

## Registration Form

### Student Information

First & Last Name

Email (For High School Only)

Age as of Sept

### Family Information

Parent/Guardian's Name

Parent/Guardian's Email

Billing Address

Phone Number

Please briefly describe your student's writing experience

What class are you registering for?

Does your student have any learning difficulties?

## Terms of Agreement

Students and Parents must read and initial each of the following:

**1. Communication**

 

Following these procedures will help eliminate miscommunication and confusion:

- Students must keep a written record of all assignments given in class. Students are responsible to know exactly what is assigned and when it is due.
- Check the Student Hub on Notion daily to receive feedback and updates.
- Please be prompt with replies to the teacher.
- Remember that the teacher is available through e-mail and, if needed, by phone. She will willingly and patiently answer any and all questions from students and from parents.
- Gossip, slander, and inappropriate language are strictly forbidden.

**2. Time Required**

 

Time requirements to complete course work outside of class will vary among individual students, and it is the student's responsibility to manage their time accordingly.

**3. Tutoring Fees**

 

Should a student require assistance beyond normal instruction, class time, and feedback, it may be deemed necessary to establish tutoring sessions. If the parent(s) of the student and the teacher agree to such sessions, the additional fee is \$20 per hour. *These tutoring fees are not included in student tuition.*

**4. Assignments**

 

All assignments are to be completed by students in the time frame given by the teacher. Students are responsible for knowing and keeping a record of the course work requirements, and to accept the consequences for not meeting those requirements. *The teacher retains the right to reject or not give feedback on assignments that are not submitted by the given deadline.*

**5. General Requirements Regarding Attendance**

 

Regular attendance is necessary for a student's progress. Each new class builds on the previous class, making it important to attend every class offered during the term. Irregular attendance prevents students from learning the ideas and concepts taught in a course.

## Terms of Agreement

### 6. Tardiness

 

Arriving to class late or unprepared is considered tardy. Be punctual and ready to participate. Tardiness is a disruption and a hindrance to class discussion. If you know you will be late to class, please notify the teacher before the start of class.

**Arriving late without notice will be considered tardy.** Each instance of tardiness will result in the following:

1. On the first instance, the student will be advised and encouraged to come prepared and be on time.
2. On the second instance, the student will not be able to attend class unless all due homework is turned in.
3. On the third instance, the student will not be able to attend class until all due homework is turned in. The teacher will consult with the student and parents/guardians to establish a plan for future punctuality and readiness.
4. On the fourth instance, the student may be dismissed from the class at the discretion of the teacher.

To prevent tardiness, be in the habit of checking all homework the day before class and plan to arrive 5 -10 minutes early.

### 7. Absences and Make-up Work

 

In the event of absences due to illness or unforeseen circumstances, the student or parents must notify the teacher. The teacher will email the readings and work done in class for the student to complete on their own. It is the student's responsibility to complete all missed class work and homework unless they receive written permission from the teacher to skip it.

Parents, if you know that your child will miss a class due to planned travel or other events that conflict with class time, please notify the teacher **2 weeks in advance**. **Assignments will be due when the student returns to class**, unless otherwise directed by the teacher.

### 8. Class Withdrawal

 

Any student wishing to withdraw from a course must do so by notifying the teacher. Please take note of the "Refund Policy." Failing to attend a class is not the same as withdrawing from a class, and may result in the forfeiture of any refund.

### 9. Late Work

 

The student is the first cause of learning. The teacher cannot complete the student's work, understand for him, or force him to complete assignments. **The student must take on the commitment to do the work and turn it in.** If the student becomes two weeks behind in his work for reasons other than family emergency, the teacher reserves the right to no longer assess the student's work, require tutoring fees for the student, or remove the student from the course.

### 10. Required materials

 

This course does not provide the required books or materials. It is the parent's responsibility to view the material list provided by the teacher and purchase the required books.

## Terms of Agreement

### 11. Homework

 

Homework is assigned in order to (1) apply the ideas taught in a class, (2) prepare for class book discussion, and (3) prepare for the next class meeting.

Homework may be assigned by the teacher at her discretion. It is important that students complete the work in a timely manner and according to the parameters given by the teacher. All homework is to be done by the student.

## Assessment Policy

### 12. Principles

 

The purpose of assessment is to give the student feedback on their writing so they can learn more effectively. Assessment must be objective, clear, known, and fitting. Some written work may not require formal assessment.

### 13. Procedure

 

The teacher assesses homework and essays using an alternate form of grading which can be found in the evaluation guide chart attached to the end of this agreement. If at any time the student is struggling with the course, the teacher will inform the parents and discuss the best course of action.

### 14. End of Course Evaluations

 

Evaluations will be sent to the parents upon the conclusion of all course work. The evaluation will give a recommended grade and an overall assessment of the student's work.

### 15. Student Conduct

 

We conduct ourselves according to the biblical principal in Mathew 7:12, *"In everything, therefore, treat people the same way you want them to treat you, for this is the Law and the Prophets."* (ESV)

The Student Virtues are Love, Humility, Patience, Constancy, Perseverance, Temperance, and Self-control. As a class, we will pursue Truth, Goodness, and Beauty with kindness and respect towards each other.

Students who cannot practice these principles in class will be dismissed on the third offense. The parents of the student causing offense will be notified after each incident.

### 16. Financial Information

 

All students must enroll by sending the Registration form and the Terms of Agreement, fully completed and signed, to the teacher. Once accepted, the teacher will notify the student and family via e-mail. Tuition may be paid term by term or for the whole year. You will receive an invoice for the term or year after your forms have been accepted. Please feel free to contact the teacher with any questions concerning class tuition.

### 17. Payment Delinquency

 

Tuition is due on the first day of class. Failure to make full payment will forfeit the student's seat or access to the class. The seat will remain closed to your child until a full payment has been received.

**Terms of Agreement**

**18. Refund Policy**

If you decide to drop a class, tuition will be refunded according to the following schedules:

Before the first day of class: 100%

Before the end of the second week of class: 50%

After the end of the second week of class: No Refunds

**Note: All withdrawals are final.**

**I have read all of the above terms of agreement and agree to abide by them:**

**Student Signature:**

**Date:**

**Parent Signature:**

**Date:**

## Homework Evaluation Guide

All essays and homework will be graded using the following method. Evaluated homework may also contain notes.

Evaluation	Reader Response	Writing Quality
Magna cum laude (MCL)	“I love reading this! I want more! Very professional and compelling”	Riveting writing style. Grammatically, mechanically correct execution with accurate information.
Cum Laude (CL)	“This is very interesting and enjoyable to read.”	Engaging writing style. Grammatically, mechanically correct execution with accurate information.
Satis (S)	“This is good.”	Basic writing style. Mostly grammatically, mechanically correct execution with accurate information.