

Medical Information (parents must complete)

Medical Insurance Company_____

Telephone Number_____

Policy#_____

Member's Name_____

Family Doctor Name_____

Phone_____

Emergency phone Numbers

Name	Relationship to student	Phone #
_____	_____	_____
_____	_____	_____

Signature of Parent or Legal Guardian

Student's Medical Information (optional)

Please list any food or drug allergies and any medication your student is currently taking. This information will be kept confidential and would only be used in case of an emergency.

Student_____

Food Allergies_____

Medications_____

Drug Allergies_____

Please indicate any other medical conditions or special needs below:

Student_____

Food Allergies_____

Medications_____

Drug Allergies_____

Please indicate any other medical conditions or special needs below:

Student_____

Food Allergies_____

Medications_____

Drug Allergies_____

Please indicate and other medical conditions or special needs below:

Liability and Medical Release Form

Name _____ DOB _____

Name _____ DOB _____

Name _____ DOB _____

Parent's Name(s) _____ Phone _____

Address _____

I give permission for my above-named child(ren) to attend Providence Extension Program at New Hope Community Church for the _____ school year. I release Providence Extension Program, its staff and sponsors, and New Hope Community Church from responsibility and liability for any injury or illness that my child may sustain during this activity. In the event of an emergency, I authorize the leadership of Providence Extension Program to act as an agent for me, if they are unable to reach me, to consent to any emergency medical treatment necessary either at a doctor's office or hospital. I expect to be contacted as soon as possible in case of emergency.

Parent signature _____ Date _____

In the event of an emergency, I DO NOT authorize the leadership of Providence Extension Program to act as an agent for me, if they are unable to reach me, to consent to any emergency medical treatment necessary either at a doctor's office or hospital. I expect to be contacted as soon as possible in case of emergency. Please take the following plan of action:

Appendix B

***Code of Conduct and Commitment Form
Providence Extension Program***

Student Agreement

In partnership with my parents and the Providence Extension Program

I, _____, a PEP student, commit myself to the Biblical, academic and behavioral goals of the program. I have read the PEP Handbook and understand the requirements therein. I understand the principles of discipline used in PEP and agree to submit to them. I promise to abide by the rules, regulations, and academic requirements of the program and to do my best to glorify the Lord through my behavior and academic performance during the 2010-2011 academic year.

Student
Signature _____ Date _____

Parent Agreement

In partnership with _____, my son/daughter,

I/we _____, (Parent/s) agree and commit ourselves to the Biblical, academic, and behavioral goals of the Providence Extension Program. I/we have read the Parent's Handbook and understand the requirements therein. I/we understand the disciplinary principles used by PEP and agree to submit to them. I/we will abide by the rules, regulations, and requirements set out for the parents of PEP students and will oversee our student's behavior and academic performance during the 2010-2011 academic year for the glory of God.

I/we understand that all of our tutors at Providence Extension Program are contractually committed to teach and will be paid for the entire academic year. I/we understand that all application and tuition fees we have paid are non-refundable in accordance to the handbook stipulations and I/we agree to complete and pay all tuition for the full year.

Parent/s
Signatures _____ Date _____
_____ Date _____

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.
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 Ghost and born of the Virgin Mary. He died on the cross 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.

The Probation Policies:

1. Probation may be applied to any student who is:
 - a. Failing to do acceptable academic work.
 - b. Involved in behavior that is in violation of PEP Behavioral Guidelines or Academic Honesty Guidelines.
2. The Site Administrator in consultation with the student's Tutor(s) will decide upon probation.
3. The initial student probation period is one quarter.
4. Probation will occur on a per-class basis. However, if probation is established for more than one class then the student is on probation for all classes.
5. The student, parent, Site Administrator, and Tutor(s) will enter into a covenant. Any breach of the Covenant will cause the student to be expelled from the course or whole program for the remainder of the year.
6. A student who fails to keep the Covenant may be admitted for the next PEP year but will be on probation for the first quarter for all classes taken.
7. A student who satisfies the Covenant for one quarter will be taken off probation and be considered a student-in-good-standing.

D. Academic Honesty – PEP expects all students to live by a Biblical honor code 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.

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:

1. When the first instance of academic dishonesty is discovered, the student will receive an "F" for the quarter and be placed on probation for the remainder of the quarter and the full next quarter.
2. The second instance of academic dishonesty will result in immediate expulsion from the PEP program.

PEP utilizes an online originality checking system called Turn It In. This will allow students to pre-screen their papers in order to identify improper citations or a potential plagiarism. This safeguard will offer Tutors the opportunity to teach their students proper citation methods as well as protect their academic integrity. Tutors will provide the necessary instructions to students required to utilize the system. A nominal fee is included for Core students upon registration.

- chooses not to have their child turn in an assignment, the tutor will issue an incomplete grade for the quarter and the parent will give the child a grade.
- D. If you are absent suddenly due to illness or emergency, the PARENT must telephone the Site Administrator or Study Hall Monitor. Upon return, the student should check with each of his tutors to determine what assignments will be missed and when they should be turned in.
 - E. It is the *student's responsibility* to arrange to make up any work missed due to an absence. Students who fail to take responsibility for their missed work will receive failing grades for that work.

Discipline Policy

Providence Extension Program 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 New Hope Community Church. Conduct should be in accord with Biblical standards. *Our words and actions in dealing with others as well as how we treat our facilities in Mason should be respectful at all times.* 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 instructors. (2 Corinthians 5:18: "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 the Providence Extension Program. We will leave any corporal punishment decisions to the parents. PEP will use probationary policies in order to motivate students needing disciplinary action to improve their academic or behavioral performance.

B. Disciplinary Process - Tutors will establish standards for their classes. Disobedience to 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 student, along with the tutor, and parent(s) will discuss the situation with the Site Administrator.
3. If the behavior occurs again, the Site Administrator will immediately telephone the parent at work and have the child picked up and taken home.
4. If the behavior persists after returning the next day, the student may be expelled from the program or placed on probation upon the discretion of the Site Administrator.

C. Student Probation - Students who fail to meet the academic or behavioral standards of PEP, if not immediately expelled, will be placed on probation.

3. **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."
4. **I Corinthians 14:40** "But all things must be done properly and in an orderly manner."
5. **Ephesians 5:4** "Neither filthiness, nor foolish talking, nor coarse jesting, which are not fitting, but rather giving of thanks."
6. **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 are based on the above Scriptural examples.

The Site Administrator will use his/her discretion to decide the proper discipline for any violation of the following:

1. No physical horseplay or running is allowed at any time before, during, between, or after classes.
2. No shouting, loud music, or other disruptive noises or activities are allowed at any time during the PEP day.
3. Students may not be involved in any activity that endangers themselves or other students.
4. Students must refrain from all public displays of romantic affection. We believe that it is inappropriate for displays of romantic affection to take place among Junior High and High School students and therefore students participating in such behaviors, including hugging between males and females, on our campus will enter into a disciplinary process. Parents, please discuss with your children how to "side hug" a person of the opposite sex.
5. No coarse jesting, foul language, or possession or display of inappropriate images or words will be tolerated.

Tardiness and Absences

Students must attend all classes unless properly excused. Tutors often depend on a certain number of students for classroom participation. They need to be told as far in advance as possible that you will be gone.

- A. 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 the breaks between classes, and not during the classes. Failure to meet these standards will adversely affect the student's grade.
- B. Students who skip a class or are habitually late to a class without a proper excuse may be suspended for the day and/or placed under probation.
- C. If it is known beforehand that a student must miss a class, the PARENT must telephone the Site Administrator and their Tutors, and give the date the student will be absent. The student should check with each of his tutors to determine what assignments will be missed and when they should be turned in. The tutors will be more than happy to accommodate for missed time, but work must be turned in within a reasonable period of time, which should be mutually agreed upon. If a parent

Dress Code Policy

Modesty should always be the rule in the way we dress. Although we do not want to dictate how one defines modesty, here are some guidelines of clothing to avoid:

In Young Men: Avoid shirts that display messages or symbols that are profane, promote alcohol, drugs or sexual immodesty. Waistline of pants must be worn above the hips, so that underwear or shorts are not visible at the waist. No hats, gloves, or sunglasses will be permitted indoors.

In Young Women: Out of respect for the young men in our classes, we ask our young ladies to avoid short shorts or skirts; tight, revealing blouses or tops; bare midriffs; tank tops or spaghetti straps (unless worn underneath a sleeved shirt); pants with waistlines below the hips showing underwear or midriff; shirts with profane or inappropriate messages or symbols. No hats, gloves, or sunglasses will be permitted indoors.

Students who arrive at PEP dressed inappropriately (in the judgment of any PEP tutor or administrator) will be sent to Study Hall. That student's parents will be called immediately. The student then has the choice to wear an over-sized t-shirt for the rest of the day or have their parents pick them up to go home and change.

Snow Days

You can't always trust the weatherman. Sometimes we don't know how bad it is snowing until we look out the window. PEP doesn't always close just because the local school districts are closed for snow. 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 snowy weather?

1. Check your email the morning of PEP for an announcement. The Site Administrator will send out an email by 7am.
2. Check the website for a news bulletin.

Sick Policy

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

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. **1 Peter 1:15** "but as He who called you is holy, you also be holy in all your conduct." (To be holy means to be "set apart" for God's use, not to be perfect all the time! We know our kids are only human.)
2. **Philippians 1:27** "Only let your conduct be worthy of the gospel of Christ..."

tables or on the floor of the Study Hall. No balls or similar toys are to be used indoors.

STUDY HALL RULES:

- Students must bring class work to study hall to work on. All students must be working on schoolwork in study hall. If all assignments have been completed, they should use the time to read or review. Students must not distract other students who are trying to study.
- Study hall will be treated as a regular class. Students are expected to be in the 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 in study hall. Study Hall Monitors will dismiss students at the appropriate times for classes.
- There will be a quiet atmosphere during study hall. Limited low voices will be allowed. Other students have work to do and the church has other ministries in session. Please be respectful. Headsets, which will be regulated for volume by the Study Hall Monitor, and laptops are allowed in Study Hall, but no Internet use is permitted by students. Besides iPods (see below), no other recreational electronic devices may be used.
- We do not monitor what students are listening to on their iPods, therefore, we restrict the sharing of any music device. Inappropriate use of I-Pods will result in the item being taken by the Study Hall Monitor and will be returned only to a parent. Repeat offenders of this rule will lose the privilege of bringing this to PEP permanently.
- Study Hall Monitors will take attendance in Study Hall every 30 minutes to monitor all students for their safety. Students must ask permission from the Study Hall Manager for any reason to leave the study hall.
- Playing of games in Study Hall is prohibited, except during the lunch period (11:30-1:00).

Snacks and Lunch

Students will **not** be allowed to leave the church campus for lunch or any break time unless they go **home** or **their parent** takes them out to lunch. Students may not leave in their own cars (or a friend's) to go anywhere but **home** between classes.

During the LUNCH PERIOD (11:30-1:00) only, students with permission of the Site Administrator may go outside to eat or play games in the designated areas. Snacks and lunches may be eaten **only** in the kitchen and Study Hall. Unless a parent or physician note describes a medical condition requiring food or drink during class hours, no student is to consume any food or drink elsewhere in the building, with the exception of a water bottle. No sodas or energy drinks in the classrooms. If a student's schedule does not leave time for lunch, he may eat in a class with tutor permission. Students should respect the church's wishes to have their rooms stay clean and spill-free by picking up after themselves before leaving the room. Students who do not clean up after themselves on a consistent basis will receive detention clean-up duties with their parent, after PEP hours.

Withdrawal Policy

Your child is registered as enrolled upon receipt of application fee, appropriate tuition installment, and notification of acceptance and enrollment.

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 fees already paid unless we cannot offer the class or we determine that we have failed to provide what we committed in the course. In the case of relocation, a pro-rated amount of remaining tuition may be refunded. Please keep in mind that our Core classes are integrated; therefore if the student withdraws from one class in the Core, he/she 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(s) to notify the tutor of the withdrawal as soon as possible. In addition to this, it is important to notify the Site Administrator.

Use of the buildings

We have been given permission to use several rooms at New Hope Community Church in Green Township. In respect to their wishes, we will use the west door to the building only, both for entering and exiting. Students who are waiting near the door to be picked up must remain quiet. PEP students will have access only to the classroom(s) used by our tutors, the study hall, the kitchen, the restrooms in the east hall, and the auditorium, atrium and grounds while directly supervised. However, the stage area at the front and the AV desk area at the back of the auditorium are always completely off limits. Kitchen use will include storage of lunches in the refrigerator during one school day (take everything home each day) and food-warming use of the microwave. Use of any other classrooms or areas of the church is by special one-time permission of the PEP Site Administrator and/or Church Administrator. Please show care and respect for the church property and church staff at all times. PEP families will leave the site free of trash, spills, and clutter at the end of each class day, and will also participate regularly in more thorough cleanings. Rules for use of the grounds will be established by the Site Administrator at the beginning of the school year. New Hope Community Church 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 in the Study Hall. Study Hall will be held in one of the classrooms. This is the **ONLY** area designated to be used when students are not in class.

During the LUNCH PERIOD (11:30-1:00) only, with the specific permission of the Site Administrator, students may go outdoors to designated areas of church property to eat or play games. **Students should not be in any other areas outside.** Students who remain inside during the lunch period will be restricted to activities played while sitting at the

Application and Enrollment

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

1. To apply, submit an application online through the 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. Signed copies of the Code of Conduct and Commitment Form, Liability and Medical Release Form, and Photo Release Forms (See Appendix B, C, & D) must be received by the Site Administrator on or before the first day of classes.
2. Priority registration will be given to returning students and siblings of currently enrolled students for two weeks following the opening 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 or 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 and fees and forms have been received. Once a class is full, an applicant may be placed on a waiting list if so desired.

Tuition and Fees

There is a \$75.00 application fee per student (not to exceed \$150.00 per family). All application fees are non-refundable unless PEP cancels or reschedules classes to the extent that the student can no longer attend.

Tuition payments will be due on May 1st, July 1st, September 1st, and November 1st, as outlined in the 2009-2010 PEP calendar. As indicated on the calendar, $\frac{1}{4}$ of the year's tuition will be due at the time of registration. Some classes may have additional materials and/or lab fees.

The PEP Board is grateful to be able to provide need-based scholarships to qualified families upon request. Applications and instructions are located on the website. Students who receive scholarships of any amount are required to maintain a quarterly grade point average of 70% or better. Students unable to maintain this level of achievement for two or more grading periods in one school year will forfeit their opportunity for future scholarships at PEP. *Financial Aid is provided by donations. Additional donations for this fund are appreciated.*

Tuition Reduction Programs

PEP has the Kroger Card and Meijer Card programs to help defray your cost of tuition. For more information, please ask the Site Administrator.

Students will:

1. Abide by Dress Code Policy and Student Conduct and Behavior Policy.
2. Come prepared for class, 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 Appendix B)
6. NOT use the Internet while at PEP. Any student found using the Internet while at PEP will not be allowed to bring his/her computer or cell phone to PEP for the remainder of the year. No warnings will be given.
7. NOT bring ANY weapons (including pocket knives) on the church property.
8. NOT have cell phones turned on while at PEP. Cell phone usage at PEP is for emergency use only and permission for use must be granted. 1st Infraction – cell phone will be confiscated and given to the study hall monitor. The study hall monitor will use that phone to call the parents. The phone will be held until the end of that student's day. 2nd Infraction – same process as the 1st, but the study hall monitor will tell the parents that they aren't allowed to bring the cell phone to PEP for the rest of the year.

Guidelines for Proper Communication

It's 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. Once the Site Administrator has made a final decision, the parents and student will respectfully abide by the decision.

Commitments

Providence Extension Program will:

1. Match available instructors 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 20 students per class.
3. Offer classes based upon the availability of qualified instructors.

Providence Extension Program Tutors will:

1. Provide a quality Christian education in a loving environment.
2. Provide parents with course description and textbook list for parents' State of Ohio notification requirements and college applications.
3. Keep parents informed about progress and discipline.
4. Provide parents and students with class syllabi and schedules to specify expectations and assignments for each class.
5. Provide parents with a quarterly report for their records.
6. 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 and pay tutors tuition and fees in a timely manner. (Booklist is available on the PEP website.)
2. Make sure students arrive on time for classes AND dressed appropriately (see Dress Policy).
3. Support tutors in any disciplinary action necessary for their child(ren) while taking Providence Extension Program classes. (see probation policy)
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. Have **daily** access to email and the Internet **and** enable browser to receive attachments, in order to receive website information from PEP and the tutors.
6. Sign a "Code of Conduct and Commitment Form" and a "Liability & Medical Release Form" at the beginning of each PEP year and abide by it. (see Appendix B)
7. Provide at least five hours of volunteer time to PEP during the year, as stated by the Site Administrator.
8. Inform the Site Administrator by telephone whenever students will be absent or late for classes. In the case of absence, the tutors must also be notified by email.
9. Notify the Site Administrator or Study Hall Monitor if you need to pick up your student at an unscheduled time.
10. Be encouraged to provide constructive feedback to the Site Administrator for the purpose of improving PEP.
11. Refrain from calling and texting students during PEP hours. Site Administrators are available for emergency phone calls.
12. Follow the Guidelines for Proper Communication as outlined in the Parent Handbook.

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

Finally, it is important for students, parents and tutors 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. Whereas sometimes in schools a teacher-student-parent relationship is seen as adversarial, often waiting for the student to “do the wrong thing” so the teacher can “get” him, this program is an actual partnership. 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

The "Statement of Faith" of this organization is included as Appendix A at the end of the Handbook. These general doctrines are held by the Board of Directors and will be supported in the classroom, but are not required to be adopted by the families served by PEP.

Home Schooling Defined

For a student to be considered home schooled, 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 home school tutor at a central location (i.e. co-op or extension program). Since home schooling 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, parents should give the name and address **of their tutors individually** if it is a class required by law. (Language arts, geography, U.S. and Ohio history, government, math, health, physical education, fine arts, first aid and science.) Parents should not mention PEP, as PEP is not a tutor and the law does not ask for anything but the tutor’s name and address. We recommend using a notification form found on www.cheohome.org or through the HSLDA website for members. We also recommend joining HSLDA. (Home School Legal Defense Association) PEP has a group membership that will save you 17% on your membership fee. Please see PEP website for details.

Ministry Function

PEP is owned by a 501(c)(3) non-profit ministry which functions as an acting agency for home schooling parents that locates and secures independently contracted tutors to meet with children in small classes for an hour or two per week. PEP parents retain the supervisory position over their children’s education.

Providence Extension Program Parent Handbook

This handbook is provided as a reference. Please review this booklet to familiarize yourself with the policies and expectations of the Providence Extension Program (PEP). Please make a hard copy for quick reference. For updates and additional information, go to our web site: www.pepl.org

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.

PROVIDENCE EXTENSION PROGRAM
PARENT HANDBOOK
TABLE OF CONTENTS

	<u>Page</u>
Mission Statement	2
Vision Statement	2
Philosophy of Education	2
Partnership	2-3
Statement of Faith	3, 13
Home Schooling Defined	3
Ministry Function	3
Commitments	4-5
--PEP Administration	4
--Tutors	4
--Parents	4
--Students	5
Guidelines for Proper Communication	5
Application and Enrollment	6
Tuition and Fees	6
Tuition Reduction Programs	6
Withdrawal Policy	7
Use of the Buildings	7
Study Hall	7-8
Snacks and Lunch	8
Dress Policy	9
Snow Days	9
Sick Policy	9
Student Conduct and Behavior Policy	9-10
Tardiness and Absences	10-11
Discipline Policy	11-12
Statement of Faith (Appendix A)	13
Code of Conduct and Commitment Form (Appendix B)	14
Liability and Medical Release Form (Appendix C)	15-16
Photo Release Form (Appendix D)	17

*Providence Extension Program
Parent Handbook*

2010-2011



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