

# Providence Extension Program

*Preparing Minds*

— FOR ACTION —



## Jacksonville

## Mandarin

## Parent/Student Handbook

2023-24

discipleship.  
strong academics.  
biblical worldview.

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

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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.

In signing the “Code of Conduct and Commitment Form,” parents and students agree 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:

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

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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.

In Florida, you have two legal options when beginning a home-education program: registering with your local school board or joining a non-traditional private school. Refer to <https://fpea.com/homeschooling/starting-point> for information on these options and procedures.

### **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 student.

### **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.
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,

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according to the guidelines of Matthew 18:15-17.

**Parents will:**

1. Purchase books and materials before classes begin.
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 students 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 at 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. Notify tutors and Site Administrator via email in the case of planned or unexpected absence.
10. Refrain from calling students during PEP hours. Site Administrators and Study Hall Monitors are available for emergency phone calls.
11. Follow pacing and assignment guidelines set forth by Tutors.
12. Follow the Guidelines for Proper Communication as outlined in this handbook.
13. Sign a “Code of Conduct and Commitment Form” at the beginning of each PEP year and abide by it.

**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.

**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 students:

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

“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.” Ephesians 4:1-4

**Proper Communication Procedure:**

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 is given on a regular basis.

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## 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 through 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.

## Core Progression

The Core Progression is intentionally designed to build upon layers in each year. Students may not skip Cores.

## 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 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.

Students taking the AP or CLEP Exam in the subject are exempt from the final but need to show registration in advance.

## Withdrawal Policy

Your student is enrolled upon receipt of application fee, appropriate tuition installment, and notification of enrollment by email.

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

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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 given permission to use many rooms at Christian Family Chapel in Mandarin The Building B playground and adjacent terrace are off-limits to students and parents. Specific areas in which students are allowed will be detailed at Orientation. Please always respect church property and church staff. Christian Family Chapel is a House of God, and we should conduct ourselves in an orderly and reverent way (James 1:17).

### **Study Hall**

Students not in a class are required to be off campus under their parent's supervision or the designated Study Hall.

During designated Study Halls, at the discretion of the Study Hall Monitor, students may go outside to the basketball court and adjacent field under the supervision of an approved adult. While outdoors, students must make every effort to control their activities to avoid damaging cars parked in the parking lot.

### **Study Hall Rules:**

- 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.
- There will be a quiet atmosphere during Study Hall as much as possible. Limited, low voices will be allowed at the discretion of the Study Hall Monitor. Other students have work to do, and the church has other ministries in session. Please be respectful.
- Students may use laptop or iPads to work on PEP assignments in Study Hall at the designated COMPUTER TABLE only (with permission from the Study Hall Monitor). ALL other electronic devices should not be brought to PEP.
- Study Hall Monitors take attendance in Study Hall to monitor all students for their safety. Students must ask permission from the Study Hall Monitor for any reason to leave the designated Study Hall area.
- Students may not leave the PEP campus for lunch or during breaks unless the parent picks them up and the student signs out. Only 11<sup>th</sup> and 12<sup>th</sup> graders are allowed to leave campus and only with written permission on file with the Study Hall Monitor.
- All food and beverages are to be consumed in the Study Hall. Water bottles, with lids, are the exception. Please label all food & drink containers with your name. Students should respect the church's wishes to have their rooms stay clean and spill-free by picking up after themselves before leaving a room. *If a schedule does not leave time for lunch, the student may eat in a class with Tutor permission.*

### **PEP Student Code of Conduct:**

1. **Speak and act respectfully**
2. **Keep your hands to yourself**
3. **Be honest and trustworthy**
4. **Wear appropriate clothing**
5. **Leave your phone at home**

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### Student Conduct and Behavior Policies:

- Weapons (including pocket knives), drugs, cigarettes, alcohol, and threatening behavior are prohibited. Any violation of this is grounds for immediate expulsion. Civil authorities may be called in.
- 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.
- 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. This includes hugging and holding hands.
- Students must respect the property of others.
- Students must act and speak respectfully to Tutors, staff, administration, and other students. No coarse jesting, foul language, or possession or display of inappropriate images will be tolerated.
- Students may not display an attitude that yields an atmosphere of strife, division, argumentativeness, anger, verbal and nonverbal disrespect, or contempt for authority.
- Students will arrive to class on time and maintain an attitude of respect.

**Consequence:** For infractions of disrespect regarding people or property, students will be removed from the classroom or study hall for a period of study hall detention and required to explain in writing their offense and the policy they have violated. Parents will be notified. Repeated infractions will result in probation and/or expulsion.

### Academic Honesty Policy:

- Plagiarism is the copying of another person's work without giving proper credit as to its source and includes copying phrases, quotes, or original ideas and claiming them as your own.
- 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.
- Helping another student cheat also falls in this category.
- PEP utilizes an online originality checking system called Turn It In, allowing our Tutors to identify potential plagiarism.

**Consequence:** Any cases of plagiarism, cheating, or other instances of academic dishonesty will result in a zero for the assignment/test and a student probationary period (first instance). The second instance of academic dishonesty may result in immediate expulsion from PEP.

### Dress Code Policy

We require students to adhere to the following standards:

- Shirts must provide proper coverage of the neckline, midriff, and shoulder. Low-cut, sleeveless, or crop tops are not allowed. Sleeves must cover the shoulder and hems must fall below the waistline.
- Shorts or skirts must fall no higher than 2 inches above the top of the knee.
- Leggings, jeggings, yoga/workout pants, tights, or other tight-fitting clothing must be worn with tops that cover the legs to 2 inches above the knee.
- Clothing intending to shock or provoke a reaction from classmates, Tutors, Study Hall Monitors, or Site Administrator, including that with messages that are profane or promote drugs, alcohol, or sexual immodesty or suggestiveness is prohibited.

**Consequence:** Students who arrive at PEP dressed inappropriately may be approached by any PEP



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staff member and given the option of a PEP-provided alternative or a call to the parent to bring a change of clothing.

### **Cell Phone and Smart Watch Policy:**

While on campus during normal operating hours, **PEP is a no-phone zone**. If you must bring a phone to campus, you are required to abide by the following:

- **Phones must be turned off and kept in a backpack or crate while on campus**—no phones in pockets or in bathrooms.
- Smart watches are to be used as a watch only, with all notifications turned off.
- Phone/smart watch use is prohibited during class, lunch, study hall, and outdoors.
- Permission to access such devices **for any reason** must be granted by a Tutor, Study Hall Monitor, or Administrator.
- Sharing of electronic devices or content with other students is prohibited.
- **Ear buds/Air Pods are prohibited** on campus.
- Designated yearbook photographers (wearing badges) may use their phone for yearbook pictures only and only while wearing the appropriate badge.
- *Note: Parents of students with medical devices that use a cell phone monitor must notify the Administrator in advance. The cell phone may ONLY be used to monitor their device.*

**Consequence:** Students failing to comply with these restrictions will have their device confiscated and their parent notified. Further non-compliance will result in probation and possible dismissal.

### **Laptop/Tablet Policy:**

Laptops and tablets needed for computer class, class presentations, or projects may be permitted for those specific situations with Tutor's permission. Students may also use laptops or tablets to work on PEP assignments in Study Hall at the designated COMPUTER TABLE only. Students must first receive permission from the Study Hall Monitor AND sign the *Computer Table Logbook*.

### **Tardiness and Absence Policy:**

- Attendance is expected and vital.
- In the event of any absence, the PARENT must send an email to tutors and admin for notification purposes. Upon return, it is the student's responsibility to check with his/her Tutors for missed assignments.
- For pre-planned absences, the PARENT must email tutors and admin, 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.
- 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.
- 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.

**Consequence:** Students who skip a class or are habitually late to a class without a proper excuse will be asked to spend time in Study Hall Detention with its related consequences. Parents will be notified.

### **Discipline Policy**

**Disciplinary Enforcement**—Our goal in administering discipline is to bring about the restoration of the student to the Lord, to his classmates, and to his Tutor. Our desire is to foster personal growth in character and understanding. Consequences for specific policy infractions are listed above.

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Disciplinary Process—Tutors will establish standards for their classes. Disobedience of those standards will be dealt with in the following sequence:

- The Tutor will discuss with the student those standards that have been disobeyed.
- 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.
- If the behavior continues, the Site Administrator will be brought in for immediate action, which may include probation or immediate expulsion if necessary.

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.

**Probation and Suspension Policies:**

Probation may be applied to any student who is:

- Failing to do acceptable academic work by earning a grade below a D.
- Involved in behavior that is in violation of PEP Behavioral Guidelines or Academic Honesty Guidelines.

Regarding Probation:

- The Site Administrator, in consultation with the student’s Tutor(s), will decide upon probation.
- 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.
- The initial student probation period is one quarter or 8 weeks.
- If a student is placed on probation for one class, then the student is on probation for all classes.
- A student who satisfies the Covenant for one quarter will be taken off probation and be considered a student in good standing.
- An expelled student may be admitted for the next PEP year but will be on probation for the first quarter for all classes taken.

Regarding Suspension:

- 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.
- Tutors are not obligated to supply a suspended student with any missing classwork, and a student may end up earning zeros for assignments that are missed or incomplete due to the suspension.

**Inclement Weather Policy:**

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. So how do you know whether PEP is cancelled or starts late during inclement weather? Check your email the morning of PEP for an announcement. The Site Administrator will send out an email by 6:15 am.

**Sick Policy:**

If your student has been vomiting, has diarrhea or a fever within the last 24 hours, please keep him at home.

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## Visitor 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.

## 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.
- My 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 student is learning.
- My student can handle a challenge or desires to learn to handle a challenge and I have communicated any concerns regarding my student'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 student.
- 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 student 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.

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## 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

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1. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.
  
12. 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.
  
13. 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.)
  
14. 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.)
  
15. 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.