

# **Natcher Elementary 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(7)(c), KRS 158.345, KRS 158.6451 (Program Reviews) 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.

### **Policy Statement:**

A school level writing plan shall be developed to address college and career readiness standards using 21<sup>st</sup> Century communication skills which include writing, technology based communication and presentation ability, oral speaking presentation, and listening skills.

### **Communication Skills**

- Students will be provided with grade appropriate instruction and opportunities to practice all areas of communication (reading, speaking, listening, writing, technology) in all content areas, across all grade levels as outlined in the College and Career Readiness Anchor Standards for Writing. Every student will create writing samples, graphic organizers, multimedia or oral presentations in the areas of Writing to Learn, Writing to Demonstrate Learning, and Writing for Publication. These may include giving opinions/arguments, explaining, informing, narrating, and doing research. .
- Students will have opportunities to use digital tools to enhance communication skills.
- Teachers will offer opportunities that are age appropriate, enrich the curriculum, are collaborative in nature and provide real life experience.

### **Student Feedback**

- Teachers will conference regularly with students, providing specific feedback.
- Students will learn self-evaluation and peer evaluation strategies and utilize them to evaluate written and oral communication projects.
- Students will receive instruction in understanding writing rubrics and how each written work will be evaluated according to a specific rubric.
- Students will be encouraged to self reflect using teacher and peer feedback to improve writing.

- Students will be provided with writing samples reflective of the three modes of discourse (genres): opinion (K-5)/argumentative (6<sup>th</sup>), narrative, and informative and research-based writings. Samples will include examples of grade appropriate proficiency and non-examples of proficiency.

### **Instructional Use of Portfolios**

- Students in all grade levels will keep a classroom writing portfolio with developmentally appropriate examples of pre-writing, drafts of various modes of discourse, and published pieces reflective of that year's writing.
- Students will keep a district permanent writing folder that follows the students grade-to-grade and school-to-school.
- Samples chosen for portfolios should demonstrate student growth in all writing modes and be chosen through a collaborative process, which includes self-reflection and feedback from students and teachers.
- Writing pieces will reflect student interests and choices and demonstrate a connection to prior knowledge and authentic purpose.
- Grade level teams will meet regularly to review portfolios and formatively assess student progress.

### **Implementation of Writing Program**

- The writing curriculum will be aligned to the College and Career Readiness Anchor Standards for Writing in all grade levels.
- The Literacy Team comprised of teachers and administrators will analyze the school's writing program regularly so professional development in writing and communication can be developed.
- School administration will monitor and work with the Literacy Team to revise the writing program and ensure consistent implementation.