

Suggested *Guidelines* for Elementary Site Writing Showcase

Written composition is a part of every grade level's standards. The expectation is that purposeful writing is occurring, in some part, every day. Thus there should be plenty of opportunity for students to write for the writing celebration 'audience'.

Sites are encouraged to collect writing monthly, but no less than each trimester.

Sample guidelines might be:

K-3 classrooms or classrooms with 20 or fewer students will submit 2 pieces of writing every month on track. 4-6 classes or classrooms with more than 20 students will submit 3 pieces of writing every month on track. Each class may also submit one class book.

Entries may be submitted anytime before the Monday of track change week. Entries will be judged during staff meeting or grade level meeting of track change week each month.

Submit entries to the "Writing Showcase" box located in the staff lounge. Inside there are grade-level folders, entry forms and parent notification forms. Attach an entry form to each piece of writing submitted and place it in your grade-level folder. Every piece of writing submitted will be recognized at the end of the month assembly. Send home the generic invitation so that parents can share in their child's accomplishment.

NOTES ON ENTRIES: *Entries do not need to be published when submitted. Kindergarten and first grade pieces may be dictated and submitted in that form until the end of the 1st trimester. All other pieces must be in final draft form. All work submitted should be writing done at school without any parental input*

The grade-level rubric is applied to each piece of writing by 3 separate reviewers. All teachers are to participate in the review but never reading submissions from their own grade-level.

Based on an average of the three scores, students are awarded a certificate for honorable mention, third, second and first place.

The site may consider combining all 1st, 2nd and 3rd place writings in a published anthology and recognizing those students again at an end-of-the-year celebration.

Each class will have several opportunities over the months to participate which will increase the opportunity for different types of writing assignments or styles while still addressing the grade-level standards.

By **Friday, March 6, 2009 (Tracks D/5)** and **Friday, March 20, 2009 (Tracks A/B/C)**, sites will be asked to determine which writings from each grade-level are 'showcase' quality. These items, judged at the site, will represent the school during the district's writing showcase and placed on display.

**The Mary Ann Workman
Writing Showcase**

Event Information

***April 25, 2009
10:00 a.m. to 12:30 p.m.
Truman Middle School - Gym***

- ❖ ***Set up will be Friday, April 24, 2009 from 2:30 p.m. to 5:30 p.m.***
- ❖ ***Set up will NOT take place on Saturday as the doors will open at 10:00 a.m. You may arrive at 9:30 to be next to your table when parents arrive but set up must be completed on Friday..***
- ❖ ***Each site will have one table to display their entries. The tables will be located in the middle of the gym and labeled with the school's name. The pre-school will have the tables against the walls.***
- ❖ ***If you wish to decorate your table, you may do so but please be courteous of your neighbor next to you. Remember this is about the students and their writings not about how the tables are decorated.***
- ❖ ***If you are displaying a multi-media presentation, please be aware that outlets are few and far between. Cords will not be allowed to run along the floor. Laptops will need to be run by battery.***
- ❖ ***Each coordinator will receive their student's certificates in an envelope the day of the event. You may hand them out at the showcase or at your school site.***
- ❖ ***Since each student will receive a certificate for placement and not every school site gives out awards, we ask that you refrain from placing ribbons on the student's writings or on the tables.***
- ❖ ***Each site is responsible for sending the information regarding the event to their parents.***