

PROVIDENCE
ACADEMY



ATHLETIC
HANDBOOK
2026-2027

Table of Contents

TSSAA/TMSAA Membership	1
Philosophy of Athletics	1
Athletic Policies	2
Standards of Conduct for Head, Assistant and Volunteer Coaches	3
Game and Practice Attendance Requirements	4
A Word Regarding Behavior at Athletic Events	4
Head Coaches and Program Offerings	5
Special Requirements and Fees	6
Athlete's Code of Conduct.....	7
Secondary Extracurricular and Athletic Guidelines.....	8
Quitting	8
Transportation	9
Uniforms and Equipment.....	9
Awards	9
Scholarship signings for Providence offered sports	10
Game Admissions/Passes.....	11
A Word to Our Parents.....	11
Protocol for a Player/Parent Meeting.....	11
Recreational League Participation.....	12
Policy Prohibiting the Abuse or Mistreatment of Students	13-21
Private School Grounds & Field Usage Policy.....	22-23
Athletic Handbook Agreement	24

TSSAA Membership

Providence Academy is a member of the Tennessee Secondary School Athletic Association (TSSAA) and abides by all policies, regulations, and eligibility requirements set forth in the TSSAA Bylaws and Constitution. The Providence Academy Athletic Department is committed to maintaining full compliance with the rules and procedures established by the TSSAA, including, but not limited to:

- Student-athlete eligibility and academic standards
- Transfer and participation rules
- Code of conduct for athletes, coaches, and spectators
- Safety protocols and required training
- Sportsmanship, disciplinary actions, and appeal processes

Providence Academy became an official member of the TSSAA on February 7, 2022. We are DII, Class A, East Region, District 1. The other members in District 1 are: Berean Christian, CAK, Concord Christian, First Baptist Academy, Grace Christian, Lakeway Christian Academy, The Kings Academy, Apostolic Christian Academy, J. Frank White, Tri-Cities Christian, Annore Academy, Maryville Christian and Clayton-Bradley. Providence Academy became official members of the TMSAA on August 27, 2024. We are in Class A, Region 1. TMSAA classifies each sport according to the schools in the area who offer that sport.

Philosophy of Athletics

Providence Academy aims to teach fundamental physical development to our students to benefit them for the rest of their lives. We teach each student to take proper care of his/her body, the temple of the Holy Spirit; to exhort one another in times of trial; to complete tasks which are begun; and to cooperate with team members.

We at Providence Academy must never allow the athletic program to become "The Program." Athletics is offered so that the student can learn to face tough circumstances with determination and to continue on even if victory seems impossible. We desire for our athletes to learn to persevere, lose with grace, and win with humility.

Finally, the athletic program at Providence Academy teaches self-sacrifice, self-discipline, and personal commitment to attain the goal of excellence. Its primary goal is to develop characteristics in the students that will enable them to overcome challenges they will meet throughout their lives.

Providence Academy

Athletic Policies

Administrator (Head of School)

The Administrator has the authority to employ and terminate coaches with the approval of the school board, and the advice of the Athletic Director.

Athletic Director

The Athletic Director oversees the entire athletic department. The Athletic Director oversees each sport. Coaches report to the Athletic Director and the Athletic Director reports to the Head of School. The Athletic Director should also produce a workable athletic schedule which complies with the Providence Academy Board policy and supports the normal daily operations of the school. The administrator and the Athletic Director will approve the appointing of assistant coaches by the head coach.

Head Coach

The head coach is responsible for the development of his or her team. The head coach will implement policies established by the Administrator or Athletic Director. It should be the goal of the head coach to successfully develop his or her team, spiritually and physically, within the framework of a sound philosophy of the sport and to unite all players on the team. The head coach should build up a student athlete using constructive criticism and encouragement, while avoiding berating and needless criticism. Furthermore, it should be the goal to develop the team from top to bottom as best as possible, leaving a relative consistency of team success from year to year. However, the head coach will determine the playing time of each athlete. The head coach will delegate authority to assistant coaches, who are approved only by the Administrator and Athletic Director. The head coach should also be open to the suggestion of an assistant coach, Administrator, and Athletic Director. The head coach will be ready and willing to discuss any matter in private with anyone. However, the head coach should be careful of being influenced by favoritism from parents or players, an action which may disturb or destroy team unity. The head coach will not publicly criticize athletic policy; rather, the disagreement may be addressed in a private meeting. The head coach will encourage student athletes to participate in sports other than his or her sport and will not penalize the student athlete if they do so.

Assistant Coach

The assistant coach is directly responsible to the head coach for any actions taken involving the team. The assistant may be called upon to act as head coach should the head coach not be able to lead the team (sickness, leave of absence, suspension, termination). Each assistant coach should aim to support the head coach in all phases of team leadership. Disagreements between the assistant coach and the head coach should not be made public, which could destroy team unity. Any major disagreement should be addressed in private.

Standards of Conduct for Head, Assistant and Volunteer Coaches

Luke 2:52 -"And Jesus kept increasing in wisdom and stature, and in favor with God and men."

The athletic program at Providence Academy is intended to help students increase in wisdom and stature so they will be able to overcome challenges throughout their lives. The following Standards of Conduct are given to coaches as an aid to them in assisting Providence Academy in being faithful to its athletic philosophy.

1. In matters relating to athletic philosophy and policy, always submit to the head coach and/or Athletic Director.
2. Never push athletics as "The Program" as being the most critical at Providence Academy. Show interest in other school programs by attending some non-athletic activities or events.
3. Be an example of those traits we wish to build in our students:
 - a. Lose with grace
 - b. Win with humility
 - c. Exhibit self-sacrifice
 - d. Display self-discipline
 - e. Follow personal commitment to excellence
 - f. Persevere in tough circumstances
4. When interacting with opposing coaches and parents, return evil with good.
5. Allow the Head Coach to respond and handle disputes with game officials.
6. When problems arise with parents of students on the team, immediately involve the Head Coach and/or Athletic Director.
7. When coaching your son or daughter, beware of showing special treatment toward them or unfair high expectations of their performance.
8. The head and/or assistant coach should never leave a practice or game before all his/her players are picked up by their parents.
9. Locker rooms: This pertains to practice and games. The head coach will give his/her plan to the Athletic Director, for supervising the locker room, at least one week before his/her first practice (off-season or in-season).
10. Coaches are also responsible for upholding the policies and responsibilities of the coach's handbook that is written and approved by administration.

A WORD REGARDING BEHAVIOR AT ATHLETIC EVENTS

PA students are all aware of the standards set forth by the school but are oftentimes unaware of what we expect from them as spectators. Therefore, we have listed a few things to keep in mind when you attend a PA athletic event:

1. Do not criticize. Fans sometimes feel that they are able to do it better, but this is not their job. Support the players and coaches; build them up- don't tear them down!
2. As difficult as it may be, comments to officials and opposing teams should be positive. Do not make derogatory comments to athletes on the opposing team or officials.
3. Realize that the word Christian means "Christ-like." We as Christians are always testimonies, whether good or bad. PA wants to portray a good testimony always, but especially to the public and private schools we compete against!
4. LONG AFTER THE SCORE IS FORGOTTEN, OUR BEHAVIOR AND REPUTATION ARE REMEMBERED.

GAME AND PRACTICE ATTENDANCE REQUIREMENTS

- A. According to TSSAA rules, once you have made a team and started official practice, you cannot participate on any travel team, recreation team, club team, or AAU team, in that sport until the season is completed. If the student athlete does, it will be a violation of TSSAA rules.
- B. **Participation on the middle school team will take priority over playing for club/park and recreation/travel teams. Personal choice by the athlete or family to give club/park and recreation team higher priority will reduce the athlete's game time with the school team. We highly recommend the athlete communicate with their coach if they are involved on any of these teams.**
- C. Athletes must be at every practice or game unless excused for one of the following reasons:
 - Personal sickness.
 - Death in the family.
 - Previously scheduled commitment approved by the coach.
- D. Any athlete who misses a practice or game may have to make up practice activities and face the team's policy for reduction in playing time. This is not meant as punishment for an excusable absence, but as a reward and incentive to those team members who were present. A team member who must miss a practice or game may return to their former status as soon as they have fulfilled the team's policy for absences.
- E. Each coach will have a team policy for his/her discipline procedure and for missed practices or games. Multiple unexcused absences will result in dismissal from the team.
- F. All athletes must be on time to practices and games. Coaches will inform the student athlete what the team policy is for tardiness.

Providence Academy

Head Coaches and Program Offerings 2026-2027

Fall Sports

Girls Soccer (James Herington)

Varsity Girls (Grades 9-12)
Middle School Girls (Grades 6-8)

Volleyball (Mariah Hsiao)

Varsity Girls (Grades 9-12)
Junior Varsity Girls (Grades 9-11)
Middle School Girls (Grades 6-8)

Cross Country (Eric Anderson)

Varsity Boys (Grades 9-12)
Varsity Girls (Grades 9-12)
Middle School Boys (Grades 6-8)
Middle School Girls (Grades 6-8)

Football (Micah Hughes)

Varsity boys (Grades 9-12)
Middle School boys (Grades 6-8)

Golf (Jay Gregory)

Varsity Boys (Grades 9-12)
Varsity Girls (Grades 9-12)

Cheerleading (Samantha Hughes)

Varsity Girls (Grades 9-12)
Middle School Girls (Grades 6-8)

Winter Sports

Boys Basketball (George Pitts)

Varsity Boys (Grades 9-12)
Junior Varsity Boys (Grades 9-11)
Middle School Boys (Grades 6-8)

Girls Basketball (Jordan Stout)

Varsity Girls (Grades 9-12)
Middle School Girls (Grades 6-8)

Cheerleading (Samantha Hughes)

Varsity Girls (Grades 9-12)
Middle School Girls (Grades 6-8)

Wrestling (TJ Keklak)

Varsity Boys (Grades 9-12)
Middle School Boys (Grades 6-8)

Swimming (Megan Williams)

Varsity Boys (Grades 9-12)
Varsity Girls (Grades 9-12)
Middle School Girls (Grades 6-8)
Middle School Boys (Grades 6-8)

Spring Sports

Golf (Bryan Sangid)

Middle School Girls (Grades 6 – 8)
Middle School Boys (Grades 6 – 8)

Boys' Soccer (Mike Cash)

Varsity Boys (Grades 9-12)
Middle School Boys (Grades 6-8)

Tennis (TBD)

Varsity Boys (Grades 9-12)
Varsity Girls (Grades 9-12)

Track (Eric Anderson)

Varsity Boys (Grades 9-12)
Varsity Girls (Grades 9-12)
Middle School Boys (Grades 6-8)
Middle School Girls (Grades 6-8)

Softball (Erica Roller)

Varsity Girls (Grades 9-12) Middle
School Girls (Grades 6-8)

Baseball (Jeff Reed)

Varsity Boys (Grades 9-12)
Junior Varsity Boys (Grades 9-11)
Middle School Boys (Grades 6-8)

SPECIAL REQUIREMENTS AND FEES

- A. **All athletes must have a physical before they can participate in any tryouts, practices, or games.** The Providence Academy physical exam form can be obtained on the athletic website. Each May, Genesis Healthcare Center provides physicals at Providence for students in the rising 6th- 12th grades. The cost for this physical is \$15.00. If an athlete does not participate in this program, he or she will have to have a physical completed by a doctor annually before he or she can participate in any sports associated with Providence Academy. This physical must be current. The physical must be dated no earlier than April 15th of that year.
- B. The sports physical will need to be uploaded onto the students' final forms account. The Sudden Cardiac Arrest Form, Concussion Form, Consent Form, and Handbook Forms will need to be signed by both the parent and student on final forms. All of this must be completed before participation in any tryouts, workouts, practices or games.
- C. Anyone interested in trying out for a team must be at the first practice of the season. The coach must be notified ahead of time if a student is going to miss the first practice for an excusable reason (illness, death in family, etc.).
- D. All students who participate in athletics will be charged an athletic participation fee. See below the updated athletic fees.
- E. Athletic fees are billed on your monthly statement and are due by the date stated on the invoice. Failure to make payment may result in a loss of participation privileges. In the event of financial difficulty, contact the bookkeeper to discuss other arrangements.

Sport	High School	Middle School
Football	\$275	\$150
Girls Soccer	\$150	\$100
Volleyball	\$150	\$100
Cross Country	\$150	\$100
Golf	\$150	\$100
Cheer	\$150	\$100
Basketball	\$150	\$100
Wrestling	\$150	\$100
Swimming	\$150	\$100
Baseball	\$275	\$150
Softball	\$150	\$100
Boys Soccer	\$150	\$100
Track	\$150	\$100

ATHLETE'S CODE OF CONDUCT

- A. Every athlete is expected to maintain a good Christian testimony. At any time, an athlete is not maintaining a Christian testimony on or off the field or in the classroom, he/she may be suspended or dismissed from the team.
- B. **The use of profanity will not be tolerated. The use of profanity on or off the field may result in suspension from the team or loss of game time.**
- C. **Athletes are to be good representatives of Christ and Providence Academy on road trips.** Athletes are to do exactly as the coach instructs them to do. Any inappropriate behavior on away games or overnight trips will not be tolerated and the discipline will be left up to the discretion of the coach. Major offenses will also involve the Athletic Director and the administration. Athletes are expected to show respect at restaurants, keep curfew set by coaches, follow all safety rules on the bus, and at overnight lodging.
- D. Providence Academy does not condone and will not tolerate "hazing" or "initiations" of athletes by other athletes. Any such action will result in dismissal from the athletic team.
- E. Athletes are only to be in locker rooms to change clothes before and/or after practice or games under the supervision of their coach. There is to be no loitering, game playing, or pranking in the locker room. Any athlete that does otherwise may be suspended or dismissed from the team.
- F. Under TSSAA Ejection Rules: If a player gets ejected the result is a 2 game suspension. If a parent gets ejected the result is a \$250 fine. If a coach gets ejected the result is a 2 game suspension and a \$250 fine. Subsequent ejections will result in further consequences determined by TSSAA and the Athletic Director.
- G. Athletes that are suspended from school:
 - a. In-school suspension - cannot practice, compete in games, or dress for games. Sitting on the bench is up to the discretion of the coach.
 - b. Out-of-school suspension - cannot practice, compete in games, dress for games, or be in attendance at games home or away.
- H. Weight Room Regulations:
 - a. Athletes must always be accompanied by a Providence Academy coach while in the weight room.
 - b. Music will contain absolutely no cursing or profanity.
 - c. All weight room usage must be cleared by Providence Academy's strength coach or athletic director.
 - d. Athletes must have a spotter during workouts.
 - e. Athletes must have proper footwear while participating in training.
 - f. Athletes must rack weights, bars, and bands when finished with a workout.
 - g. The weight room may only be used by current Providence Academy athletes and employees.
- I. The Kubota should only be driven by the Providence Academy faculty and staff members. **Students are not permitted to drive the Kubota.**

SECONDARY EXTRACURRICULAR AND ATHLETICS GUIDELINES:

Students participating in athletics and other TSSAA extracurricular activities/events must observe the following guidelines to be eligible to participate:

- A. A student must pass 6 credits to be eligible to compete in athletics in the next school year.
- B. A student must be in school at least 1/2 of the school day (3.5 hours or 2 academic blocks for high school) to participate in a sports practice or game. This means they must attend class. Students who have planned absences (appointments, etc.) must have prior approval by the administration to participate that day.
- C. A physical exam signed by a physician April 15th or after, signed copies of the Parental Consent forms, Concussion Protocol form, Sudden Cardiac Arrest form, and the form acknowledging the handbook has been read, must be on file before the athlete can participate in athletics.
- D. The student may not have a grade of "F" in any class at the end of the nine-week period to be eligible to play. Student athletes will be ineligible for 2 weeks after an unacceptable report card. If the student's grades have improved after the two weeks of ineligibility following the unacceptable grade report, he/she can play with the team. Students are allowed to practice while ineligible. Final eligibility will be determined by the administration.
- E. Students serving a suspension (either in-school or out-of-school) must do so throughout the appointed time regardless of practice or game schedules. Students serving suspension are not eligible to practice or play in games until the suspension is completed.

QUITTING

- A. Character is not built by quitting. Trying times are not times to quit trying.
- B. A student may drop off the team any time before the third practice without penalty. After that time, no student may quit the team without penalty. Any athlete who quits may not join another sports team during that season without an agreement from both coaches and the Athletic Director to switch. There should be a strong sense of belonging to the team even when personal injuries would restrict the individual's participation in practices and games. An injured player is expected to be at all practices and games as if he/she were healthy, unless excused by the head coach.
- C. An athlete who quits will be removed from the team roster and forfeit any post-season accolades such as team pictures, letters, awards, etc.
- D. Exceptions to this rule would be for family hardships, severe injury, or serious academic problems. The Athletic Director and the Principal will decide on any exceptions.

TRANSPORTATION

- A. Parents may be asked to provide transportation for athletes to the opposing school's location.
 - a. The front office must have a copy of your driver's license and insurance on file AND a completed background check before providing transportation for athletic events.
- B. When traveling to local games, athletes may drive themselves if given prior permission.
- C. When teams are dismissed early from school, athletes may not drive themselves and must ride on the bus or with a parent driver unless given prior permission from the parent and coach.
- D. When traveling outside the area, we will go as a team in vans, cars and/or the school bus. Athletes may not drive themselves.
- E. A team member may ride home from off-campus games with his/her parent(s) or legal guardian provided that the coach has been notified by written or verbal communication from the parent(s) or legal guardian prior to leaving the game.
- F. An athlete may ride home from an off-campus game with a friend's parent(s) if the athlete's parents have provided the school or coach with written or verbal communication from the parent(s) or legal guardian prior to leaving the game.
- G. All exceptions to the above can be amended by the Athletic Director.

UNIFORMS AND EQUIPMENT

- A. Any uniforms or equipment issued to an athlete are the athlete's responsibility to return in good condition.
- B. Lost or damaged equipment will be charged to the athlete.
- C. School uniforms are to be worn only for games, not for practices or other functions.
- D. All uniforms and equipment must be returned to the coach within one week after the last game of the season. Do not drop off uniforms in the athletic office.**
- E. Any athlete who does not return uniforms and/or equipment will have his report card held and costs for replacement charged to his school bill.

AWARDS

- A. The school will have an athletic awards assembly after fall, winter, and spring sports seasons to recognize varsity, junior varsity, and middle school athletes.
- B. It will be at the head coach's discretion to make decisions on awards, letters, and certificates.
- C. Each high school sport gives a maximum of four special awards which include junior varsity and freshman teams. The middle school team will give a maximum of three awards which includes junior varsity teams.

SCHOLARSHIP SIGNINGS FOR PROVIDENCE OFFERED SPORTS

The school Athletic Director and High School principal will establish a signing date each year. In addition, the athletic director will have the responsibility and authority of all the related details for the signing ceremony (media contact, time, refreshments, attendees, etc.). It is the responsibility of the student and the family to contact the school before making any plans with outside sources (schools or coaches) that will impact the school day or school facilities.

SCHOLARSHIP SIGNINGS FOR NON-PROVIDENCE SPORTS/ACTIVITIES

Because so many students are involved in activities and athletic endeavors outside of what is offered through the Providence Academy programs, we strongly discourage the use of school facilities for scholarship signing ceremonies that are not directly related to school athletics or school programs. Therefore, it is the policy of PA does not allow to deny requests for signing ceremonies at PA on campus that are not the result of a sport or school related activity.

STUDENT ATHLETE SIGNING PROCEDURE

In order to meet all college, federal, state and collegiate athletics association guidelines, the following criteria must be met before a high school student athlete can sign a letter of intent to play an intercollegiate sport or be recognized in any way by Providence Academy (via news releases, signing ceremonies, etc.):

- If a student is going to play intercollegiate sports, they must first register with the National Collegiate Athletic Association (NCAA) and/or the National Association of Intercollegiate Athletics (NAIA). Registration should occur during the 2nd semester of the junior year but no later than the beginning of a student's senior year.
- The College and Career Office updates all academic information and verifies students listed on the above organization's graduation list.
- The College and Career Office provides an initial transcript and a final transcript for each student registered to NCAA/NAIA.
- Each student sets up an account at the Tennessee Student Assistance Corporation (TSAC) during their junior year.
- Each student takes the ACT/SAT at the end of the junior year and has the scores reported to Providence Academy and the NCAA/NAIA.
- The student provides the College and Career Office with a copy of an official letter of acceptance from the college/university of choice.
- The student provides a copy of the financial award letter, including the amount awarded to play the sport, to the College and Career Office as soon as it is received.

Note: Only students receiving Athletic Sport Scholarship money from the college/university will be recognized through a public signing at Providence Academy.

GAME ADMISSION/PASSES

Family and grandparent passes are sold for admission to home games. This entitles them to free admission to all the home games for that sport, excluding TSSAA tournaments, Blue Ridge Classic, and Hall of Fame basketball games. General admission is \$6 for adults and \$3 for students. Hall of Fame games, Blue Ridge Classic games, and the Knights Tournament are \$8 for adults and \$4 for students. TSSAA Tournament game admission prices are determined by the TSSAA.

SEASON PASSES 2026			
Sport	High School	Middle School	Middle and High School
Football	\$120	\$75	\$150
Girls Soccer	\$75	\$75	\$120
Volleyball	\$120	\$120	\$175
Basketball	\$140	\$140	\$200
Baseball	\$140	\$140	\$200
Softball	\$140	\$140	\$200
Boys Soccer	\$75	\$75	\$120
*All Grandparent Passes \$50			

A WORD TO OUR PARENTS - HOW TO BEST SUPPORT YOUR ATHLETE

The best way to support your athlete is to be there for them, rain or shine, cheering from the stands. It is important to provide encouragement and to be positive. If you or your child has a question, please have your child talk to his/her coach. If a situation is not resolved or is of a serious nature, then call the coach yourself. If no solution can be reached at that point, then call the athletic director to set up a meeting with all parties involved. Know that you are the most important person in your child's life and that he/she wants you to be proud of him/her.

PROTOCOL FOR A PLAYER/PARENT MEETING

1. The player and/or parent has a question for the coach - the player talks with the coach.
2. If it is not resolved, then the parent talks with the coach.
3. If it is not resolved the parent talks with the Athletic Director.
4. If it is not resolved the Athletic Director, coach, player, and parents meet.
5. If it is still not resolved the parent can request a meeting with the Head of School.

RECREATION LEAGUE PARTICIPATION AND PROVIDENCE ACADEMY

Neither school administration nor the Board of Directors of Providence Academy claims any authority over teams participating in the recreation leagues. School administration and the Board of Directors recognize that teams within the league have sometimes used "Providence Academy" to identify their team or are obviously connected with "Providence Academy" because their team is dominated by Providence Academy students.

The 'brand' of Providence Academy is critical to the long-term viability of our school. Therefore, without any oversight or authority within the local recreational leagues, we respectfully request the Providence Academy name not be used with our school colors to identify recreational teams. The Providence Academy logos will not be provided by the school for use within any recreational league.

If you, as parents, are involved in any way with recreational teams, the Administration and Board of Directors ask that you consider the following Standards of Conduct as you "represent" your school in the community.

1. Be an example of those traits we wish to build in our students:
 - a. Lose with grace
 - b. Win with humility
 - c. Exhibit self-sacrifice
 - d. Display self-discipline
 - e. Follow personal commitment to excellence
 - f. Persevere in tough circumstances
2. When interacting with opposing coaches and parents, return evil with good.
3. Do not make derogatory comments to players on the opposing team.
4. Show respect for the referees who are in positions of authority during the game.
No degrading comments, name calling, or confrontations after the game. Referees may not always be right, but their calls are to be respected.

Providence athletic programs are ever expanding, and our young students are heavily involved in community sport programs as well as many other activities. Much of our future reputation will be built on what others see when our students, along with their parent audience, compete with others in our community. It is important for all of us to remember that as students and parents, we represent Providence Academy and, more importantly, the Lord Jesus in whatever activities we and our children choose to participate.

POLICY PROHIBITING THE ABUSE OR MISTREATMENT OF STUDENTS

This organization 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

The organization has zero tolerance for abuse, mistreatment, or sexual activity among students within the organization. This organization 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, our organization 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.

Our Code of Conduct

The Code of Conduct for Employee & Volunteers outlines specific expectations of Employees & Volunteers.

Abuse or Mistreatment

Our organization'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 the verbal or emotional abuse or mistreatment of other students, employees, or volunteers.

Employees & Volunteers shall not engage in the physical 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
- 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

Personal Relationships

Appropriate personal relationships between employees and volunteers are encouraged. There should never be, under any condition, a romantic or otherwise personal relationship between a student and an employee or volunteer.

One-on-one Interactions

Most abuse occurs when an adult is alone with a student, or when a student is alone with another student. Our organization aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the organization administration. If you observe one-on-one interactions between employees and students, you should report this to Lindsey Roberson at 423-854-9819 or lroberson@providenceacademy.com.

Electronic Communication

All communication between employees/volunteers and students must be approved by the student's parents/guardians and must be in an open electronic environment. The "Rule of Three" must be observed in all electronic communications between students and employees/volunteers. For example, there should be two employees/volunteers included in on text messages and emails with students. Direct, private messaging between students and employees/volunteers is not allowed.

Participants will comply with the organization'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 the organization
- 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.

Policy Requiring Reporting of Red-Flag or Inappropriate Behaviors and/or Policy Violations

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

In the event that 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 our organization, the 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 the organization'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 the organization'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

In the event that 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 the organization.
- 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.

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

In the event that 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 your state'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 leadership 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:

1. Immediate supervisor
2. Directors
3. 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.
- It is not your job to investigate the incident, but it is your job to report the incident to your supervisor 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 your state's specific reporting requirements, please visit the state's Child Welfare website.

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

First, determine if the student is still in danger and if so, take immediate steps to prevent any further harm.

- 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 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:

1. 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.
2. The employee will strive to maintain the rights of all concerned in the process.
3. 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:

1. Someone from the Human Resources Department and/or Leadership.
2. Employees that have training in conducting interviews.
3. Employees responsible for abuse prevention initiatives.
4. 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.
- 2) Gather all information and data surrounding the circumstances and the accused.
 - a) Review the initial allegation report
 - b) Review additional documentation and materials (personnel file, documentation completed by others with respect to the incident, training records, disciplinary records, video footage, etc.)
 - c) Interview additional key individuals (accused, supervisors, witnesses, etc.)
 - 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 in Praesidium'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) Elaborate a report to document your findings and corrective actions.
- 6) Implement the necessary solutions

Private School Grounds & Field Usage Policy

Purpose

Due to high demand and to ensure the safety, maintenance, and availability of our school's athletic fields and grounds, this policy establishes guidelines for usage, prioritizing school-sponsored sports and activities.

Policy Statement

The athletic fields, courts, and open grounds of Providence Academy are reserved exclusively for school-sponsored sports teams, physical education classes, and officially approved extracurricular activities. External groups, non-affiliated organizations, or informal gatherings are not permitted to use these spaces unless granted special permission by the administration.

Usage Guidelines

1. Priority Access:

- a. School-sponsored teams and activities have first priority in scheduling.
- b. Physical education classes may use fields during school hours as scheduled by the administration.
- c. In-season sports teams will receive priority over out-of-season teams.

2. Scheduling & Reservations:

- a. All field and facility reservations by school-sponsored teams and activities must be approved by the Athletics Department.
- b. All field and facility reservations by non-school-sponsored teams and activities must be approved by the Director of Operations and will require a contract and proof of insurance.
- c. Requests for usage must be submitted at least 30 days in advance.
- d. The administration reserves the right to reschedule or cancel reservations in cases of inclement weather, maintenance needs, or special events.

3. Restricted Use:

- a. Unauthorized use of school fields and facilities is strictly prohibited.

- b. Outside organizations or non-school-sponsored groups may not use the facilities without prior written approval from the Director of Operations.
- c. No recreational leagues, or non-affiliated group practices are allowed.

4. Maintenance & Care:

- a. Fields and grounds must be used responsibly to prevent damage.
- b. No unauthorized equipment, vehicles, or structures may be placed on the fields.
- c. Users must clean up after activities and report any damages to the administration.

5. Enforcement & Penalties:

- a. Violation of this policy may result in loss of field privileges.
- b. Unauthorized users will be asked to vacate the premises immediately.
- c. Repeat offenses may lead to further disciplinary action or legal measures.

Exceptions & Special Permissions

Exceptions may be granted under special circumstances at the discretion of the school administration. Requests for special use must be submitted in writing to the Director of Operations.

Review & Amendments

This policy will be reviewed annually to ensure it meets the needs of the school community. Any amendments will be communicated to students, faculty, and parents.

For questions regarding this policy, please contact the Director of Operations.

PROVIDENCE ACADEMY ATHLETIC HANDBOOK AGREEMENT

This document must be signed on Final Forms before your child will be allowed to participate in his or her first athletic practice of the school year. By signing on Final Forms, you agree to the following terms that are stated in the athletic handbook.

1. We have read the handbook and will abide by the rules stated in the handbook.
2. We understand that the student-athlete must have a physical, consent form, concussion form and cardiac arrest form filled out and submitted on Final Forms before the first practice. If these things are not done the student-athlete may NOT participate in any practice, game or workout until these forms are uploaded to Final Forms.
3. We (the parents) agree to allow the student-athlete to ride the bus and/or ride with a parent to and from away games and accept personal financial responsibility for any injury or other loss sustained during athletic events or during transportation to and from the events.
4. A student must be in school at least 1/2 of the school day (3.5 hours or 2 academic blocks for high school) to participate in a sports practice or game. This means they must attend class. Students who have planned absences (appointments, etc.) must have prior approval by the administration to participate that day.

