

Writing Policy



Commitment: Steeplechase Elementary School believes that writing is a necessary communication skill for all students and students should have multiple opportunities to develop communication skills for a variety of purposes.

CRITERIA

- 1) All students shall be provided multiple opportunities to develop communication skills through writing and shall be allowed student choice and exploration.

To ensure this,

all teachers will:	all students will:
<ul style="list-style-type: none"> ● Ensure curriculum is vertically and horizontally aligned to the Kentucky Academic Standards. 	<ul style="list-style-type: none"> ● Write to learn, write to demonstrate learning, and write for publication.
<ul style="list-style-type: none"> ● Intentionally schedule time within the instructional day for writing instruction and experiences. 	<ul style="list-style-type: none"> ● Write for a variety of purposes and audiences.
<ul style="list-style-type: none"> ● Provide opportunities on a regular basis for authentic and meaningful writing. 	<ul style="list-style-type: none"> ● Write to reveal ownership and independent thinking.
<ul style="list-style-type: none"> ● Provide consistent and timely feedback (through conferring) throughout the writing process to guide and improve students' writing skills. 	<ul style="list-style-type: none"> ● Write in a way to use individual experiences.
<ul style="list-style-type: none"> ● Model the writing process at all grade levels: rehearsing/planning, drafting, revising, editing, publishing, and reflecting upon writing. 	<ul style="list-style-type: none"> ● Experience the writing process at all grade levels: rehearsing/planning, drafting, revising, editing, publishing, and reflecting upon writing.
<ul style="list-style-type: none"> ● Teach and expect students to use higher order thinking skills. 	<ul style="list-style-type: none"> ● Apply appropriate writing skills to oral communication.
<ul style="list-style-type: none"> ● Provide regular opportunities to write, both on-demand and writing over time situations. 	<ul style="list-style-type: none"> ● Experience writing in both on-demand and writing over time situations.

- 2) A variety of language resources are embedded within writing instruction that allow students to read and analyze a variety of print and non-print materials.

To ensure this,

- 3) Students will be provided and use technological tools in the writing process.

To ensure this,

all teachers will:	all students will:
<ul style="list-style-type: none"> Model and use appropriate technological tools and resources for writing. 	<ul style="list-style-type: none"> Learn about and use appropriate technological tools and resources for writing.
<ul style="list-style-type: none"> Provide opportunities for students to evaluate or communicate using critical thinking skills. 	<ul style="list-style-type: none"> Evaluate or communicate using critical thinking skills.
<ul style="list-style-type: none"> Provide opportunities to use technological tools to seek a new or deeper understanding based on inquiry around a topic. 	<ul style="list-style-type: none"> Seek new or deeper understanding based on inquiry around a topic using technological tools.
<ul style="list-style-type: none"> Provide opportunities to demonstrate new understanding through collaborating, creating, and making global connections using technological tools. 	<ul style="list-style-type: none"> Demonstrate new understanding through collaborating, creating, and making global connections (examples: webinars, live meets...).
<ul style="list-style-type: none"> Allow student choice and exploration. 	<ul style="list-style-type: none"> Explore topics of personal choice.

SCHOOL WIDE STRUCTURES and MONITORING GUIDELINES

To ensure every student has access to instruction that provides multiple opportunities to develop communication skills through writing, incorporates a variety of language resources and technology tools, the Principal will:

- Ensure curriculum is vertically and horizontally aligned to the Kentucky Academic Standards.
- Assign a literacy team to develop the Writing Plan.
- Ensure the Writing Plan includes guidelines for incorporating student and teacher use of technology as a tool for learning.
- Ensure the implementation of the Writing Policy and Writing Plan.
- Ensure that the Writing Policy and the Writing Plan are reviewed and revised when necessary.

- Ensure teachers receive job-embedded professional learning opportunities integrated in the workday and provide regular and consistent time for teachers to collaborate on programmatic improvements and exchange ideas.

REFLECTION, ASSESSMENT, and FEEDBACK

To ensure the writing process includes reflection, assessment, and feedback, the Writing Plan will incorporate:

- The use of common writing assessments and rubrics for determining student performance compared to his/her peers.
- The procedures for reviewing student writing as compared to grade level expectations.
- The procedures for analyzing student writing as compared to grade level expectations.
- Guidelines for providing students feedback on writing with strengths and next steps.
- Opportunities for students to improve their writing and communication skills based on teacher feedback.

POLICY EVALUATION

We will evaluate the effectiveness of this policy annually as part of our school improvement planning process.

Policy Adopted: 4/18/2022

Policy Reviewed/Revised: 1/9/2023