

# Palatine High School English Department

## EWA Procedures for Teachers

*Effective August, 2015*

### FOUNDATIONAL STATEMENT

As English teachers at Palatine High School, one of our foremost goals is to teach students to become effective communicators. Writing is an important mode of communication, and we believe strongly in the essential connection that exists between good writing and strong thinking. Because we believe our actions as educators have a powerful impact on our students' success, we commit ourselves to the following:

- thoughtfully developing Essential Writing Assignments (EWAs) that are appropriate for the course level and grade
- scaffolding the instruction of these assignments to meet students' varying ability levels
- instructing students and modeling good writing practices throughout the writing process from topic assignment through revision
- providing students with timely feedback on their writing

The following procedures are designed with these beliefs in mind.

<p style="text-align: center;"><b>EWA ASSIGNMENT ALIGNMENT</b></p>	<p>All English teachers must assign, teach, assess, and enter grades for a minimum of one (1) essential writing assignment (EWA) each quarter:</p> <ul style="list-style-type: none"><li>• one <b>narrative</b> essay (assigned &amp; assessed in Q1)</li><li>• one <b>informative/explanatory</b> essay (assigned &amp; assessed in Q2)</li><li>• one <b>persuasive</b> essay (assigned &amp; assessed in either Q3 or Q4), and</li><li>• one <b>synthesis</b> essay that incorporates all three writing types (assigned in either Q3 or Q4).</li></ul> <p>If the DBA for a course includes a timed, persuasive essay, a teacher may opt to count this as the Q4 EWA, so long as s/he teaches the persuasive form in Q3 as part of the required synthesis EWA. This decision will be made by the PLT if one exists for the course and followed by all teachers who teach this same course.</p> <p>If a PLT exists for the course, the PLT will create the topics for these EWAs. Once chosen by the PLT, these topics will be used by all teachers who teach this same course.</p>
<p style="text-align: center;"><b>ASSIGNMENT POLICIES FOR EWAs</b></p>	<p>At the time a teacher assigns an EWA, s/he will</p> <ul style="list-style-type: none"><li>• restate the EWA policy to the class</li><li>• present students with a formal, written assignment sheet that<ul style="list-style-type: none"><li>– clearly states the <b>assignment/prompt</b> and expectations for the task</li><li>– clearly states <b>deadlines</b> for the EWA and, if applicable, for medial assignments such as brainstorming sheets, outlines, and rough drafts</li><li>– includes the <b>rubric</b> that will be used to assess their work</li><li>– includes the agreed-upon copy of the <b>EWA policy</b></li></ul></li><li>• provide the department chair with a copy of these materials</li></ul>

<p style="text-align: center;"><b>REPORTING EWA INFORMATION INFINITE CAMPUS</b></p>	<p>When creating assignments for EWAs in Infinite Campus, teachers will:</p> <ul style="list-style-type: none"> <li>• ensure the EWA is heavily weighted in the overall quarter grade</li> <li>• include the abbreviation "EWA" in the title of the assignment</li> </ul> <p>When reporting grades earned on EWAs in Infinite Campus, teachers will:</p> <ul style="list-style-type: none"> <li>• enter a letter grade (or a score equivalent)</li> <li>• enter an INC (50%) for students who submitted an EWA but earned a D- or less</li> <li>• enter a MI (50%) for students who did not submit an EWA</li> </ul> <p>When a student revises an EWA to an acceptable level, teachers will immediately replace the INC or MI grade in Infinite Campus with the grade earned.</p>
<p style="text-align: center;"><b>REVISIONS TO EWAs</b></p>	<p>Teachers will allow students the opportunity to revise an EWA if they turned in their EWA on time. Teachers should offer assistance outside of class to students in this situation.</p> <p>Teachers must promptly assess and enter new scores for revised EWAs in Infinite Campus. At this time, teachers should note the revision and grade change in the comment box for that assignment.</p>
<p style="text-align: center;"><b>LATE EWAs: PENALTIES &amp; DEADLINES</b></p>	<p>Teachers will accept late EWAs within one week of the stated due date, but are not obligated to provide assistance to students working on late papers.</p> <p>Teachers will reduce the student's score by one letter grade if the student submits an EWA within this one-week window.</p> <p>Teachers must promptly assess and enter scores for late EWAs in Infinite Campus. At this time, teachers must "flag" the assignment as late and note the grade reduction in the comment box for that assignment.</p>
<p style="text-align: center;"><b>MISSING EWAs</b></p>	<p>Teachers will mark MI (50%) in Infinite Campus for students who do not submit an acceptable EWA within one week after the stated due date.</p>
<p style="text-align: center;"><b>COMMUNICATING EWA INFORMATION WITH PARENTS &amp; STUDENTS</b></p>	<p>Teachers will make every effort to promptly communicate with parents and students about EWAs by:</p> <ul style="list-style-type: none"> <li>• educating students about the EWA policies each time they assign an EWA</li> <li>• educating parents about the EWA policies at Open House night and/or via parent contact methods available on Infinite Campus</li> <li>• promptly notifying parents in the following situations: <ul style="list-style-type: none"> <li>– if a student does not meet pre-paper deadlines for important steps in the writing process such as outlining or rough drafts</li> <li>– if a student misses an EWA due date</li> <li>– if a student does not meet the minimum requirements of an EWA</li> </ul> </li> </ul>
<p style="text-align: center;"><b>COMMUNICATING EWA INFORMATION WITH PHS COLLEAGUES</b></p>	<p>Teachers will also promptly notify colleagues who have a shared interest in a student (i.e., counselors and SPED case managers) in the following situations:</p> <ul style="list-style-type: none"> <li>• if a student does not meet pre-paper deadlines for important steps in the writing process such as outlining or rough drafts</li> <li>• if a student misses an EWA due date</li> <li>• if a student does not meet the minimum requirements of an EWA</li> </ul>