

## **Hopkins Elementary Writing Policy**

Writing is part of literacy, a necessary communication skill for students, and should be authentically taught and practiced in all content areas. The writing curriculum will be designed so that all students may achieve at high levels. The curriculum will comply with all applicable state and federal statutes and regulations.

### **Policy Required Components:**

- I. The school will provide multiple opportunities for students to develop complex communication skills for a variety of purposes.
- II. The school will provide developmentally appropriate access to and use of technology tools for students.
- III. The school's procedures as adopted by the SBDM council for developing and monitoring Student Writing Portfolio Collections will be implemented.
- IV. Feedback will be given to students regarding their writing and communication skills from individual classroom teacher(s). Students will be provided opportunities to self-assess and provide feedback on work of others as developmentally appropriate.

### **Component I**

**Students will be given multiple opportunities to develop complex communication skills for a variety of purposes. Communication skills will include students actively engaged in reading, writing, speaking, listening, and observing regularly in classrooms across all content areas.**

- A. Writing and reading will be aligned to the KY Common Core State Standards.
- B. Writing will be incorporated throughout all subject areas and should be a natural outcome of classroom activities.
- C. Students will be provided with instruction and opportunities to practice proficient communication (speaking, listening, language, and writing) for authentic purposes.
- D. Assign students to read and analyze a variety of resources including print and non-print materials (e.g. artwork, photographs, electronic text, graphics, illustrations, web images, maps, multimedia) including persuasive, literary, informational, and practical/workplace materials. Use readings as models for student writing.

### **Component II**

**Students will receive assistance in becoming creative and innovative members of global society by providing them developmentally appropriate access to and authentic use of technology tools.**

- A. Students will be provided opportunities to innovatively use technology to communicate.
- B. Students will have access to a variety of technology tools (document cameras, projector, computer labs, laptops, and software programs).
- C. Students will be provided with opportunities to actively communicate using technology across content areas.

### **Component III**

**The development and monitoring of Student Writing Portfolio Collections will follow the guidelines below in order to support the teachers, guide instruction, and monitor student growth over time.**

- A. All grade levels and content areas will participate in writing and communication instruction, the development of Student Writing Portfolio Collection pieces, and the Student Writing Portfolio Collection Review. Student Writing Portfolio Collection (hard copy and/or digital) will follow a

student from kindergarten through fourth grade. Student Writing Portfolio Collections will be given to the students' at the end of fourth grade.

- B. Students will be engaged in three categories of writing: narrative writing, explanatory/informational writing, and opinion writing.
- **Narrative Writing** – for all subject areas, activities may include but are not limited to:
    - Journaling or Writer’s Notebook
    - Personal Narratives
    - Fictional Narratives
  - **Opinion Writing:** for all subject areas, activities may include but are not limited to:
    - Letters
    - Editorials
    - Essays
    - Speeches
  - **Explanatory/Informational Writing:** for all subject areas, activities may include but are not limited to:
    - Extended Response
    - Short Answer
    - Book Reviews
    - Reports
    - Speeches
    - Essays
    - Brochures
- C. Student Writing Portfolio Collections will be reviewed to collect data in order to guide instruction, monitor student growth, and address student/school needs.
- D. All teachers will participate in PD based on teacher and student needs determined by the review of the Student Writing Collection data. PD will be ongoing and job-embedded.

**Component IV**

**All students will receive feedback regarding their writing and communication skills.**

- A. Teachers will provide students and parents descriptive feedback on student’s progress in writing and communication in order to advance instruction.
- B. Student writing pieces and communication skills will be analyzed for strengths and weaknesses.
- C. Students will be given the opportunity to self-assess and improve writing based on teacher and peer (as appropriate) feedback.

**Policy Evaluation:**

**We will evaluate the effectiveness of this policy through our School Improvement Planning Process.**

Reference: KRS 160.345

Date Adopted: 1/17/019

Date Reviewed or Revised: 1<sup>st</sup> reading 1/14/20 Council Chairperson’s Initials: HPS

Date Reviewed or Revised: 2<sup>nd</sup> reading 2/7/20 Council Chairperson’s Initials: HPS