

# Drakes Creek Middle School Writing Policy

## **The School-Based Decision Making Council shall:**

be responsible for approving and monitoring the school's writing program in accordance with KRS 158.6453 and the Kentucky Core Academic Standards.

## **A Literacy Team shall:**

- be organized to analyze and evaluate strengths and needs of the writing program;
- determine the professional development needs for the program based on that analysis and evaluation and make recommendations to the school administration;
- work collaboratively to develop the school's writing plan. The writing plan shall be a living document revised annually to address changing program needs and changing student needs; and
- report annually to the SBDM council to make recommendations regarding policy.

**The Literacy Team will include representatives from Language Arts and regular classroom teachers and Administration.**

## **Four Requirements of Writing Policy**

### **1) Communication Skills**

*All content area classes will include the following two types of writing skills:*

**Writing to Learn**—such as journal entries, writing activities, content specific writing, note-taking, graphic organizers, response writing, reading logs, reflective journals, etc.

**Writing to Demonstrate Learning**—such as on-demand (letters, editorials, articles and speeches), open response questions, exit slips, lab reports, journal entries, district writing folder as per district writing policy to include personal/literary, transactive, and reflective writing.

Examples of cross curricular writing would include a science feature article or pamphlet, a social studies letter, poem, song, and a poem and book report in reading.

**In addition to the two types of writing identified above. Writing for Publication**- will be included in the 7<sup>th</sup> and 8<sup>th</sup> grade Language Arts classes. Pieces will be selected for inclusion in their district writing folder to include one personal/literary, one transactive, and one reflective. Other classes may include publication pieces for inclusion in contests, websites, news media, etc.

Students will demonstrate their **oral communication skills** through activities such as oral presentations, speeches, book talks, podcasts, or video presentations.

Students will have access to and use of **technology** in the form of ActivBoard, mobile laptop labs, iPod touch labs, library computer lab, research computer lab, writing computer lab, classroom computers, and science iPad lab.

Student projects using technology will include iMovie, audio and video podcasts, virtual posters, WebQuests, scavenger hunts, powerpoints, Mindmapping, flip cameras, etc.

## **2) Grading procedures and feedback to students regarding their writing and communication skills:**

Teachers will utilize a variety of evaluation tools to assess student work such as Kentucky General Scoring Guide, Analytical Scoring Guide, and teacher- made rubrics.

Teachers will utilize multiple forms of formative and summative assessments during the writing process such as student self-assessment, peer assessment (using peer editing), and teacher assessment.

Teachers will provide students with regular meaningful feedback during the writing process such as classroom conferencing, descriptive feedback, and annotated rubrics.

## **3) Responsibility for the review of the portfolios and feedback to students:**

Language Arts teachers will be responsible for the following procedures:

- managing and storing student writing folders in the classroom
- transferring student writing folders to the next grade level
- reviewing and providing feedback to students on their district writing folders
- analyzing pieces to gather information to address curriculum and instruction issues

The District Writing Folders will include one personal/literary piece, one transactive piece, and one reflective piece. The writing pieces will reflect students' interest and will demonstrate their growth as a writer. These pieces will also reflect their ability to communicate to a variety of audiences for a variety of purposes. Pieces to be added to the student district writing folder will be chosen by the student at the end of the current year.

#### **4) Implementation of the Writing Program**

The school will utilize the district curriculum maps that have been aligned to the Kentucky Core Content Standards to implement writing instruction. Curriculum Maps will be revised to align with the Kentucky Core Academic Standards.

Professional Learning Communities (PLCs) will meet on a regular basis throughout the school year to review, revise, and plan new units that incorporate the types of writing included in this policy.

Administration is represented on the school literacy team and participates in the review of the school writing plan. Administration also will provide support for writing training through professional development and content area planning.

#### **Other policies to improve the quality of an individual student's writing and communication skills**

The school will participate in local, state, and national writing contests that are aligned with our district curriculum maps.