

Guidelines for the 2024-2025 THEO school year

THEO's mission is to provide academic and enrichment classes for Christian home educated students in a Christian environment as outlined in Galatians 5:22-23:

*"But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law. Now those who belong to Christ Jesus have crucified the flesh with its passions and desires."*

THEO's mission is not to conform to the world but to provide an environment where the mind can be transformed according to the will of God, Romans 12:2:

*"And do not be conformed to this world, but be transformed by the renewing of your mind, so that you may prove what the will of God is, that which is good and acceptable and perfect."*

Because of THEO's mission, our staff and teachers freely minister to students and families every day around our building. Many of our teachers incorporate a short prayer or verse into their class meetings. Read the teaching staff's credentials at [THEO.Solutions/teachers](https://theo.solutions/teachers).

It is your choice to apply to THEO; it is a privilege to be admitted and to enroll for THEO classes: Each THEO parent and student is required to sign the THEO application to designate their willingness to abide by THEO's rules and guidelines. Please consider I Peter 2:13:

*"Submit yourselves for the Lord's sake to every human institution, whether to a king as the one in authority."*

When you join THEO, THEO administration and teachers expect you to be a person of your word and abide by Matthew 5:37:

*"But let your statement be, 'Yes, yes' or 'No, no'; anything beyond these is of evil."*

## **A. THEO Property**

THEO property consists of the classroom space inside of the building, as well as the lobby, restrooms, etc., but it also includes the parking lot and any area in the surrounding sidewalks and courtyard.

## **B. Discrimination**

Students of any race, color, sex, national origin, and ethnic origin are admitted with all the rights, privileges, programs, and activities generally accorded or made available to students at THEO. While THEO does not discriminate on the foregoing bases in administration of its educational policies, admission policies, and scholarship programs, and other school-administered programs, as a religious institution THEO reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with THEO's statement of faith, code of conduct, or other policies.

### **C. THEO's History, Credentials, Board, Administration and Application Policies**

THEO Christian Solution, Inc. began operating on May 1, 2017, building off the foundation established by The Home Educator's Outsourcing Solution, LLC from August 2006 until April 30, 2017. THEO Christian Solution, Inc. is an unaccredited 501c3 educational organization which is overseen by a Board of Directors who entrust day-to-day operations to a director, who serves, in essence, as headmaster. The Director has the primary decision-making authority, and his/her decisions are final in all matters except where THEO's Board of Directors must act. Parents may petition to speak to THEO's Board of Directors in writing or via email to admin@theo.solutions.

As described on THEO's application, THEO's Board of Directors admits students in grades K-12 with a completed application packet which is reviewed by THEO Administration. Due to the collaborative nature of THEO's program, the admission process requires at least one of the student's parents to be a believing Christian who signs in agreement with THEO's Doctrinal Statement. THEO is not affiliated with any specific church, although admission is also based upon regular church attendance to a local Evangelical, Orthodox or Catholic Church. THEO reserves the right to contact references or applicant's Church staff for families who are unknown to THEO administration.

The Administration reserves the right to determine whether THEO has adequate and appropriate resources to enroll children with special needs. While THEO does accept some students with special learning needs, physical or other disabilities, THEO does not have a nurse or special education teacher to work exclusively with or provide care to such students. While our teachers and staff do what they can to help such students where it is appropriate to do so, some students are better served in another organization that has personnel trained to meet the student's specific needs.

Admission to THEO does not guarantee the right of any student to register for any or all THEO classes since some classes have prerequisites, some reach maximum capacity, and some are not suited for all ages or grades.

THEO teachers are paid monthly by each family with a student enrolled in their class. THEO does not accept any state or federal funds.

### **D. Dress Code**

The dress code applies to THEO and all THEO events for students and parents – everyone must dress modestly, choose attire and grooming that coincides with their biological gender and not appear as a distraction from THEO's educational goals.

Any student wearing clothing that violates the THEO dress code can be sent home from class—without a reduction in tuition fees for the lost class regardless of how far away their home is.

Three dress code violations will result in a suspension from THEO classes without a refund of tuition or fees. Seven dress code violations will result in the student being expelled as a student of THEO without a refund of THEO tuition or fees. Dress code violations will be recorded in THEO Jupiter Grades.

**Girls:**

1. Pants: NO skintight pants. Skinny jeans are allowed if they are NOT skintight. Yoga pants are only allowed if paired with a shirt that 100% covers the full curve of the backside. Holes, distressing, fraying is allowed from the knee and below.
2. Shirts must have a modest neckline. Sleeveless shirts must have at least a 3" strap.
3. Revealing clothing is prohibited including but not limited to: midriff tops (unless worn with an undershirt), see-through clothing or skin tight tops.
4. Clothing may not exhibit inappropriate pictures or slogans.
5. Shorts: Shorts are allowed at THEO if the hem is no shorter than 5" above the top of the knee, all the way around the knee. Running style shorts with slits in the hem are measured from the top of the slit.
6. Skirts and dress hemlines (including slits) must be no shorter than 5" above the top of the knee.
7. All students' hair must be clean, well-groomed, and out of their eyes. Well-groomed colored hair is permissible.
8. All students must attend THEO with a clear countenance on a consistent basis, not one of defiance or anger.
9. Shoes must be always worn. See your syllabus if closed toed shoes are required. No wheeled shoes permitted.
10. No pajamas shall be worn to THEO, with one exception of Friday Adventures organized pajama day.
11. Underwear and bras may not show.

### **Boys**

1. Pants: Pants: NO skintight pants. Skinny jeans are allowed if they are NOT skintight. Holes, distressing, fraying is allowed from the knee and below.
2. Shirts must have sleeves and a modest neckline.
3. Revealing clothing is prohibited including but not limited to: midriff tops, see-through clothing or skin tight tops.
4. Clothing may not exhibit inappropriate pictures or slogans.
5. Shorts: Shorts are allowed at THEO if the hem is no shorter than 5" above the top of the knee, all the way around the knee. Running style shorts with slits in the hem are measure from the top of the slit.
6. NO Dresses or skirts should be worn. No make-up or nail polish is permitted.
7. All students' hair must be clean, well-groomed, and out of their eyes. Well-groomed colored hair is permissible.
8. All students must attend THEO with a clear countenance on a consistent basis, not one of defiance or anger.
9. Shoes must be always worn. See your syllabus if closed toed shoes are required. No wheeled shoes permitted.
10. No pajamas shall be worn to THEO, with one exception of Friday Adventures organized pajama day.
11. Underwear may not show.

*The THEO Board and/or THEO Directors reserves the right to make ongoing decisions concerning dress, grooming issues or ignored compliance requests which could result in being asked to return home and change.*

### **E. Loitering (extra time at THEO)**

1. Mondays-Fridays – THEO students attending a THEO class are not allowed to remain on the premises longer than one hour and fifteen minutes before class, between classes or after classes.
2. All students, including Friday Adventures teen helpers, must leave by the posted closing hours of THEO. See web site for current hours as these do change by day of the week and for various holidays, etc.
3. The walls at THEO are very thin. Before, between or after classes, students are expected to be respectfully quiet to avoid disrupting classes in session. Students who are continually too loud will lose the privilege of being at THEO at all. Their excessive noise disruption will be recorded as a discipline event in Jupiter Grades. Their excessive noise disruptions will be recorded in Jupiter Grades as a discipline event, each time, and these discipline notices will follow the guidelines as outlined in Section G.
4. A lunchroom is available for students when they are eating. With more than 500 students attending THEO every week, the lunchroom can only be used by THEO students who are eating their snack or lunch. Typically, a student should only be in the lunchroom for 15 minutes or less.
5. A study hall is available for THEO students before, between or after their classes. In study hall, students must study or read quietly until their class begins. Due to the disruption of surrounding students, students may not discuss even homework or projects in study hall.
6. In study hall, students may listen to music or videos through their earbuds if the volume is low enough that no one else can hear it and that students can also hear if an emergency arises.
7. THEO's primary purpose is academics, not socialization.

### **F. General Behavior**

1. To maximize the benefit of classes for all students, we ask all students follow appropriate behavior when on THEO property.
2. No public displays of affection on THEO property under any circumstance. Violations of this rule will result in both students being expelled from THEO -see G. Discipline Policy, Grounds for Immediate Expulsion – without a refund of tuition.
3. Students are expected to act in a positive Christ-like manner that is respectful, mannerly and polite to everyone at THEO, including adults and students.
4. No gum at THEO.
5. Do not talk when anyone else is talking, especially the teacher.
6. Stay seated in your chair unless your teacher requests you to do otherwise.
7. Bullying behavior, whether physically, emotionally, verbally or threatening, will not be tolerated. This can include any cyberbullying or online bullying, not only in person.
8. All adults are to be referred to as Mr. or Mrs.\_\_\_\_\_. All students are to be referred to by their given name on their birth certificate.
9. Students are expected to demonstrate self-leadership that is an example to others. Self-leadership means that students manage their words and actions in a way that upholds THEO Rules and Guidelines.

10. Proselytizing between denominations violates our doctrinal statement and is not allowed.
11. Students need to be always in their assigned classes, arriving in a timely manner. Repeated tardies can result in a student being dismissed from a class, because students who arrive late are disruptive to class members and teaching time.
12. If a student has special needs, i.e., food allergies, learning differences, emotional distress, depression, anxiety, etc., parents notify teachers BEFORE the end of the first week of classes in writing via Jupiter Grades or in a sealed letter. Or notify the teacher as soon as you learn of the allergy, difference, distress, depression, or anxiety for THEO to best serve your student.
13. No outside food or drink is allowed in any classroom unless brought by the teacher of that class or with teacher's permission. Students can bring a water bottle in their backpack if necessary.
14. Student cell phones are allowed on THEO property. However, if used during class, they will be confiscated and kept in the office of the Director. Parents can retrieve the phone upon payment of \$20.
15. No earbuds in class. Earbuds worn during class will be confiscated and turned into the Director. Parents can retrieve the earbuds upon payment of \$20.
16. Students must not play their music/phones/videos during class.
17. When on THEO property, earbuds must be removed from the student's ears when the student is being addressed by an adult or when the student is in class.
18. No alcohol, tobacco/nicotine products of any kind or illegal drugs are allowed on THEO property. See section Q. 3. For instructions regarding prescription drugs and/or over-the-counter drugs.
19. Any controlled substances found on THEO premises will be confiscated and, if illegal, turned over to the Plano Police with appropriate names and information regarding the confiscation.
20. While THEO operates under the THEO Arbitration Agreement with parents and students, THEO administration must abide by Federal and State laws and will thus cooperate with Plano Police where required, as in item F18 above but in other types of situations. See below under Ground for Immediate Expulsion which reads: The administration and staff reserve the right to contact law enforcement if, in their opinion, the circumstances warrant it even though all THEO families, administration and teachers have agreed to arbitration for civil matters. This may be for reasons such as, but not limited to, reporting suspected physical or sexual assault or abuse; threats of or actual violence; theft, destruction, or vandalism of property; use or distribution of illicit drugs or alcohol; or when the administration or staff becomes aware of a student's alleged past or present involvement in criminal activity.

## **G. Discipline Policy**

THEO students should "read and heed" this entire document of Rules and Guidelines.

We do not anticipate problems with discipline in THEO classrooms, particularly because our classes are so small. However, to prevent potential problems, our three-step procedure for handling discipline problems follows. The only exception is the list below – Grounds for Immediate Expulsion.

As part of THEO's discipline process, THEO teachers (or staff) often use the form "THEO Guideline Infraction Notice." However, using the THEO Guideline Infraction Notice, or not using the Notice form, does not invalidate THEO's three-step procedure.

**First step:** Verbal warning during class time or outside of class time.

If more than one verbal warning is needed on one day or multiple days, then the teachers are encouraged to inform the parent either 1) verbally in person during classes that day, 2) via Jupiter Grades, 3) via email or 4) by telephone during the week after the verbal warning was given. A written THEO Guideline Infraction Notice can also count as a verbal warning.

**Second step:** Student may be suspended from class activities for a day or week depending on conduct, without a refund of tuition, receiving a zero on missed assignments or tests. Suspension is optional, but not being enforced does not infer that the second step has not been completed.

**Third step:** Upon returning to class after a suspension, any discipline notice will result in the student being expelled from THEO with administration reserving the option of expelling the entire family.

#### **GROUNDS FOR IMMEDIATE EXPULSION:**

**Any disruptive behavior** – Attitudes, actions, and behaviors deemed by the administration to be disruptive in nature to the academic and/or spiritual environment of the school will not be tolerated and will be disciplined, up to and including termination of enrollment, at the discretion of the administration.

**Any alcohol, tobacco, or drug usage** – There is to be no possession, usage or distribution of any of these substances while on THEO property.

**Any purposeful acts of vandalism or littering** – parents will be responsible to pay for damages students cause to buildings, furniture, grounds, or fixtures.

**Any cheating** – Deception, cheating, stealing, plagiarism, and “borrowing without permission.”

**Any public displays of affection** – Students must remain above reproach in their physical contact with each other and should seek to bring honor to God in their relationships. Demonstration of romantic involvement by displays of affection between students on school property is not permitted.

**Any defiant behavior or foul language** – Foul language is not only cursing and using the Lord’s name in vain but also includes vulgar and slang expressions, which are offensive.

**Any bullying, including: physical, emotional, verbal, threats or threatening, written, social media, texts, online or cyberbullying, etc....** Cyberbullying is the use of electronic information and communication devices, whether personal or school-owned, to willfully and repeatedly harm a person(s) through electronic mediums, create a hostile environment for the victim, or materially or substantially disrupt the educational process or orderly operation of the school, as determined by the administration. Examples of this behavior include but are not limited to:

- sending false, cruel, vicious messages, including name-calling messages, or spreading rumors electronically
- sending inappropriate (violent or suggested violence, sexually explicit, harassing, etc.) messages, pictures, or texts
- creating websites that have stories, cartoons, pictures, and jokes ridiculing others
- breaking into an email account and sending vicious or embarrassing materials to others

- engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and providing that information to others
- Posting student pictures without their permission.

The online activities and technologies governed by this policy include but are not limited to social networking sites, chat rooms and discussion groups, instant messages, text messages, computers, tablets, cell phones and other personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication. Violations of these standards are determined solely at the discretion of THEO Administration.

**Any behavior or declarations by parent or student that opposes THEO's Doctrinal Statement or Denominational Statement**

**Any status change by the parents or student from their THEO application**

**Any proselytizing between denominations**

The administration and staff reserve the right to contact law enforcement if, in their opinion, the circumstances warrant it even though all THEO families, administration and teachers have agreed to arbitration for civil matters. This may be for reasons such as, but not limited to, reporting suspected physical or sexual assault or abuse; threats of or actual violence; theft, destruction or vandalism of property; use or distribution of illicit drugs or alcohol; or when the administration or staff becomes aware of a student's alleged past or present involvement in criminal activity.

We do not anticipate having any problems, but in fairness to all, we will adhere to this policy and expel students without a refund of tuition.

**H. Lunch Time for THEO Students**

1. Lunch eaten inside the building is confined to the lunchroom although students are also welcome to eat outside of THEO with parental permission. Many THEO students frequent nearby restaurants for lunch. Parents must communicate their family rules about leaving THEO property to the student. It is impossible for THEO to oversee students outside of THEO's facility.
2. On all THEO property, whether inside or out, students must dispose of their own trash in appropriate trash receptacles, or the student will be assigned cleaning duties at THEO.
3. Except for water, food and drinks are not allowed in any other areas of the building.
4. No red beverages allowed on THEO property. If possible, drinks should be either light or clear in color.
5. No monster drinks or energy drinks are allowed at THEO. If found on THEO property, highly caffeinated monster or energy drinks will be confiscated and immediately disposed of. No questions asked. Only water is allowed in classrooms.

**I. Communication**

1. Communication will be through Constant Contact with THEO parents or Jupiter Grades with THEO parents and/or students, although occasional communication will be made by telephone or email directly to the parent.
2. THEO uses Jupiter Grades for all communication about grades. Parents must join the Jupiter Grades site, which allows them to check grades at any time.
3. Do not join THEO classes unless you plan to join THEO Constant Contact and Jupiter Grades sites. With approximately 500 students, these tools are necessary to allow for everyone to be on the same page without wasted time on telephone calls or individual emails. For instance, Constant Contact is how families are notified of a snow day.

#### **J. Building and Equipment Policies**

1. Students can have music in study hall as long as no one else in the room can hear it and if the music is low enough that the student can hear if an emergency arises. If earbuds are used during class, they will be confiscated and kept in the office of the Director. Parents can retrieve the earbuds upon payment of \$20.
2. If you leave any item at THEO, it will be placed in the lost and found. All unclaimed items will be donated to charity every December and May.
3. The restrooms are to be maintained and kept orderly.
4. Only pocketknives with a blade of 5 ½" or less are permissible on THEO property and only if they are kept in the student's pocket or backpack when not in use. The pocketknife should only be used with prior permission by a teacher for appropriate situations such as aiding a teacher in opening packaging or perhaps cutting up a piece of fruit at lunch and will be confiscated if seen when not being used appropriately. Fixed blades and other illegal knives or weapons are not allowed at any time at THEO.
5. Do not sit on the tables and desks. If found sitting on either, the student will be assigned cleaning duties at THEO.

#### **K. Visitors**

With prior written approval by the teacher and THEO Director, escorted visitors, including parents, are welcome to visit classes when evaluating THEO as a school support.

1. Appointments are required due to THEO's volume of visitors.
2. Visiting students must be of the age appropriate for the class.
3. THEO students are not permitted to bring friends to class with them to THEO classes, whether the friends are homeschooled, from private, or public schools on break.
4. All visitors must be willing to present identification at the front desk if they are unknown to THEO staff.
5. All visitors must sign in at the front desk.
6. All visitors must sign out at the front desk when leaving the building.

#### **L. Classroom Expectations: Attendance**



1. Consistent attendance is vital for your student to benefit most from their paid instruction.
2. We do not allow students to “audit” our classes. Parents may audit THEO classes if they are willing to commit to attend and pay for the entire semester. Parents attending class must have the same background check and screening process as a teacher since they will be interacting with minors on a regular basis in the school environment. Students are given priority over adults signing up for a class since our classroom space is finite.
3. If you are going to be absent, notify the teacher as soon as possible via email or text.
4. Due to the concentrated teaching time for our classes, it is important students make attendance a priority. Parents: Only register your student for THEO classes if you are willing to make every effort for them to attend scheduled classes.
5. Joining a yearlong THEO class during the spring semester will be allowed on a case-by-case basis. The parent and/or student must be able to demonstrate to the instructor that the student has sufficient skills to be able to step into the class midway through the year and be able to keep up with the rest of the class.
6. Not all THEO teachers allow remote attendance as an option. If your student needs to attend classes remotely, carefully review the class descriptions for each class to determine if remote learning via ZOOM is an option – routinely or for emergencies. Review THEO’s Remote Learning Policies if your student will attend classes remotely.

#### **M. Classroom Expectations: Homework**

1. Students must turn in all homework assignments to the appropriate teacher on time or within the boundaries established in the teacher’s syllabi. If a student does not consistently turn in homework assignments, they can be dismissed from the class.
2. Assignments will be graded, and the student will receive a final grade upon completion of the class via Jupiter Grades. Do not join THEO unless you plan to join this important online tool, which is available 24 hours a day for parents to follow up on grades, tardies and absences.
3. Parents would be wise to keep up with the material the student is learning. If the student falls behind, it is the parent’s responsibility to bring him/her up to speed. Except for a few exceptions, THEO teachers are not available to privately tutor students unless paid for their assistance. It is the parents’ responsibility to ensure that their student receives proper help with any areas of individual difficulty.
4. THEO’s teachers reserve the right to have homework signed by the student’s parent before accepting the homework from a student. Students who continually turn in sloppy or incomplete work may be required to have a parent initial their homework before it will be accepted by a teacher.

#### **N. Classroom Expectations: General**

1. Cheating will be grounds for immediate dismissal from the class and perhaps grounds for withdrawal of a student from THEO. The situations will be handled on a case-by-case basis, but we will not allow our program to be compromised by cheating. THEO teachers and families expect high standards. Everyone is expected to cooperate to maintain the integrity of our program.

2. All students are required to bring the requested supplies to every class meeting.
3. If a student's grade falls below 70% for longer than a semester, parents, student, and teacher will meet to determine the reason for the grade. If a remedy cannot be found, the student will be dismissed from the class at the teacher's discretion.
4. Our teachers work hard to prepare interactive lesson plans to enhance learning opportunities. Do not allow your students to bring anything to THEO property that would be disruptive or distracting for them or the other students. THEO is a place of education.
5. THEO is a place of education. At THEO, it is frequently said, "You can lead a horse to water, but you cannot make it drink." This phrase is easily applied to students. We provide the teaching, but it is up to the students to learn.

#### **O. Classroom Expectations: Tardiness**

1. THEO Administration monitors tardiness through Jupiter Grades in each class to minimize class time disruptions. It is the teacher's job to record tardy students online. Out of respect for the rest of the class, tardy notices will be issued one minute after the class starts.
2. Students can be dismissed from a class due to repeated tardies.
3. Each teacher will discuss their tardy policy at the beginning of the year or semester.
  - Some teachers require that students do not join the class if later than 5 minutes.
  - Other teachers will take off points if a student arrives late. If you expect to run late, plan ahead by talking to your teacher.
  - In all cases, the teachers will record tardy notices in Jupiter Grades which will print on the student's report card, i.e., permanent record.

#### **P. Security**

THEO Administration has added the following rules and equipment to help secure the facility for the good of all.

1. All THEO staff and teachers are required to complete MinistrySafe training.
2. Each classroom has been provided a walkie talkie for use in the event of an emergency to quickly reach the front desk/administration and to assure building wide communication.
3. Classroom doors are closed and locked during class time.
4. The facility has multiple first aid kits, stop the bleed kits as well as an AED in the center of the facility.
5. The staff conducts a trial emergency drill once a year to assure teachers and students move in unison in the event of an emergency.

#### **Q. Illness**

1. Do not send students who have had fever, vomiting or diarrhea within the last 24 hours.
2. Do not send students who have a cloudy, runny nose or a consistent cough.

3. If your student requires any medication, please make arrangements to administer it yourself off of THEO property. (Exceptions would be for EpiPens, diabetics or asthma patients.) We do not administer any medication, even over the counter Tylenol, etc. to students.
4. Notify teachers if your student has any allergies, especially in a class where food may be served.
5. If a student becomes ill while at THEO, parents are required to pick up the student immediately. Please make plans for this unexpected event.

## **R. Parking Lot Guidelines**

1. Do not park where the NO THEO PARKING signs are posted. These signs are on the buildings immediately to our West and East and indicate the parking spaces that face those buildings.
2. Do not stop in our parking lot for drop-off. Drop-offs can be done on Dolphin Street.
3. Additional THEO parking is located on Dolphin Street, the parking spaces that face Dolphin Street or the lots on the North side of the property. You can walk to the building using the interior sidewalks.
4. Proceed with caution in the parking lot. We have students coming and going all day long and many young drivers.

## **S. Miscellaneous**

1. Any accidents – car accidents or other injuries – should immediately be reported to someone in administration for future reference if needed.
2. Use gloves when dealing with any blood.
3. All open wounds must be covered before the student can return to class.

## **T. Financial Policies**

### **1. Application Fee**

New families or families returning to THEO after a hiatus of more than one school year will pay a \$50 application fee to be added to THEO's internal administrative systems.

### **2. Annual Registration Fee**

THEO's registration fee is \$200/per student for the first two students. \$100.00/per student for the third and beyond. The registration fee is paid annually and is not refundable.

### **3. May/Dec Tuition Deposit**

The May or December tuition deposit + supply fee (if the class requires it) is paid at registration and is not refundable after April 15th of the spring semester preceding the school year you are registering for. The May or December tuition deposit is also not transferable to another class if a class change is made. The supply fees are not refundable, nor transferable if you choose to drop the class at any time.

### **4. Monthly THEO TUITION FEES**

Monthly tuition is due on the 1st of every month, September - April. Late fees are assessed after the 10th of the month. Checks are payable to the teacher or the teacher's business name.

#### 5. Class Drops

If you need to drop a class after THEO has begun the school year, please fill out an Add-Drop-Form and submit it to the office. Any drop forms received by us prior to the first of the month will not need to pay that upcoming month's tuition. However, if the first day of the month has arrived when you deliver your form, monthly tuition is due. Added 11/29/2017 for clarification: When a family withdraws a student from a class, the family does not receive a refund of the final month tuition (most often May since most THEO classes are yearlong), but the family is not required to pay any future tuition after withdrawing from the class.

#### 6. Late fees

If tuition is paid after the 10th of a month, then the late fee applies as follows:

\$25 for the first time the payment is late PER TEACHER / PER CLASS

\$50 for the second time the payment is late PER TEACHER / PER CLASS

\$75 for the third and subsequent times the payment is late PER TEACHER / PER CLASS

THEO will collect \$30/returned check depending on the number of times this event has happened.

Neither your application fee nor your deposit of tuition nor your class supply fees will be refunded once you have taken a spot in a THEO class, so please carefully consider your decision before applying for a THEO class.

### **U. Database Policies**

1. It is the responsibility of each family to keep all addresses and phone numbers up to date in your profile. Email [admin@theo.solutions](mailto:admin@theo.solutions) with changes.
2. Our registration database will sometimes accidentally overlap classes for a student. THEO does not allow overlapping classes for a student at any time, for any reason. Carefully check your registration summary to ensure you have NO overlapping classes.

### **V. THEO's Success Fulfilling our Mission**

THEO's success is directly built on submission to authority as outlined in Hebrews 13:17:

*"Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Do this so that their work will be a joy, not a burden, for that would be of no benefit to you."*

THEO's Board, administration and teachers are committed to Christian education for the next generation. The world is not moving closer to God's ways. Therefore, more and more, THEO seems to operate in a

completely different universe than what exists outside of our doors. THEO serves as a safe port of learning in a world that no longer seeks truth or kindness or the value of parents and a family and Christian education. THEO's purpose is more important than ever before for those families who are willing to collaborate with THEO teachers and administration.