



# Standards of Excellence

Serving others as unto the Lord...

100 Spanish Oak Circle; Georgetown, Texas 78628-8334; 512-869-7371



Dear Parents and Students,

What a privilege it will be to work with your family this year as we seek to present improved courses with excellence in PSAT/NMSQT Prep, ACT, SAT Prep, Study Skills, Critical Thinking, Logic and Vocabulary for Middle School and High School. Our quest is to promote a passion for academics as well as the Lord! Thank you for allowing Standards of Excellence the privilege of serving you as part of the home school community! My name is Viv Lynn, and I am the director, and teacher for Standards of Excellence. My husband, Ken, functions as Business Manager and back office support.

**Class Preparation:** A class syllabus is your guide for weekly assignments for every class; it will be distributed to each family in their introductory packet. On a weekly basis, students are expected to come to class a few minutes early and to be well-prepared by:

- Reading any assigned material (see syllabus),
- Being ready to discuss the lesson material.
- Completing the written assignments (workbook pages, worksheets, projects)

## Class Agenda:

- Collect Assignments
- Lesson Presentation / Review
- Sample problems / Discussions / Q-A
- Interactive competitive review (game)

**Grades:** will be assessed and reports sent in January, May for the regular school year and August for the summer courses. Grading papers is an arduous task and we need your assistance to keep the class progressing smoothly! Please instruct your student about the importance of the proper page heading. Also, **please no spiral notebook paper** because of the jagged edges and mess in the classrooms. Each homework assignment and test must be submitted on separate paper and should have student's NAME, DATE, CAMPUS and COURSE NAME on it in the upper left corner!

**Assignments** are due on the dates detailed on the class syllabus. Students will not be allowed to submit an assignment after the "Due Date", BUT parents may call and make other arrangements for assignments in the event of illnesses, absences, or academic problems and receive grace for the student. Each student will receive a set of labels for all homework submissions. All assignments must have a label affixed to be accepted. Our website has the label file as well as all other class information, documents and syllabi.

**Grading Homework:** Parents are responsible for grading their children's work in all classes although they may delegate that task to a child with integrity, instead. Exceptions: SAT Prep **Writing** homework (red Labels), Study Skills and Vocabulary will be graded by Miss Viv.

**SAT Prep and PSAT Classes:** Students will take 3 full length tests throughout the summer, 2 of which are administered in a simulated test environment. SOE has secured a test site at the Wells Branch Community Library in North Austin. The SAT Tests are scheduled for 7:50 am – 11:45 am on the following Saturdays: **August 15<sup>th</sup>, January 30<sup>th</sup> and May 2<sup>nd</sup>. Please reserve these dates for this very important activity.**



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**Tuition:** Tuition is due in full before the first day of class. Special arrangements may be made for monthly tuition if needed, but **must be paid by the 5<sup>th</sup> of the month to avoid the 10% late fee.** SOE prefers checks, but PayPal is available online at our website. Please do not bring cash. **Payments after the 5<sup>th</sup> of the month must include 10% late fee.** If you have problems, let us know in advance, so that we may work with you in creating a payment schedule.

**Communication:** I feel I should introduce several email addresses at this time. This is to reassure you that you are not receiving an unsolicited communication or pitch.

[Standardsofexcellence@txsoe.com](mailto:Standardsofexcellence@txsoe.com) – This is a catch all business address and goes directly to Viv’s mailbox.

[vivlynn@txsoe.com](mailto:vivlynn@txsoe.com) – This is Viv’s personal account; you may see many messages sent from this address

[kenlynn@txsoe.com](mailto:kenlynn@txsoe.com) – This is Ken’s personal account; you will receive invoices and statements from this address

[Payments@txsoe.com](mailto:Payments@txsoe.com) – This is a special account for billing and PayPal use. You may use this account if you need to.

**Electronic Invoices:** We have an invoice/billing system again this year. We hope this will increase communication and serve you better. The heart of the system is emailed invoices and statements. People with special arrangements each month will receive an invoice with the coming month’s charges and a reminder that remittance is **due by the 5<sup>th</sup> of the month prior to the classes paid.** We encourage you to call us if you find any discrepancies with these charges or if this system does not meet your needs.

**PayPal:** We have also established a PayPal account for those of you that wish to pay by credit/check cards. This completely voluntary; PayPal is a service to you, our customer. We will monitor this activity closely to insure that this service is fulfilling our desire to serve you better. A PayPal link will be on the emailed invoice. Simply create a free, secure, personal account and reference [payments@txsoe.com](mailto:payments@txsoe.com) as the target account. PayPal has strict policies and will not sell your email address to other solicitors.

I’m so excited about the opportunities before us! I’ve planned lots of exciting activities and lessons! I desire to challenge your teens to work diligently to achieve academic excellence, yet have a blast at the same time! We’ll have a great year!

In Christ... By His Grace and For His Glory Alone,

Viv Lynn  
Director  
Standards of Excellence