

# Palatine High School English Department

## Essential Writing Assignment Policy for Students

Effective August, 2015

Writing is an essential element of the English curriculum. To help you develop this important skill, you are responsible for writing one Essential Writing Assignment (EWA) each quarter. These EWAs will be weighted heavily in each quarter grade. Once your teacher designates a paper as an "Essential Writing Assignment," the following policies will apply:

<b>EWA ASSIGNMENTS</b>	Your teacher will present you with a formal, written assignment sheet for each EWA s/he assigns. This sheet will clearly tell you the assignment/prompt and expectations for the task. It will also include the rubric with which you will be graded on the EWA. The sheet will also clearly state deadlines for the EWA and for related preliminary assignments such as brainstorm sheets, outlines and rough drafts. Finally, the assignment will also include a copy of this EWA policy.
<b>LATE EWAs</b>	<p><b><u>You only have one week past the EWA due date to turn in a late EWA.</u></b></p> <p>The following policies apply to all late EWAs:</p> <ul style="list-style-type: none"><li>• late EWAs will be <b>marked down one full letter grade</b></li><li>• students working on late EWAs no longer have a right to assistance from the classroom teacher &amp; will need to seek help outside of class time from other resources in PHS (see below)</li><li>• late EWAs will be assigned a grade, but will not have teacher comments</li></ul>
<b>MISSING EWAs</b>	<b>If you do not submit an EWA within one week of the stated due date, you will no longer be able to submit an EWA.</b> As a result, your grade for the EWA will be marked as MI in Infinite Campus.
<b>REVISIONS to EWAs</b>	<p><b>You may only revise your EWA if you turn it in on or before the stated due date.</b> If you turn in your EWA after the due date, you forfeit your opportunity to revise.</p> <p>Unless otherwise stated by your teacher, you must complete and submit all revisions to your EWA before 3:30 PM on the final day of the quarter in which the EWA was assigned.</p>

*If you need additional help to improve your writing, you are able to do so outside of class time. If you turned in the paper on time, you are welcome to make an appointment with your English teacher if s/he is available during your lunch hour, study hall or free period. If you do not share a free period with him/her, or if you did not turn in your paper on time, you should use one of the many resources available to you before, during and after the school day. See below for available times and locations.*

### **Student Success Center (SSC) – Room 191**

*English teachers are available to help you through all stages of the writing process. The SSC is open:*

- *before school: open at 7:10 AM on Tuesday, Wednesday, and Thursday*
- *after school: open until 4:30 PM on Tuesday, Wednesday, and Thursday*
- *during school: open each period of the school day*