

ARLINGTON ELEMENTARY SCHOOL
School Council Policy

POLICY

POLICY TOPIC DESCRIPTION

SISI Standards
Writing Policy

POLICY INTENT

This school-based decision making council policy of Arlington Elementary is designed so that all students achieve at high levels. The curriculum shall comply with all applicable state and federal statutes and regulations.

POLICY STATEMENTS

Student Writing Experience

1. All students in grades K-5 are required to maintain a working portfolio. These portfolios will be included in each student's cumulative folder and stay with the child from year to year.
2. Evidence of writing development in the writing portfolio will include:
 - **Writing to learn**- as evidenced by activities such as reader response and journal writing
 - **Writing to demonstrate learning to the teacher**- as evidenced by activities such as open response writing and writing on demand
 - **Writing to publish**- as evidenced by activities such as narrative, memoir, short story, articles.
 - Writing to publish will be writing in which students draw on their own experiences, learning, reading, and inquiry to complete writing tasks.
 - Writing to publish will include all steps of the writing process: planning, drafting, revising, editing, publishing, and reflecting upon writing.
3. Students should have access to dictionaries, thesauri, language activities and resources.

4. Students will learn about and use appropriate resource for writing (interviews, technology, etc) driven by different instructional purposes with different audiences for the student to consider.
5. Students will be allowed choice and exploration.
6. Students will take ownership and share their pieces with different audiences in both oral and written formats.
7. Students will be given writing prompts in the form of open response items and on demand to demonstrate learning.

Teacher Instruction

8. All students in grades K-5 will receive instruction in the area of writing as identified by state and national standards. This instruction will be aligned K-5 and will include higher order thinking skills.
9. All grade levels will produce a working portfolio that contains a minimum of 3 (6) writing pieces per year all from 3 different categories of writing: (1) writing to learn, (1) writing to demonstrate learning, and (3) writing to publish such as narrative, literary, transactive).
10. On going professional development will be arranged to improve writing. The writing support staff will be used to model high quality techniques, instruction, conferencing, and collaboration.
11. All teachers including special area teachers will be encouraged to give writing tasks that relate to the content being studied in the regular classroom. The faculty will be encouraged to look for opportunities to integrate different content areas whenever practical.
12. All teachers K-5 are required to practice On-Demand writing (i.e. letter or article).
13. Writing instruction in grades K-5 will include conventions and mechanics as identified by state and national standards.
14. Grading feedback on appropriate pieces will be consistent across all grade levels. (proofreading/editing/ethical markings/self reflection).
15. Teachers may conference with every student on every type of writing piece and will conference with every student on the writing to publish pieces.

16. Teachers should use technology whenever possible when teaching the writing process as a tool to research, organize, communicate, and evaluate.

17. The writing cluster leader/team will monitor portfolio development twice per year and follow the guidelines as stated in the writing plan and evidenced with the writing portfolio checklist.

18. Student portfolios will be up to date and readily available for review or transfer of records.

19. Teachers will use a variety of print and non-print materials as examples to guide instruction.

20. Teachers will facilitate engaging activities and discussions to help students construct meaning, make connections, self reflect, and provide feedback on the work of others.

21. Teachers will provide appropriate rubrics and opportunities for students to assist in rubric development.

22. Teachers will model writing in all areas (portfolio, on demand, and open response).

23. Teachers will provide opportunities for students to develop real-world and creative samples of communication appropriate for meeting content standards such as, but not limited to: brochures, telecasts, movie maker, powerpoints, and persuasive arguments.

**This policy includes all Senate Bill 1 writing policy requirements.*

Date Adopted __October 11, 2010_____

Revised: January 10, 2011

Signature: __Kim Lippert_____

Council Chairperson