

Writing Policy  
Black Mountain Elementary School  
1555 Hwy 215  
Kenvir, KY 40847

District: Harlan

**Black Mountain Elementary School recognizes writing as a key 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 achieve at high levels. The curriculum will comply with all applicable state and federal statutes and regulations.**

**Policy 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. Feedback will be given to students regarding their writing and communication skills from individual classroom teachers. Students will be provided opportunities to self-assess and provide feedback on the work of others as developmentally appropriate.
- IV. The school's procedures as established by the Literacy team, reviewed by the faculty, and adopted by the SBDM for developing and monitoring Student Writing Portfolio Collections will be implemented.

**Component I**

**Black Mountain Elementary School will provide multiple opportunities for students 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 vertically and horizontally 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, writing) for authentic purposes.

**Component II**

**Black Mountain Elementary School will assist students in being creative and innovative members of a 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 camera, projector, SMART Boards, computer labs, and software programs).
- C. Students will be provided with opportunities to actively communicate using technology across content areas.

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**Component III**

**The development and monitoring of Student Writing Portfolio Collections at Black Mountain Elementary School 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 student from kindergarten through fourth grade and then from sixth to eighth grade. Student Writing Portfolio Collections will be purged in fourth grade and then again in eighth grade, leaving 3-5 quality pieces to continue on with the student.
- B. Students will be engaged in three categories of writing: writing to learn, writing to demonstrate learning, and writing for publication. Examples of writing for each of the three categories can be found in the Daviess County Public Schools Writing Expectations Document. Students will learn the writing process (prewriting, drafting, revising, editing, and publishing).
- **Writing to Learn** - for all subject areas, Writing to Learn activities can include but are not limited to:
    - ✓ Journaling or Writer's Notebook
    - ✓ Note-taking and/or use of graphic organizers
    - ✓ Reading logs or response journals
  - **Writing to Demonstrate Learning** – for all subject areas, Writing to Demonstrate Learning activities can include but are not limited to:
    - ✓ classroom Open Response Questions
    - ✓ exit slips that involve writing
    - ✓ book reviews
    - ✓ projects that involve writing
  - **Writing for Publication** – for all subject areas, Writing for Publication activities includes any writing that could be actually published (or sent) in the real world, such as letters, editorials, speeches, feature articles, research papers, stories, poems, scripts, personal narratives, memoirs, autobiographies, personal essays
- C. Student Writing Portfolio Collections will be reviewed to collect data on student needs and growth in order to guide instruction. Student Writing Portfolio Collections will be reviewed for both individual student needs, common grade level, and school needs. Writing will be reviewed

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for specific individual and grade level student needs in order to guide instruction and monitor student growth. Grade level review of Student Writing Portfolio Collections will occur regularly throughout the school year in order to adjust instruction.

- 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 as a result of the Student Writing Portfolio Collection reviews.
- E. Administration will support and guide the writing and communication instruction, PD, and review process.
- F. The Writing Policy and Action Plan will both be living documents adjusted based on student and school instructional needs.
- G. The school literacy team will review the Writing Policy and Action Plan to make strategy and PD recommendations.
- H. The literacy team will communicate the Student Writing Portfolio Collection review findings to the staff and stakeholders.

**Component IV**

**Feedback will be given to all Black Mountain Elementary School students regarding their writing and communication skills.**

- A. In order to advance instruction, teachers will provide students, parents, and SBDM Members frequent and descriptive feedback on student progress in writing and communication skills.
- 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 feedback.