

## Suggested *Guidelines* for Secondary 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 across the curriculum. Thus there should be plenty of opportunity for students to compose for the writing celebration 'audience'.

Sites are encouraged to collect writing quarterly. **Sample guidelines might be:**

*Departments representing all curriculum areas are encouraged to work with students for the purpose of including writing for judging.*

*Departments will set their own entry criteria. On a scheduled basis, departments will 'screen' their entries and select no more than 'x' for judging. Department chairs will make arrangements for papers to be traded for the purpose of judging. Attach an entry form to each piece of writing submitted.*

**NOTES ON ENTRIES:** *Entries do not need to be published when submitted however all pieces must be in final draft form. All work submitted should be writing done by the student without any parental input*

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

*The site may consider combining 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place writings in a published anthology or recognizing those students with entries into the school annual.*

By **Friday, March 6, 2009 (Middle School)** and **Friday, March 20, 2009 (High School)**, sites will be asked to determine which writings from the site 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 or anything that suggests placement on the student's writings or on the tables.*
- ❖ *Each site is responsible for sending the information regarding the event to their parents.*