

THEO Graduation Handbook

2026 Edition

Introduction

Graduation marks the culmination of years of dedication by students and parents. THEO Seniors Graduation Club exists to provide homeschool families with a meaningful, traditional graduation ceremony that honors each student's unique journey.

Graduation with THEO offers both a formal ceremony and social opportunities for the senior class. Space is limited each year, and families must agree to the requirements and procedures outlined in this handbook to participate.

Ceremony Overview

- **Typical Date:** Sunday in May
- **Typical Location:** Stonebriar Community Church, Frisco, TX
- **Features Include:**
 - Guest speaker
 - 10-photo slideshow with recorded parental blessing
 - Parents presenting diplomas
 - Class-wide celebration and reception

Note: Date and location are not guaranteed but are historically consistent.

Graduation Requirements

To qualify for graduation with THEO, students and parents must:

1. **Enroll in THEO classes** during both semesters of junior and senior years.
2. **Serve as volunteers:**
 - At least one parent and the student must serve at the previous year's graduation or in an approved senior event.
3. **Jupiter Grades and Behavioral Log events** subject to review.
4. **Prioritize involvement:** Priority placement is given to families with longer participation in THEO classes.

5. **Attend mandatory dress rehearsal** with both parents and the student during graduation week.
6. **Provide display table items** (approx. 2.5' x 3') highlighting the student's education and memories.

Note: If the volunteer requirement has not be met by December 31 of the graduate's Senior year, then there will be a requirement to attend a meeting where you will be offered alternative options which may include chaperone either two Senior events or two SUCCO events, or purchase reception items, or payment of a large fine.

Graduation Costs

- **Total Cost:** \$400
- **Deposit:** \$50 (due with application)
- **Balance:** \$350 (due by September 1 of senior year)
- **Refund Policy:**
 - Deposit is refundable only if space is unavailable.
 - Fees are non-refundable after September 1.
- **Late Fees:** \$25 for each missed task deadline (see checklist).

What the Fee Covers

- Cap, gown, and tassel (Stoles will be provided by THEO and returned after graduation)
- Diploma (parent-signed) and diploma cover
- Printed graduation program with photo and bio
- Guest speaker honorarium
- Facility, sound, video, and cleaning costs
- 10-photo slideshow and parental blessing video
- Reception décor and refreshments
- Senior T-shirt and class photo
- Access to downloadable ceremony photos

Note: Fees may adjust if facility or vendor costs increase.

Steps to Join THEO Graduation

Step 1: Read this handbook in full.

Step 2: Attend the *required Graduation Zoom Meeting* in April (informational session optional in January/February).

Step 3: Submit the **online application** and **\$50 deposit** by **May 1** of the junior year.

Step 4: Pay the **remaining \$350** fee by **September 1** of senior year.

Applications are accepted until the group reaches capacity (50 graduates) or the May 1 deadline—whichever comes first. No exceptions.

Important Dates & Checklist

Please print and keep this checklist handy.

Timeline	Task	Notes / Deadlines
January (Junior Year)	Optional Information Meeting	Learn about the graduation process
April (Junior Year)	Required Zoom Meeting	For students and parents
May (Junior Year)	Serve at THEO Graduation	Required for at least some juniors
May 1 (Junior Year)	Application & \$50 Deposit Due	Non-refundable unless no space
Summer (Before Senior Year)	Submit cap/gown size	Watch for coordinator email
September 1 (Senior Year)	Pay \$350 final balance	Non-refundable
	Upload slideshow photos (10 total)	One may be a placeholder senior pic (replace by Jan 31)
	Submit program materials	Bio (\leq 175 words), photo, and Bible verse
September	Senior Group Picture @ Senior Sunrise	Date TBD
Sept/Oct	Senior Retreat	Date TBD
November 1	Optional: Purchase yearbook ad	To include senior bio/photos
December	Senior Christmas Party	Date TBD
January 31	Final date to replace placeholder photo	For slideshow and program
February 15	Proof graduation program bio	Watch for email notice
February	Record parental blessing	Date sign-up released in the fall
May (Rehearsal)	Dress Rehearsal (Tues evening)	Both parents and student required in full dress
May (Graduation Day)	Ceremony & Reception	See agenda below

Late Fees:

\$25 for each missed deadline. Each late fee grants a 7-day grace period. Missing multiple deadlines may affect participation. Multi-media late fees are a different cost.

Dress Rehearsal Agenda

Dress Rehearsal is always on a Tuesday night typically the week before graduation. The exact date will be announced the same time the date of graduation is announced.

The primary purpose of dress rehearsal is to familiarize graduate and parents with logistics of graduation. Additional purpose of rehearsal: individual photos, group photo, and stage photos with parents. We try to do as much as we can at rehearsal to allow for graduation day to run smoothly and stress-free.

Graduation Day Agenda

Location: Stonebriar Community Church, Frisco

Time	Activity
2:20–2:40	Families arrive and set up senior tables
2:40–3:45	Table photography (tables must be complete by 2:40)
2:45–3:40	Family portraits (by appointment)
3:55–4:05	Graduates gather for lineup
4:20–4:25	Parents seated in sanctuary
4:30–6:30	Graduation Ceremony
6:30–7:40	Reception
7:40–8:45	Clean-up (Juniors and volunteers)

Photography Note:

Please refrain from standing in aisles during the ceremony; an official videographer will record the event, and all families will receive access to the final video.

Senior Display Tables

Each graduate shares a table (2.5' x 3' per student) at the reception to showcase personal achievements and memories. Tables are alphabetically arranged and covered with a black cloth provided by THEO.

Suggested Items:

- Photos, awards, and sports memorabilia
- Hobbies, crafts, or art
- College letters or banners
- Musical instruments or books
- Bible or favorite verses
- Sign-in book or framed photo mat for guest messages

Prohibited Items:

Balloons, candy, glitter, music playback, or décor that could damage the church property.

Tip: Pre-assemble your table at home to ensure quick setup—photography begins promptly at 2:40 p.m.

Slideshow & Parent Blessing

Coordinator Contact: *[Multimedia Coordinator Placeholder]*

Email: CoordinatorEmail@theo.org

Slideshow Requirements

- **10 photos** (no collages) from infancy to senior year
- File names: 01.jpg to 10.jpg (10th = senior photo)
- Upload to designated cloud folder by **September 1**
- Senior photo may be updated until **January 31**

Music Selection

- Submit song title, artist, album, and 30-second timestamp by **September 1**
- Email this information; do not send music files directly
- Late submissions incur multimedia late fees

Parent Blessing

- Recorded at THEO in February (dates announced in January)
- Each family receives a 10-minute recording window
- All recordings must be completed on-site for audio consistency

Late Fees (Multimedia)

- \$50 per missing item (photos or music) after Sept 1
- Each payment extends deadline by 7 days
- A second missed extension adds another \$50 fee and may require meeting with the Graduation Director to determine continued eligibility

Graduation Committees & Service

Each family must serve in a graduation-related role during either the **junior year** or **early senior year**.

Service opportunities include:

- Assisting at the prior year's graduation
- Organizing senior social events
- Helping with the reception or décor
- Supporting the parent blessing process

Volunteer sign-ups will be sent after the April meeting.

Social Opportunities

The THEO Seniors Graduation Club also hosts social activities throughout senior year, designed to foster class community. Participation is optional but encouraged. These activities are open to all THEO seniors who wish to be involved.

Ceremony Location

Stonebriar Community Church

4801 Legendary Drive, Frisco, TX 75034

Main entrance on west side facing Parkwood Blvd. Please park near the tall flags.

While Stonebriar has historically been the location, it can be subject to change. Any location change will be communicated as soon as committee is aware.

THEO Graduation Committee (2026)

(Placeholder Names – To Be Updated)

Graduation Director

- Oversees all graduation planning and committees
- Serves as church liaison and rehearsal coordinator

- Coordinates speaker, ceremony flow, and master of ceremonies

Administrative Coordinator

- Manages applications, payments, and Jupiter Grades communication
- Oversees cap/gown orders, diploma production, and senior T-shirt
- Tracks volunteer assignments and late fees

Treasurer

- Manages graduation finances, payments, and reimbursements

Multimedia Coordinator

- Manages ceremony recording, slideshows, and parent blessings
- Provides upload and submission instructions
- Coordinates A/V logistics with church team

Photographer

- Takes group, individual, and display table photos
- Manages access to digital photo downloads

Reception & Junior Support Coordinator

- Plans and oversees the post-ceremony reception
- Trains junior volunteers for setup, service, and cleanup
- Coordinates décor, refreshments, and facility cleanup

Program Coordinator

- Designs and proofs the printed graduation program
- Collects and edits senior bios and photos
- Coordinates printing and distribution of programs

Sample Senior Bio Format

Word Limit: 175 words

Style: Third person

Include: Student name, parents' names, educational highlights, interests, future plans, and a Bible verse.

Send to: [ProgramCoordinator@theo.org] by **September 1**

Contact Information

General Questions: [GraduationDirector@theo.org]

Payments & Applications: [AdminCoordinator@theo.org]

Slideshow/Parent Blessing: [MultimediaCoordinator@theo.org]

Photography: [Photographer@theo.org]

Reception: [ReceptionCoordinator@theo.org]

Congratulations, Class of 2026!

We look forward to celebrating this milestone with you as we honor your student's achievements and God's faithfulness throughout their homeschool journey.
