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# *Schoolwide Writing Programs, Plans and Policies*

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“Each school-based decision making council or if there is no school council, a committee appointed by the principal, shall adopt policies that determine the writing program for its school.” KRS 158.6451 (2009)

## **What is the difference between a writing program, plan and policy?**

❖ **Program** - includes the **components that will be evaluated in the writing program review process:**

- Curriculum and instruction
- Formative and summative assessments
- Professional development and support services
- Administrative/Leadership support and monitoring

## **What is required for a school’s writing program?**

*“The writing program shall incorporate a variety of language resources, technological tools, and multiple opportunities for students to develop complex communication skills for a variety of purposes.” Sec 2(7)(c)(2)*

## **What should a school’s writing program do?**

The program should empower teachers to use a variety of teaching approaches to meet the needs of individual learners.

❖ **Plan** - a schoolwide writing plan describes the **action to be taken by teachers in order to implement the school’s writing program**, including what will be learned and how it will be assessed.

❖ **Policy** - the **rules and guidelines adopted by SBDM to be implemented in the school’s writing program**. School writing policies should address:

- > Communication skills
- > Grading procedures and feedback to students regarding their writing and communication skills
- > Responsibility for the review of the portfolios and feedback to students
- > Other policies to improve the quality of an individual student’s writing and communication skills

Program	Policy	Plan
<ul style="list-style-type: none"> <li>* instruction (teachers, administrators, and students)</li> <li>* curriculum (courses, materials, instructors, etc. - might include portfolios and opportunities to write across the curriculum)</li> <li>* assessment (formative and summative)</li> <li>* infrastructure supports               <ul style="list-style-type: none"> <li>--writing centers, tutoring, community outreach for writing/communications</li> </ul> </li> <li>* opportunities for students to share writing publically               <ul style="list-style-type: none"> <li>* district and administrative support and roles</li> </ul> </li> <li>* professional development to support teacher growth and student learning</li> </ul>	<ul style="list-style-type: none"> <li>* the rules and guidelines adopted by SBDM to be followed in writing programs</li> </ul>	<ul style="list-style-type: none"> <li>*the actions taken to achieve measurable goals that meet needs of students at each individual school</li> <li>*what will be learned</li> <li>* how it will be assessed</li> <li>* what and how program will be implemented, including strategies for implementing the plan</li> </ul>