee, who in good faith reports a violation of the Code, shall suffer harassment,

retaliation, or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistle-Blower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Providence Academy's Head of School acts as the Compliance Officer for the school for purposes of policy compliance. He is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his discretion, shall advise the Board of Directors.

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense. An employee knowingly making false allegations is subject to discipline up to and including termination of employment.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The Head of School will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Child Abuse Reporting Policy

In accordance with TN state law and PA employee policy, Providence Academy will report possible physical abuse, sexual abuse, or child neglect. The school will consider all available facts and circumstances. The purpose of the state requirement is to protect children based upon the seriousness of the crimes. Accordingly, Providence Academy's protection is based upon a reasonable belief that the conduct covered by the statute has occurred or is occurring.

In accordance with TN state law Section T.C.A 49-6-1601, these procedures should be followed:

(d)(1)(A) If a child voluntarily discloses information about possible abuse to a school teacher, school official, or other school personnel, then the child must be provided a quiet and private place to speak and the person receiving the information must listen openly and speak at the child's level in a positive, non-judgmental tone.

B. The person receiving the information from the child must:

- i. Allow the child to say what happened in the child's own words;
- ii. Avoid investigating by asking the child detailed questions;
- iii. Make every effort to write down the child's exact words;
- iv. Refrain from making any statements to the child about the alleged abuse, the alleged abuser, or the consequences of the child reporting the alleged abuse; and
- v. Immediately notify the school child abuse coordinator (Director of Student Services) and report the information to the Department of Children's Services and law enforcement; provided, however, when the alleged abuse involves someone employed

by, previously employed by, or otherwise affiliated with the school, the report may be made directly to the department of children's services and law enforcement prior to notifying the school child abuse coordinator. The subdivision (d)(1)(B)(v) does not relieve a school teacher, school official, or other school personnel from the duty to report alleged abuse under federal law.

2. School teachers, school officials, and other school personnel should be observant of any bruising, injury, markings, or other unusual behavior that may be the result of child abuse or neglect and immediately report any suspicions to the school's child abuse coordinator. Photographs of any bruising, injury, or markings must not be taken by any school child abuse coordinator, teacher, official, or other school personnel. Upon receiving a report of suspicion of child abuse or child sexual abuse, the child abuse coordinator must, along with the reporting school personnel who obtained the information from the child, report any suspected child abuse or child sexual abuse to law enforcement and the department of children's services.
3. If a third party informs a schoolteacher, school official, or other school personnel of a reasonable suspicion that a child at the school may be the victim of child abuse or child sexual abuse, then the school teacher, school official, or other school personnel must:
 - A. Encourage the third party to report the suspicion to the department of children's services and law enforcement;
 - B. Notify the school's child abuse coordinators; and
 - C. Report all information received from the third party to the department of children's services and law enforcement.
4. School teachers, school officials, and other school personnel must maintain confidentiality of all information regarding any child abuse or child sexual abuse report made pursuant to this section and all information regarding the suspected child abuse or child sexual abuse must be maintained by the school child abuse coordinator in a confidential file separate from the child's educational file.
5. School child abuse coordinators, schoolteachers, school officials, and other school personnel shall not provide any information relevant to the suspected child abuse or child's sexual abuse to the child's parent or guardian, and must refer any questions from the child's parent or guardian to the investigating law enforcement agency and the department of children's services. The subdivision (d)(5) does not apply when federal law or regulation mandates disclosure, the parent to whom the notification is made is not alleged to be the perpetrator or in any way complicit in the abuse or neglect, and the notification is done in conjunction with the department of children's services.

Appropriate school staff will make reports in accordance with state law and in the best interest of the affected child. In nearly all cases, it is the protocol of the school to inform parents of any matter with regards to their child; however, due to this very serious and legally narrow area, the school may not be at liberty to contact parents in advance of making a report to authorities.

The Tennessee child abuse reporting statute (37.1.403) makes no distinction between professionals and non-professionals on the issue of reporting. Parents also have a responsibility to make a report based on “available information” in a situation that “reasonably” appears to have been caused by brutality, abuse, neglect, or sexual abuse.

Providence Academy is committed to maintaining a safe learning environment for all students, visitors, and staff. For that reason, the school reserves the right to enact specific parameters for adult/student interactions. School parameters may include, but are not limited to, restrictions on the admittance to school campus, admittance to school sponsored events, and participation on overnight school trips. The school may identify additional requirements as a condition for admittance on campus or to school related events. It is at the school’s sole discretion to conclude that added protections or safeguards are necessary for the protection of students, visitors, and staff. The school retains the authorization to enact parameters regardless of whether or not an official report was made to the Tennessee Department of Child Services (DCS) or regardless of whether or not DCS determines a report warrants no further state action. In addition to the above, the school reserves the right, at any time, to place any other procedures or requirements in its sole discretion, as it may deem necessary in the best interest of the school.

Providence Academy faculty and staff, including all substitute teachers, complete child abuse identification and prevention training annually and review reporting requirements and processes specific to the state of Tennessee.

Providence Academy is obligated by Tennessee law to report the reasonable suspicion of abuse. Any suspicion of child abuse must be reported to and discussed with the respective principal or the Head of School.

Grievance Policy

It is important that conflicts within the school family be handled politely and promptly. The following steps are based upon the biblical principle set forth in Matthew 18. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Providence Academy operations or between any two parties connected in a direct way to the school. Those include students, parents, faculty and staff, volunteers, administration, and board. It is understood that if any disputes arise which are not covered by this policy, the board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.

Students / Parents to Teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. A respectful demeanor is required at all times by all parties.
2. If the problem is not resolved, the parents or student may bring the concern to the principal. If the student brings the concern, he must have permission from his/her parents to do so.
6. If the problem is still not resolved, the parents or student may bring the concern to the Head of School. If the student brings the concern, he must have permission from his/her parents to do so.

Parents / Patrons to Head of School:

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Head of School.
2. This procedure applies to board members who are acting in their capacity as parents / patrons, and not as representatives of the board.

Parents/Patrons to Administration (regarding Head of School):

1. All concerns related to the Head of School may be addressed in a report to the Board. The report must be made in writing, including pertinent details, and submitted to the Human Resources Manager.
2. The complaint will be promptly forwarded to the Board. Based upon the merits of the grievance, the Board will determine whether a meeting will take place.
3. If the Board determines the grievance does not merit a meeting, the parents / patrons will be required to drop the issue.

Staff to Administration:

1. All concerns about the standards of the school or decisions related to programs or policies should be presented first to the staff member's direct supervisor. A respectful demeanor is required at all times.
2. If the problem is not resolved, the staff member may bring their concerns to the Head of School.

Faculty/Staff to Administration (regarding Head of School):

1. All concerns related to the Head of School may be addressed in a report to the Board. The report must be made in writing, including pertinent details and submitted to the Human Resources Manager.
2. The complaint will be promptly forwarded to the Board. Based upon the merits of the grievance, the Board will determine whether a meeting will take place.
3. If the Board determines the grievance does not merit a meeting, the staff member will be required to drop the issue.

Volunteers to Staff/Administration:

1. If any volunteer has a concern about the volunteer work, he will present that concern to the staff member responsible for his oversight.
2. If the problem is not resolved, then the concern should be presented in writing to the Head of School, followed by a meeting with the Head of School to discuss the concern.

Individual Board Members to Head of School:

1. If specific concerns arise during a board meeting, board members may not challenge, rebuke, or debate directly with the Head of School in the board meeting, but any concerns will be channeled through the chairman instead.
2. Any board member may call the board into executive session if a potential grievance or dispute arises during a board meeting.
3. If the board decides that the issue does not warrant executive session, the board will return immediately to open session.
4. If the board decides further investigation is warranted, the Head of School will meet with the board in executive session to present his perspective and answer questions.

5. If the board decides against the Head of School (2/3 vote required), the board will attach a written description of their decision to the Head of School's annual job evaluation.
6. If the board does not decide against the Head of School, any board member(s) who is/are still not satisfied will be instructed by the board to drop the issue.

Parent/Patron to Board

1. If a parent/patron has a grievance directed towards the Board, they should state the grievance and request a meeting in writing to the Board.
2. Based upon the merits of the grievance, the Board will determine whether the meeting will take place.
3. If the Board determines the grievance does not merit a meeting, the parent/patron will be required to drop the issue.

Arbitration Agreement

By signing the **Employee Acknowledgment Form**, you affirm your belief that the Bible instructs Christians to seek peace and resolve disputes within the Christian community, in accordance with the scriptural guidance of **1 Corinthians 6:1–8**, **Matthew 5:23–24**, and **Matthew 18:15–20**. Accordingly, Providence Academy and the employee (hereinafter “the parties”) agree to the following process for resolving disputes arising out of the employment relationship:

1. Mediation and Arbitration Process

All claims or disputes—whether based on contract, tort, statute, or otherwise—related to your employment with Providence Academy, including its termination, shall be resolved as follows:

- **Step 1: Christian Mediation**

The parties shall first attempt to resolve the dispute through **biblically based mediation** in good faith.

- **Step 2: Binding Arbitration**

If the dispute cannot be resolved through mediation, the matter shall be submitted to **binding Christian arbitration** before a panel of **three arbitrators**.

- Each party will select one arbitrator.
- The two party-selected arbitrators will then jointly select a **neutral third arbitrator**.
- If the two arbitrators are unable to agree on a third arbitrator, the **Institute for Christian Conciliation** in Billings, Montana [(406) 256-1583] will be asked to appoint a qualified neutral arbitrator.

The arbitration will be conducted in accordance with the **Rules of Procedure for Christian Conciliation**, as published in the *Christian Conciliation Handbook* by the Institute for Christian Conciliation.

2. Exclusive Remedy

By agreeing to this policy, both parties acknowledge and agree that:

- Arbitration shall be the exclusive means of resolving disputes, and
- Each party **waives the right to file a lawsuit in any civil court**, except to enforce an arbitration award rendered under this agreement.

This binding arbitration clause applies to **all disputes**, including but not limited to:

- a. Tennessee State Law Claims, such as:

- Breach of contract
- Wrongful termination in violation of public policy
- Defamation
- Fraud or misrepresentation
- Intentional infliction of emotional distress
- Interference with contract or business relations
- Claims under Tennessee human rights or employment statutes (e.g., T.C.A. § 4-21-101 et seq.)

b. Federal Law Claims, including but not limited to:

- Age Discrimination in Employment Act (ADEA)
- Americans with Disabilities Act (ADA)
- Title VII of the Civil Rights Act of 1964, as amended
- Fair Labor Standards Act (FLSA)
- Family and Medical Leave Act (FMLA)
- National Labor Relations Act (NLRA)
- Employee Polygraph Protection Act (EPPA)

3. Equal Employment Opportunity Commission (EEOC) and Administrative Rights

Nothing in this arbitration agreement prevents an employee from filing a complaint with or participating in an investigation by a federal or state administrative agency, such as the Equal Employment Opportunity Commission (EEOC) or the Tennessee Human Rights Commission (THRC). However, if the matter proceeds beyond the agency stage, the employee agrees to pursue final resolution through arbitration rather than a lawsuit.

4. Governing Law and Application of Legal Standards

- If the dispute involves federal or state statutory claims, the arbitrators must apply the substantive law that would otherwise apply in a court of law.
- Arbitration proceedings must follow principles of due process, and arbitrators shall have the authority to grant any remedy available in a civil court, including injunctive relief, back pay, front pay, and attorneys' fees where applicable by statute.

5. Allocation of Costs

Unless otherwise required by law:

- Each party shall pay the fees for their own chosen arbitrator.
- The cost of the neutral third arbitrator and any shared arbitration expenses shall be split equally between the parties.
- Each party shall bear their own legal fees and costs, unless the arbitrator awards attorneys' fees as part of a remedy allowed by law.

6. Waiver of Jury Trial

By entering into this agreement, you knowingly and voluntarily waive your right to a trial by jury or a trial before a judge in a public court for any claims covered under this agreement.

Legal Compliance Statement

This arbitration policy is intended to comply with:

- Tennessee Uniform Arbitration Act (T.C.A. § 29-5-301 et seq.)
- **Federal Arbitration Act** (9 U.S.C. § 1 et seq.)
- Applicable state and federal employment laws

If any provision of this policy is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

Modification of Handbook

Providence Academy reserves the right to change or modify the policies set forth in this Handbook at any time. To be effective, the modification must be in writing.

Version History Log

All prior versions of the handbook, in part or in whole, are considered obsolete once updates are issued.

Version	Date Issued	Sections Updated	Summary of Changes
1.1	August 15, 2025	Corrections	Faculty staff hours were incorrect. Pg. 39 Latin instruction pg. 14 needed revised grades.
1.0	August 3, 2025	Initial release for SY 2025-26	Black Out dates added (pg. 21) Faculty Attendance Policy during planning periods (pg. 21) Impact of State Vouchers Payments (pg. 32) Artificail Intelligence (AI) Policy Communication transparency, use of GroupMe (pg. 44)