

THEO 2026–2027 Guidelines for Families and Students

Welcome to THEO! Our mission is to partner with Christian homeschool parents to help students grow academically, spiritually, and personally. We aim to nurture each student's God-given potential in a Christ-centered environment. As Galatians 5:22–23 reminds us, we strive to cultivate love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

THEO's core values center around this sentence: THEO is led by the LORD, SERVING each other with HONESTY, INTEGRITY and KINDNESS.

We want THEO to be a place where students' minds and hearts are transformed according to God's will (Romans 12:2). Our teachers and staff are here to encourage and support your family every day, often sharing a verse or prayer in class.

Joining THEO is a privilege. Each student and parent must complete the application and agree to follow these guidelines, reflecting the importance of integrity (Matthew 5:37) and respect for authority (I Peter 2:13).

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. Equal Opportunity & Faith Commitment

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 or actions, do not align with THEO's statement of faith, code of conduct, or other policies.

C. Our History & Administration

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 request 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 students' 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

D. Dress Code (Modest & Respectful)

The THEO dress code applies to all students and parents at THEO events. Everyone must dress modestly, follow attire and grooming standards consistent with their biological gender, and avoid clothing that distracts from THEO's educational goals.

Students violating the dress code may be sent home without any tuition refund.

All violations are recorded in THEO Jupiter Grades.

Girls

- **Pants-**
 - Yoga pants are allowed with a long shirt that fully covers the backside.
 - No pajama bottoms
 - Holes or frays in pants are fine from the knee down
- **Shorts/Skirts/Dresses-**
 - Modesty is best. Please use an index card to measure from the knee. Dress, Shorts or Skirts should be no shorter than approx. 5" from the middle of the knee
- **Shirts-**
 - Shirts need a modest neckline
 - No tank tops
 - No midriff, see-through, or skintight tops; midriff tops require an undershirt.
 - Clothing cannot show inappropriate images or slogans.

- Underwear and bras should never show.
- **Other Items-**
- Hair should be clean, neat, and out of the eyes; colored hair is allowed if neat.
- Shoes must be worn at all times; check if closed toes are required.

Boys

- **Pants-**
- Holes or frays in pants are OK from the knee down.
- Please wear pants that sit on the natural waistline. No low-rise.
- No pajama bottoms
- Underwear should not show.
- **Shorts-**
- No running shorts. Please use an index card to measure from the knee. No shorter than approx. 5" from the middle of the knee
- **Shirts-**
- Shirts must have sleeves and a modest neckline. No tank tops please
- No midriff, see-through, or skintight tops.
- Clothing cannot show inappropriate images or slogans
- **Other Items-**
- No dresses or skirts; no makeup or nail polish.
- Hair must be clean, neat, and out of the eyes; colored hair is allowed if neat.
- Shoes must be worn at all times; check if closed toes are required.

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. Extra Time at THEO (Loitering)

1. Students may arrive no earlier than 1 hour 15 minutes before class, or stay after classes have finished for the day for no more than 1 hour.
2. A lunchroom is available for students when they are eating. Space is limited.
3. Study hall is for quiet study or reading. Music via earbuds is allowed at a low volume. Please no talking in study hall. The walls are thin.
4. THEO is primarily an academic environment; socializing should not disrupt learning.
5. An outdoor courtyard is available for use, but students are unsupervised.

F. Classroom Expectations

1. Attendance is vital; students must commit to all classes they enroll in.

2. Homework must be submitted on time; parents are responsible for supporting students at home.
3. Cheating or incomplete work may result in dismissal.
4. Tardiness may affect class participation and grades.
5. All students are required to bring the requested supplies to every class meeting
6. Not all THEO teachers offer remote attendance. If your student needs to attend remotely, check each class description to see if Zoom is available (regularly or for emergencies) and review THEO's Remote Learning Policies.

G. General Behavior

Students are expected to act in a respectful, Christ-like, and responsible manner at all times while on THEO property. Behavior should reflect maturity, kindness, and consideration for others.

1. **Respect and Conduct:** Students must be polite to all teachers, staff, and peers. No bullying—physical, verbal, emotional, or online are tolerated. Students should not talk while others are speaking, especially teachers, and must stay seated unless instructed otherwise.
2. **Appropriate Interactions:** Public displays of affection are strictly prohibited. All adults should be addressed as *Mr.* or *Mrs.*, and students should be referred to by their given names.
3. **Classroom Etiquette:** No gum is allowed. Food or drink is only permitted with a teacher's approval (water bottles are acceptable). Students are expected to be on time and remain in their assigned classes. Repeated tardiness can result in dismissal from a class.
4. **Electronics Policy:** Cell phones and earbuds are not to be used during class, unless requested from a teacher. If used, they will be confiscated and returned to parents for a \$20 fee. Earbuds must also be removed when being addressed by an adult. Music or videos should never be played during class.
5. **Substances and Safety:** Alcohol, tobacco/nicotine, and illegal drugs are strictly prohibited. Any controlled or illegal substances will be turned over to the Plano Police. THEO will cooperate with law enforcement in serious situations such as violence, abuse, theft, vandalism, or drug activity. No pocketknives or other items allowed on campus
6. **Responsibility and Self-Leadership:** Students are expected to demonstrate self-control and uphold THEO's rules and values without constant supervision.

7. **Special Needs Communication:** Parents must inform teachers in writing—via Jupiter Grades or a sealed note—of any allergies, learning differences, or emotional needs by the end of the first week of classes or as soon as they become known.
8. **Religious Boundaries:** Proselytizing between denominations is not allowed, in keeping with THEO's doctrinal statement.

In summary: THEO strives to maintain a safe, respectful, and Christ-centered environment where students can learn, grow, and lead by example.

H. Discipline Policy

We follow a **three-step approach** for handling discipline:

1. Verbal warning

If more than one verbal warning is needed on one day or multiple days, teachers are encouraged to inform the parent either 1) verbally at THEO 2) via Jupiter Grades Guidance Notice 3) via email or 4) by telephone

2. Optional suspension from class (without refund)

Student may be suspended from class for a day or week depending on conduct. This may include receiving a zero on missed assignments or tests. Suspension is optional, but not being enforced does not mean that the second step has not been completed.

3. Expulsion is an option if repeated behavior occurs.

Immediate expulsion may occur for:

1. Disruptive behavior
2. Use or possession of alcohol, nicotine, or drugs
3. Vandalism or theft
4. Cheating or plagiarism
5. Public displays of affection
6. Defiance or foul language
7. Bullying, including cyberbullying*
8. Opposing THEO's faith or doctrinal statement

*Cyberbullying at THEO involves using any electronic device or communication platform—personal or school-owned—to intentionally and repeatedly harm others, create a hostile environment, or disrupt the educational process.

Examples include:

1. Sending cruel, false, or harassing messages or rumors
2. Sharing inappropriate or explicit content
3. Creating websites or posts that ridicule others
4. Hacking accounts to send harmful materials
5. Tricking someone into revealing personal information and sharing it
6. Posting photos of students without permission

This policy applies to all online and digital platforms, including social media, messaging apps, email, phones, tablets, and emerging technologies. Violations are determined at the discretion of THEO Administration.

I. Lunch & Snacks

1. Eat in designated areas only; lunchroom use limited to 15-20 minutes.
2. Outside food or drinks (except water) are not allowed in classrooms. (See section 3: Classroom Etiquette)
3. Energy drinks are prohibited.

J. Communication

1. THEO uses Constant Contact and Jupiter Grades for updates and grades.
2. Parents are expected to actively use these tools for communication, snow days, and progress monitoring.

K. Building & Equipment

1. Students must handle THEO property respectfully.
2. Lost items go to the lost & found; unclaimed items are donated twice a year.
3. No weapons of any kind, including pocket knives.

L. Visitors

1. Visits require prior approval from the teacher and Director.
2. Students may not bring friends to classes.

3. All visitors must sign in/out at the front desk and provide ID if requested.

M. Illness

1. Do not send sick students (fever, vomiting, diarrhea, cough, or runny nose).
2. Parents must administer medications off campus, except in emergencies (EpiPens, asthma, diabetes).
3. Students must be picked up immediately if they become ill.

N. Parking

1. Use designated parking areas only.
2. Do not park in spaces marked with "NO THEO PARKING" signs—these are located on the buildings directly to the West and East, in the spots facing those buildings.
3. Drop-off is only allowed on Dolphin Street.
4. Drive carefully in the parking lot—students come and go all day, including many young drivers.

O. Financial Policies

1. Application Fee: \$50 (new or returning after a year off) not refundable
2. Registration Fee: \$200/student (first two), \$100/student (third+) not refundable and paid yearly
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. Tuition: Monthly tuition is due on the 1st of every month, September - April. Late fees are accessed after the 7th of the month, at close of business day. Checks are payable to the teacher or the teacher's business name
5. Class Drops: To drop a class, submit an Add-Drop Form to the office or complete online. If received before the first of the month, you won't owe the next month's tuition; if submitted on or after the first, that month's tuition is due. Final month tuition (usually May) is nonrefundable, but no future payments are required after withdrawal.

6. Late Fee Policy & Returned Check Policy: If tuition is paid after the 7th 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 Important: Once a family has had three late payments within a school year, the board reserves the right to unenroll them from their current class schedule and/or refuse registration to THEO for the next school year. THEO will collect \$30/returned check depending on the number of times this event has happened.

P. Database Policies

- It is the responsibility of each family to keep all addresses and phone numbers up to date in your profile. Email admin@theo.solutions with changes.
- 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.
