



Crawford Middle School - Writing Policy 2014

1813 Charleston Drive
Lexington, KY 40505
859-381-3370

Crawford Middle School recognizes that writing is part of literacy, a necessary communication skill for students, and should be authentically taught and practiced in all content areas. Based on this recognition, Crawford Middle School adopts the following policy:

Policy Components:

- I. The school will provide multiple opportunities for students to develop complex communication skills for a variety of purposes.
- II. The school will provide daily access to and use of technology tools for students.
- III. The school will provide daily access to and use of language resources for students.
- IV. The school's procedures as established by the Literacy Team, reviewed by the faculty, and adopted by the SBDM for developing and monitoring Student Writing Collections shall be implemented beginning with the 2014-15 school year.
- V. The literacy team will be comprised one volunteer from each content area, and the writing cluster leader.
- VI. Feedback shall be given to students regarding their writing and communication skills from grade level teams and individual classroom teachers.

Component I

Crawford Middle School 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.

- A. Every class will have at least one purposeful communication task per week.
- B. All students will complete Literacy Design Collaborative (LDC) modules in their English Language Arts (ELA), science, and social studies classes. This will be monitored by the department chairs of each content area, and by the principal. LDC modules should be included in assessment plans.



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- C. Communication will reach beyond the classroom from students to other stakeholders (ex. parents, students, staff, other schools, community members) at least once per year in all content areas.
- D. Students will be given opportunities to participate in real-life publications.

Component II

Crawford Middle School will assist students in being creative and innovative members of a global society by providing them daily access to and authentic use of technology tools.

- A. Crawford Middle School will intentionally teach the use of publishing technology to enhance literacy.
- B. Every classroom will have technology specifically provided for student use.
 - a. ELA class will intentionally provide students with the opportunity to actively communicate using technology in their subject area. These will include but are not limited to emails, blogs, publishing writing pieces or using presentation software.

Component III

Crawford Middle School will provide daily access to and use of language resources for students.

- A. Language Arts classes will take students to the Media Center weekly to ensure that the students have a minimum of weekly access to and use of the Media Center.
- B. Every classroom will have electronic resources available for student access and use.

Component IV

The development and monitoring of student writing collections at Crawford Middle School shall follow the following guidelines in order to support the teachers, guide instruction, and monitor student growth over time.



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- A. All grade levels, classes, and content areas will participate in literacy instruction, the development of Student Writing Collection pieces, and the Student Writing Collection review. Literacy is not only in the ability to read and write, but rather in an individual's capacity to put those skills to work in shaping the course of his or her own life. This will include all areas of academia, as this is an enduring life skill.
- B. Student Writing Collections shall be housed in working writing folders with in subject areas and then placed in yearly writing portfolios. Each portfolio and will contain a minimum of three pieces a year from each student, including at least one piece from each of the following categories:
- **Writing to Learn** – for all subject areas, Writing to Learn activities can include but are not limited to:
 - ✓ Journaling or Writer's Notebook
 - ✓ Note-taking- Cornell notes, seminar notes etc.
 - ✓ Reading logs or response journals
 - ✓ Reflections- on assessments, reading or written pieces.
 - **Writing to Demonstrate Learning** – for all subject areas, Writing to Demonstrate Learning activities can include but are not limited to:
 - ✓ Classroom constructed responses: short answer, extended response, and on-demand writings
 - ✓ Exit slips that involve writing
 - ✓ Book reviews
 - **Writing for Publication** – for all subject areas. Activities include any writing that could be actually published (or sent) in the real world, that include but are not limited to:
 - ✓ letters, editorials, speeches, feature articles, research papers, proposals
 - ✓ Projects that involve writing: webpages, PowerPoints, reports, blogs, etc.



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- ✓ stories, poems, scripts, personal narratives, memoirs, autobiographies, personal essays

- C. 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 reviewed for an individual holistic score but will instead be reviewed for specifically individual and grade level student needs in order to guide instruction and monitor student growth.

- D. Writing will be evaluated by Kentucky scoring rubric or district approved rubrics.

- E. The Writing Policy and Action Plan will both be living documents adjusted based on student and school instructional needs. This will be reviewed annually by SBDM and ELA Department Chair for updates.

- F. The ELA Department will review the Writing Policy and Action Plan during the fall, winter and spring, to make strategic plans for teaching and PD recommendations for the department and staff as needed. The teacher's unit, assessment and lesson plans should reflect components of the writing policy and be reviewed by the principal accordingly.

Component V

Feedback shall be given to all Crawford Middle School students regarding their writing and communication skills.

- A. Students will receive feedback from all classroom teachers on their writing and communication skills.
- B. All students will have an annual individual conference on their writing and communication skills in their ELA classes.