

## SAMPLE SCHOOL COUNCIL POLICY

### WRITING AND COMMUNICATIONS PROGRAM POLICY

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#### TOPICS

#### STATEMENT

a. Development

The **La Grange Elementary** SBDM Council shall be responsible for approving and monitoring the school's writing program in accordance with KRS 158.6453, the Kentucky Core Academic Standards, and the Oldham County Schools writing program.

The La Grange Elementary Council adopts the Oldham County Writing Plan which establishes procedures to:

- Analyze and evaluate strengths and needs of the writing program;
- Determine the professional development needs for the program based on the analysis and evaluation and make recommendations to the school's administration;
- Work collaboratively with the district to revise the Oldham County Schools writing plan as needed to address changing program and changing student needs; and
- Develop recommendations regarding writing instruction as part of the annual writing program review.

b. Communication Skills

The school's writing and communication program shall be developed and implemented as a component of the school's literacy program.

The writing and communication program shall:

- Provide regular, developmentally-appropriate opportunities for students to use **writing to learn, writing to demonstrate learning, and writing for publication** across the curriculum;
- Be organized to address a variety of audiences and purposes and shall represent the growth and interests of students over time;
- Provide opportunities for publication in the larger 21<sup>st</sup> century literacy context (e.g., writing and delivering a speech, use of multi-media within writing samples, electronic/digital publications); and
- Shall be horizontally and vertically aligned ensuring student mastery of core academic standards.

c. Teacher/  
Administrator  
Responsibilities

Teachers, with the support of the administration, will provide purposeful and meaningful literacy and writing instruction and utilize 21<sup>st</sup> century technologies to support the teaching of communication and writing standards.

The teachers and the principal will ensure that students are actively engaged in using communication skills regularly in every class, across all grades and content areas. Teachers across the curriculum shall:

- Use writing to help students self-assess and reflect upon their progress and growth in writing and communication;
- Utilize multiple forms of assessment as appropriate for the learning goals (e.g., formative assessment during the writing process; summative assessment after publication; student self-assessment as reflection);
- Evaluate writing based upon the criteria for effective writing identified in the current Kentucky standards (e.g., focus, audience, organization). A variety of rubrics based on the criteria (e.g., teacher-made, student-made, the Kentucky Analytical Scoring Guide) shall be utilized appropriately to evaluate student writing; and
- Provide students regular feedback (e.g., conferencing, descriptive feedback, electronic comments, rubrics) about their writing throughout the writing process. (e.g., prewriting through publication).

d. Student Responsibilities

Students shall write and use communication skills regularly in all classes using 21<sup>st</sup> century technologies to support their learning. Students will:

- Collect their writing and communications utilizing multiple methods of storage (e.g., paper, portfolios, electronic storage) as appropriate;
- Ensure that their work is their own, avoiding plagiarism
- Complete grade level showcase portfolio/writing collection requirements

e. Showcase Portfolio/Writing Collection

The school shall organize a process to review student showcase portfolios/writing collections regularly to determine recommendations for instructional planning.

Student showcase portfolios/writing collections will consist of drafts, completed pieces, conferencing notes, and the three types of writing. The analysis of this writing shall be used to inform classroom and whole school instructional strengths and areas of need. The students' showcase portfolios/writing collections will follow them from grade to grade and school to school and shall be reviewed regularly and used during instruction. At regular intervals indicated within the writing plan, students shall submit their best work for review.