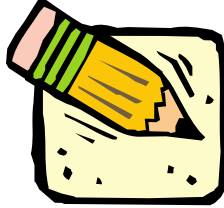


## WRITING POLICY



Each student will use writing as a way to learn, demonstrate learning, and for authentic audiences and purposes throughout the year. In addition, the writing process will be used while students compile a collection of writing samples. Writing will be observed and instructed through the use of writer's notebooks, writer's workshop, through individualized instruction, and across the curriculum. (grade level classes and special area classes)

### Policy Components

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1. The school will provide multiple opportunities for students to develop complex communication skills for a variety of purposes.
2. The school will provide daily access to technology tools for students.
3. The school will provide daily access to and use of language resources for the students.
4. The school's procedures as established by the program review committee, reviewed by faculty, and adopted by the SBDM for developing and monitoring student writing collections shall be implemented at the beginning of each school year.
5. Feedback shall be given to all students regarding their writing and communication skills from grade level teams and individual teachers.

### Communication Skills

William Wells Brown Elementary will provide multiple opportunities for students to develop complex communication skills for a variety of purposes. Communication skills are to include students actively engaged in reading, writing, speaking, listening, and observing regularly in classrooms across all content areas.

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- All students will complete a collection of writing samples each year
  - Communication will reach beyond the classroom to other stakeholders for authentic audience and purposes (e.g. parents, staff, administration, SBDM, community members, etc.) at least twice per year.
  - All students will have opportunities for oral presentations of written work and projects
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### Technology Tools

William Wells Brown Elementary will provide daily access to and use of technology tools for students when appropriate.

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- Teachers will intentionally teach the use of publishing technology when appropriate to enhance literacy.
  - Every classroom will have appropriate technology available for all students.
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- Every teacher will provide students with the opportunity to actively communicate using technology in their subject area.
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## Language Resources

William Wells Brown Elementary will provide daily access to and use of language resources for the students.

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- Students will have weekly access to the library media center as well as the computer lab.
  - Every student will have electronic resources available for student access and use.
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## Student Writing Collections

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- All grade levels will participate in literacy instruction, the development of student writing collection pieces, and the student writing collection review.
  - Student writing collections pieces shall be housed in classes where writing is being instructed and will contain a minimum of three pieces a year with at least one piece from a subject area other than writing, and at least one piece from each of the following categories
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- Writing to learn

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- Journaling or writer's notebook
  - Note-taking
  - Reading logs or response journals
  - Ischool, blog, or online journals
  - Poetry
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- Writing to demonstrate learning

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- Short answer and extended response questions
  - Exit or entry slips that involve writing
  - Projects that involve writing
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- Writing for an authentic audience purpose

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- Opinion writing (book reviews, restaurant reviews, etc) letters, editorials, speeches, feature articles, scripts, personal narratives, memoirs, autobiographies, personal essays, etc.
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- Student writing collections will be reviewed in order to collect data on student needs and growth in order to guide instruction. Student writing collections will be reviewed for both individual student needs and common grade level and school needs. They will not be individually scored, but will be reviewed for specific individual and grade level student needs in order to guide instruction and monitor student growth.
  - Grade level review of student writing collections will occur twice each year.
    - 1<sup>st</sup>-grade levels review their students' writing collections and adjust instruction accordingly
    - 2<sup>nd</sup>-grade levels review their students' writing collections for growth and to adjust instructional practices
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- All teachers will participate in PD based on student literacy needs as determined by the review of the student writing collection data.
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- One writing PD will follow each Fall and Spring student writing collection reviews.
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- Administration will support and guide the literacy instruction, PD and review process before the end of each semester.
  - The writing policy will be living documents adjusted based on student and school instructional needs.
  - The writing committee will review the writing policy once a year to make strategy and PD recommendations, make revisions to the policy, and to present changes to the SBDM.
  - Working folders will be housed in a specified location at the end of the school year. Folders will be redistributed at the beginning of the school year. Fifth grade teachers will sort portfolios into boxes by appropriate middle schools and deliver to counselor for school delivery.
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## Feedback

Feedback shall be given to all William Wells Brown Elementary students regarding their writing and communication skills.

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- Students will receive feedback from classroom teachers on their writing and communication skills using rubrics to score and evaluate next steps in developing writers
  - Students will receive feedback from peers through conferencing and sharing writing.
  - Students will use checklists and student created rubrics as self-assessment and teachers will use this information for formative assessment.
  - Teachers will keep conference logs of their individual student conferences throughout the year.
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## POLICY EVALUATION

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We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted:   5/7/15  

Date Reviewed or Revised:        Council Chairperson's Initials   J.J.J  

Date Reviewed or Revised:        Council Chairperson's Initials       

## NOTES ON USING THIS POLICY

This sample policy includes all Senate Bill 1 writing policy requirements. Senate Bill 1 writing program and policy requirements are in bold italics in this sample policy. Language taken from program review proficient characteristics are in italics.