

# Writing Exits



## What are they and why?

Writing Exits are graduation requirements meant to help prepare students for written communication beyond high school. The process is meant to teach students how to better communicate by writing in multiple forms and editing their work until it is the best it can possibly be.

The following are the primary objectives for writing exits:

- Students will write sentences that are grammatically correct, demonstrate a variety of patterns of expression, and are free of spelling and punctuation errors in the editing of their works.
- Students will produce works that are revised effectively for unity, focus, balance, language, and flow.
- Students will demonstrate a rich vocabulary, an understanding of denotative and connotative meanings, and an understanding of the levels of language and their appropriate usages.
- The student will demonstrate an understanding of audience appropriateness in their writing.

## Writing Exits by Grade

<i>Writing Ext</i>	<i>Grade</i>
Two Short Forms	10th
Analysis	11th
Research Paper	11th
Cover Letter & Resume	12th
Personal Narrative	12th
Senior Exit Paper	12th

## Description of Each Exit

A student is expected to complete and keep a portfolio consisting of the following exits:

### TWO SHORTFORMS

- Demonstrate a variety of topics and formats.
- One must be an exposition, kinds, ways, area, or time
- The second must be persuasive.
- Each must be five paragraphs and 750-1000 words long.

### ANALYSIS

- Use a process or literary analysis to complete the assignment;
- Must present a point of view and successfully analyze a specific topic.
- Must be 1000-1500 words in length.

### RESEARCH PAPER

- Students will connect the topic of their research paper to their Senior Project.
- Students will be required to write 3,000-3500 words.
- Students must complete each step of the research process as part of the exit.
- Paper is to cover background information, demonstrate an issue, provide a large amount of information, and create a conclusion that comes to a point.

### COVER LETTER & RESUME

- Students must use appropriate formatting and wording appropriate to successfully finding employment

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### PERSONAL NARRATIVE

- Topic will be determined by samples from college entrance, scholarship forms, or applications to a tech school.
- Must be 300-500 words in length.

### SENIOR EXIT PAPER

- Students will connect this exit to their Senior Project, discussing what they learned and how their project has impacted their lives.
- Must be 300-500 words in length.

***ALL PAPERS MUST BE IN MLA FORMAT, 12 FONT, TIMES NEW ROMAN***

# Submission and Passing Policies

1. All writing exits will be completed as classroom assignments; however, it is important that the student realizes that they will be required to do much of the editing process on their own time.
2. Initial evaluation of the work will be done as a graded assignment in class. In the process of grading each assignment, the teacher will make suggestions for necessary changes for the essay to pass as a writing exit.
3. In most cases, students will have a selection of their own essays to choose from when deciding which essays to edit and turn in for a writing exit.
4. Papers will be evaluated on a four point rubric; students can receive no lower than a **3** in any area for the exit to be passed.
5. There is no limit regarding how many times an essay can be revised and turned in.
6. Sophomores will be required to pass BOTH short forms during their second semester, as they will not have the necessary skills to successfully edit their work.
7. Juniors and Seniors will be required to complete and pass each exit during the semester it is assigned.
8. Teachers will be keeping a file on each student which will include all rubrics for the exit, when it was passed (or not passed) and what exits still need to be completed.
9. Students are expected to save ALL of their exits electronically in a folder set up during their sophomore year; the folder is to be stored on their school server (computers).
10. Teachers will keep parents updated on their child's progress via quarterly mailings.
11. Running Start students must complete all of the required writing exits. An agreement between CBC and CSD allows these students to work with the Writing Center to complete and grade these papers..

## Plagiarism

Plagiarism is a special kind of academic dishonesty in which a person steals another person's ideas or words and falsely presents them as the plagiarist's own product. This is most likely to occur in the following ways:

- Using the exact language of someone else without use of quotation marks and without giving proper credit to the author
- Presenting the sequence of ideas or arranging the material of someone else without giving credit even though the thoughts are expressed in your own words
- Submitting a writing composed by someone else but representing it as your own
- Using the topic and method of development, including outlines, of someone else as if it were your own
- Purchasing a paper off the internet and using it as the writer's own

Careful attention to your own academic duties is the best way to avoid academic dishonesty. If you are asked to help a student, be careful. A person loaning or writing for another is just as guilty of academic fraud as the person who submits that work. Both will be punished equally.



Every student **MUST** pass each writing exit the semester it is assigned.  
If a student fails to meet this requirement, he/she will **NOT** receive a final grade for the semester until said exit is completed.  
Any student who does not pass the required writing exits will receive an incomplete until said exit is passed.

## Consequences of Plagiarism

These consequences are for ALL exits, not just on one exit.

1st offense: will be assigned a new exit on an entirely different topic

2nd Offense: student will be required to rewrite the exit in question with an entirely different topic and will be required to complete 8 rather than 7 exits.

3rd Offense: Student will **NOT** be able to complete writing exits and will be ineligible for graduation

# Dear Parent or Guardian,

Everyone at Columbia High School wants your child to be successful. It is our goal, through Writing Exits to help your child succeed at school and in the real world. Written communication is a vital aspect of the professional world and an expectation colleges and employers.

Please read the entire packet and discuss it with your child. If you have any questions, we ask that you call the high school at (509) 545-8573 or email your child's teacher.

Once you have read the packet, please have your child and you sign and initial the form below.

## Email Addresses:

**Laurel Webber-Gray:**

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### Parents and Students,

Please initial each portion and sign at the bottom indicating understanding of the materials presented in the packet. Then cut along the dotted line and return the bottom portion.

Student      Parent

I understand that I must pass each Writing Exit the semester it is assigned or I WILL RECEIVE AN INCOMPLETE FOR THE SEMESTER UNTIL MY EXIT IS PASSED.

I understand which exits are due each year and that it is my (my child's) responsibility to complete each exit.

I have read and agree with the consequences for plagiarism.

Student Signature

Student's Name Printed

Date

Parent or Guardian Signature

Parent or Guardian Name Printed

Date