



Handbook

2022-23

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1. PURPOSE

Parents As Christian Educators (hereafter referred to as PACE) exists to encourage and support Christian families who are home educating their children in a Bible believing atmosphere. Home schooling a child is one of the most selfless and admirable endeavors that a parent can undertake. While the rewards are unparalleled, the challenges and concerns can be equally daunting. Although parents are ultimately responsible for the academic education and Christian training of their own children, it is incumbent upon us as Christians to come alongside one another in support of this effort. In order to provide a safe environment for Bible believing Christian families to educate their children free from the influence of an anti-Biblical culture, PACE will provide support and offer social and educational activities with a distinctively Christian perspective to home schooling families. These activities may include, but are not limited to, group classes, special events, parties, sports, support meetings for parents, newsletter publication, and field trips.

2. STATEMENT OF FAITH – Please see [Appendix](#) for Biblical references

1. I believe that God is one in essence, but that He exists in three distinct and equal persons - Father, Son, and Holy Spirit - and that these three have precisely the same attributes, nature, and perfection
2. I believe that the Bible is God's unique, authoritative revelation to man. I believe that the scriptures are inspired and that both inspiration and inerrancy extend to every part of the writings as they come from God
3. I believe that God is the absolute and sole Creator of the universe. Creation was by divine plan not by evolutionary process as explained in Genesis Chapter 1. Man, male and female, were created in the image of God
4. I believe that Man (after Adam and Eve) is born in a sinful state, and that sin is universal. Man needs justification, redemption, and sanctification and is incapable of providing or earning it for himself
5. I believe that God sent Jesus Christ, His Son, into the world to save sinners, that man is justified before God by admitting his guilt and need for a Savior, turning from his sins, and placing trust in Jesus Christ for his salvation and obeying Him as Lord, and there is no way of salvation other than repentance and faith in Jesus Christ

6. I believe that Jesus Christ is both fully God and fully man; that He was holy and sinless; that His death was sufficient to redeem anyone who believes in Him; that He rose from the dead bodily; that He ascended to the right hand of God the Father; and that He will return to the earth bodily and visibly
7. I affirm that I love the Lord, have accepted Jesus Christ as personal Lord and Savior, have dedicated my life to serving Him, striving to live a life of obedience as defined by God's Word, and worshiping with God's people regularly in a local church
8. I believe that marriage is God-ordained and the biblical institution of marriage is for one man to be married to one woman, and that God intends for sexual intimacy to only occur between a man and a woman who are married to each other, and any form of sexual immorality, such as fornication, homosexuality, pornography, or any attempt to change one's gender, is sinful and offensive to God

CONDITIONS OF MEMBERSHIP

1. A life lived in rebellious, unrepentant sin is counter to the mission of PACE. All have sinned and fallen short of the glory of God, and we are to hate the sin while loving the sinner. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior. Persons living in a state of visible rebellion will not be invited nor be eligible to join PACE. Some examples of visible rebellion are alcohol or drug abuse, living a homosexual lifestyle, couples living together outside marriage, attempting to change one's gender or live as a gender other than one's biological gender, adultery, and ongoing anger or mistreatment of others (this is not an exhaustive list). Members (parents or children) who live in a state of visible rebellion will have their membership terminated (see 1 Corinthians 5).
2. The purpose of PACE is to provide a safe haven for God's children, it is not a mission field for the unreached. The following is a list of offenses (by parent or child) which may result in immediate membership termination (this list is NOT comprehensive): sexual misconduct (including but not limited to: sexual intercourse outside of marriage, sexual assault or harassment, homosexual acts, etc.); having or assisting someone in having an abortion; bringing an unauthorized or illegal weapon to PACE; abuse of legal or illegal drug substances (purchasing, possessing, selling, etc.), blatant disrespect for authority,

dishonesty, cheating, profanity, obscene language, abuse of church property, misusing or tampering with church fire alarms or extinguishers, etc.

3. A majority vote of the board is required to terminate membership (see Appendix for Biblical references)
4. A membership that is involuntarily terminated is not entitled to any refund, whether partial or in full
5. A membership that is voluntarily withdrawn will be handled on a case by case basis

4. COMMUNICATION

4.1 Motivation & Manner: We consider it a great privilege to assist families in educating their children. We are committed to upholding and supporting parental authority in the lives of students. We also recognize that ours is a learning community, where families are working together to fulfill shared goals. These relationships require, and we strongly encourage, prompt and clear communication.

4.2 Web: Forum posts are our main form of communication and method of sharing information to members.

4.3 Conflict: In the event of conflict, communication should follow the biblical standards set forth in Matthew 18 and James 3. In all matters, conflict should be handled discreetly and carefully, while believing and speaking the best about each other. The failure to follow those biblical standards can be deeply harmful to individuals and institutions, and may result in action by PACE, up to and including expulsion, at the Board's discretion.

4.4 Young Children: Parents with young children sometimes find it difficult to solidify what their child has been or should be learning. Thus, teachers are encouraged to communicate with the parents of those in their class. Even an e-mail with something as simple as a couple lines about the month's class focus or the event's highlights can be quite helpful.

5. CONDUCT

5.1 Behavior: Christian standards of behavior and conversation are to be observed. For example, students must speak honestly, respect their peers and submit to authority. All parents have the freedom and responsibility during group classes to address discipline issues. If the child involved does not change his or her behavior, please contact the Class Coordinator so it can be further addressed.

5.2 Obedience: Prompt and cheerful obedience is expected. Talking back or arguing is not permitted.

5.3 Kindness: Treating one another with kindness and respect is expected. Teasing, criticizing, name-calling and other forms of verbal or physical abuse are not permitted.

5.4 Reverence: Prayer and class discussion are to be treated with proper reverence. Jokes, songs, or behaviors that trivialize or exhibit disrespect towards God are not permitted.

5.5 Dress Code: Suggestive, provocative or excessively tight clothing is not allowed at any PACE related activities. Furthermore, clothing or jewelry that display messages or images offensive in terms of their reference to sex, race, national origin or religion is prohibited (because PACE is a conservative Christian organization, clothing and jewelry with a Christian message or theme is acceptable); if it is judged by the PACE board to be disruptive either by virtue of the design or in the manner in which it is worn, it is also forbidden.

5.6 Physical Touch: Public displays of affection in the context of boy/girl relationships are not permitted.

5.7 Copyright Laws: PACE takes these laws very seriously. Please do not copy materials that are protected by copyright laws. When in doubt, call the copyright holder and ask.

6. ILLNESS

6.1 Symptoms: Participants should not attend any PACE sponsored event if they are sick or are experiencing any of the following symptoms:

1. colored mucus
2. excessive cough
3. diarrhea, vomiting or nausea (within last 24 hours)
4. eye drainage/infections
5. virus or infection (known to be contagious)
6. impetigo
7. head lice
8. fever (within last 24 hours - unmedicated)
9. skin infections/rash
10. staph infections
11. childhood diseases (scarlet fever, German measles, mumps, chicken pox, or whooping cough)

6.2 Antibiotics: Since bacterial infections that are treated by antibiotics, please make sure that your child has been on the antibiotic regimen at least 24 hours before returning to class (this includes pink eye and strep throat).

6.3 Healthy Children with a Sick Sibling: If one of your children is ill and you need to stay with him/her while you wish for your other children to still attend classes, you must find another parent who agrees to be responsible for your other child(ren) while they are on the premises. With that parent's consent, please notify the Class Coordinator and provide the name of parent (who can safely transport your child if needed) that will be the guardian.

7. FACILITY GUIDELINES

We are very thankful for the opportunity to meet at First Baptist Church of La Plata. PACE is an independent organization and not a ministry of First Baptist Church of La

Plata. To be respectful to the church staff and their building the following is requested from families:

7.1 Phone Communication: Do not call the church if you need to reach a PACE leader; rather use the contact information on the website.

7.2 Entering/Exiting: Always enter the building through the fellowship hall entrance, which is located in the glass breezeway, on the back building behind the brick sanctuary. Parking is available both next to the doors and behind the building.

7.3 Kitchen: The church kitchen is off limits to students. Adults may use the kitchen, for the purposes of concessions. Per our facilities use agreement we may not use the appliances to prepare food (crock pots or instant pots may be brought to the church and used). Please do not use the church's consumable supplies, and please leave the kitchen in a clean and unused condition.

7.4 Trash: Everyone is responsible for picking up trash in the classrooms, the hallways, and any other areas.

7.5 Bathrooms: Bathrooms are to be monitored regularly by adults and must be maintained and kept clean.

7.6 Departure Time: Please be mindful of moving conversations to the parking lot when leaders wish to leave. All parents and students who are not participating in the clean-up process should leave the building as soon as possible but no more than 15 minutes after the last class in order to make the church available to other groups.

7.7 Food/Drink: No food or drink (other than water) is allowed outside of the Fellowship Hall. (Teachers may provide food for their students if they notify the Class Coordinator, notify parents, keep the food in the classroom, and make sure no trash is left behind.) ****[See section 9.17 for Nut Free Policy](#)**

7.8 Lost and Found: A tub solely for PACE collections will be placed in the Lobby during class hours. It will not be available at any other time during the week; please do not call the church office at any time to inquire about retrieval. Encourage your child to look in lost and found as soon as he or she is missing an item. Please do not take items from the lost and found if they are not your personal possessions. The tub will be emptied at the end of each semester.

8. Support Meetings, Missions Activities, Field Trips, Additional Activities

In addition to providing group classes, PACE is pleased to offer support to its members in several different forms

8.1 Support Meetings

Support meetings will be held on a variety of topics of interest to homeschooling families. This will be a time to refresh and renew yourself, as well as have fellowship with other homeschooling parents. Topics and meeting times will be posted on our website's calendar.

8.2 Missions Activities

As the earthly representatives of Jesus, we do not want to neglect the mission fields here at home or abroad. While PACE itself, and particularly PACE classes and gatherings are not an outreach effort (see section 4.2 – Conditions of Membership), we are excited to be able to offer your family various opportunities for serving the community and world at large. These activities will also be posted on our website's calendar.

8.3 Field Trips

One of the greatest advantages of home education is the opportunity to explore God's creation first hand! We hope that you will join us on some of our field trip opportunities. These will also be posted on our website's calendar. Please keep an eye out as some of these may require advanced registration and/or payment.

8.4 Senior Class Activities

High School Graduation for PACE will be held each year on the first Saturday of June, at the First Baptist Church of La Plata, subject to availability of the facility. Other activities may be offered subject to interest and participation, such as prom.

8.5 Additional Activities

PACE also offers additional activities as announced. Some of these may include standardized testing, yearbooks, Senior activities (graduation), and many more. We encourage you to share ideas and suggestions for activities on the forum, or at pacehomeschoolcoop@gmail.com.

8.6 Behavioral Expectations for Participation

Group activities and field trips provide a wonderful opportunity for learning and social interaction to take place outside the home. They also require us to serve as

ambassadors of God and the homeschooling movement when interacting with non-PACE members. Many who are not Christians or who are not home educators will form a lasting impression of Christ and home education based on their observations of our children in public. This puts special responsibility on all of us who are a perpetual advertisement for God and home education. In light of this, the following guidelines should be observed for all group activities:

1. Be on time, 10 to 15 minutes early. We need to respect the time of the person in charge of the tour, performance or other event.
2. Respect speakers, tour guides, etc. Let them speak and hold questions or comments until requested.
3. Please respect reservation deadlines.
4. If you are unable to attend a field trip after you have made a reservation, contact the person in charge. In cases where there is a fee per person, it may be necessary to forego reimbursement.
5. Respect any restrictions on the group, such as age of the children; handling of objects, staying in designated areas, etc.
6. Respect others--refrain from any conduct which would disrupt or embarrass non-PACE members.
7. All members and children must remain with the group throughout the trip.

9. CLASS OPERATIONS

9.1 Online Registration Process: Directions will be posted on the forum. Please remember that if you are making the decision to participate in classes, a parent must remain on the church site during the entire time your children are in the building. If a parent is not remaining at the facility during classes, that family will not be able to continue with classes and no refunds will be given.

9.2 Class Grade Range: If your child is younger or older than the grades the class is designed for, please communicate with the Class Coordinator since accommodations may be made.

9.3 Class Size: In order to allow for a more manageable class environment, classes will have a maximum of 15 students unless approved by the Class Coordinator and specific teacher. As a result, waiting lists will be started once the maximum number has been reached. Wait-listed students will be notified by the Class Coordinator if an opening becomes available.

9.4 Class Placements: To show our appreciation to those who are teaching, their children will receive priority on class placement. Registrations received by teachers after the “Teacher Open Day Registration” will be placed upon availability. Remaining class registrations will then be filled on a first come, first served basis.

9.5 Dropping/Adding a Class: Please carefully consider what classes will meet the needs and schedules of your family prior to making class choices. Constant changes in classes require more work. Since teachers need to purchase books and other materials, refunds for class fees will not be available after the deadline to add or drop classes.

9.6 Bag Tags: To help aid students in finding their direction to classes, please place a tag on each student’s backpack/book bag for all children grade 5 and under. The tag should include student’s name and class schedule for easy access. Students become confused at times, and this allows any adult or older student to help guide the younger student to their proper location more quickly. Also, it would be helpful to have all supplies labeled with student’s name to make it easier to locate its proper owner.

9.7 Cancellation of Classes: If Charles County Public Schools (CCPS) closes school for the entire day, PACE will not meet. If CCPS has a delayed opening or early dismissal, PACE’s plan will be posted on the Forum. Despite CCPS or PACE’s decision, please use your best judgment when it comes to the safety of your family and others.

9.8 Service Requirement: Each family participating in classes is required to contribute to PACE’s class success. If any of your children are registered in 1-2 hours of class, you’ll need to serve in a classroom for 1 hour; if one of your children is registered for 3+ hours of class, you’ll need to serve in a classroom for 2 hours. Although some teachers don’t utilize assistants as much as other teachers do, being present during each class helps the assistant learn how to step in when needed; while each person has different teaching techniques, a familiar face allows the change to run more smoothly.

9.9 Nursery Class: Nursery supervision is provided ONLY for children of those either teaching or assisting in a class during that time frame and is available at no charge. Any age children in need of supervision and willing to be cooperative in the Nursery class may utilize this service. Parents must sign their children in and out if requiring

this service; please make sure your area/place of service is indicated on the sign in/out sheet for easy access with your location so that volunteers can easily and quickly locate you if needed.

1. Each child should bring a snack and drink with them. Snacks in the nursery area are for the church's use--not PACE's. [**Please see section 9.17 for nut free policy](#)
2. All bags, cups or bottles should be clearly marked with the child's name.
3. Due to possible food allergies, there will be no sharing of snacks in the Nursery.

9.10 Class Topics: Science classes will be taught from a creationist position. Some classes may discuss evolution, which will be explained as theory only. Each member must be sensitive to others' views when in the classroom setting. As a result, each teacher must provide information about topics being presented, taught, or discussed in the classroom so parents can make an informed decision about their child's participation (ex. secular celebrities and concepts, etc.). If a particular topic is ever in question, present it to the parents to alleviate any possible concerns. Santa Claus, Easter Bunny, and Halloween are not to be promoted or mentioned within the classrooms out of consideration of all our PACE families.

9.11 Tardiness: It is necessary that everyone (students, teachers, and assistants) arrive on time for class. Teachers and students that are already in class are distracted with those arriving late. Teachers tend to have to repeat instructions already given or subject content already covered. As a result, if a student is more than 5 minutes late for class, the teacher should advise the parent that if the student continues to be late, they will not be admitted to the class on the days they are tardy. In such a case, the assistant should escort the student to the Class Coordinator for the coordinator to locate the parent. Please be mindful of each other and how your lateness affects everyone.

9.12 Adult Absences: Since all classes are required to have two adults in the room, communication regarding your service absence is a must. Please notify the other adult in the classroom AND the Class Coordinator AS SOON AS you realize your absence; if possible, find an appropriate substitute. If unable to find a substitute, the Class Coordinator will assist. Classes are not to be canceled if the teacher cannot be there; if the assistant is unable to sub, alternative plans need to be made for coverage. Continuing with the class subject is preferred, but not necessary; the covering teacher can come up with an area of study that they are comfortable with

or just have games for the students to play with supervision. In the event that you arrange for a family member, who is not part of the immediate family who holds membership in PACE, to substitute in your class(es), they must read and sign the child protection policy ([please click here to print form](#)).

9.13 Student Absences: The parent (or High School student) should communicate the absence to teachers. Teachers should take attendance each week in order to prevent skipping, learn names, and communicate with parents. If work is a requirement, the student is responsible for retrieving any assignments.

9.14 Assignments: If assignments are a requirement in a particular class, students/parents will need to make sure assignments are completed on the scheduled due date. If a student fails to complete required assignments and is not participating in the class, the student will not be able to continue attending that particular class. Class attendance and participation are a necessity for those high school students working toward achieving the credit needed for the class. Unprepared students affect the ability of the teacher to have enriching class discussions and lower the work standard for the other students within the class. Any missed work due to absences should be completed in a timely manner.

9.15 Academic Integrity: It is expected that students will complete all class work with integrity, including, but not limited to, honesty in taking exams at home or at PACE. Academic dishonesty, including cheating, plagiarism, photo copying, copying off fellow students, using Internet or other sources without acknowledgement and the use of electronic equipment such as cell phones, blackberries, electronic tablets and other similar devices to cheat, is prohibited.

In the event a student is caught or suspected of cheating, the teacher should notify the Class Coordinator.

9.16 Electronics: Use of any type of phone and any electronic device are not permitted in classes unless authorized by the class' teacher. The teacher reserves the right to confiscate the offending device until the parent or guardian personally retrieves it from the teacher or until the end of the student's day. Parents and students, it is your responsibility to make sure you get your device from the teacher; it is not the teacher's responsibility. Students and parents are allowed to bring computers for personal use and teacher sanctioned class use, but any access, viewing or sharing of any inappropriate content is prohibited.

9.17 Nut Free Policy: Due to known allergies in co-op attendees, and the rise in general prevalence of severe food allergies, nuts, and nut products, are not allowed at PACE events including field trips and outings. Allergic reactions to nut products can be life threatening and can also result from exposure to oils left behind by nuts. We ask that you remain sensitive to this issue.

[Here is a link to a nut free snack list](#) to provide ideas for your family

9.18 Going Outside during Classes: Students are permitted outside only in designated areas and under adult supervision. No food is to be eaten outside on church grounds. Certain classes (physical education, Pre-k Recess) may need the designated outdoor space. Classes always have first access to outdoor areas. Should problems arise, this access may be revoked.

9.19 High School Only Days

On days when only high school classes meet, it is permitted to drop students off at classes, provided they have a means of contacting a parent in the event of an emergency.

9.20 Dismissal from Classes

Please dismiss students from classes no more than ten minutes, and no less than five minutes before the class end time. This allows students and teachers time to get to their next class while preventing children from being disruptive in the hallways.

9.21 Supplies Provided

The church has two open Wi-fi networks – please search for any network named “FBCLP.” Teachers and students may connect to this service.

Teachers are welcome to use the physical resources of the classroom – white boards, chalk boards, TVs (you may need your own HDMI cable if one is not attached), tables, and chairs. Dry erase markers and erasers are not provided. Please do not use any consumable supplies in classrooms, or take anything from any cabinets. We are not permitted to make copies in the church office.

10. CHILD PROTECTION POLICY

10.1 Purpose: This policy has been established to:

1. help assure a safe, loving, and open atmosphere for children and youth, as well as adults who work with them, as they worship, study, play, and are nurtured in their Christian faith.
2. serve as a guide for the prevention of childhood sexual and other abuse by setting and enforcing standards of ethical behavior.
3. protect adults involved with children and youth activities.

As outlined in our Statement of Faith, we strive to follow Christ in word and deed. We are called by Christ to act with integrity and love in all our relationships, and to avoid exploitation of vulnerable people or the use of positions of power within the church or family. This policy outlines PACE's position on abusive behaviors and its expectations for appropriate behavior regarding the care and supervision of children. Our goal is that all who attend PACE are able to pursue activities in an environment where abusive conduct is not tolerated and where staff and volunteers are protected from false allegations.

10.2 Policies and Procedures: To protect the children/youth in our care, the following guidelines are established for those who desire to work with children/youth less than 18 years of age. Approved Adults must:

1. be 18 years old.
2. part of a registered member family
3. consent to the following:
 - a search of the sex offender registry
 - a search of publicly available arrest records
 - any findings will be communicated to the individual confidentially. The PACE Board will vote based on these findings regarding suitability of continued membership. The individual will be allowed to submit a written statement explaining any circumstances regarding this information that might assist the Board in making a decision.
4. sign to indicate understanding and acceptance of this policy and its requirements

10.3 Approved Adult Supervision: For all PACE activities involving children and youth, no fewer than two Approved Adults should be present. Every attempt will be made to provide for this ratio. The nursery should always be attended by at least two Approved Adults. If one approved adult must leave a classroom for a short period of time, the room's door must be left open. Glass in classroom doors may not be covered. Only a parent or caregiver (i.e. grandparent) should be permitted to remove a child from a group or from a teacher's supervision for any reason.

10.4 Diapering and Bathroom Assistance:

In general, children should be encouraged to use the bathroom before and after classes or other activities. In this way parents can assist as needed.

1. **Diapering:** Two approved adults must be present when clothes or diapers are being changed. A parent can also be recruited to change clothes or a diaper.
2. **Two and Three Year Olds:** An approved adult must accompany children to and from the bathroom and inform another adult when this takes place. The adult will assist the child only when necessary. If assistance is needed, the adult must leave the stall door open.
3. **Preschool:** An approved adult must accompany preschoolers to the bathroom. The adult will remain outside the stall. If assistance is required, the approved adult should encourage independence but can assist with minimal tasks if necessary (belts, snaps, etc.)
4. **Elementary Age:** An approved adult may accompany a child, or group of children, to the restroom during class and remain outside the restroom to supervise

10.5 Appropriate Touch: Children need love. At times, this can be appropriately expressed through physical touch, such as hugging, a pat on the back, an arm around the shoulder, holding an infant or toddler, etc. If an adult working with children shows physical affection, it must occur with another adult present. Adult staff and volunteers should not force affection on any child. If a child pulls away, even with another adult present, the child's wishes will be respected at all times. At no time should a child, even if fully clothed, be touched on or near the breasts, genitals or buttocks.

10.6 Reporting Suspected Child/Youth Abuse: Volunteers should inform a Board member immediately when there is any reasonable cause to suspect that a child/youth under their care, guidance or supervision, or a child/youth not directly under their care, guidance or supervision, but involved in any PACE class or activity, has been abused by anyone (including but not limited to the child/youth's family, guardians, an Approved Adult or volunteer).

10.7 Response to the Reporting of Suspected Child/Youth Abuse : All allegations of child/youth abuse or serious physical neglect will be taken seriously by the PACE Board. All allegations will be treated in strict confidence. All reporting steps taken will be documented, including a log of phone calls, personal visits, and written reports.

All communications regarding the report of child abuse shall attempt to protect the dignity and privacy of those person affected by the report including the alleged child/youth victim and the person suspected of child abuse, while at the same time ensuring that persons in responsibility and law enforcement authorities remain fully informed. The Board will cooperate with government authorities investigating allegation of abuse. The Board will notify the local department or the appropriate law enforcement agency if there is reason to believe that physical or sexual abuse has occurred, as specified in Maryland law Fam. Law §§ 5-705; 5-704.1. Additionally, the following steps will result:

1. The person suspected of abuse will discontinue his/her work with children/youth until the allegation can be properly investigated.
2. The designated PACE Board will notify parents or guardians of all children/youth involved in an alleged incident. Discretion may be used if the parents or guardians are the person suspected of the abuse. All phone calls or visits will be documented.
3. In the event that a PACE-related incident has occurred, the Board chair will notify the group's insurance broker and/or carrier when the reporting procedures have been initiated. All contacts will be documented.
4. The Board may engage legal counsel in consultation with the insurance carrier.
5. The Board will authorize the official spokesperson for the group. Only that person may speak for the group to the news media, government agencies, attorneys, or others.

11. FINANCIAL POLICIES:

11.1 Reimbursement for Group Expenses Other Than Classes: Reimbursement will only be given for expenses which are:

1. Pre-approved by the Treasurer or Class Coordinator
2. Substantiated with receipts
3. Clearly related to a PACE activity
4. Submitted within two months of activity
5. Made on the PACE Reimbursement Request form, available on our website

11.2 Accountable Reimbursement Plan:

U.S. Treasury Regulation section 1.62-2 "Reimbursements and other expense allowance arrangements." The IRS requires that ALL money prepaid to volunteer teachers for expenses either (1) be substantiated by receipts with any unused funds

returned OR (2) be reported as income on the volunteer teacher's income taxes. We do not want teachers to incur taxable income. Please follow the procedures outlined below carefully to ensure you are not generating taxable income

11.3 Class Supply Fees: Class supply fees are set by each teacher individually. Once submitted to PACE, they are paid to each teacher. CLASS FEES ARE NON-REFUNDABLE AFTER THE LAST DAY TO ADD OR DROP CLASSES! Please keep this in mind as you make class selections.

Requirements for Use of Class Supply Fees:

1. Keep a copy of all receipts. An electronic copy or photo is fine as long as it is readable.
2. Keep a running total of money spent. There are several free apps for this. Excel can be used, or even a sheet of notebook paper
3. At the end of the year, submit all receipts and any remaining unused funds. This must be done within 60 days after classes end. You may submit receipts electronically any time of the year to pacehomeschoolcoop@gmail.com with the subject line: "Receipt for [Class Name]." Physical copies may be given to the Treasurer or mailed to PO Box 1163, La Plata, MD 20646

Frequently Asked Questions:

Q. I lost my receipt. How do I substantiate the cost?

A. Take a picture of the item(s) before use. Estimate the cost to your best recollection. This should not happen frequently

Q. I print copies at home for my class. How do I account for this?

A. Note how many copies you print. PACE allows reimbursement at \$0.20 per page to cover paper and ink. Double sided copies may be reimbursed at \$0.40 per page. Note on your tracking sheet, "# of printouts" and calculate your amount

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11.5 Solicitation: The only sales tables that may be set up at any PACE sponsored

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APPENDIX: Scripture References for Statement of Faith

Statement 1:

Matt. 3:16; 12:28; 28:19; Luke 3:22; John 14:26; 15:26; Acts 1:4; 2:33; 10:38; Rom. 1:4; 8:9; 1 Cor. 6:11; 2 Cor. 13:14; Gal. 4:6; Ephes. 1:17; 2:18; 2:22; Titus 3:6; Heb. 9:14; 1 Pet. 1:2

Statement 2:

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11; 89; 105; 140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21

Statement 3:

Gen. 1:1-31; 5:1-3; Exod. 20:11; 31:17; Psalm 33:4-11; Isaiah 45:5-9; John 1:1-3; Romans 1:20; Ephes. 2:10; Col. 1:16-17; James 3:9

Statement 4:

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11

Statement 5:

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3-25; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1-25; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5

Statement 6:

Genesis 18:1-33; Psalms 2:7-12; 110:1-7; Isaiah 7:14; Isaiah 53:1-12; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians

2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16

Statement 7:

Exod. 19:5; 23:21; Deut. 11:13; 28:14; Jer. 7:23; Matt. 18:20; 1 Cor. 11:18; 12:28; Acts 2:42-47; 14:21-23; 20:28; Rom. 1:5; 6:17; 13:1; Ephes. 2:1-10; 6:5-9; Phil. 2:12; Col. 3:16; Titus 1:5; 1 John 1:7; Hebr. 10:25; 13:17; 1 Pet. 1:2; 1:14; 5:1-4; Rev 2:4

Statement 8:

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7

Termination of Membership:

1 Cor. 5; Matt. 15-19; Titus 10-11; Proverbs 23:9; 24:23-25; 1 John 3:6-7