

# Botts Elementary Writing Policy

## GOAL

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Our school strives to provide each student with the writing skills necessary to meet the Kentucky Education system goals:

- ***Communication skills necessary to function in a complex and changing civilization;***
  - ***Sufficient preparation to choose and pursue their life's work intelligently; and***
  - ***Skills to enable students to compete favorably with students in other states and other parts of the world.***
- KRS 158.645 and KRS 158.6451

## CRITERIA FOR THE WRITING PROGRAM

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In order to provide a high-quality writing program, every student will have: multiple opportunities to develop complex communication skills for a variety of purposes and use a variety of language resources, we will make sure students:

### ***A. Multiple opportunities to develop complex communication skills for a variety of purposes scheduled as part of daily instruction and experiences:***

1. Being taught from a curriculum that is vertically and horizontally aligned to the *Kentucky Academic Standards*.
2. Engaging in three categories of writing: writing to learn, writing to demonstrate learning to the teacher, and writing for publication.
3. Experiencing authentic, meaningful writing at all grade levels, including:
  - a. Writing for a variety of purposes:
    - Opinion (Elementary)/Argumentative (Secondary) to support claims
    - Informative/explanatory texts
    - Narrative to develop real or imagined experiences or events
  - b. Writing for a variety of audiences
  - c. Writing experiences that reveal ownership and independent thinking
  - d. Writing in which students draw on their own experiences, learning, reading, and inquiry to complete writing tasks.
4. Experiencing the writing process at all grade levels: planning, drafting, revising, editing, publishing, and reflecting upon writing.
5. Being provided consistent and timely feedback throughout the writing process to guide and improve writing skills.
6. Experiencing writing in both on-demand and writing-over-time situations.
7. Writing as a natural outcome of the content being studied in all curriculum areas.
8. Intentionally scheduled time within the instructional day for writing instruction and experiences while also providing learning opportunities that occur naturally across content areas to explore ideas and design products.

9. Applying appropriate writing skills to oral communication.

**B. Writing instruction allowing students to read and analyze a variety of print and non-print materials by embedding a variety of language resources as part of daily instruction:**

Reading and analyzing a variety of print and non-print materials

Learning about and using appropriate resources for writing (e.g., personal interviews, observations, print materials, and digital sources technology) driven by different instructional purposes with different various audiences for the student to consider.

- Multimodal text, such as (e.g. artwork (2D and 3D), photographs, electronic text, graphics, illustrations, web images, maps, multimedia) including
- Types of text, such as persuasive, literary, informational, and practical/workplace materials
- Use readings as Models for to serve as exemplars for student writing

Resources will be used with differentiated strategies to make instruction accessible to all students.

**C. A variety of technological tools used in the writing process that allow students to:**

- Evaluate or communicate using critical thinking skills
- Seek a new or deeper understanding based on inquiry of a topic
- Demonstrate new understanding through collaborating, creating, and making global connections
- Have relevant learning opportunities include contact with community members, Postsecondary partners, and businesses.
- Engage in real world and creative communication appropriate for meeting *Kentucky Academic Standards*.

## **WRITING GUIDELINES FOR TEACHERS**

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To provide **multiple opportunities for students to develop complex communication skills for a variety of purposes**, teachers will:

1. Work with students to master the writing standards for their own grade level and move to the next level of standards as students are ready.
2. Teach and require students to use higher-order thinking skills whenever possible.
3. Assign Incorporate three categories of writing in instruction: writing to learn, writing to demonstrate learning, and writing for publication in order to provide authentic, meaningful writing at all grade levels that includes:
  - a. Writing for a variety of purposes:
    - Opinion (Elementary)/Argumentative (Secondary) to support claims
    - Informative/explanatory texts
    - Narrative to develop real or imagined experiences or events
  - b. Writing for a variety of audiences
  - c. Writing about experiences that reveal ownership and independent thinking
  - d. Writing in which students draw on their own experiences, learning, reading, and inquiry to

complete writing tasks

4. Teach the writing process at all grade levels: planning, drafting, revising, editing, publishing, and reflecting upon writing including, but not limited to, opportunities for on-demand and writing-over-time assignments.
5. Provide consistent and timely feedback throughout the writing process to guide and improve students' writing skills.
6. Incorporate writing as a natural outcome of the content being studied in all curriculum areas.
7. Instruction includes the complex processes, concepts, and principles of literacy using differentiated strategies to make instruction accessible.
8. Assign students to read and analyze a variety of print and non-print materials including persuasive, literary, informational, and practical/workplace materials using these readings and materials as models for student writing.
9. Provide appropriate resources for writing driven by different instructional purposes with different audiences for the student to consider.
10. Provide opportunities for students to demonstrate, through strands of literacy, an understanding of cultural differences and work effectively with people from a range of social and cultural backgrounds to build on and articulate ideas.
11. Guide students to **apply technology as a tool** throughout the writing process to:
  - use critical thinking skills,
  - seek a new or deeper understanding of a topic, and
  - demonstrate new understanding through collaborating, creating, and making global connections.
12. Allow student choice and exploration.
13. Provide experiences for students to apply appropriate writing skills to oral communication skills and real world and creative communication experiences appropriate for meeting *Kentucky Academic Standards*.

## **SCHOOL-WIDE STRUCTURES AND MONITORING GUIDELINES**

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To ensure the writing process program includes reflection, assessment, and feedback, the writing plan instruction at all levels will incorporate:

1. The use of the portfolio for determining student performance in communication.
2. Active participation of students in decision making about contents of the portfolio and the **use of technology tools**.
3. The procedures for reviewing the portfolio in order to analyze writing to determine strengths and weaknesses in student writing and the overall writing program.
4. The procedures for grading the portfolio, including feedback to inform instruction.
5. Guidelines for providing students Descriptive feedback on the portfolio writing.
6. Opportunities for students to improve their writing and communication skills based on portfolio feedback.

## **MONITORING GUIDELINES CRITERIA FOR THE WRITING PLAN**

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*Writing Plans* will be separate from this policy and will include specific information for each level. The Bott Elementary writing program and writing instruction in each classroom will reflect this policy, prepare students to reach grade level expectations from the *Kentucky Academic Standards for Writing*, and the Writing Plan will be adjusted based on testing data, classroom data, and data from other programs if available.

To ensure every student has a writing/communications portfolio that demonstrates student interests and the integration of writing and communication skills across the content areas, includes samples of work that show interests and growth over time, follows the student from grade to grade, and follows the student to any school he/she attends,

The principal or his/her designee will monitor the writing program to:

1. *Ensure curriculum is vertically and horizontally aligned to Kentucky Academic Standards.*
2. Assign a literacy team to develop a written plan for implementing and monitoring writing portfolios.
3. Ensure the plan includes guidelines for incorporating student and teacher ***use of technology tools.***
2. Ensure the implementation of this Writing Policy and Writing Plan.
3. Ensure that the Writing Policy and supporting writing instruction documents and the Writing Plan are reviewed annually by the school Literacy Team and SBDM including collecting and evaluating evidence to determine effectiveness. After analysis, revise as needed (if necessary).
4. Ensure teachers receive job-embedded professional learning opportunities integrated in the workday.
5. Provide regular and consistent time for teachers to collaborate by analyzing student work in order to on program improvements the writing program and exchange ideas.

## **POLICY EVALUATION**

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We will evaluate the effectiveness of this policy through the monitoring guidelines above and our school improvement planning process.

Date Adopted: \_\_\_\_\_

Date(s) Reviewed or Revised:











## NOTES ON USING THIS POLICY

**WRITING POLICY LEGAL REQUIREMENTS:** This sample policy contains the language for all the legal writing program and policy requirements. The language for these requirements is in ***bold italics***.

**LAW IN A BOX:** This sample policy contains the language aligned to the legal requirements for writing stated in KRS 158.6453(19):

*“The Kentucky Department of Education shall provide to all schools guidelines for including an effective writing program within the curriculum. Each school-based decision making council or, if there is no school council, a committee appointed by the principal, shall adopt policies that determine the writing program for its school and submit it to the Department of Education for review and comment. The writing program shall incorporate:*

- ☑ ***a variety of language resources,***
- ☑ ***technological tools,***
- ☑ ***and multiple opportunities for students to develop complex communication skills for a variety of purposes.”***

The language in the policy for these requirements is in ***bold italics***.

**1PORTFOLIO:** Portfolios are not required by law and are simply a collection of student work. This is one way to evaluate growth and mastery of standards.

**PROGRAMS AND ASSURANCES:** This policy contains language aligned with the program components council members must annually assure are in place. *This language is in italics.*

**Explanation for deleting this section:** In the transition away from Program Reviews, there were program assurances that included writing program elements. Now there are no required SBDM signatures required for writing program.

### **STRIVING READERS PROGRAM:**

**If** your school is part of the Striving Readers Program, the following information can help connect that program with the writing policy:

- ✦ ***KDE’s Writing Guidelines*** include language related to the required Literacy Team:  
*“A schoolwide writing plan, developed by the literacy team, describes actions to be taken by teachers in order to implement the school’s writing program, including what will be learned and how it will be assessed. The plan shall reflect the writing policy and will be adjusted dependent upon formative and summative data.”*
- ✦ KASC has sample Striving Readers Program policy language addressing the SBDM responsibilities in the *KDE Literacy Program Effectiveness Review for Kentucky Schools (PERKS) Planning Book*. That document is also available on our member only site.