

Leestown Middle School

WRITING POLICY

2018-19

CRITERIA FOR THE WRITING PROGRAM

In order to provide *multiple opportunities to develop complex communication skills for a variety of purposes and use a variety of language resources*, we will make sure students:

1. Engage in three categories of writing: writing to learn, writing to demonstrate learning to the teacher, and writing for publication in all content areas throughout the year.
2. Experience authentic, meaningful writing at all 3 grade levels:
 - a. *Writing for a variety of purposes:*
 - Argumentative to support claims
 - Informative/explanatory texts
 - Narrative to develop real or imagined experiences or events
 - b. *Writing for a variety of audiences*
 - c. 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
3. Experience the writing process at all grade levels: planning, drafting, revising, editing, publishing, and reflecting upon writing.
4. *Be provided consistent and timely feedback throughout the writing process to guide and improve writing skills.*
5. Experience writing in both on-demand and writing-over-time situations.
6. Write as a natural outcome of the content being studied in all curriculum areas. All students will use the CERT strategy of writing paragraphs (Claim, Evidence, Reasoning, Tie it to the Top) as it applies to the content.
7. Read and analyze a variety of print and non-print materials (e.g., artwork (2D and 3D), photographs, electronic text, graphics, illustrations, web images, maps, multimedia) including persuasive, literary, informational, and practical/workplace materials. *Use readings as models for student writing.*
8. Learn about and use appropriate resources for writing (e.g., personal interviews, observations, print materials, and technology) driven by different instructional purposes with different audiences for the student to consider.
9. *Intentionally schedule 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. Whenever possible, most students participate in a writing class for at least*

50 minutes every other day in addition to core content taught by a teacher who specializes in writing.

10. Relevant learning opportunities include contact with community members, postsecondary partners, and businesses and are incorporated when possible.
11. *Apply appropriate writing skills to oral communication.* School-wide, teachers use high-yield strategies such as talk moves and academic conversations with and without sentence stems.
12. Engage in real world and creative communication appropriate for meeting Kentucky Academic Standards.

WRITING GUIDELINES FOR TEACHERS

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

1. Teach and require students to use higher-order thinking skills whenever possible.
2. Assign three categories of writing: 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:***
 - Argumentative 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
3. Teach the writing process at all grade levels: planning, drafting, revising, editing, publishing, and reflecting upon writing including but not limited to on-demand and writing-over-time assignments.
4. *Provide consistent and timely feedback throughout the writing process to guide and improve students' writing skills.*
5. Incorporate writing as a natural outcome of the content being studied in all curriculum areas, using resources and guidance as provided from the Writing Committee. All teachers will incorporate the CERT strategy of writing paragraphs (Claim, Evidence, Reasoning, Tie it to the Top) as it applies to their specific content areas.
6. Instruction includes the complex processes, concepts, and principles of literacy using differentiated strategies to make instruction accessible.
7. *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.*
8. Provide appropriate resources for writing driven *by different instructional purposes with different audiences* for the student to consider.

9. 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.
10. Students ***apply technology as a tool*** throughout the writing process. Students use technology for pre-writing, to create and edit drafts, to engage in peer collaboration and teacher feedback, and to publish final drafts. Students include writing pieces in their Digital Portfolios.
11. Allow student choice and exploration, including topics relevant to a global audience. Whenever possible, students publish final drafts to the world wide web, further making global connections.
12. 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***. Students participate in academic conversations with peers and collaborate with the global community as much as possible.

SCHOOL-WIDE STRUCTURES AND MONITORING GUIDELINES

To ensure every student has access to high-quality writing instruction that emphasizes the integration of writing and communication skills across the content areas.

1. *Ensure curriculum is vertically and horizontally aligned to Kentucky Academic Standards.*
2. Assign a literacy committee and a writing committee. The writing committee meets monthly to review guidelines and lead school-wide implementation of writing strategies.
3. Ensure incorporation student and teacher **use of technology tools.**
4. Ensure the implementation of the writing policy.
5. Ensure that the writing policy is reviewed annually and revised.
6. 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. Teachers engage in professional learning activities focused on writing strategies throughout the year.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: _____

Date(s) Reviewed or Revised:

