TCMS - Writing Policy

**Trigg County Middle School recognizes that 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 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 teacher/s. 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**

**Trigg County Middle 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**

**The Trigg County Middle School will provide students developmentally appropriate access to and authentic use of technology.**

1. Students will be provided opportunities to use technology to communicate.
2. Students will have access to a variety of technology tools.
3. Students will be provided with opportunities to actively communicate using technology across content areas.

**Component III**

**The development and monitoring of digital POL student folders at Trigg County Middle School will follow the guidelines below in order to support the teachers, guide instruction, and monitor student growth over time.**

1. All grade levels and content areas will participate in writing and communication instruction. The digital POL folder will follow students from sixth grade through eighth grade.
2. Students will be engaged in three categories of writing: writing to learn, writing to demonstrate learning, and writing for publication. Students will learn the writing process (prewriting, drafting, revising, editing, and publishing).
   1. **Writing to Learn** - for all subject areas, Writing to Learn activities can include but are not limited to:
      1. Journaling or Writer’s Notebook
      2. Note-taking and/or use of graphic organizers
      3. Response journals
   2. **Writing to Demonstrate Learning** - for all subject areas, Writing to Demonstrate Learning activities can include but are not limited to:
      1. Extended response questions
      2. Exit slips that involve writing
      3. Book reviews
      4. Project reflections
   3. **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 that can include but are not limited to:
      1. Letters
      2. Research papers
      3. Personal narratives
      4. speeches
3. Final products and project reflections will be housed digitally in students’ presentation of learning folders. Students are required to complete at least one writing piece for their POL folder in each class.
4. All teachers will participate in PD based on teacher and student needs determined by the review of the POL folders. PD will be ongoing and job-embedded as a result of the reviews of student POL folders.
5. Administration will support and guide the writing and communication instruction, PD and review process.
6. The Writing/Communication Policy and Action Plan will be adjusted based on student and school instructional needs.

**Component IV**

**Feedback will be given to all Trigg County Middle 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. Feedback will be based on a writing and communication rubric.

Adopted 06/2010

Reviewed 02/2011

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