

Scriptorium Hall 2023-2024 Academic Year Application & Policies

CONTACT INFORMATION

Student name: _____ Student grade in 2023-2024 school year: _____

Parent name: _____ Parent email: _____

Student email (OR "same as parent"): _____

Parent phone: (_____) _____ - _____ Mailing address: _____

City: _____ State: _____ Zip: _____

BACKGROUND

- What dates might conflict with this student's class attendance? (Scriptorium courses do meet on some Federal holidays.)

- Does the student have a reading, writing, or other disability? Yes No
If "yes," please contact the tutor when you apply to ensure that Scriptorium would be a good fit for your student. Please note that the tutor is *not certified* as a learning or behavioral therapist.

- Please list any English/composition, history, or literature courses your student has taken. *Please note that Writing II (or equivalent skill level) is prerequisite for participation in the writing tutorial portion of all high school-level history, literature, and government courses. If your student has not taken or will not be taking Writing II but you are registering your student for the writing tutorial portion of any high school-level history, literature, and/or government course, the student must submit a writing sample that demonstrates understanding of Writing II-level skills. Please contact the tutor for these instructions. Your application will not be complete without the student's writing sample. Students who cannot demonstrate Writing II-level skills will need to take Writing II and/or take the "seminar only" option for the history/literature/government course.*

- Please list the skills you would like the student to improve through Scriptorium courses:

RELEASE

- I have read the "What We Love" page on the Scriptorium website and agree overall with Scriptorium's motto and core ideas.
- I have read and agree with the "Regarding AI Writing Programs" page on the Scriptorium website.
- Knowing that recordings will only be accessed by absent students, I give permission for class meetings involving my student to be recorded in the case of a student absence.
- I will remind my student to follow all directions and do his or her part to keep the class meeting place clean.
- I will not hold Grace Hughbanks, Scriptorium Hall, or Signal Mountain Bible Church responsible in any way for injury or property loss which may occur during Scriptorium courses.

Parent signature: _____ Date: _____

PAYMENT

- I will pay by semester (Two payments, the first must be received by the first class in August 2023; the second must be received by the first class in January 2024)
 - I will pay by month, August 2023-May 2024 (10 payments, each payment must be received by the first class of each month)
- I qualify for these discounts: Multi-course (applying for 2+ courses) Sibling (sibling also applying) Earlybird (applying by June 15th)

By initialing the terms and signing your name below, you agree to abide by all of the following terms, as stated on the "Tuition, Terms, and Conditions" page on the Scriptorium Hall website. (Please read that page carefully before signing.)

- _____ I agree to pay the \$50 per student application fee immediately upon application.
- _____ I agree to pay all tuition for any course/all courses this student takes from Scriptorium.
- _____ I understand that no refunds can be given.
- _____ I understand that grades will not be reported until all payment has been received.

Parent signature: _____ Date: _____

Please make checks payable to Grace Hughbanks. Thank you!



COURSE SELECTION

Please note the difference between the requirements and benefits of the seminar *with* the writing tutorial and the seminar only options:

	SEMINAR WITH WRITING TUTORIAL	SEMINAR ONLY
Assignments	<ul style="list-style-type: none"> Attend class meetings with minimal absences Complete all daily-work/commonplacing and all major written assignments with satisfactory marks and above 	<ul style="list-style-type: none"> Attend class meetings with minimal absences Complete all daily-work/commonplacing with satisfactory marks and above
Feedback on writing	Comments are given at each stage of the writing process	No major written work is required, so no comments are provided
Defense Day	Required participation in both fall and spring	Student does not participate in Defense Day
Scriptorium Credit	One full Scriptorium credit upon successful completion <i>*Parents can award any credit they deem appropriate*</i>	One half Scriptorium credit upon successful completion <i>*Parents can award any credit they deem appropriate*</i>
Diploma Program	Course does count toward Diploma Program	Course does not count toward Diploma Program
Dual-Credit	Student is eligible for dual-credit (U.S. & Modern History)	Student is not eligible for dual-credit (U.S. & Modern History)
Academic Prizes	Student is eligible for all Academic Prizes	Student is not eligible for the Lewis or Michelangelo Prizes
Graduation	Student formally graduates from Scriptorium	Student does not formally graduate from Scriptorium

Please check the box for the course your student is applying for, indicating whether the student will take the seminar *with* writing tutorial or the seminar only option:

	MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS
9:00 - 10:30 am	Philosophy, Politics & Economics <ul style="list-style-type: none"> Writing II-level skills are pre-requisite 8th grade and up <input type="checkbox"/> Seminar <i>with writing tutorial</i>: \$75/month <input type="checkbox"/> Seminar only: \$60/month 		Writing II: Logic <ul style="list-style-type: none"> 7th grade and up <input type="checkbox"/> Seminar <i>with writing tutorial</i>: \$75/month 	Geography through History <ul style="list-style-type: none"> 7th grade and up <input type="checkbox"/> Seminar only: \$60/month
10:30 am - 12:00 pm	Writing I: Grammar <ul style="list-style-type: none"> 5th grade strong readers & up <input type="checkbox"/> Seminar <i>with writing tutorial</i>: \$75/month 		Middle School History: Medieval & Renaissance <ul style="list-style-type: none"> 5th-9th grade strong readers <input type="checkbox"/> Seminar only: \$60/month 	Fine Arts <ul style="list-style-type: none"> 7th grade and up <input type="checkbox"/> Seminar only: \$60/month
12:15 - 1:45 pm	Ancient History <ul style="list-style-type: none"> Writing II-level skills are pre-requisite 8th grade and up <input type="checkbox"/> Seminar <i>with writing tutorial</i>: \$75/month <input type="checkbox"/> Seminar only: \$60/month 	Modern History <i>3-hour credit option through Bryan College</i> <ul style="list-style-type: none"> Writing II-level skills are pre-requisite 11th grade and up <input type="checkbox"/> Seminar <i>with writing tutorial</i>: \$75/month; undergraduate credit only available to students completing the tutorial <input type="checkbox"/> Seminar only: \$60/month 	United States History <i>6-hour credit option through Bryan College</i> <ul style="list-style-type: none"> Writing II-level skills are pre-requisite 8th grade and up <input type="checkbox"/> Seminar <i>with writing tutorial</i>: \$75/month; undergraduate credit only available to students in 10th-grade and up completing the tutorial <input type="checkbox"/> Seminar only: \$60/month 	Medieval History <ul style="list-style-type: none"> Writing II-level skills are pre-requisite 8th grade and up <input type="checkbox"/> Seminar <i>with writing tutorial</i>: \$75/month <input type="checkbox"/> Seminar only: \$60/month
1:45 - 3:15 pm	Ancient Literature <ul style="list-style-type: none"> Writing II-level skills are pre-requisite 8th grade and up <input type="checkbox"/> Seminar <i>with writing tutorial</i>: \$75/month <input type="checkbox"/> Seminar only: \$60/month 	Modern Literature <ul style="list-style-type: none"> Writing II-level skills are pre-requisite 11th grade and up <input type="checkbox"/> Seminar <i>with writing tutorial</i>: \$75/month <input type="checkbox"/> Seminar only: \$60/month 	United States Literature <ul style="list-style-type: none"> Writing II-level skills are pre-requisite 8th grade and up <input type="checkbox"/> Seminar <i>with writing tutorial</i>: \$75/month <input type="checkbox"/> Seminar only: \$60/month 	Medieval Literature <ul style="list-style-type: none"> Writing II-level skills are pre-requisite 8th grade and up <input type="checkbox"/> Seminar <i>with writing tutorial</i>: \$75/month <input type="checkbox"/> Seminar only: \$60/mo.
3:15 - 4:30 pm		Traditional Dances of Europe <ul style="list-style-type: none"> Requires a minimum of 4 students to run mature 5th grade and up <input type="checkbox"/> \$50/month 		

PARENT NOTES

Attendance, Drop-off/pick-up, Canvas platform

- Please ensure that your student is dropped off and picked up on time. Students will need to wait in the classroom—*not* outside—until their ride arrives.
- While we prioritize face-to-face interaction in class, we do use the Canvas online learning platform for its conference system to allow students who will be absent to either join class online or listen to a recording of the class later—within seven days of the missed class. I will send out information so that you can create a Canvas account for your student. Please note that, to save bandwidth, webcams are not used.
- Please note that there are *no* online or recording options for “Traditional Dances of Europe” or “Fine Arts”. These courses are highly interactive, so students must be in class in person to learn the material.
- Please notify me via email by 8:00 am if your student will be absent. Most students will be able to join via Canvas. Students in “Traditional Dances of Europe” and “Fine Arts” will review missed material in subsequent classes.
- In case of inclement weather, I will email parents. Most classes will meet via Canvas; “Traditional Dances” and “Fine Arts” will be cancelled.
- Students with classes before and after the noon break should bring lunch; we do ***not*** have a microwave or refrigerator.
- Students with dietary restrictions are responsible for bringing suitable snacks or lunches as needed. Our feast days, when the tutor brings seasonal or themed snacks, are listed in the assignment schedule (always the class meeting in the first full week of each month).

Student assignments

- Students are responsible to complete their assignments *on their own*. They should not need assistance from parents, siblings, or fellow-students.
 - The proliferation and power of AI writing programs have wrecked essential foundations of trust between all writers and their readers. More information is available on the “Regarding AI Writing Programs” page and in the blog post, “Was I the One Who Actually Wrote This Article?”. Please help your student avoid the temptation to use AI by:
 - ▶ Purchasing hard copies of all required books and allowing students to make notes in their books. This is vital for helping students gain confidence in understanding key passages and how they fit together.
 - ▶ Encouraging your student to read assignments from these hard copies (as opposed to online summaries).
 - ▶ Encouraging your student to complete all writing assignments by hand to ensure that AI is not used; computers are needed *only* by writing tutorial students when they type up their major written assignments to be submitted for the week, and occasionally for research (Writing II and U.S. History only).
- My hope is that completing homework without using computers, combined with plenty of guidance and practice in writing and in reading primary sources during class, will give students the confidence and skills to write effectively on their own so that they will not be tempted to use AI.*
- Please read emails I send to your student. Parents are copied on all emails sent to their students. It can be extremely helpful to allow students to “sink or swim” in a course on their own, and you’re welcome to do that, but reading emails sent to your student will at least keep you informed about your student’s progress.
 - If your student has not submitted an assignment, I will send *one* “missing work” email. Students receive zero credit for late work unless:
 - You as the parent let me know that something beyond your student’s control provides a valid excuse for late work (for example: severe illness, death in the family, family/church/work commitment)
 - The student submits the missing work within one week
 - No late work or major written assignments will be accepted after the Friday of the last week of class before Defense Day.
 - Students must complete all assignments with a satisfactory mark to receive credit. Students who have incomplete assignments by the end of the semester or course will receive an “incomplete” for the semester or course grade.

Marks/Grades

- Please read the marking/grading scale carefully (please see page 6 below or the “FAQ” page of the Scriptorium website). If your student has a question about why an assignment received a given mark, please encourage the student to speak with me directly.
- As the parent, you are ultimately responsible for submitting grades to your umbrella school, etc.
- Please note that the grades and complete/incomplete status I send to you will be what I refer to if I am contacted by any relevant colleges and/or umbrella schools.
- If you plan to have your student apply for dual-credit, please read the grade requirements in the “Credit-Granting Partnership with Bryan College” page on the Scriptorium website.

If you have a student in a writing tutorial

- Please encourage your student to read and incorporate comments received at each stage of the writing process; without this, students hamper their own progress in developing effective writing skills.
- Please ensure that your student will be available to present on Defense Day in both semesters.

I have read the Parent Notes:

Parent signature: _____

Date: _____



STUDENT INTERVIEW

As you are the one who will be taking this course, I want to hear from you! Please answer these questions briefly. Thanks!

Your name: _____

- If you could create a monument for anyone living, or who has only died within the past decade, who would it be and why?

- What are some of your favorite tv shows, books, movies, and bands/musicians?

- Have you read or acted in a Shakespeare play? If so, which play?

- Do you have a favorite passage or book of the Bible? If so, what is it and why is it your favorite?

- If you were given a task that you did not think you would be able to accomplish, what would you do?

- How familiar are you with:

the Bible?	Very: _____	Slightly: _____	Not at all: _____
Greek and Roman mythology?	Very: _____	Slightly: _____	Not at all: _____
Arthurian legend?	Very: _____	Slightly: _____	Not at all: _____
Norse mythology?	Very: _____	Slightly: _____	Not at all: _____
the Declaration of Independence?	Very: _____	Slightly: _____	Not at all: _____
the U.S. Constitution & Bill of Rights?	Very: _____	Slightly: _____	Not at all: _____

- Do you have a favorite time period in history? If so, what is it and why is it your favorite?

- What do you want people 1000 years from now to remember about you?

- If the internet and all internet-related devices and programs were destroyed, how would you set about recovering knowledge?

- If, while reading a book, you realize you disagree with the author, what do you do?

- What advice would you give to a young person who desires to be respected by people older than himself or herself?

- What qualities make a gentleman? What qualities make a lady?



THE CODE OF THE SCRIPTORIUM STUDENT

Act with decorum at class meetings.

- Keep our meeting facility—classroom and bathrooms—spotlessly clean.
- Be on time.
- Use the restroom *before* class or during a designated break.
- Gentlemen, dress and act like a gentleman. Ladies, dress and act like a lady. Set an example that everyone else can look up to you for. Your physical appearance and demeanor must show respect for your fellow students, the tutor, and the seriousness of the subject. Dress modestly and appropriately (no pajamas, slippers, bedhead, short-shorts, etc.,). Do not pass notes, use hand signals, or have private conversations during class; these actions are extremely disrespectful to the person speaking.
- *No* laptops, cellphones, smart watches, headphones, or earbuds. If you have a cellphone, it should be *off and away*. If you need to contact your parent, you may call before class or during a designated break.
- Bring your books, notebooks, pencils/pens, and notes to class every time. If you do not have them, you will earn yourself a low participation mark for that day.
- If you “cannot remember” the work you were assigned to prepare for class, you did not prepare sufficiently. If you have nothing to say about work you were assigned to consider, you did not prepare at all. If you are not properly prepared, you will earn yourself a low mark for your participation that day.
- When you are responding to a question, summarize a few key points and then allow someone else to make his observations.
- Listen carefully and speak respectfully to the tutor and your fellow students. You are free to disagree with or ask questions about any topic we cover, but you must do so politely and explain the reasons for your position.
- Read your books—which are the writings of authors whose ideas have taught thousands of people for thousands of years—with the same mindset. Everything we read is important, and all assignments you are required to complete are valuable in themselves. If you do not like a book or assignment, do not moan or complain: think carefully about what you might be able to learn from something you dislike. Again, if you disagree with something, you should be able to explain why you disagree.
- You are responsible for taking notes during class. When anyone reads a passage aloud from a book, your book must be out and you must be following along. If you do not take good notes or observe the key passages in your book, your at-home assignments are likely to be much harder.
- Do not pack up before class is dismissed. Your packing up is distracting to everyone and extremely disrespectful to whoever is speaking—and you may miss something important.
- Breaks are intended for talking face-to-face with your fellow students, not for checking your cell phone. Enjoy the fact that you get to be with real people, in person, studying great things!
- If you have classes before and after the noon break, please bring lunch; we do **not** have a microwave or refrigerator.
- If you have dietary restrictions, please bring suitable snacks or lunches as needed. Our feast days, when the tutor brings seasonal or themed snacks, are listed in the assignment schedule (always the class meeting in the first full week of each month).
- At any class or event involving a dance: Gentlemen, you are responsible for ensuring the ladies who would like to dance have partners for the dance. Ladies, you are responsible for being polite to the gentleman who has been courageous and courteous enough to ask you to dance.
- If you will be absent, you can attend class via Canvas or listen to the class recording—only available for seven days after the missed class.

Complete your work with integrity.

- You are responsible to complete assignments *on your own*. You should not need assistance from parents, siblings, or fellow-students.
- All of your written work should be done by hand in your notebook—*without* using your computer, cellphone, or smartwatch. The only students who will need computers for homework are students in writing tutorials, and they will only need their computers to type up their completed writing assignments for comments in the weeks they are due or for research (Writing II and U.S. History only). (If you have difficulty writing by hand, make it your goal to practice your handwriting. *Please talk to the tutor before you submit your assignment if you have questions about this topic.*)
- Do *not* use AI writing programs in any form. AI writing programs include: Grammarly, ChatGPT, Anyword, Jasper, and any similar program. Use of AI implies that you do not have the skill it takes to think of and write down your own ideas. Disguising your lack of ability or lack of interest in the assignment by using such programs *is dishonest*. Work exhibiting characteristics of AI-generated material will receive a mark of NS (not satisfactory) and the student will be required to *re-write his or her assignment in person*. You may use the spell check function included in your word processing program, but do *not* rely on it to catch your mistakes: edit your own work thoroughly yourself. (If you struggle with spelling and grammar, make it your goal to improve your spelling and grammar skills. *Please talk to the tutor before you submit your assignment if you have questions.*)
- Do *not* use summaries of the assigned readings and pretend you actually read the book when you did not. Copying from summaries *is dishonest*. Pay attention in class when you are told what to look for in the upcoming reading. Do your best to read the assignment. If you get stuck, write down anything you did understand and jot down a few questions about what you did not understand—but do not pretend you did your reading when you did not.



- Do *not* plagiarize. Plagiarism is pretending someone else's work is your own. It is *dishonest* and it includes any and all of the following: submitting someone else's work as your own for any reason; submitting your own work from a previous course; copying someone else's exact—or *similar*—words without quotation marks but with a citation; copying someone else's exact—or *similar*—words with quotation marks but without a citation; paraphrasing or summarizing someone else's words without a citation; and omitting a Works Cited page with the publication information of your sources. *Do not plagiarize.* The simplest way to avoid plagiarism is to (1) make sure you understand the material you are reading and writing about; (2) make sure your writing is entirely different in phrasing and sentence structure from your source; and (3) include the page or chapter number and the publication information of the source you were reading. You can find information on how to document your sources and use citations here: https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html Work containing any form of plagiarism will receive a mark of NS (not satisfactory) and must be re-written to receive credit. (*Please talk with the tutor before you submit your assignment* if you have any questions about avoiding plagiarism.)
- Students seeking dual-credit: In order to receive dual credit from Bryan College, all work done for the course must be your own. Any student who engages in academic dishonesty will be denied credit from Bryan College; the College has notified me that credit will not be awarded to students who engage in academic dishonesty.

Turn in your work promptly.

- If there is something you do not understand, ask me *before* the assignment is due. You will not be allowed to re-do work that you did not understand simply because you did not take responsibility to understand it in the first place.
- Daily work / commonplacing will be reviewed during class. If you will be absent, it is your responsibility to email me your daily work *before* class.
- If you have not submitted an assignment, I will send *one* “missing work” email. You will receive zero credit for late work unless:
 - Your parent lets me know that something beyond your control provides a valid excuse for late work (for example: severe illness, death in the family, family/church/work commitment)
 - You submit the missing work within one week
- No late work or major written assignments will be accepted after the Friday of the last week of class before Defense Day.
- You must complete all assignments with an S (satisfactory mark) to pass the course. If you have incomplete assignments, you will earn yourself an “incomplete” for the course.

Understand the marking scale.

- There are only five possible marks:
 - ❖ SCL—*Summa cum laude* (“with highest praise”) Standard letter equivalent: A+ or 97. This mark represents superior work, incorporating a rare degree of professionalism, scholarship, and thought. Errors are negligible.
 - ❖ MCL—*Magna cum laude* (“with great praise”) Standard letter equivalent: A - or 90. This mark represents excellence; all directions have been followed, and the student's work demonstrates *high-quality word-craft and unusual depth of thought*. A few minor errors, one or two of which may be significant, weaken the piece, but it is on the whole a fine effort.
 - ❖ CL—*Cum laude* (“with praise”) Standard letter equivalent: B or 85. This mark represents a piece which is generally good but has multiple weaknesses.
 - ❖ S—*Satis* (“satisfactory”) Standard letter equivalent: C or 75. This mark represents work that has been done at a level only sufficient to have fulfilled the requirements for the assignment.
 - ❖ NS—*Non satis* (“not satisfactory”) Standard letter equivalent: D or 50 for poor-quality, OR F or 0 if work contains plagiarism (requires re-write for credit), includes characteristic signs of AI (requires re-write for credit), or has not been submitted. This mark indicates that the work does not fulfill the assignment.
- All marks will be reported to students and parents. Most diligent students should be able to consistently earn a mark of CL or above. Only a few students are careful and thoughtful enough to earn the highest marks.
- If you think the mark you earned is unfair, *you as the student* are responsible for demonstrating to the tutor why *your work itself* merits a higher mark.

With my signature, I acknowledge that I have read and understood the Code of the Scriptorium Student and agree to abide by it:

Student signature: _____

Date: _____



ADDITIONAL CODE OF WRITING TUTORIAL STUDENTS

Turn in major writing assignments—and receive and incorporate comments—correctly.

- The writing process in all writing tutorials is completed in stages that you will submit via email; each stage builds on thought and writing done in the stages before. You will be assigned to turn in work for comments at each stage. ***If you turn in work out of order***—for example, if you are assigned to turn in an outline but you skip ahead and turn in a draft—***I will send your work back to you without comments.***
- **When you submit the assigned writing stage on time, you will receive detailed, personalized feedback that is intended to help you improve your work. It is your responsibility to read these comments carefully and incorporate them into the next stage of your writing.**
- When you have incorporated the comments from the previous stage of your writing into the next stage, ***you must highlight the changes you have made*** (bold, different color, or highlight function). If there are comments you did not incorporate, ***you must explain your reasoning in the body of your email.***
- All assigned stages of written work must be emailed as ***.doc., .docx, .pdf, or .pages files by 5:00 pm on the day before your class meeting.***
- The name of the file you submit should include your last name, your course, and your assignment (for example: “Smith - Ancient History - Spring Essay 2 Outline”)
- Final written work must be submitted both via email by 5:00 pm on the day before your class meeting ***and as a hard copy turned in at the start of class.***
- Printing facilities are ***not*** available at our meeting location; you must have printed or hand-written your final work before you arrive at class.
- Homework will ***not*** be accepted via text message, GoogleDocs link, or Canvas platform email.
- ***Late*** written work in the early stages of the writing process is ***not likely*** to receive comments; this means that, since the process of improving your writing depends on receiving and incorporating feedback, late work in these early stages may result in a weaker final essay.
- Late final written assignments will lose a full letter grade.

Present at Defense Day each semester.

- Defense Day presentations in both semesters are required of all writing tutorial students.
- However, students may ***not*** present for Defense Day unless their essays/research papers are of sufficient quality for presentation (the piece is factually accurate, incorporates comments, follows the assignment, is thoroughly edited, etc.). ***If you follow the instructions above and diligently incorporate comments in your written work, it is likely your work will be presentable for Defense Day!***
- Students unable to attend Defense Day in person must present in one of the last class meetings of the semester.

With my signature, I acknowledge that I have read and understood the Code of Writing Tutorial Students and agree to abide by it:

Student signature: _____

Date: _____

Please email completed application forms to tutor@scriptoriumhall.com
Thank you!

