

Providence Extension Program

Preparing Minds

— FOR ACTION —



Dayton

Parent/Student Handbook

2023-24

discipleship.
strong academics.
biblical worldview.

“Prepare your minds for action!”
1 Peter 1:13

PROVIDENCE EXTENSION PROGRAM
PARENT/STUDENT HANDBOOK

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Providence Extension Program Parent/Student Handbook

This handbook is provided as a reference. Please read this handbook carefully and thoroughly to familiarize yourself with the policies and expectations of Providence Extension Program (PEP). Each family is responsible for understanding and following the content in the handbook.

Mission Statement

Our purpose is to enable parents to provide a home-based, Christ-centered, academically challenging secondary education.

Vision Statement

To fulfill the Great Commission by discipling a new generation of students to have a passion for glorifying God through their ability to think as freemen, to reason biblically, and to discern and communicate Truth to all areas of society.

Philosophy of Education

We believe it is the responsibility of parents to train the minds of their own children. However, parents often join with others to provide the best possible educational experiences for their children. PEP desires to work with parents for the benefit of the individual child and family.

We believe that God grants wisdom, understanding, and knowledge to those who ask Him and acknowledge His preeminence in every arena of life. We teach from the perspective that there is objective Truth which can be discovered and is founded on the principles taught in the Bible.

Since we believe that the classical approach to education best enables students to think critically and accurately, we embrace the concepts of teaching grammar, logic, and rhetoric throughout our curriculum and methods.

I Peter 1:13 (NIV) Prepare your minds for action.

Partnership

Tutors and Administrators in partnership with parents will enforce all PEP policies and academic and behavioral requirements in the PEP Handbook. PEP has sole discretion in all issues concerning the enforcement of all PEP policies. The utmost respect should be given to the Tutors and their classroom rules by parents and students.

By parents and students signing the “Code of Conduct and Commitment Form,” everyone agrees to the PEP requirements and disciplinary process.

Since this is a home-based program of education, Tutors will assign work to the students to be completed at home. Students will complete work assigned by the Tutors to the best of their ability. Parents agree to oversee the completion of the assignments in a thorough and timely manner. This may include:

1. Reviewing syllabi and assignment schedules and due dates with your child in order to facilitate time and self-management.
2. Checking course work as outlined by the Tutor.
3. Ensuring that your child has the materials needed for successful completion of assignments.
4. Coming alongside your child to regularly assess if he needs additional help beyond what is provided in the classroom and securing such help.

Finally, it is important for students, parents, Tutors, and Administrators alike to realize that this is a unique partnership (Hebrews 10:24). All have come together for the common goal of educating teenagers and preparing them for whatever God has created them to do. We seek to uncover and bring out the best in each other and eagerly anticipate those “ah-ha” moments of learning. We look forward to our partnership in the coming year.

PEP Statement of Faith

PEP’s Statement of Faith is included as Appendix A at the end of this handbook. These general doctrines are held by the Board of Directors and will be supported on campus by our Administrators, Tutors and Staff but are not required to be adopted by the families served by PEP.

Homeschooling Defined

For a student to be considered homeschooled, and thus eligible to participate in PEP, he must derive at least 51% of his education from an adult family member and/or legal guardian at home or from a parent-delegated homeschool tutor at a central location (i.e., co-op or extension program). Since homeschooling is daily discipleship by the parents, at least one parent must be present and supervising the student’s work on non-PEP days.

For notification to your public school in Ohio, parents have the choice to list themselves as the primary homeschooler or to list the tutors’ names and PEP address, which is, Providence Extension Program, P.O. Box 600784, Saint Johns, FL 32260. PEP recommends using a notification form found on <https://www.cheohome.org/>. Click on the “Homeschool 101” tab.

Ministry Function

PEP sites are owned by a 501(c)(3) non-profit ministry, Providence Extension Ministries, Inc. (PEM), and each functions as an acting agency for homeschooling parents that employs tutors to meet with students in small classes for an hour or two per week. PEP parents retain the supervisory position over their children’s education by choosing courses in which to enroll their child.

Partnership Commitments

Providence Extension Program will:

1. Match available Tutors and courses with the academic needs of students. We seek instructors with educational experience, mastery of material, ability to teach, personal integrity, and a love of the Lord. PEP requires that Tutor candidates undergo a criminal background check.
2. Attempt to maximize learning by maintaining a class size between 5 and 15 students per class.
3. Offer classes based upon the availability of qualified instructors.
4. Provide parents with course description and textbook list for parents’ state notification requirements and college applications.

Providence Extension Program Tutors will:

1. Provide a quality education in a loving environment, based on a biblical worldview and discipleship.
2. Issue grades based on assignments given by the PEP Tutor.
3. Provide parents and students with class syllabi and pacing guides to specify expectations and assignments for each class.
4. Provide parents with a quarterly grade report for their records.
5. Attempt to handle all difficulties and conflicts with integrity and in a biblical manner, according to the guidelines of Matthew 18:15-17.

Parents will:

1. Purchase books and materials before classes begin. The booklist is available on the PEP website.
2. Pay tuition and fees in a timely manner.
3. Make sure students arrive on time for classes AND are dressed appropriately (see Dress Policy on p.8).
4. Support Tutors in the assignments given and in any disciplinary action necessary for their children while taking Providence Extension Program classes (see Discipline Policy on p.11).
5. Attempt to handle all difficulties and conflicts with integrity and in a biblical manner, according to the guidelines of Matthew 18:15-17.
6. Have access to the internet to retrieve information from the PEP website and the websites PEP uses AND will check email daily for PEP information and announcements.
7. Complete and submit Enrollment Forms before Orientation. Students may not attend first day of classes without proper signatures on file.
8. Sign up for 4 volunteer shifts during the year, as stated by the Site Administrator.
9. Complete the online Absentee Sign In Form whenever students will be absent or late for classes. In the case of absence, the Tutors must also be notified by email.
10. Be encouraged to provide constructive feedback to the Site Administrator for the purpose of improving PEP.
11. Refrain from calling students during PEP hours. Site Administrators and Study Hall Monitors are available for emergency phone calls.
12. Follow pacing and assignment guidelines set forth by Tutors.
13. Follow the Guidelines for Proper Communication as outlined in this handbook.

Students will:

1. Abide by the policies outlined in this handbook.
2. Come prepared to classes, attend all classes, and complete assignments on time.
3. Actively participate in each class.
4. Attempt to handle all difficulties and conflicts with integrity and in a biblical manner, according to the guidelines of Matthew 18:15-17.
5. Sign a “Code of Conduct and Commitment Form” at the beginning of each PEP year and abide by it. See PEP website for Enrollment Forms.

Guidelines for Proper Communication

It is not just what we do at PEP that is important, but it is how we relate to one another as we are doing our work. We need to be modeling these Scriptures to our children:

“Do all things without complaining and disputing.” Philippians 2:14

“I, therefore, the prisoner of the Lord, beseech you to walk worthy of the calling with which you were called, with all lowliness and gentleness, with longsuffering, bearing with one another in love, endeavoring to keep the unity of the Spirit in the bond of peace. There is one body and one Spirit, just as you were called in one hope of your calling.” Ephesians 4:1-4

“Therefore, as the elect of God, holy and beloved, put on tender mercies, kindness, humility, meekness, longsuffering; bearing with one another, and forgiving one another, if anyone has a complaint against another; even as Christ forgave you, so you also must do. But above all these things put on love, which is the bond of perfection. And let the peace of God rule in one body: and be thankful. Let the word of Christ dwell in you richly in all wisdom, teaching, and admonishing

one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord.” Colossians 3:12-16

1. If there is a problem with a Tutor, the parent and/or student needs to go to the Tutor.
2. If the problem is not solved, then go to the Site Administrator.
3. If there is still no resolution, go to the Operations Manager.
4. Once the Site Administrator or Operations Manager has made a final decision, the parents and student will respectfully abide by the decision.
5. A general opportunity for feedback on our Tutors and courses will be given annually on a rotating basis.

Application and Enrollment

Detailed instructions on how to apply and register for classes can be found on the PEP website.

1. To apply, submit an application online through the PEP website and mail in the application fee or pay using PayPal. To register for specific classes, submit the online registration form and pay the first tuition payment. A signed copy of the Enrollment Forms found on the PEP website must be received by the Site Administrator on or before the first day of classes.
2. Priority registration will be given to returning students during the first week of registration. The Administration reserves the right of final acceptance decisions based on their own discretion. PEP shall not discriminate on the basis of race, color, or national/ethnic origin in connection with any of the rights, privileges, policies, programs, and activities generally accorded, made available, or administered.
3. Applicants will be notified via email of the status of their acceptance and class enrollment once tuition, fees, and forms have been received. Once a class is full, an applicant may be placed on a waiting list, if so desired.
4. Prior to signing up for new Core or Math classes, students not in corresponding PEP classes the year before will be required to take a diagnostic test to assure that the student is well prepared for the class ahead. Your administrator may suggest a different placement or require additional work to prepare for the new year.
5. The Core Progression is intentionally designed to build upon layers in each year. Students may not skip Cores.

Tuition and Fees

There is a \$100 application fee per new student, \$75 per returning student (not to exceed \$200 per family). All application fees are non-refundable unless PEP cancels or reschedules classes to the extent that the student can no longer attend. A Facility Fee of \$100 per family will be charged to each family's account. Some classes may have additional materials and/or lab fees – please see the Tuition Rates form located on the website for those fees.

Tuition payments are due in 8 equal installments on the 1st of each month, May thru December, as outlined in the 2023-24 PEP Tuition Rates. A \$100 late fee will be applied on all accounts with a balance after 12/31/23 (unless other arrangements have been made). Please note: **May thru August tuition payments must be paid for a student to attend classes on the first day.**

After June 1st, a change fee of \$25 will be applied each time a student's schedule needs to be changed (not applicable if PEP needs to make a change due to the master schedule changing).

After June 1st, a late registration fee of \$100 will be applied to anyone not enrolled in classes.

The PEP, Inc. Scholarship Board is grateful to provide need-based scholarships to qualified families, whose students are enrolled core classes, upon request when adequate funds are available.

Information about scholarships is located on the PEP website, under Contact Us. The deadline for receipt of the applications is April 1st of each year (no exceptions). Students who receive scholarships of any amount are required to maintain a quarterly average of 70% or better in each of their classes. Students unable to maintain this level of achievement may result in the need for repayment of the awarded scholarship, as determined by the PEP, Inc. Scholarship Board. Financial Aid is provided by donations. Additional donations for this fund are appreciated.

Placement Exams

All new PEP students enrolled in the Core are required to take a Writing Placement Exam. This exam is not meant to preclude a student from taking a course at PEP, but rather to assess the best course of action for the student. The Site Administrator will communicate when the placement exams are given. Based on the writing placement exam, students who show a need for additional writing help before enrolling into PEP's high school core courses will need to take an online summer writing course that's designed to prepare the student for the academic rigor of PEP. This course has a cost of \$175-\$225 and may be completed in four weeks to six weeks. New Core B students may be offered an online summer writing class at the cost of \$75-\$100. Math diagnostic exams are also required for all students who have not taken a math course at PEP.

Final Exams

PEP has a Finals Week for the benefit of students in upper-level classes. This experience helps further prepare them for college. Please make note of the dates for the finals located on the PEP calendar.

Students registered in the specified PEP courses are required to take finals. The final exam grade will be included in 4th quarter. If a student chooses not to take a final, they will receive a zero for the grade.

The only reason a student can reschedule a final is if they have a conflict with an AP exam. These exams are state scheduled and completely out of the control of the student. We want to help our students achieve college credit through AP exams and CLEP tests while they continue at PEP. In the situation of an AP exam conflict may a final be rescheduled for another time during finals week. Students taking the AP or CLEP in the same subject area are exempt from the final but need to show registration in advance.

Withdrawal Policy

Your child is enrolled upon receipt of application fee, appropriate tuition installment, and notification of enrollment by email. After June 1, all students are considered enrolled regardless of whether the first tuition payment has been made.

Please note that we consider a family's registration request to be a well-intentioned commitment to take all requested classes and pay all fees associated with them, and we assume that families do not register for classes they believe they are likely to drop later. Holding a seat in a class prevents other interested families from taking that seat and commits income to the Tutor. Therefore, we do not refund any tuition and the full tuition balance upon enrollment is due, regardless of whether the student attends the class(es) all year or not. Please keep in mind that our Core classes are integrated; therefore, if the student withdraws from one class in the Core, he will automatically be withdrawn from all three classes.

If it is necessary to withdraw a student from a class, it is important for the parent to notify the Site Administrator of the withdrawal as soon as possible.

Use of the Building

We have been granted permission to use several rooms at Arbor Church in Dayton, OH: Rooms 106, 107, 108, 206, 207, 208, the Fellowship Hall (203), the Kitchen, and designated restrooms. PEP staff and students may also use the back parking lot, basketball court and playground during the PEP day.

- Students may not be outside during the PEP day unless they are being directly supervised by an administrator-approved adult. During outdoor recreation, students must avoid any activities that may cause injury to persons or damage to property. If injury or damage occurs, the site administrator must be contacted immediately to complete an incident report.
- The inside of the building should never be used for ball sports or roughhousing of any sort. The sanctuary may not be used unless there is a pre-approved scheduled event. Use of the elevator must be approved by the Site Administrator. During the PEP day, students should not wander around or congregate in areas of the building that have not been designated for PEP use.
- All exterior doors must remain locked at all times, with the exception of the Stickel entrance which may be unlocked during certain manned hours. At no time should students open doors for individuals unless directed to do so by an administrator-approved adult. At no time should students be exiting doors (other than the Stickel entrance) or propping open locked, unmanned doors.

Student Arrival and Departure

- Students will be dropped off and picked up at the Stickel entrance. Please do not drop students off before 7:30 am unless permission has been granted by the administrator.
- Opening Assembly begins at 7:45 am. Please make every effort to drop your student off by that time (assuming their PEP day starts at 8:00 am). Students who arrive after Opening Assembly has started must quietly make their way into the Fellowship Hall. Students are not permitted to loiter in the hallway during this time.
- The rear parking lot is reserved for tutors, staff, and church employees, so students and parents are asked to park in either of the front lots.
- Students who are not enrolled in a study hall after their last class period must be picked up promptly. If you are running late, text the afternoon SHM to alert them to the situation. This should not be a regular occurrence.
- The rear parking lot can become congested during peak times, so please try to move through the drop-off/pick-up process in a timely and orderly manner.
- Please arrange a pickup time with your students. At that time, they may proceed to the Stickel entrance to check if you have arrived. If not, they should return to Study Hall and with permission from the SHM use a cell phone to check on their ride status. This is not a time to use cell phones for any other purpose.
- Due to space limitations and security reasons, students should never wait for pickup in the foyer or outside the building.
- When picking up your student(s) please verify that they have all their belongings and have checked their student folder before leaving.

Study Hall Rules:

- Students not in a class are required to be off campus under their parent's supervision or in the designated Study Hall.
- Study Hall will be treated as a regular class. Students are expected to be in Study Hall at the

beginning of class time. All classroom rules apply during Study Hall. Students will have approximately 5 minutes between classes to arrive at Study Hall.

- Study Hall Monitors (SHM's) take attendance in Study Hall to monitor all students for their safety. Students must ask permission from the SHM for any reason to leave the designated Study Hall area. Students will not be permitted to leave Study Hall in groups for any reason unless permission has been granted by the SHM.
- The 11:00 am and 12:00 pm hours are considered "lunch" hours, so the noise level during these hours may not be conducive to studying.
- Other than during the "lunch" hours, there will be a quiet atmosphere during Study Hall as much as possible. Students must not distract other students who are trying to study. Limited, low voices will be allowed at the discretion of the SHM. The SHM may allow select games to be played during this time; however, the noise level must still remain reasonable to allow for study. Other students have work to do, and the church has other ministries in session. Please be respectful.
- Students are encouraged to use their Study Hall period(s) to accomplish PEP assignments. This is a wise use of time! If PEP work requires the use of a laptop or iPad, students must obtain permission from the Study Hall Monitor (SHM) and move to a location designated by the SHM. Students may not use electronics to work on non-PEP coursework without pre-approval by the site administrator. Cell phones and smart watches are not considered approved electronic devices and should not be used for any reason during Study Hall.
- During designated Study Halls, at the discretion of the Study Hall Monitor, students may go outside to the basketball and playground area under the supervision of an approved adult. Students must not head outdoors without being accompanied by the designated adult. Students will not be permitted to enjoy outdoor time until their study hall area has been tidied up. While outdoors, students must make every effort to control their activities to avoid damaging persons or property.

Snacks and Lunch

- Students will not be allowed to leave the PEP campus for lunch or during breaks unless the parent picks them up.
- Only 12th graders are allowed to leave campus and only with written permission on file with the Study Hall Monitor. If a student returns late for their next class, this privilege may be revoked.
- All food and beverages are to be consumed in the Study Hall. For certain special occasions, tutors may allow food in classrooms, but this will not be the norm.
- Water bottles with lids are permitted in classrooms as long as the tutor approves. The water dispenser in the Fellowship Hall is not for PEP use, so water bottles must be filled from the sink or water fountains only.
- Please label all your food & drink containers with your name and be sure to take them with you when you leave campus.
- Students should respect the facility, fellow students, tutors, and staff, by picking up after themselves before leaving a room. This includes Study Hall!
- If a schedule does not leave time for lunch, the student may eat in a class during the 11:00 am or 12:00 pm hour with Tutor permission.

Dress Code Policy

The purpose of PEP's dress code policy is to teach students that not every type of dress is appropriate for every setting. Being Christ-like should always be the guide in how we choose to present ourselves to the world; however, PEP does not want to mandate how one defines modesty. Any professional work setting will require their employees to adhere to their individual dress codes. If you work at Chick-fil-A, you are required to wear a uniform. If you work as a lawyer, in court you must wear a suit. We do not require students to wear a uniform or a suit. However, we do require students to adhere to the following standards:

- No student may wear clothing that exposes their torso, their chest, or their undergarments. This

includes clothing that is sheer or has “cut outs” in the fabric; crop tops or low waisted pants that expose the midriff when standing and/or bending over should not be worn.

- No student may wear sleeveless shirts of any kind, including tank tops, camisoles, and spaghetti-trapped tops. Drop shoulder tops are also not permitted.
- Shorts must extend at least two inches below fingertip length (e.g. cargo or Bermuda length).
- Skirt or dress length must be no shorter than two inches above the knee.
- No student may wear skin-tight clothing. Leggings and tights may not be worn unless they are under a dress/skirt or shorts (not shirts or sweatshirts) that meet the aforementioned length requirement.
- No student may wear clothing that displays inappropriate or offensive messages that oppose the vision and value of PEP by displaying such things as profanity, drug/alcohol promotion, sexual immodesty or suggestiveness, or any messages intended to shock or provoke a reaction.
- At tutor/staff discretion, Students will be permitted to wear hats and hoods on campus, permitted they do not inhibit the learning experience or cause a distraction in the classroom or Study Hall.
- Students who arrive at PEP dressed inappropriately may be approached by any PEP staff member and, if deemed necessary, the parents will be called to bring a change of clothing.

Electronics Use Policy

No electronic devices, other than those mentioned below, should be brought to PEP unless permission has been granted by the administrator to do so.

Cell Phone and Smart Watch Policy:

The purpose of our cell phone policy is to teach students how to regulate their relationship with their phone while encouraging healthy interactions with fellow students and staff. Please carefully consider the procedure outlined below before allowing your student(s) to bring a cell phone to PEP. If your student struggles to regulate cell phone usage at home, we ask that you prayerfully consider not permitting them to bring cell phones to PEP.

In-Class AND Study Hall Procedure will be as follows:

- Cell phones may NOT be carried on your person. They must be placed in AIRPLANE or DO NOT DISTURB MODE for the duration of the PEP day, kept in a backpack, purse, or crate.
- Cell phones/smart watches may NOT be used AT ANY TIME during the PEP day OTHER THAN from :55 to :00 ONLY (if class is finished), at which time they may be checked for ESSENTIAL COMMUNICATIONS only.
- Cell phones are not permitted to be used in the bathroom AT ANY TIME (including :55 to:00).
- AT NO TIME should students be using cell phones for accessing social media, texting or emailing friends, sharing music or photos, etc. Those activities would be considered non-essential, and therefore are not permitted.
- Cell phones may not be used as calculators, dictionaries, or for any other academic reason while at PEP.
- If students need to make an essential phone call, they must receive permission from a tutor, SHM, or administrator.
- Designated yearbook photographers may use their cell phone for yearbook pictures only and only while wearing their yearbook photographer badge.
- If a student needs a cell phone to monitor a medical device, parents must notify the administrator so that students and staff can be made aware of the situation. In this circumstance, the cell phone must *ONLY be used to monitor the device*.

Earbuds/Headphones Policy:

- Headphones and ear buds (wired or wireless) may be used during study hall TO FACILITATE STUDYING.
- When using headphones or ear buds during study hall, students must still comply with the cell phone policy.
- At no time should earbuds or headphones be used during class or while moving between classes.
- At no time should students be sharing playlists or connecting to devices other than their own for music listening or any other purpose.

Laptop/Tablet/Printer Policy:

- Laptops and tablets may be needed for computer class or class presentations or projects and are permitted for those specific situations.
- Students may use laptops or tablets to work on PEP assignments in Study Hall with permission from the Study Hall Monitor (see Study Hall Rules above)
- Laptops and tablets may not be used at the electronics table for entertainment, social media, communications, or any reason other than PEP-related academics. Permission must be granted by the administrator if your student needs to use laptops or tablets for non-PEP work.
- The PEP printer is for staff use only and may not be used by students for printing assignments or documents needed for class. Please come to PEP prepared.

Disciplinary Actions for Electronics Use Policy:

- First & Second Infraction: The Tutor or Study Hall Monitor will take the device during class and return it at the end. Students will sign that this has happened.
- Third infraction: The device will be given to the Site Administrator and a parent must pick it up at the end of the student's day.
- Fourth infraction: The student will turn in their cell phone to a Study Hall Monitor as soon as they arrive on campus where it will be held for the duration of the day.
- A student may earn back their cell phone privileges at the discretion of the Administrator.
- Continued infractions may result in probationary action.

At-home Quiz/Test Policy

To maximize class time, certain quizzes and tests will be administered at home. This policy is not meant to assume that students will cheat, but rather to protect the integrity of the test, the testing procedures, the individual student, and fellow students. This is a way for parents to partner with PEP, and we ask that you follow these procedures for all at-home quizzes and tests.

- Quizzes/tests must be proctored by a PARENT to ensure integrity.
- Quizzes/tests must be administered according to tutor instructions. (For example, some tests require a time limit, some allow for specific resources to be used, some disallow the use of any resources.) Proctors are expected to familiarize themselves with tutor instructions prior to administering the test.
- All home-proctored tests and quizzes must be returned to the tutor on the due date in an envelope with the proctor's signature over the seal. Any tests/quizzes received that do not meet this requirement will receive a 20% penalty.

Inclement Weather

PEP doesn't always close just because the local school district is closed due to inclement weather. One missed PEP Day is a lot bigger than one missed day in a 5-day/week school. If PEP is cancelled

or starts late due to inclement weather the Site Administrator will send out an email by 6:15 am.

Sick Policy

If your child has been vomiting, has diarrhea or a fever within the last 24 hours, please do not send them to PEP. If you have any doubt, please keep them at home.

Visitor's Policy

To keep the campus secure, all visitors must be granted permission from the Site Administrator, prior to a campus visit. Visits are typically allowed during the scheduled campus visitor days during 2nd semester. All visitors must complete the Visitor Medical Release form, located on the PEP website, and sign in upon arrival.

Student Conduct and Behavior Policy

Below are Scriptural examples of how we should conduct ourselves in a biblical way. Self-government is the goal and is a guiding principle of freedom in the heart of man.

- 1 Peter 1:15 “but as He who called you is holy; you also be holy in all your conduct.”
- Philippians 1:27 “Only let your conduct be worthy of the gospel of Christ... “
- 1 Timothy 4:12 “Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity.”
- 1 Corinthians 14:40 “But all things must be done properly and in an orderly manner.”
- Ephesians 5:4 “Neither filthiness, nor foolish talking, nor coarse jesting, which are not fitting, but rather giving of thanks.”
- Ephesians 4:29 “Let no corrupt word proceed out of your mouth, but what is good for necessary edification, that it may impart grace to the hearers.”

Student Conduct and Behavior Policies based on above Scriptural examples:

The Site Administrator will decide the proper discipline for any violation of the following:

- Students may not bring any weapons (including pocket knives and mace/pepper spray) on the church property. Any violation of this is grounds for immediate expulsion. Civil authorities may be called in.
- Students may not engage in the selling, using, possessing, or dispensing of drugs (including prescription), alcohol, tobacco, narcotics, controlled substance, or electronic cigarettes, nor be under the influence of the above, while on campus (this includes all church property, both indoors and outdoors). Any student in violation of this is grounds for immediate expulsion. Civil authorities may be called in.
- A threat against the school or the welfare of students or PEP employees (even in jest) is grounds for immediate expulsion. Civil authorities may be called in.
- No horseplay or physical activity that could result in injury to self or another is permitted while on campus (this includes all church property, both indoors and outdoors).
- No shouting, loud music, or other disruptive noises or activities are allowed at any time during the PEP day, including in the parking lots.
- Students may not be involved in any activity that endangers themselves or other students.
- Students must refrain from all public displays of romantic affection. We believe that it is inappropriate for public displays of romantic affection to take place among Junior High and High

School students and therefore students participating in this behavior on our campus will enter a disciplinary process. This includes hugging and holding hands.

- No coarse jesting, foul language, or possession or display of inappropriate images will be tolerated. Students must act and talk respectfully to Tutors, staff, and administration. Students' words need to be glorifying to God.
- Bullying of any type, including that which is done on social media and smart phones will not be tolerated. Probation with possible immediate expulsion may occur.

Tardiness and Absences

- Attendance is expected and vital. We only have 32 class weeks (63 class days), so one missed class day affects a great deal.
- If you are absent suddenly due to illness or emergency, the PARENT must notify each individual Tutor and the site administrator. Upon return, it is the student's responsibility to check with his/her Tutors to make arrangements for missed assignments.
- If it is known beforehand that a student must miss a class, the PARENT must notify each individual Tutor and the site administrator, giving the date of the expected absence. The student should check with each of his Tutors to determine what assignments will be missed and when they should be turned in.
- Students are expected to be in their seats and prepared for class at the start of the class period. Students are expected to go to the restroom during breaks between classes, and not during classes.
- Students who skip a class or are habitually late to a class without a proper excuse may be subject to probation.
- When the unexpected occurs, tutors will work with families to accommodate for missed time, extending due dates as necessary; however, work that is not submitted according to the mutually agreed upon schedule will be considered late and may receive a zero.
- In the case of any absence, students should contact fellow students for notes from class. Tutors may also be consulted, but the responsibility rests on the student to keep current with class information.

Discipline Policy

PEP is designed to provide an outstanding education to self-disciplined (not necessarily "gifted") young men and women. Because PEP relies on concentrated classes and considerable student preparation outside of class, students who lack self-discipline will find success difficult and are advised to seek other education options.

Students must be prepared, attentive, and free from distraction to benefit from this educational opportunity. All students are expected to conduct themselves in a manner which is pleasing to the Lord, and which will not be distracting to other students or to the staff of the host church. Conduct should be in accord with biblical standards as set forth in our Student Conduct & Behavior Policies. Our words and actions in dealing with others, as well as how we treat our facilities should be always respectful. We encourage the importance of self-government: guarding (controlling) one's actions and speech.

- A. Disciplinary Enforcement - Our goal in administering discipline is not to shame or humiliate, but rather to bring about the restoration of the student to the Lord, to his classmates, and to his Tutor. 2 Corinthians 5:18 says: "Now all these things are from God, who reconciled us to Himself through Christ and gave us the ministry of reconciliation." Our desire is to foster personal growth

in character and understanding. We do not believe that corporal punishment is the duty of PEP. PEP will use probationary policies to motivate students needing disciplinary action to improve their academic or behavioral performance.

- B. Disciplinary Process - Tutors will establish standards for their classes. Disobedience of those standards will be dealt with in the following sequence:
1. The Tutor will discuss with the student those standards that have been disobeyed.
 2. If the behavior continues, the Tutor (or Administrator, on behalf of the Tutor) will discuss with the parent(s) those standards that have been disobeyed.
 3. If the behavior continues, the Site Administrator will be brought in for immediate action, which may include probation or immediate expulsion if necessary.
- C. Student Suspension and Probation- Students who fail to meet the academic or behavioral standards of PEP, if not immediately expelled, will be suspended or placed on probation.
1. The Probation Policies:
 - a. Probation may be applied to any student who is:
 - i. Failing to do acceptable academic work by earning a grade below a D.
 - ii. Involved in behavior that is in violation of PEP Behavioral Guidelines or Academic Honesty Guidelines.
 - b. The Site Administrator, in consultation with the student's Tutor(s), will decide upon probation.
 - c. The initial student probation period is one quarter or 8 weeks.
 - d. If a student is placed on probation for one class, then the student is on probation for all classes.
 - e. The student, parent, Site Administrator, and Tutor(s) will enter into a covenant. Any breach of the Covenant may cause the student to be expelled from PEP for the remainder of the year.
 - f. An expelled student may be admitted for the next PEP year but will be on probation for the first quarter for all classes taken.
 - g. A student who satisfies the Covenant for one quarter will be taken off probation and be considered a student in good standing.
 2. Suspension
 - a. Certain behaviors or events may warrant temporary removal of a student from campus. In such situations, a decision will be made by the Site Administrator as to the length of the suspension and any additional consequences. A meeting will be held with the parent(s), student and Administrator to discuss the terms of the suspension. Tutors will be notified accordingly.
 - b. Students are responsible for maintaining their coursework during this time, however, tutors are not obligated to tutor a student outside of class. A student may end up earning zeros for assignments that are missed or incomplete due to the suspension.
- D. Academic Honesty- PEP expects all students to live according to biblical standards of no lying or cheating. Our students, in their studies, must be extremely careful to avoid plagiarism. This is the copying of another person's work without giving proper credit as to its source. Plagiarism includes copying phrases, quotes, or original ideas and claiming them as your own. It is unacceptable to copy from books, publications, or websites without giving credit to the source. The use of AI (Artificial Intelligence) or other premium editing services that produce work not your own or in your own voice is considered plagiarism.
- E. Any cases of plagiarism, cheating, or other instances of academic dishonesty (helping another student to cheat falls in this category) at any time, will result in the following:

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1. When the first instance of academic dishonesty is discovered, the student will receive a zero for the assignment/test and be placed on probation.
 2. The second instance of academic dishonesty may result in immediate expulsion from PEP.

PEP utilizes an online originality checking system called Turn It In. Turn It In allows our Tutors to identify improper citations or potential plagiarism. Tutors/Site Administrator will provide the necessary instructions to students required to utilize the system. A nominal student fee is charged in August to offset the cost of this service.

Is PEP right for you?

We understand:

- We are a bona fide home school family, (see Parent Handbook definition) and as such, we understand there will be at least one parent home during the daytime on school days when PEP is not in session who will come alongside and support the student with their course work. This includes, but is not limited to, proofreading papers, verifying checklists and grading math work.
- We understand the mission and values held by PEP and are willing to have our student tutored by those who hold to them.
- The student is willing and able to work at home an average of 24 hours/week, assuming enrollment in the full curriculum offering at PEP.
- We believe we have a joyful duty of reinforcing education as parent-teachers and to fully understand the philosophy under which our child is learning.
- My child can handle a challenge or desires to learn to handle a challenge and I have communicated any concerns regarding my child's abilities to handle the courses with the Site Administrator.
- I (or one parent) am willing and able to volunteer at least four shifts in service to PEP this year (each site has differing needs) or, if applicable, pay the opt out cleaning and/or set up fee.
- I am willing to persevere and work through a challenging adjustment period with my child.
- I understand a \$100 (\$75 for returning students) non-refundable application fee is required before our application can be approved. (This fee is only required for the first two applicants in your family.)
- We have access to the Internet so we can retrieve information from the PEP website, as well as tutor websites, and we frequently check our email for PEP announcements.
- I understand that the full amount of tuition is non-refundable after 6/1/23 (or upon receipt of the first tuition payment). Parents are obligated to pay the full tuition amount that they registered for, regardless of if the student attends the class(es) or not.
- If my child is taking a course requiring written papers, I understand that the papers must be typed, and he/she will have adequate typing skills to accomplish the task as well as access to a printer.

Appendix A

The PEP Statement of Faith:

1. We believe the Scriptures, both Old and New Testaments, to be the Inspired Word of God, without error in the original writings, the complete revelation of His Will for the salvation of men, and the Divine and final authority for all Christian faith and life. The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and 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 Providence Extension Ministries, Inc.'s faith, doctrine, practice policy, and discipline, our Founders and Board of Directors are Providence Extension Ministries, Inc.'s final interpretive authority on the Bible's meaning and application.
2. We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as a sacrifice for our sins according to the Scriptures. Further, He arose bodily on High; He now is our High Priest and Advocate.
4. We believe that the ministry of the Holy Spirit is to glorify the Lord, Jesus Christ, and during this age to convince men, regenerate the believing sinner, and indwell, guide, instruct, and empower the believer for godly living and service.
5. We believe that man was created in the image of God but fell into sin and is, therefore, lost, and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.
6. We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and such as receive Jesus are born of the Holy Spirit, and thus become children of God.
7. We believe that the Lord's Supper and Water Baptism are ordinances to be observed by the Church during this present age. They are, however, not to be regarded as means of salvation.
8. We believe that the true Church is composed of all such persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the Head.
9. We believe in the personal and imminent coming of our Lord Jesus Christ and that this "Blessed Hope" has a vital bearing on the personal life and service of the believer.
10. We believe in the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment.
11. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)
12. 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.

13. 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 that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
14. 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.).
15. 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.).
16. 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 nor the doctrines of Providence Extension Ministries, Inc.