

2022-2023 Class Schedule for The Writer's Toolbox

	<i>Classes at The Homeschool Room</i>		<i>Virtual Classes Only</i>	
Orientation Dates (during class times)	TBA		TBA	
Classes	Monday <i>9/12/22 – 5/17/23</i>	Wednesday <i>9/7/22 – 5/17/23</i>	Monday <i>8/22/22 – 5/10/23</i>	Tuesday <i>8/30/22 – 5/10/23</i>
WriteShop Jr. E	1:10 pm – 2:00 pm		10:35 am – 11:25 pm	
WriteShop Jr. F		11:10 am – 12:00 pm		11:45 am – 12:35 pm
Introduction to Writing		2:30 pm – 3:30 pm	9:25 am – 10:25 am	
Intermediate Writing Level I		1:20 pm – 2:20 pm <i>(full)</i> 3:40 pm to 4:40 pm <i>(12 spot left)</i>		9:25 am – 10:25 am
Intermediate Writing Level II	2:10 pm – 3:10 pm			10:35 am – 11:35 am
Advanced Writing		12:10 pm – 1:10 pm		
American Literature & Composition	3:20 pm to 4:20 pm <i>Needs 6 students for in person class</i>			12:45 pm – 1:45 pm <i>Needs 6 students for class</i>

Class Level Recommendations for Returning Students

Current Class	Recommended Next Class		
	Students with a class grade below 70% or who need to better understand skills or techniques	Students with a class grade of 75% or above	Honors for Students with a class grade of 93% or above
WS Jr. D	WriteShop Jr. E		
WS Jr. E	WriteShop Jr. F or Introduction to Writing - depending on grade level and parent/teacher		
WS Jr. F	WriteShop Jr. F	Introduction to Writing	
Introduction to Writing	Introduction to Writing	Intermediate Writing, Level I	No Honors Option for this Class
Intermediate Writing, Level I	Intermediate Writing, Level I	Intermediate Writing, Level II	Intermediate Writing, Level II - Honors
Intermediate Writing, Level II	Intermediate Writing, Level II	Advanced Writing or any Literature Class	Advanced Writing Honors or American Lit. & Comp. Class Honors
American Composition & Literature	Advanced Writing	Advanced Writing	
Advanced Writing	Advanced Writing	American Lit. & Comp.	

Class Level Recommendations for New

Grade	No Prior Writing Experience	Limited Writing Experience	Writing at Grade Level	Advanced – Writing Above Grade Level
4 th	Not Recommended	WS Jr. D w/ Parental Help	WS Jr. D	WS Jr. E
5 th	WS Jr. D or E	WS Jr. E	WS Jr. E	WS Jr. F
6 th	WS Jr. E or F	WS Jr. F	WS Jr. F	Introduction to Writing
7 th	WS Jr. F	WS Jr. F	Introduction to Writing	Introduction to Writing
8 th	Introduction to Writing	Introduction to Writing	Introduction to Writing, Intermediate Writing, Level	Intermediate Writing, Level II
9 th	Introduction to Writing	Intermediate Writing, Level I	Intermediate Writing, Level II	Intermediate Writing, Level II – Honors
10 th	Intermediate Writing, Level I	Intermediate Writing, Level I	Intermediate Writing, Level II, Advanced Writing or American Lit. & Comp. class	Honors Intermediate Writing, Level II, Advanced Writing, or American Lit. & Comp. class
11 th	Intermediate Writing, Level I or Level II	Intermediate Writing, Level II		
12 th	Intermediate Writing, Level II	Intermediate Writing, Level II		

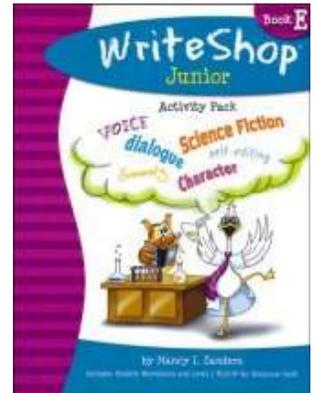
Description of Class Offerings

Writing = Fun in WriteShop® Jr. E Class

Testimony: “Mrs. Gartrell has taught all three of our children and her classes [WriteShop Jr. E & Intermediate Writing] have been a blessing to our homeschool. She challenges and encourages her students as they explore the joy of writing. We are very thankful for the Gartrell’s and how they have poured into the homeschooling community with their expertise and talents.”
A. Childers

Testimony: “I am always amazed at my [3] students’ abilities and writing voices that emerge and grow each year. I love the different opportunities each lesson and project gives them to try different styles in writing and creativity.” (student’s in classes from WriteShop Jr. to American Lit. & Comp.)
A. Tucker

The **WriteShop Jr. E class**, for advanced 4th grader, average 5th to 6th grader /reluctant 7th grader students class teaches students to write and publish fiction, non-fiction and poetry using a variety of games, graphic organizers, self-editing tools and arts & crafts. These hands-on classes will provide consistent instructions to unlock the budding writer and make writing an activity your students will ask for. Students will learn to plan, create, self- evaluate and publish their writing projects in a variety of forms, such as a booklet, matted copy with borders, lap book, flip book, display board, and many other forms. Each 2 to 3 - week lesson will include grammar, journaling, and specific requirements for the lesson genre. Whether you have a more advanced child or one who is just learning the writing process, this flexible program will allow your child to work at their level and succeed. Student assignments are not graded at this level; instead, encouraging comment are made to encourage creativity and foster a love for writing.



Class Topics

Lesson 1: Writing Fables **Grammar:** Sentences

Lesson 2: Writing with Humor **Grammar:** Kinds of Sentences

Lesson 3: Adventure Story **Grammar:** Compound Sentences

Lesson 4: Science Fiction **Grammar:** Compound Words

Lesson 5: Mystery **Grammar:** Dialogue

Lesson 6: Concrete Poetry **Grammar:** Homophones & Homographs

Lesson 7: Personal Narrative (intro to 5-pgphs.) **Grammar:** Five Paragraphs

Lesson 8: Book Summary (5-pgphs.) **Grammar:** Prefixes/Suffixes

Lesson 9: Book Report (5-pgphs.) **Grammar:** Parts of Speech Review

Lesson 10: Expository Report & Presentation **Grammar:** Synonyms

Required Texts: WriteShop Jr. Book E (Skill Builder Worksheet and Grammar Guide Pack); Various Handouts; Grade Appropriate Dictionary and Thesaurus

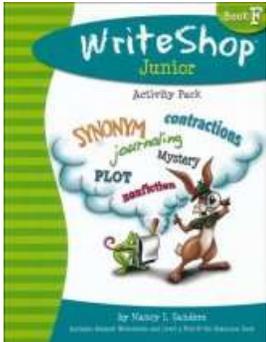
Tuition Cost: \$515.00 per year for first child, \$465.00 if paid in full on or before the first day of class or monthly payment of \$51.88. Sibling Discount Available.

Locations:	Monday	Virtual	10:35 am – 11:25 am
	Monday	Homeschool Room - Matthews	1:10 pm - 2:00 pm

Writing = Fun in WriteShop® Jr. F Class

Testimony: “This class has been a positive experience for my son. He is not that enthusiastic about writing, but this class brought out his creativity. I also believe this class has build his confidence in writing. I’m so happy with his growth this year. And he was able to get out of his comfort zone.
C. Bellinger

This **WriteShop Jr. F class**, for **advanced 5th grader, average 6th to 7th grader /reluctant 8th grader class** teaches students to write and publish fiction, non-fiction and poetry using a variety of games, graphic organizers, self-editing tools and arts & crafts. These hands-on classes will provide consistent instructions to unlock the budding writer and make writing an activity your students will ask for. Students will learn to plan, create, research, self- evaluate and publish their writing projects in a variety of forms, such as a booklet, matted copy with borders, lap book, flip book, accordion book, display board, and many other forms. In addition to writing narratives in several genres, students will read and summarize a short story, write a literary response on a grade appropriate novel, write a personal story, create a book of poems, and research, write and present a report. Each 2 to 3 - week lesson will include grammar, journaling, and specific requirements for the lesson genre. Whether you have a more advanced child or one who is just learning the writing process, this flexible program will allow your child to work at their level and succeed. Student assignments are not graded at this level; instead, encouraging comment are made to encourage creativity and foster a love for writing.



Class Topics

Lesson 1: Writing an Adventure Story (Using Concrete Writing to Add Realistic Story Details)

Grammar: Parts of Speech & Parts of Sentences Review

Lesson 2: Writing a Tall Tale (Using Figures of Speech to Create Unique Characters)

Grammar: Figures of Speech (Simile, Idiom, Metaphor, Personification, Cliché)

Lesson 3: Writing a Mystery Story (Using Descriptive Words to Add Interest to a Mystery)

Grammar: Writing a Journal

Lesson 4: Writing a Historical Fiction Story (Narrowing Topics)

Grammar: Writing from various POV'S 1st, 2nd, 3rd, Ltd. Omniscient, 3rd POV Ltd. Omni.

Lesson 5: Limericks (Poetry Unit - Using Rhyme and Meter to Create a Book of Poems)

Grammar: Poetry Devices

Lesson 6: Writing a Persuasive Letter (Using Strong Voice to Convince Readers)

Grammar: Contractions and Confusing Words

Lesson 7: Writing a Personal Narrative (Adding Sensory Details to a 5 Paragraph Story)

Grammar: Writing 5 paragraphs

Lesson 8: Writing a Story Summary (Summarizing the Main Idea & Supporting Details in 5 Paragraphs)

Grammar: Using Apostrophes

Lesson 9: Responding to Literature (Investigating Literature and Responding with Opinions)

Grammar: Ways to Respond to Literature: Genre, Characters Plot, Comparisons

Lesson 10: Writing and Presenting a Non-fiction Research Report on a World Treasure

Grammar: Using Commas

Required Texts: WriteShop Jr. Book F (Skill Builder Worksheet and Grammar Guide Pack); Various Handouts provided by teacher; Grade Appropriate Dictionary and Thesaurus

Tuition Cost: \$520.00 per year for first child, \$470.00 if paid in full on or before the first day of class or monthly payment of \$52.50. Sibling Discount Available.

Locations: Tuesday Virtual

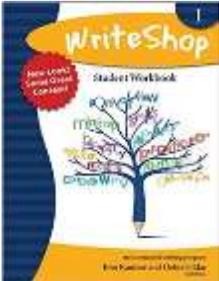
11:45 am - 12:35 pm

Wednesday Homeschool Room - Matthews

11:10 am - 12:00 pm

Introduction to Writing Class

Testimony: “We have been pleased for the past several years. Mrs. Gartrell has helped to launch two of ours into college level writing. They are thriving and one of them was complimented by the head of the English Dept. because of her writing and grammar skills. We are definitely appreciative of Mrs. Gartrell’s willingness to guide our children in becoming strong writers.” J. Kennedy



This **Introduction to Writing class for advanced 6th graders to 9th graders** uses the **WriteShop® I** curriculum. This incremental, non-threatening approach to writing enables students to successfully enhance their writing skills by learning to write and edit compositions from various genres through engaging assignments. We will focus on mastering the fundamental building blocks of writing using hands on techniques, games, and a variety of activities. Students learn to write concise and explicit descriptive, informative, and narrative essays as well as expository reports. Each lesson includes a Skill Builder activity for students to practice new grammatical and stylistics skills that are incorporated in each lesson. A self-editing and proofreading checklist is included with each lesson to help students focus on lesson requirements, skills learned, content, composition, and mechanics. We will generally spend 2 weeks on each lesson except for our two (2) major projects; a 5 to 6 - week Journalism unit and a 6 - week MLA research paper unit on an animal of the student’s choice (although no two students can choose the same animal). Both projects include presentations. All assignments are evaluated and graded.

Class Topics:

- | | | |
|--------------------------|-----------------------|------------------------------|
| Descriptive Compositions | MLA Research Report | ▪ Narrative Compositions |
| Concrete language | ▪ Biographical Sketch | ▪ Point of View Compositions |
| Sensory Details | ▪ “How To” Project | ▪ Applied Grammar |
| Sentence Varieties | ▪ Journalism | |

Prerequisites: Basic understanding of grammar and sentence structure.

Required Texts:

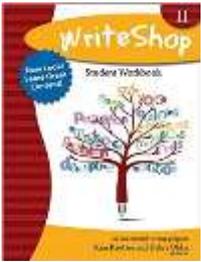
- | | |
|---------------------------------|---|
| WriteShop I | <input type="checkbox"/> Synonym Finder (J.I. Rodale) or Collegiate Dictionary/ Thesaurus |
| Write on Course 2020 (ed. 2016) | <input type="checkbox"/> Various Handouts (provided by teacher) |

Tuition Cost: \$540.00 per year for first child, \$490.00 if paid in full on or before the first day of class or monthly payments of \$55.00. Sibling Discount Available.

<u>Locations:</u>	Tuesday	Virtual	9:25 am – 10:25 am
	Wednesday	Homeschool Room Matthews	2:30 pm - 3:30 pm

Intermediate Writing, Level I

Testimony: “My daughters enjoyed the freedom they were given when they had to state their ideas and write [essays], rather than being restricted to one idea they loved being able to use their imaginations.” C. Viruet



The **Intermediate Writing, Level I class for grades 7th to 10th** uses the first half of **WriteShop[®] II (lessons 17 – 23)** curriculum and focuses on style techniques in descriptive and narrative writing. Along with WriteShop lessons, student will focus on writing, responding to, and analyzing poetry, analyzing characterization using *The Prince and the Pauper* by Mark Twain, writing and presenting (using PowerPoint) an expository researched paper using primary as well as secondary sources and an introduction to persuasive essay writing. Students are introduced to sentence variations, sentence types and other stylistic and grammar topics using handouts and an on-line grammar program. Writing assignments are interesting, purposeful and engaging. Besides writing instruction, students will learn how to or continue to learn self-editing skills so they are less reliant upon their teachers and better able to confidentially produce quality work. Each class also includes one or two grammar / sentence structure activities each week. All assignments are evaluated and graded.

Class Topics

- Sentence Construction
- Paragraph Development
- Sentence Varieties & Types
- Poetry (reading, writing, analyzing)
- MLA Research Project
- Opinion /Persuasion
- Grammar, Mechanics & Usage (GUM)
- Descriptive Writing
- Narratives
- On-line Grammar Assignments
- Literary Study: *The Prince and the Pauper*
- Information Literacy as it pertains to research

High School Credit: ½ to ¾ credit (adding a few Literature units (i.e. Progeny Press or Total Language Plus) and Vocabulary (i.e. Wordly Wise) will complete your English program)

Prerequisites: Introduction to Writing or an understanding of parts of speech, sentence structure, and paragraph development.

Required Texts:

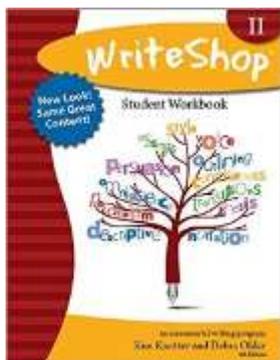
- WriteShop II
- Write on Course 2020 & Write Ahead (by Thoughtful Learning)
- Synonym Finder (J.I. Rodale)
- Blue Book of Grammar (12th edition)
- Various Handouts (provided by teacher)

Tuition Cost: \$550.00 per year for first child, \$500.00 if paid in full on or before the first day of class or monthly payments of \$56.25. Sibling Discount Available

Locations:	Tuesday	Virtual	9:25 am - 10:25 am
	Wednesday	Homeschool Room Matthews	1:20 pm – 2:20 pm (full)
			3:30 pm – 4:40 pm

Intermediate Writing, Level II

Testimony: Mrs. Gartrell's classes are the best in tow. I am so grateful at the instruction my three daughters have receive in her classes over the years [from WriteShop Jr. to Level II]. My oldest daughter was more than prepared for college-level papers. In addition to the excellent instruction and curriculum, Mrs. Gartrell is a wonderful, thorough and caring profession – she truly cares about her students and goes above and beyond to help them succeed. I would recommend her to any student, regardless of their level and experience with writing.”
A. Hitt



The Intermediate Writing, Level II class, for grades 8th to 11th / 12th, uses the second half of **WriteShop**®II. This class focuses on style techniques and the rudiments for writing various types of essays; such as expository, analytical and persuasive, as well as incorporating research in MLA format. Assignments will range from 5 paragraphs to 2 to 3-page papers. Five paragraph essays are begun within the first few lessons, to eventually focus on parallel writing and timed writing activities. Students will develop more in-depth writing techniques that will include several types of persuasive / argumentative writing assignments. Projects include a research paper, critical analysis an advertising unit. This class also allows for a creative writing unit and an in-depth study of literary techniques and analysis using John Steinbeck's, The Pearl. An honors option is available for this class. All assignments are evaluated and graded.

Class Topics

Review Descriptive & Narrative Essays

Concrete language & Sensory Details

Review Sentence Varieties

Writing with clarity & good word usage

Expository or Persuasive Research Paper

Expository essays (Compare & Contrast and Definition Essay)

Vocabulary for literary unit

Opinion and persuasion writing

Writing with parallelism

G.U.M. – Grammar/ Usage / Mechanics weekly exercise assignments

Critical and analytical writing for reviews and editorials

“Advertising in Truth” – Understanding persuasive propaganda from the media

Literary analysis of The Pearl by John Steinbeck

On-line Grammar Program

Prerequisites: Intermediate Writing, Level I, or a basic understanding of grammar, sentence structure, or prior writing experience through a love of writing or a prior writing curriculum.

High School Credit: 1- English Credit (you may need to add 1 or 2 more novel studies)

Required Texts:

WriteShop II

Collegiate Dictionary /Thesaurus

Write Ahead (by Thoughtful Learning)

Synonym Finder (J.I. Rodale)

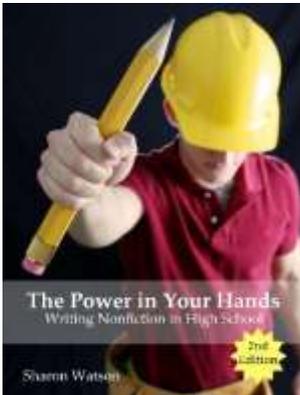
The Blue Book of Grammar (12th edition)

Tuition Cost: \$565.00 per year for first child, \$515.00 if paid in full on or before the first day of class monthly payment of \$58.13. Sibling Discount Available.

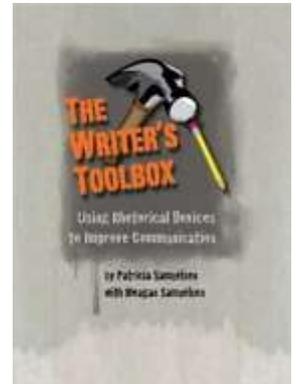
<u>Locations:</u>	Monday	Homeschool Room Matthews	2:10 pm – 3:10 pm
	Tuesday	Virtual On-Line	10:35 am – 11:35 am

Advanced Writing

Testimony: “[After”] conducting many searches for help in teaching our children ... we found Mrs. Gartrell and her wonderful, high-quality classes. I am convinced she can teach any student at any level who wants to work (and even one who doesn't particularly want to work) to be a better communicator. The classes are well organized, and expectations are clear and appropriate to the student's grade level and ability. Students not only get to learn about writing mechanics but have topics assigned that require developing thinking skill. Students also develop their ability to manage their work-flow to meet deadlines. As they move through course levels with Mrs. Gartrell, they take more and more responsibility for completing their assignments. Feedback to our students and us is regular, timely and useful. I can recommend Mrs. Gartrell's classes without reservation. My only regret is that we are going to run out of her courses before we are actually ready to stop!”
E. Clark



This high school level course is designed to equip students with the skills, techniques, and confidence to write a variety of expository and persuasive essays to ensure competency for college level writing. The text for this class, **The Power in Your Hands: Writing Nonfiction in High School**, by Sharon Watson. It features a variety of essay assignments at the beginners, intermediate and advanced high school level. We will focus on a different rhetorical device each week using **The Writer's Toolbox: Using Rhetorical Devices to Improve Communication** by Patricia Samuelsen with Megan Samuelsen. Students will be able to identify as well as include these devices in their writing assignments. The Advanced Writing class is



appropriate for the intermediate and advance (honors) level high school writer who has had a solid year or background in writing five paragraph minimum essays and is ready to write more in-depth papers of 350 to 1500+ (honors up to 3000+) word minimum and multi-paragraph/ page papers. Each lesson offers specific step by step directions which go beyond surface formatting and stylistic techniques. Although these are important and will be required, this class will address essay clarity, unity, cohesiveness and rhetorical appeals. Students will be asked purposeful questions so they can write with more depth and critical thinking. MLA and APA style and research methods will be included in each assignment. Students will also read essays, speeches and articles as source documents for assignments. This class will include grammar and sentence structure assignments throughout the year. The class comprises a full high school English class and English Credit. There are sufficient assignments for 4 more hours of daily class work.

Essay / Topics

Opinion Essay	Moral / Ethical Paper	Personal Testimony Essay
Persuasive Essays	Problem-Solution Essay	College Admission Essay
Using Appeals	Position Paper	Descriptive Essay
Logical Paper	Argumentation	Bias in the Media
Study & Analysis of Rhetorical Devices	Avoiding Fallacies	Persuasive Techniques

Required Texts: **The Power in Your Hands: Writing Nonfiction in High School**, by Sharon Watson; **Elements of Style** by Strunk and White; **Write for College** by Thoughtful Learning; **The Writer's Toolbox: Using Rhetorical Devices to Improve Communication** by Patricia Samuelsen with Megan Samuelsen. **Synonym Finder** by J.I. Rodale

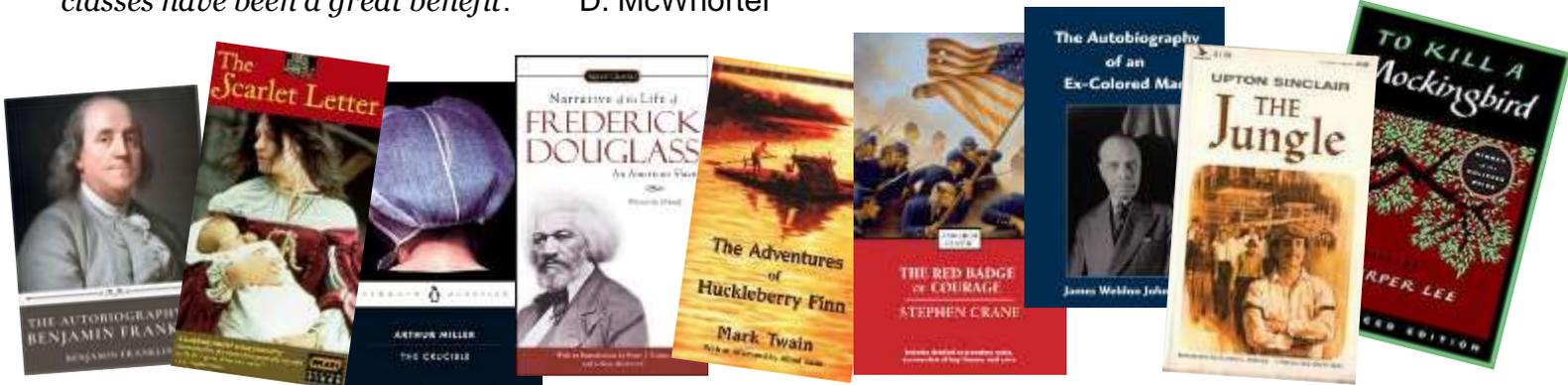
Tuition Cost: \$590.00 per year for first child, \$540.00 if paid in full on or before the first day of class or monthly payment of \$61.25. Sibling Discount Available.

Location: Wednesday Homeschool Room Matthews

12:10 pm – 1:10 pm

American Literature & Composition

"Mrs. Gartrell's classes are very thorough and a great learning experience for my children. I have graduated 2 homeschooled children and currently homeschooling my youngest. My 2 oldest feel very confident with what they have learned through Mrs. Gartrell's classes and feel very equipped to handle any college course which require essays. Her classes and the level of assignments has also helped prepare them for college level work. These classes are a lot of work, but even my children will agree that these classes have been a great benefit." D. McWhorter



This high school level class will explore the seven (7) major literary periods (Native American, Age of Faith (Colonialism), Age of Reason, Romanticism, Realism, Modern and Contemporary). We will focus on how literature has shaped the American culture. Students will engage in lively in-depth discussion that are both teacher and student led as they study literature of various modes such as: historical documents, specific accounts, poems, speeches, short stories, novel excerpts and full novels, which will include 4 to 6 of the following: **The Autobiography of Benjamin Franklin**, **The Scarlet Letter**, **Frederick Douglas: The Narrative of a Slave**, **The Red Badge of Courage**, **The Autobiography of an Ex-Colored Man**, **The Crucible**, **Huckleberry Finn**, **The Jungle**, and **To Kill a Mockingbird**. All poems, short stories, speeches and documents will either be provided in class handouts or found on the internet. Extensive vocabulary, critical reading, critical analysis, critical thinking, and writing (possibly including a literary research paper) assignments are included. The American Literature & Composition class will expose students to over 25 authors and poets as well as almost 75 literary terms necessary for literary analysis and critical interpretation for various forms of literature and essays. In addition to learning to write various types of literary essays and papers, students will have projects, write and recite several speeches and make presentations. Grammar and sentence structure which focuses on topics addressed in the ACT and SAT test will also be assigned weekly. This full high school English class is designed to cover sufficient assignments for 4 more hours of daily class work per week.

Prerequisites: A good understanding of writing principles for the high school level and readiness to analyze literature.

High School Credit: 1 English Credit

Required Texts: **Write Ahead** or **Write for College** (by Thoughtful Learning), class novels as listed above.

Tuition Cost: \$590.00 per year for first child, \$540.00 if paid in full on or before the first day of class or monthly payment of \$61.25. Sibling Discount Available.

Locations: Monday Homeschool Room Matthews 3:20 pm – 4:20 pm
Tuesday Virtual On-Line 12:45 pm – 1:45 pm

Registration Checklist

All of the below forms and payment must be received before students are fully registered for class.

- Registration Form (one per family)
- Student Information Form (one per student)
- Facility Forms for In Person Classes (completed and signed)
(Enrichment Form and Liability Form for the Homeschool Room)

Email Type-In Forms and Send Payment Via check, PayPal or Zelle (see below)

- Payment made payable to:

Kyra Gartrell
P.O Box 3029
Indian Trail, NC 28079

Or You may pay via **PayPal** using **“family and friends”** to:
readtowrite@earthlink.net

Or You may pay via **Zelle**

❖ You may also send in the book order form for most texts used in the classes.

Writing Classes 2022-2023 Registration Type-In Form

Taught by: **Kyra Gartrell**

readtowrite@earthlink.net

704-236-1249

Family Information

Parent's Names:

Best Phone #1:

Phone #2:

Street Address:

City:

State:

ZIP Code:

E-mail:

Where did you hear about the writing classes?

Class Locations

- Monday – On Line **OL** / The Homeschool Room – **HR**
- Tuesday - On Line **OL**
- Wednesday - The Homeschool Room – (Matthews) – **HR**

Classes Offered

WriteShop Jr. - Book E (**WS Jr. E**)

Intermediate Writing, Lev. II * (**Lev II**)

WriteShop Jr. - Book E (**WS Jr. F**)

Advanced Writing* (**AW**)

Introduction to Writing (**IW**)

American Composition & Literature* (**ACL**)

Intermediate Writing, Lev. I (**Lev I**)

** Add "H" after these classes if interested in honors*

Student Information

Student Name	Grade	Class Name (Initials) (1 st / 2 nd Choice)	Location - Day & Initials (1 st / 2 nd Choice)
		/	/
		/	/
		/	/
		/	/

To Register: Complete the Entire Form / Sign Policy and Class Agreement Below / Submit Fees */ Mail

Class Deposit (non-refundable)	\$100.00 (per student)	\$
Class Payment in Full	Tuition less \$100.00 class deposit. See Class Cost Chart or Individual Class Description	\$
1 st Month Payment	See Class Cost Chart or Individual Class Description	\$
Payment Plan Fee Those wishing to use monthly payments must add a one-time \$30.00 processing fee with the first payment	Payment Plan Fee \$30.00	

**Complete Fill in Forms and Send Payment using PayPal or Zelle (see page 10) or Mail All Forms and Fees to: Kyra Gartrell
P.O. Box 3029
Indian Trail, NC 28079**

Total Enclosed
\$

PLEASE READ THE REGISTRATION, FINANCIAL, AND CLASS POLICIES AGREEMENT ON PAGES 16-17
website – www.thewriterstoolbox.info

I _____ have read, understand and agree with the registration, financial, and class policy agreement.

Signature:

Date:

Thank you for the opportunity to partner with you and teach your student(s) this school year.
www.thewriterstoolbox.info

2022-2023 The Writer's Toolbox - Student Information Sheet

Needed for Each Student

General Contact Information

Student's Name:

Class Name (Abbreviation):

Location:

Honors - Yes No

Student's e-mail Address (needed for group emails and ThinkWave):

Parent's Name(s):

Address:

City:

State:

Zip

E-mail Address:

Best Phone #1:

Best Phone #2:

Student Information

(This information will be used to help me generate and recommend writing topics)

Current Year Classes

English:

Math:

History/Social Studies:

Science:

Recent Books Read:

Books You Would Like to Read:

Favorite Books:

Favorite Authors:

Favorite Hobbies:

Goals (3 things you would like to accomplish this year):

Desired Career Interest(s) or Hobbies:

On-Line Programs – For New Students Only (Returning students do not need to complete this section. You will keep the same user name and password as 2021-2020 school year.)

Blue Book of Grammar (www.grammarbook.com) – for all students)

User Name – student's first initial.last name. ex. j.smith (all small letter):

Password:

2022-2023 Writer's Toolbox Writing Classes Group Book Order Form

Classes Taught by: Kyra Gartrell

readtowrite@earthlink.net

704-236-1249

Family Information

Parent's Names:

Best Phone #1:

Phone #2:

Address:

City:

State:

ZIP Code:

E-mail Address:

Class Locations

Monday – On Line (OL)/ The Homeschool Room – **HR**

Tuesday –On Line (OL)

Wednesday - The Homeschool Room – (Matthews) **HR**

Student Information

Student Name	Class Name	Location	Book (s) Use abbreviations – see below

Complete the Entire Form / Submit Total Book Fees / Mail - Payments Due by July 24, 2022

Books	Quantity	Cost	Total
WriteShop Jr. E (WS Jr. E)		\$57.00	\$
WriteShop Jr. F (WS Jr. F)		\$59.00	\$
WriteShop I (Introduction to Writing) (WS1)		\$56.00	\$
WriteShop II (Lev I & Lev II) (WSII)		\$56.00	\$
The Power in Your Hands: Writing Non-Fiction in High School 2 nd ed. (Adv. Writing) (PH)		\$45.00	\$
The Writer's Toolbox: Using Rhetorical Devices to Improve Communication (Adv. Writing) (WT)		\$22.00	\$
		Total	\$

Complete Fill in Form and Send Payment using PayPal (family & friends) or Zelle

Mail Form and Fees to: Kyra Gartrell

P.O. Box 3029

Indian Trail, NC 28079

The Writer's Toolbox - 2022-2023

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.

Class	Class Tuition	Paid in Full Discount*	Paid in full Balance after \$100 Deposit on or before Class Orientation	Balance after \$100 Deposit for Monthly Payments	Monthly Payments
WriteShop Jr. E	\$515	\$465	\$365	\$415	\$51.88
WriteShop Jr. F	\$520	\$470	\$370	\$420	\$52.50
Introduction to Writing	\$540	\$490	\$390	\$440	\$55.00
Intermediate Writing Level I	\$550	\$500	\$400	\$450	\$56.25
Intermediate Writing Level II	\$565	\$515	\$415	\$465	\$58.13
Advanced Writing	\$590	\$540	\$440	\$490	\$61.25
American Literature and Composition 1860 to Present	\$590	\$540	\$440	\$490	\$61.25

Sibling Discount Tuition

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

Class	Class Tuition	Paid in Full Discount*	Paid in full Balance after \$100 Deposit on or before Class Orientation	Balance after \$100 Deposit for Monthly Payments	Monthly Payments
WriteShop Jr. E	\$495	\$445	\$345	\$395	\$49.38
WriteShop Jr. F	\$500	\$450	\$350	\$400	\$50.00
Introduction to Writing	\$520	\$470	\$370	\$420	\$52.50
Intermediate Writing Level I	\$530	\$480	\$380	\$430	\$53.75
Intermediate Writing Level II	\$545	\$495	\$395	\$445	\$55.63
Advanced Writing	\$570	\$520	\$420	\$470	\$58.75
American Literature & Composition	\$570	\$520	\$420	\$470	\$58.75

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

Monthly Payment Due Dates - 8 monthly payments: the first payment is due on or before 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 10th 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 August 12, 2022.** 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.

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

- 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.
- Failure to bring assignments to class on the due date will result in a missing assignment grade or “M” in ThinkWave. When the assignment is submitted late the following week there will be a 10-point penalty deduction.
- 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.
- 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.
- 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.
- 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. This shows up as an “R” grade in ThinkWave.
- 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 each page. Receipt of late assignments are noted and reflected in the “Timeliness” grade on report cards.
- Occasionally students have asked to e-mail assignments to me because of a printer malfunction at home; this is allowed occasionally, 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.*
- *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.*
- **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 an “M” (for missing assignment) in **ThinkWave** (which counts as a zero) until the assignments is submitted the next class. **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 other student is talking, nor when it is time to write. Disruptive students will first be warned, and then moved.
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.

Note: *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.*

Updated 2/22

Facility Forms for the Homeschool Room

Please Scan and Sign the Liability Form

The Homeschool Room – Matthews
Enrichment Room Registration Forms

(Consists of Enrichment Form & Liability Waiver)

Class Name _____ Day _____ Time _____

Instructor Name _____

Class Tuition (made payable to the instructor) \$ _____

Student Name _____

(One child per registration form.)

Address _____

City _____ State _____ Zip _____

Home Telephone Number _____

Parent's Email Address _____

Mother's Name _____ Mother's Cell # _____

Father's Name _____ Father's Cell # _____

Additional Person to Contact in an Emergency

Name _____ Contact Number _____

Allergies (medications or substances) _____

List any unusual health information _____

***Please print legibly or use the computer and print.**

LIABILITY WAIVER
The Homeschool Room LLC North Carolina

As the parent or legal guardian of _____ (the “child”), I am in complete understanding that the child is participating in enrichment classes and activities located at The Homeschool Room LLC. I, on behalf of myself and the child, our personal representatives, heirs and assigns, release and covenant to hold harmless

The Homeschool Room LLC and its’ employees from all demands, claims and causes of action I or the child may have for personal injury, property damage, economic loss or emotional distress, or otherwise, arising from, or in any way relating to, the enrichment classes or activities.

I have carefully read and understand that by signing below, as the parent or guardian, I agree to and will adhere to the preceding statements and grant permission for the child to participate in this activity.

Parent/ Legal Guardian **Signature**

Date

The Homeschool Room - Matthews

Enrichment Class Policies

Parents will need to be familiar with these policies for children to attend classes

Weather Cancellations:

The Homeschool Room store in Matthews follow the CMS and UCPS cancellations during winter weather. If the school system in that area is closed due to inclement weather, all classes at the store will be automatically cancelled.

The store may be open to shoppers, but students will not have classes. We will NOT follow the CMS delay schedules. Only if CMS classes are cancelled are store classes affected.

Emergency Cancellations:

In the event of an emergency cancellation (due to illness, etc.) the instructor will contact parents directly by phone or email. Checking emails before class times is suggested to avoid missing cancellation notices.

Pick Up and Drop Off:

Students may be dropped off for classes. For the safety of students, The Homeschool Room requires class instructors to remain in the store until all students are picked up from class. Because of this policy, please be punctual and plan accordingly to pick up your students on time. Young children (that would not old enough to go shopping elsewhere alone) may not be left in the **store** unattended under any circumstances.

If parents are attending a class or orientation with a student, all siblings must remain with the parent in the classroom as well.

Although the store looks similar to a library, please remember, it is not. Items in The Homeschool Room belong to an individual, are for sale, and priced based on the condition when originally consigned. Should families choose to wait for siblings in the store, **please encourage children not to entertain themselves with consignors' merchandise. Over the course of time this creates unnecessary wear and a maintenance issue for the staff.**

Please do not send your children to the store with snacks or drinks of any kind. Even water on a display or bookcase can cause serious damage.

Each teacher designates their own class schedule, class fees, make up policies etc. Should you have any questions regarding these matters, please contact your teacher directly.

Thank you for allowing us to be a part of your educating journey.

Sincerely,

The Homeschool Room