

**Bath County School District  
Bath County Middle School  
School-Based Decision Making Policy**

<b>Council Policy Type (Check one)</b>  <input type="checkbox"/> <b>By-Laws (Council Operational Policies)</b>  <input checked="" type="checkbox"/> <b>Function (School Operational Policies)</b>	<b>Policy Number</b>  <b>16.00</b>
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<b>Policy Topic Description</b>  <b>Writing</b>
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<b>Policy Statement</b>
<p><b>Writing Guidelines</b> “Writing” will be defined as “a purposeful act of thinking and expression that uses language to explore ideas and communicate meaning to others. Writing is a complex, multifaceted act of communication” (SB1). This means that the writing program is a <u>communications</u> program intended to help students develop communication skills for a variety of purposes and situations they may face in their lives. The focus of the program is on students’ communication skills, not on particular forms of writing, though, of course, students will communicate in a variety of forms and modes.</p>
<p><b>Student Role</b></p> <ul style="list-style-type: none"><li>• Participate constructively in class work aimed at developing communication skills, including use of technology.</li><li>• Produce communications for the school’s writing portfolio or face penalties in course grading.</li><li>• Produce original work, demonstrating ownership.</li><li>• Engage constructively in activities designed to provide students’ feedback on their communication skills.</li><li>• Apply lessons/feedback/assessment to develop communication skills.</li><li>• Engage constructively in assessment activities, including self-assessment/reflection to develop communication skills.</li></ul>
<p>(continued)</p>

**Policy Statement**

**Teacher Role**

- Design instruction to address state regulations, academic standards, and guidelines relevant to the school's writing/communications program.
- Participate constructively in initiatives aimed to developing an effective program (e.g., developing curriculum, preparing lesson plans and curriculum maps, serving on committees, collaborating with other teachers on lessons and instruction, participating in relevant professional development, reviewing students' work and the school's program, etc.)
- Arrange for students to engage regularly in developing communication skills for a variety of purposes, including writing over time with revision and editing of work, and writing in shorter time frames.
- Employ effective instructional practices to help students develop communication skills.
- Engage students in higher-order thinking, problem-solving, and inquiry relevant to their learning.
- Connect writing with reading, speaking, listening, and observing relevant to students' interests and learning.
- Lead students to use appropriate technology and a variety of language resources to develop communication skills.
- Participate in the schools' process for management of students' writing folders.
- Provide effective feedback to students on their communication skills.
- Provide students and appropriate others formative and summative assessment of students' communication skills.
- Help students read and apply appropriate criteria for effective communication and analyze samples of communications to understand appropriate criteria to apply in their own work.
- Arrange for students to reflect on and self-assess their own work in communication.

**Administrator Role**

- Assist in developing a school-wide communications program that is appropriate for local students and that meets state regulations, academic core standards and state guidelines for writing programs.
- Monitor the communications program (e.g., through classroom observations, professional learning communities, review of curriculum documents, on-going review of program components, review of students' work and assessment results, meetings with relevant committees, etc.).
- Serve as a leader in creating a positive culture for writing/communication throughout the school.

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- Appoint a communications team for the school, and designate the team’s responsibilities and a schedule for meeting – as needed, but at least four times a year. The team will include the principal, instructional supervisor, Experienced teachers from each grade level, a “content-area” representative, special education teacher, and others deemed appropriate for leadership in developing, monitoring, and refining the program.
- Ensure that students are actively engaged in using communication skills regularly in every class.
- Ensure that students at each grade develop portfolios of their work in developing communications skills. Assist in development of relevant procedures and an annual review of portfolios, along with other components of the program, to draw conclusions and form plans for continued improvement of the program.
- Review lesson plans, curriculum maps, program plans, and other documents to ensure that students at each grade engage in developing communication skills for a variety of purposes that can serve them in their lives.
- Ensure that students receive effective feedback on their communication skills. Monitor teachers’ practices for effective feedback and communication with students.
- Ensure that students’ writing/communication skills are assessed (formative and summative assessment), using effective assessment practices, that students engage in self-assessment, and that assessment of students’ skills is included in annual review of program.
- Assist teachers in providing opportunities for students to use a variety of forms of technology in learning and in developing communication skills.
- Collaborate with teachers and school leaders in providing appropriate language resources for the writing/communications program.
- Ensure annual review of the program, along with development/implementation of an appropriate plan for improvement.
- Ensure that teachers and administrators engage in appropriate professional development relevant to the communications program.
- Help provide additional support for the program (e.g., staffing, instructional resources, communication with parents and faculty, etc.)

**Policy Evaluation**

We will evaluate the effectiveness of this policy through our School Improvement Planning Process and annual review of the Writing/Communication Plan.

**Date Adopted** 12/09/10      **Signature** *John Stone*  
**Council Chairperson**

**Date Revised/ Updated/ Amended** 10/13/15