**Bath County School District**

**Crossroads Elementary School**

# School-Based Decision Making Policy

**Policy Number**

**11-03**

**Council Policy Type (Check one)**

**\_\_\_\_\_ By-Laws (Council Operational Policies)**

 **X Function (School Operational Policies)**

## Policy Topic Description

Writing

**Policy Statement**

**Development and Decision-Making**

The Crossroads Elementary SBDM council shall

* Be responsible for approving and monitoring the school’s writing program in accordance with KRS 158.6453 and the Kentucky Core Academic Standards.

A literacy team shall

* Be organized to analyze and evaluate strengths and needs of the writing program;
* Determine the professional development needs for the program based on that analysis and evaluation and make recommendations to the school administration;
* Work collaboratively to develop the school’s writing plan. The writing plan shall be a living document revised annually to address changing program needs and changing student needs; and
* Report annually to the SBDM council to make recommendations regarding policy.

**Communication Skills**

The school’s writing/communications program shall

* Be developed and implemented as a component of the school’s literacy program;
* Provide regular, developmentally-appropriate opportunities for students to use oral communications, writing to learn, writing to demonstrate learning, and writing for publication across the curriculum.
* Instruction in writing for publication shall be organized to address a variety of instructional purposes with different audience to consider and shall represent the growth and interests of students over time.
* “Publication shall be considered in the larger 21st century literacy context (e.g., writing and delivering speech, use of multi-media within writing samples, electronic/digital publications) and allow students to collaborate, create, and make global connections; and
* Be horizontally and vertically aligned ensuring students mastery of core academic standards.

Teachers will

* Provide purposeful and meaningful literacy and writing instruction in order to assist students in seeking new and deeper understandings based around topics of inquiry and those required for mastery of core academic skills; and
* Apply a variety of instructional strategies and models to assist students in achieving specific learning objectives
* Utilize 21st century technologies to support the teaching of communications and writing standards.

Students shall

* be actively engaged in using communication skills regularly in every class, across all grades and content areas and use critical thinking skills to communicate and evaluate a variety of writing (e.g. student models, teacher models, exemplar text).

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**Grading Procedures and Feedback for Written and Communication Skills**

Teachers across the curriculum shall

* Use writing to help students self-assess and reflect upon their progress and growth in writing and communication;
* Provide students instruction on how to be good peer critics and give them opportunities to provide and receive feedback to others;
* 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 Writing Scoring Rubric*) shall be utilized appropriately to evaluate students writing/oral communications; 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.)

Students shall

* Write and use communication skills regularly in all classes utilizing 21st century technologies to support their learning; and
* Collect their writing and communications utilizing multiple methods of storage (e.g., paper portfolios, electronic storage) as appropriate.

**Portfolio Analysis**

1. **Instructional Portfolios**

Student Instructional Portfolios will

* contain drafts
* contain completed pieces
* contain conferencing notes
* consist of 3 types of writing (writing to learn, writing to demonstrate learning, writing for publication)
* contain student choice/Interests
* contain communication to a variety of audiences
* contain communication for a variety of purposes
* consist of authentic forms of writing/communication
* follow students from grade to grade and from school to school
* be reviewed by teachers and used for instruction as formative assessment on an on-going basis throughout the year

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* contain writing chosen by students twice a year as their best work to be reviewed by the teachers and the literacy team based upon the *Kentucky Writing Scoring Rubric*. Students analysis of their own portfolio pieces for the review will enhance their revision skills as well as self-assessment skills which in turn will contribute to each students learning and growing as writers.

**B. Portfolio Review**

The school shall

* Organize a team to review student portfolios twice a year.
* Determine recommendations for instructional planning and/or professional development for the next school year.
* Use instructional portfolios to identify whole school instructional strengths and areas for growth.

**Program Implementation**

Administrators shall

* Actively support the implementation of the writing program according to the school’s writing plan.
* Serve as active members of the school’s literacy team.
* Engage in on-going professional development opportunities to enhance their understanding of literacy related instructional needs.

The school shall

* Align the curriculum according to the Kentucky Core Academic Standards.
* Provide embedded and on-going professional development for teachers based upon identified areas of growth determined by the literacy team.

### Date Adopted January 14, 2011 Signature Lisa Linam

 **Council Chairperson**

**Date Revised/ Updated/ Amended March 10, 2011, December 12, 2018 LRJ, January 25,2019 LRJ**

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