

# ***The Writer's Toolbox - 2023-2024***

## ***Registration, Financial, and Class Policy Agreement***

**To Register:** Complete the Registration, Student Information Form for Each Student, and Facility Form for your desired location and send it along with the appropriate fees to the address on the registration form. Do not forget to acknowledge this agreement on the bottom of the "Registration" form. No student is registered without a complete registration form and deposit. Registration confirmation will be sent via e-mail.

<b>Class</b>	<b>Class Tuition</b>	<b>Paid in Full Discount*</b>	<b>Paid in full Balance after \$100 Deposit on or before Class Orientation</b>	<b>Balance after \$100 Deposit for Monthly Payments</b>	<b>Monthly Payments</b>
WriteShop Jr. E	\$540	\$490	\$390	\$440	\$55.00
WriteShop Jr. F	\$550	\$500	\$400	\$450	\$56.25
Introduction to Writing	\$570	\$520	\$420	\$470	\$58.75
Intermediate Writing Level I	\$580	\$530	\$430	\$480	\$60.00
Intermediate Writing – Essay Writing	\$595	\$545	\$445	\$495	\$61.88
Intermediate Writing Level II	\$595	\$545	\$445	\$495	\$61.88
Advanced Writing	\$620	\$570	\$470	\$520	\$65.50
American Literature and Composition	\$620	\$570	\$470	\$520	\$65.50
Study Skills	\$425	\$400	\$300	\$325	\$46.43

### **Sibling Discount Tuition**

**\*Three or more students from the same family receive the "Sibling Discount" fee.**

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WriteShop Jr. E	\$520	\$470	\$370	\$420	\$52.50
WriteShop Jr. F	\$530	\$480	\$380	\$430	\$53.75
Introduction to Writing	\$550	\$500	\$400	\$450	\$56.25
Intermediate Writing Level I	\$530	\$480	\$380	\$430	\$53.75
Intermediate Writing – Essay Writing	\$560	\$510	\$410	\$460	\$57.75
Intermediate Writing Level II	\$560	\$510	\$410	\$460	\$57.75
Advanced Writing	\$600	\$550	\$450	\$500	\$62.50
American Literature & Composition	\$600	\$550	\$450	\$500	\$62.50

**\*\*\* The Paid in Full Discount applies only to payments received by class Orientation.\*\*\***

**Monthly Payment Due Dates** - 8 monthly payments (7 monthly payments for Study Skills class): the first payment is due on the orientation day of the class and each subsequent payment is due on the first day of the following months - October, November, December, January, February, March, and April. Reminders for payments are sent to families electing monthly payments the last week of each month. A late fee is expected if you are unable to pay on the first of each month.

### **Late Fees:**

**A \$15.00 late fee is assessed for payments received after the 10<sup>th</sup> of the month when payment is due.**

### **Refund Policy:**

- A full refund of class costs less \$100.00 deposit will be given if student withdraws within 7 days of sent email confirmation.
- A 50% refund of class costs less \$100.00 deposit will be given if a student withdraws after 7 days of receipt of confirmation email and before the first day of class.
- **No refunds after the first day of class**

### **Course Cancellation:**

A class may be cancelled if minimum class size is not met. If a class had not met the minimum size it may still meet if the other classes at a particular location have met their size requirement. **Class minimums must be met by July 24<sup>th</sup> for Online Classes.** All classes require 7 students. If a class is cancelled, all payments received will be refunded.

### **Parental Supervision:**

Although I consider my classes as a ministry and my husband and I are committed to serving you and your students to the best of our ability, we also consider the classes as a partnership with homeschooling parents. Since our classes meet only once per week, parent's supervision of assignments is or maybe needed. Students are expected to work diligently to complete weekly assignments and be prepared when they come to class for our class time to be productive. Of course, allowances are made when students must miss a class for sickness, emergencies, or planned family events. Students will have a class syllabus, homework logs, and ThinkWave (web-based grade management system used in all classes except WriteShop Jr.); therefore, when students miss a class, they can still keep abreast of assignments and not fall behind.

### **Full Year Commitment: For Parents choosing to make monthly payments**

*Each parent/student is expected to honor a full year commitment of class tuition, class attendance, and class participation (in class and assigned homework).* Each year many classes have a wait list or parents select a different class other than their first choice because some classes tend to fill quickly. In any class that is full, each student has taken a seat that might have gone to another student. **Parents are still expected to honor their full year financial obligation for class payments even if student withdraws from class.**

# Class Rules and Policies

NOTE: This may seem like a lot of rules, but we know from examples of God's Word, government laws, etc. that rules are not designed to squash student's fun. Rather, they are designed to keep them safe, ensure respect for people and property, and teach personal discipline. Thank you so much for agreeing to follow our class rules. The writing class will be an enjoyable place to work with cooperative students.

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## I. Materials / Texts

Students are expected to come to every class with the necessary writing instruments, notebook paper and appropriate texts / novels. In addition, some classes may require additional supplies (such as colored pencils, scissors, glue sticks, etc.). These are specified in the specific class syllabus.

## II. Assignments

1. Students are to complete and submit assignments by the assignment due date. Assignments begun in class and completed at home or home assignments need to be submitted by students on the next class or given due date.
2. Failure to bring assignments to class on the due date will result in a grade of zero in ThinkWave. When the assignment is submitted late the following week there will be a 10-point penalty deduction.
3. Students should be prepared to hand in assignments when they come to class. Home assignments are to be completed before coming to class and not the day they are due while in class.
4. Incomplete assignments and assignments without names will receive a 10-point deduction; therefore, please check both sides of a paper and review it before placing it in a homework folder.
5. Please place assignments in a folder before coming to class, so students can easily find them and place them on the table in the correct pile before taking their seats.
6. Understanding and mastering a task, technique, or concept is pivotal to success in writing. Whenever a student does not fully understand a concept, their paper is returned so he or she can make corrections and return it the next class. These assignments are stamped or labeled with "C&R".
7. Essays / Compositions or other assignments with e-mail due times and dates are expected to be sent in on time with the correct heading format (name, date, assignment name) on the top left of the first page. Receipt of late assignments are noted and reflected in the "Class Management" grade on report cards.
8. Occasionally students have asked to e-mail assignments to me because of a printer malfunction at home; **this is allowed occasionally only**, but those assignments must be sent in by 7 am on the day of the class. *Assignments received after class time will be considered late.*
9. *Students/ parents are expected to utilize ThinkWave, an on-line assignment and grade management program to review assignments, deadlines (using the calendar), and manage grades.*
10. **Assignments not received by the second week past the due date will receive a grade of zero.**  
***No assignments will be accepted more than two weeks late.***

### III. Progress Report Cards:

- Students in all classes except WriteShop Jr. will receive a quarterly report card of their progress. WriteShop Jr. students will receive semester report / progress reports.
- **ThinkWave**, an on-line assignment and grade management program, will be available for all students except WriteShop Jr.

### IV. ThinkWave

Grades will be posted in ThinkWave by the next class after submitting an assignment. Unexcused assignments not submitted on the due date receive a zero in **ThinkWave** until the assignments is submitted the next class or sent in via email. **Assignments more than two weeks late are not accepted unless there has been a parent correspondence.** Parents may at any time request to excuse their student from an assignment. These are reflected as “E” in **ThinkWave**. They are recorded on the report card, but they are not tabulated in the report card grade.

### V. Tardiness/ Absences

Please make every effort to get students to class on time. When students are late, not only is the class disrupted, but I may have to go over material already covered which is not fair to the other students. If you must be late please let me know and I can make arrangements to explain assignments either a day or two before class or after class (at location or via e-mail).

Students with an excused absence (parents have contacted me for assignment arrangements) are excused from the penalty as long as assignments are submitted within two weeks of being absent. Parents can make other arrangements with teacher if needed. Students have homework logs and *ThinkWave* to assist them with due dates and assignments even when they may not be in class.

### VI. Exemptions

Parents can exempt students from assignments with a written notice (e-mail), but please note that the assignment will still appear on the report card (with a letter “E”).

### VI. Classroom Rules

1. If you arrive late to class, let yourself in quietly and find a seat. *Do not disrupt the class by knocking on the door or making a commotion.*
2. You are to stay seated unless you have permission to get up.
3. Please raise your hand and ask permission to be excused if you have to use the restroom. Your teacher needs to know where students are during class time.
4. There is *no talking allowed* when a teacher or fellow student is talking, nor when it is time to write. Disruptive students will first be warned, and then parents will be notified.
5. If you know the answer to a question, please do not shout it out. Raise your hand quietly until called upon.
6. We want to encourage an atmosphere of respect. There is *absolutely no rude behavior* permitted. This includes name-calling, gossiping, yelling at others, impolite remarks to teachers or classmates, embarrassing another student with teasing, snickering, etc.

7. If your teacher or tutor asks you to move to another location to help you behave yourself, please do so immediately and quietly.
8. Keep your hands to yourself. Do not touch the belongings of other students unless asked to do so.
9. Remember that you are a guest at the facility. Please respect the flooring, furniture, walls, and grounds by keeping within established boundaries and being careful with your supplies. I trust you to use common sense (like not putting your shoes on the furniture, drawing on the tables, running through the building, or talking loudly).
10. When class is over, please clean up your work area, including the floor. Throw away all trash and take home all of your belongings.
11. Cell Phone Policy: Please turn off or place it on silent. **Do Not Use Cell Phones During Class!**
12. Please wear acceptable clothing to class. No hats, no hoodies (on head), no sunglasses, no revealing clothing and no clothing with unacceptable graphics or language.

***It is our desire to see students grow in their writing, responsibility, and maturity.***

<p><b>Note:</b> <i>Your signature on the bottom of the registration form indicates that you have read and agree to all of the above registration, financial, and class policies agreement. Please print this for your reference. Students will receive a copy of the class rules and policies as part of their class syllabus.</i></p>
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