Providence Extension Program

Milford Parent/Student Handbook 2018-2019

discipleship.
strong academics.
biblical worldview.

"Prepare your minds for action!"
1 Peter 1:13

PROVIDENCE EXTENSION PROGRAM
PARENT/STUDENT HANDBOOK

TABLE OF CONTENTS

	Page
Mission Statement	2
Vision Statement	2
Philosophy of Education	2
Partnership	2
Statement of Faith	3,11
Homeschooling Defined	3
Ministry Function	3
Partnership Commitments	3
--PEP Administration	3
--Tutors	3
--Parents	3
--Students	4
Guidelines for Proper Communication	4
Application and Enrollment	4
Tuition and Fees	5
Placement Exams	5
Final Exams for Juniors & Seniors	5
Withdrawal Policy	6
Use of the Building	6
Study Hall	6
Snacks and Lunch	6
Dress Policy	7
Inclement Weather	7
Sick Policy	7
Visitor's Policy	7
Student Conduct and Behavior Policy	7
Tardiness and Absences	8
Discipline Policy	8
Is PEP Right for You?	10
PEP's Statement of Faith	11

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 understsanding 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:

- Reviewing syllabi and assignment schedules and due dates with your child in order to facilitate time and self-management.
- Checking math course work.
- Ensuring that your child has the materials needed for successful completion of assignments.
- 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. Whereas in some 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
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 in the classroom, 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 452, Mason, OH 45040. PEP recommends using a notification form found on www.cheohome.org. Click on the "How To" 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.

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 notification requirements and college applications.
3. Issue grades based on assignments given by the PEP tutor. PEP's grades are a reflection of how a student did on the PEP assignments, not their final grade– parents give the final grade, as the homeschool parent. With that said, PEP expects students to fully participate and complete the given assignments to participate in the program. Ultimately, the final grade is issued by the homeschooling parents.
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 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.6).
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.8).
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. Print and sign the Enrollment Forms found on the PEP website and either mail them to the address listed or give them directly to the Site Administrator.
8. Provide at least five hours of volunteer time to PEP during the year, as stated by the Site Administrator.
9. Inform the Site Administrator (or designated person) by email, text or phone call 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 the Guidelines for Proper Communication as outlined in this handbook.

Students will:
1. Abide by the Dress Code Policy and Student Conduct and Behavior Policy.
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 Executive Director.
4. Once the Site Administrator or Executive Director 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.

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. A Facility Fee of $50 per family will be charged to each families 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 2018-2019 PEP Tuition Rates. A $50 late fee will be applied on all accounts with a balance after 12/31/18 (unless other arrangements have been made). Please note: families who register after May must make all prior tution payments to date in order to be enrolled.

After May 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. 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. These exams are 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 $100 and may be completed in four weeks or less. Math placement exams available upon request.

Final Exams for Juniors and Seniors
PEP has a Finals Week for the benefit of all our Juniors and Seniors. PEP strongly feel this experience helps further prepare them for college. Please make note of the dates for the finals located on the PEP calendar.

All Juniors and Seniors are required to take finals in certain upper level courses. The final exam grade will be included in 4th quarter. If a student chooses not take a final for any reason, they will receive a zero for the grade. PEP understands family conflicts and busy schedules, but we also strive to prepare them for college.

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. Only in the situation of an AP exam conflict may a final be rescheduled for another time during finals week.

Withdrawal Policy
Your child 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 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 tutor of the withdrawal as soon as possible. In addition to this, the parent must notify the Site Administrator.

Use of the Building
We have been given permission to use several rooms at Faith Church in Milford, OH. In respect to their wishes, all students will enter and exit through the doors on the far end of the parking lot when you drive straight in. Go PAST the main doors of the Life Center Wing we have used in the past, until you come near the end of the parking lot. The main doors we used in the past will be locked during PEP hours and will increase safety and streamline students arriving for classes and leaving from study hall. All students must remain in study hall until they see their parent pull up to the doors. The church has ministry functions going on and is conducting church ministry work in the offices; therefore, all PEP students must remain in the Life Center end of the building. Please respect church property and church staff at all times. Faith Church is a House of God and we should conduct ourselves in an orderly and reverent manner (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 the designated LUNCH PERIOD, students may go outside to the parking lot in a designated area at the discretion of the Study Hall Monitor. 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 tables. No balls, etc. are to be used in the gym.

Study Hall Rules:
- Students must bring class work to 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 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. A nominal fee is charged to hire a monitor (< $1/period).
- 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 LAPTOP 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.
- Playing of games in Study Hall is generally prohibited, and at the discretion of the Site Administrator.

Snacks and Lunch
Students will not be allowed to leave the PEP campus for lunch or during breaks unless the parent picks them up. PEP Seniors do have a "Seniors Only" privilege and may leave campus for lunch or during breaks. Each senior must have their parents fill out the Senior Sign Out Form and return to the Site Administrator before being allowed to leave campus. If a student returns to PEP late for their next class, the privilege may

be revoked.
During the designated LUNCH PERIOD, students may go outside to eat or play games in the designated area. Snacks and lunch may be eaten in the lunch area only (Study Hall area). Students may not go to the Youth Wing or any other areas of Faith Church to access vending machines. 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. 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. If a schedule does not leave time for lunch, the student may eat in a class with tutor permission.

Dress Code Policy
The purpose of PEP's dress code policy is to keep the environment one in which the students can focus on academics. Modesty should always be the guideline in the way we dress. Although we do not want to mandate how one defines modesty, below is PEP's policy:

In Young Men: No shirts that display messages or symbols that are profane or promote alcohol, drugs, or sexual immodesty are to be worn. No tank tops. The waistline of pants must be worn above the hips, so that underwear or shorts are not visible at the waist. Shorts must be no shorter than 2 inches above the knee. No hats, hoods, gloves, or sunglasses will be permitted indoors.

In Young Women: Skirts and shorts must be no shorter than 2 inches above the knee. No jeggings, leggings, yoga pants, workout pants, or tights are permitted unless tops that meet the skirt length requirement are worn. No pants with waistlines below the hips that show underwear or midriff. No tank tops, camisoles, or spaghetti straps unless worn underneath a sleeved shirt. No sheer tops, off the shoulder tops, or shirts that reveal the mid-section. No shirts that display messages or symbols that are profane or promote alcohol, drugs, or sexual immodesty are permitted. Tops that are tight or revealing may not be worn. No hats, hoods, gloves, or sunglasses will be permitted indoors.

Students who arrive at PEP dressed inappropriately (at the discretion of any PEP Tutor, Study Hall Monitor or Site Administrator) will be sent to Study Hall and the parents will be called immediately to bring a change of clothing.

Inclement Weather
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 Milford School District is closed. 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 6:00am.

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.

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."
2. Philippians 1:27 "Only let your conduct be worthy of the gospel of Christ… "
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. 1 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 based on above Scriptural examples:

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

1. PEP has a no electronics use policy. Students may bring cell phones to PEP; however, cell phones are to remain on silent and in backpacks, crates, luggage, etc. (not in pockets or with them in classes or study hall). Students may check their phone for text messages in between classes or lunch. Students may make a phone call with permission from a Tutor, Study Hall Monitor or Administrator. Realizing that laptops and iPads may be needed for computer class or class presentations, these devices are permitted for those specific situations. Students may also use laptops or iPads to work on PEP assignments in study hall at the designated LAPTOP TABLE only (with permission from the Study Hall Monitor). ALL other electronic devices should not be brought to PEP.
   - First Infraction of the electronics use policy: electronic device will be given to the Site Administrator and a parent must pick it up at the end of the student's day.
   - Second Infraction of the electronics use policy: the student will not be allowed to bring the device to PEP for the remainder of the year.
2. Student may not use the Internet while at PEP. Any student found using the Internet while at PEP will not be allowed to bring his computer, cell phone, or electronic device to PEP for the remainder of the year. No warnings will be given.
3. Students may not bring any weapons (including pocket knives) on the church property. Any violation of this is grounds for immediate expulsion. Civil authorities may be called in.
4. Students may not have possession of or use drugs (including prescription), alcohol and tobacco products while on campus (this includes all church property, both indoors and outdoors). Any student in violation of this is ground for immediate expulsion. Civil authorities may be called in.
5. A threat against the school or the welfare of students or PEP employees is grounds for immediate expulsion. Civil authorities may be called in.
6. No physical horseplay or running is allowed at any time before, during, between, or after classes.
7. No shouting, loud music, or other disruptive noises or activities are allowed at any time during the PEP day.
8. Students may not be involved in any activity that endangers themselves or other students.
9. 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 this behavior on our campus will enter into a disciplinary process. This includes hugging and holding hands between males and females. Parents, please discuss with your children how to "side hug" a person of the opposite sex.
10. 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.
11. Bullying of any type, including that which is done on social media and smart phones will not be tolerated. Probation with possible immediate expulsion will occur.

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.

1. 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.
2. Students who skip a class or are habitually late to a class without a proper excuse may be subject to probation.

3. If it is known beforehand that a student must miss a class, the PARENT must email, text, or 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 chooses not to have their child turn in an assignment, the Tutor will issue a zero for the assignment.
4. If you are absent suddenly due to illness or emergency, the PARENT must email, text, or telephone the Site Administrator. Upon return, the student should check with each of his tutors to make arrangements for missed assignments.
5. 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 a zero for that assignment.

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 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 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 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 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 Adminstrator, 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 Probation- Students who fail to meet the academic or behavioral standards of PEP, if not immediately expelled, will be placed on probation.
   The Probation Policies:
   1. Probation may be applied to any student who is:
      a. Failing to do acceptable academic work by earning a grade below a D.
      b. Involved in behavior that is in violation of PEP Behavioral Guidelines or Academic Honesty Guide lines.
   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 or 8 weeks.
   4. If a student is placed on probation for 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 PEP for the remainder of the year.
   6. An expelled student 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 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.

Any cases of plagiarism, cheating, or other instances of academic dishonesty (helping another student to cheat falls in this category) at anytime, will result in the following:

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 will 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 fee is included for Core students upon registration.

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.
- 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 5 hours 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 $75 non-refundable application fee is required before this 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, www.pep1.org, and we frequently check our email for PEP announcements.
- I understand that the full amount of tuition is non-refundable after 5/1/18 (or upon receipt of the first tuition payment). Parents are obligated to pay the full tuition amount that they registered for, regardless 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.

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,

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.)

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.)

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.