

Rules and Guidelines for THEO

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, 23 gentleness, self-control; against such things there is no law. 24 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 a place 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.*

Your choice, it is a privilege to enroll for THEO classes: THEO's application must be signed by every THEO parent and every THEO student to designate their willingness to abide by THEO's Rules and Guidelines. Before signing, 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,*

By joining, our administration and teachers expect you to abide by Matthew 5:37.

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

A. THEO Property

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

B. Discrimination

As an organization founded upon Biblical principles, THEO believes all people are created equally in the image of God, regardless of race, nationality or ethnic origin. As such, THEO admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to THEO students. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

C. Dress Code

Parents and students need to dress modestly when on THEO Property. Modesty can mean something different to each family.

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Below is a list of things that could be a distraction to the students, teachers, or parents passing through the building. 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.

1. NO skin-tight looking clothing *for girls or boys*, which means no leggings, “jeggings,” exercise pants or yoga pants. Leggings, jeggings, exercise pants, or yoga pants are permissible *when covered by a dress or top that reaches to mid-thigh*. (mid-thigh definition B. 2.)
2. Definition of mid-thigh: Since mid-thigh can be arbitrary and because arms can vary in length, at THEO, we measure mid-thigh using the 5” side of an index card. We measure from the top of the knee cap and ask that skirts, dresses or shorts reach at least to the top of that index card. Skinny jeans for both boys and girls are allowed **as long as** they are not worn skin tight. Definition: skinny jeans are made to look skin tight and are not a specific brand or label.
3. NO see-through clothing, tank tops, spaghetti straps, halters, midriffs, fish-net tops, plunging necklines, revealing necklines, no cut-outs on shoulder or back, off the shoulder tops for girls or boys. No split-side skirts. Straps on any top should be at least three inches wide.
4. NO clothing with tears or rips or holes.
5. NO clothing advertising illegal or immoral acts shall be worn on THEO property.
6. Shorts: Shorts are allowed at THEO as long as they reach mid-thigh on either male or female students. This means that sofie shorts, Nike shorts and other running type shorts are not allowed at THEO. It may be that many cannot wear shorts to THEO without buying something new for their wardrobe. Walking shorts or longer sports shorts that reach at least mid-thigh are permitted. (mid-thigh definition B. 2.)
7. Skirts and dress hemlines (including slits) must reach at least to mid-thigh. (mid-thigh definition B.2.)
8. All students must cover their underwear; pants cannot sag.
9. All students’ hair must be clean, well groomed and out of their eyes. Well groomed colored hair is permissible as long as it is worn out of their eyes and with a clear countenance, not one of defiance or anger.
10. Students must be dressed appropriately for the classes they are attending, i.e. appropriate athletic shoes for any physical fitness class, closed toed shoes in science lab, etc.
11. No pajamas or yoga pants shall be worn to THEO, with one exception of Friday School organized pajama day.

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C. Loitering

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 School 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.
4. A lunch room is available for students when they are eating.
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 as long as the volume is low enough that no one else can hear it and that students can also hear if an emergency situation arises.
7. THEO's primary purpose is academics, not socialization, although many students find friends in their THEO classes.

D. General Behavior

In order to maximize the benefit of classes for all students, we ask all students follow appropriate behavior when on THEO property.

1. No public displays of affection on THEO property under any circumstance. Violations of this rule will result in both students being expelled from THEO *without a refund of tuition.*
2. 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.
3. No gum at THEO.
4. Do not talk when anyone else is talking, especially the teacher.
5. Stay seated in your chair unless your teacher requests you to do otherwise.
6. Bullying behavior, whether physically, emotionally or verbally, will not be tolerated. This can include social media, Facebook or texting/email.

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7. All adults are to be referred to as Mr. or Mrs. _____
8. Students are expected to demonstrate self-leadership that is an example to others.
9. Proselytizing between denominations violates our doctrinal statement and is not allowed.
10. No cigarettes or e-cigarettes on the THEO property by students or parents. If either cigarettes or e-cigarettes are found, the entire pack or unit will be confiscated and disposed of without repayment or return. The incident will be recorded in Jupiter Grades as a discipline incident.
11. Students need to be in their assigned classes at all times, arriving in a timely manner. Repeated tardies can result in a student being dismissed from a class.
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, a sealed letter or using the form provided at open house.
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 for emergencies.
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. 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.

E. Discipline Policy

THEO students should "read and heed" this entire document of rules and guidelines.

We do not anticipate problems with discipline in our class rooms, particularly because our classes are so small. However, to prevent potential problems, our three-step procedure for handling discipline problems follows.

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.

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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.

GROUNDINGS FOR IMMEDIATE EXPULSION:

Any purposeful acts of vandalism

Any cheating

Any public displays of affection

Any defiant behavior or foul language

Any bullying behavior--whether physical, emotional or verbal, even using something as simple as a text, social media or Facebook, during or after THEO hours.

Any proselytizing between denominations

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.

F. Lunch Time for those students taking multiple THEO classes on one day

1. Lunch eaten inside the building is confined to the lunch room. Students may eat outside of THEO if they care for their own trash.
2. On all THEO property, remove your own trash or you 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.

G. Communication

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1. Communication will be through Wild Apricot or Jupiter Grades, 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 Wild Apricot and Jupiter Grades sites. With nearly 600 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, Wild Apricot is how families are notified of a snow day.

H. Building and Equipment Policies

1. Student cell phones are allowed. 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.
2. Students can have music in study hall as long as no one else in the room can hear it and as long as 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 ear buds upon payment of \$20.
3. 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.
4. The bathrooms are to be maintained and kept orderly.
5. Pocketknives are allowed on THEO property as long as they are kept in the student's pocket or back pack when not in use. The pocketknife should only be used for appropriate situations 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. (changed effective 2016-2017 school year)
6. Do not sit on the tables and desks. If found sitting on either, the student will be assigned cleaning duties at THEO.

I. Visitors

1. ALL visitors are welcome to visit THEO classes when evaluating THEO as a school support. However, prior written notice must be given to the teacher and the director.
2. Appointments are required due to THEO's volume of visitors.
3. Visiting students must be of the age appropriate for the class.
4. 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.

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J. Class Room Expectations: Attendance

Consistent attendance is vital for your student to benefit most from their paid-instruction.

1. We do not allow students to "audit" our classes. Parents may audit THEO classes if they are willing to commit to the entire semester.
2. If you are going to be absent, notify the teacher as soon as possible via email or text.
3. 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.
4. Joining a continuation 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.

K. Class Room 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.

L. Class Room General Expectations

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. Our 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.

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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 in order 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. We have a phrase here at THEO: 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.

M. Class Room Expectations: Tardiness

1. We monitor 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. To avoid disruption to classmates, each teacher will discuss their tardy policy at the beginning of the year or semester. Some recommend that you do not join the class if you are later than 5 minutes. Other teachers will take off points if you are 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.

3. Students can be dismissed from a class due to repeated tardies.

N. Illness

1. Please 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 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.

O. Miscellaneous

1. Any accidents – car accidents or other injuries - should immediately be reported to the Director.

4. Use gloves when dealing with any blood.

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5. All open wounds must be covered before the student can return to class.

N. 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.