

# COLONY ELEMENTARY SCHOOL

**COUNCIL POLICY TYPE: School Operational Policy**

**POLICY TOPIC DESCRIPTION: Writing Policy**

**STATUTORY AUTHORITY:**

## **POLICY STATEMENT**

Colony Elementary School recognizes that writing is part of literacy, a necessary communication skill for all students, and should be authentically taught and practiced in all content areas. The writing curriculum will be designed so all students achieve at high levels. Colony Elementary School will provide multiple opportunities for students to develop complex communication skills for a variety of purposes.

### **Communication Skills**

- Writing and reading will be vertically and horizontally aligned to the Kentucky Core Academic Standards.
- Writing will be incorporated throughout all subject areas and should be a natural outcome of classroom activities.
- Students will be provided with instruction and opportunities to practice proficient communication (speaking, listening, language, and writing) for authentic/real-world purposes.
- The school will provide developmentally appropriate access to and use of technology tools for students.

### **Feedback**

- Feedback shall be given to all Colony students regarding their writing and communication skills from individual classroom teachers. Students will be given the opportunity to self-assess and reflect to improve writing based on teacher and peer feedback.

### **Use of Portfolios**

- All grades levels will ensure that students are actively engaged in on-going literacy instruction and the development of student writing pieces in a variety of forms and context (narrative, informational and expository). These pieces will reflect student's interests and growth over time.
- Students writing collections shall be maintained in the classroom and be passed on to the next teacher K-4. Fifth grade will pass on the portfolio to the middle school.

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**Implementation of the Writing Program**

- All teachers will analyze student collection pieces to inform whole class instructional strengths and weaknesses in the writing program. They will be reviewed to assess individual student needs, common grade level needs, and school needs in order to guide instruction and to monitor student growth.
- Grade level review will occur regularly throughout the school year in order to adjust instruction.
- If determined necessary by the writing committee, teachers will participate in writing professional development. These PD offerings will be ongoing and job-embedded as a result of student writing analysis, based on teacher and student need.
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- Administration will support and guide the writing and communication instruction and review progress.
- The Writing Committee will review the Writing Policy to make strategy and PD recommendations.
- The Writing Committee will review this policy annually and make adjustments based on district recommendation, school level instructional needs and to meet the new core common standards for literacy.

**DATE ADOPTED: 10/23/2001**

**LAST UPDATE: 05/18/2010**

**Frank Wilkerson**  
**Council Chairperson**