

**Squires Elementary School  
Lexington, Kentucky**

**Policy Number: 5.1  
Policy Area: School-Wide Writing Policy**

**Criteria for the Writing Program and Writing Guidelines for Teachers**

In order to provide multiple opportunities to develop complex communications 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, and writing for publication.
2. Experience authentic, meaningful writing at all grade levels:
  - a. Writing for a variety of purposes:
    - Opinion writing
    - Informative/explanatory writing
    - Narrative writing
  - b. Writing for a variety of audiences.
  - c. 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 through the writing process to guide and improve their writing skills.
5. Experience writing in both On-demand and writing-over-time situations.
6. Writing as a natural outcome of the content being studied in all curriculum areas.
7. 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.
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 audience.
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.
10. Engage in real world and creative communication appropriate for meeting Kentucky Academic Standards.
11. Receive instruction that builds on a range of social and cultural backgrounds to build on and articulate ideas.
12. Allow student choice and exploration.
13. Receive instruction that includes differentiated strategies.
14. Apply technology as a tool throughout the writing process to communicate and/or evaluate using critical thinking skills, to seek a new or deeper understanding based on inquiry around a topic, and to demonstrate understanding through collaborating, creating and making global connections.

**Implementation of the Writing Program**

- Grade level teams will plan together and assess student work, in order to inform instruction and revise the School Writing Program.

**Monitoring Guidelines of the Writing Program**

The Curriculum Instruction and Assessment Committee will:

- Ensure curriculum is vertically and horizontally aligned to Kentucky Academic Standards.
- Ensure the implementation of the writing policy and plan.

- Ensure teachers receive job-embedded professional learning opportunities to improve writing instruction.

### **Policy Evaluation**

- Evaluation of the effectiveness of this policy will be through our school improvement planning process.

Revised 3/09, 10/10. 1/2019