

HOW TO USE THIS PORTFOLIO PACKET

All the forms and information you need to complete the requirements of the graduation portfolio are in this packet. You may reproduce these forms as many times as you need. With the exception of your community service requirement, your social studies teacher will create the assignments necessary to complete the portfolio. All assignments will be done as part of your normal classwork. You will be instructed on which assignments are to be added to your portfolio. If you simply pay attention and follow the directions of your social studies teachers, you will have no problem completing the portfolio.

Annual Portfolio Checklist: This will be used to keep track of your progress in completing your portfolio. Each time an item is completed, your social studies teacher for that year should initial its completion on the portfolio checklist. Your portfolio and this checklist will be transferred to your new teacher any time you change classes.

Community Service Requirement: All paperwork associated with this requirement will be kept in the counseling office. When you complete a project, you are to turn in your forms to the counseling office. **You must complete 40 hours of service to graduate from SMHS.**

Verification of Service Hours Log: This is used to keep track of the service hours you accumulate over your years at SMHS. You should NOT be starting a new form each year. Instead, you will add the hours to this form so that the total is cumulative.

Individual Service Project Form: Before you begin any service project, you are to fill out this form and have it approved and signed by an advisor. If the organization is from the pre-approved list, you do not need approval for the project from an advisor. You will use a separate form for each new project you undertake. Your advisor can be any teacher, counselor, or administrator. Whether the project is pre-approved or not, You must be sure that the adult who supervises your project signs the form at the completion of your service.

Service Learning Off Campus Parent Permission Form: If you do service work off campus, you must have this parent permission form signed and returned to the counseling office. If this form is not completed for outside work, the work will not be accepted for the portfolio.

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Critical World Issues Project: This form should be attached to the work you submit to demonstrate your knowledge of a critical world issue.

Student Checklist of Personal Computer Skills (3 pages): At some point in time during the school year, you will be asked to complete this skills inventory. Your teacher may verify your attainment of these skills. There is no grade attached to this sheet.

Rather the school uses it to identify areas where we need to focus instruction in these skills.

Sample of Technological Proficiency: This cover sheet must be attached to a sample of your best work in technology. You must write to the prompt you will find on the sheet.

Cooperative Learning Rubric: You will frequently work collaboratively with other students. On some assignments, the teacher will tell you that you are being assessed in your cooperative skills. This form must be filled out and signed by the teacher. You may also ask a teacher to assess you on a specific assignment.

Critical Thinking Analysis: You must submit a piece of work that demonstrates your ability to think critically. This cover sheet must be attached to that work. Your teacher will tell you which assignments will allow you to meet this requirement

Critical Thinking Rubrics: There are two separate Critical Thinking Rubrics. One is used to assess your decision-making skills, and the other is to assess your problem-solving skills. You will complete at least one of these. The description at the top of the rubric will identify which form to use. During your classes, you will often do “critical thinking.” On some assignments your teacher will tell you that you are being assessed on your critical thinking. The appropriate form must be scored and signed by the teacher.

Demonstration of Written Proficiency: This cover sheet must be attached to a sample of your written proficiency. The two questions on the sheet must be answered. The individual teacher will decide whether this is required for the class.

Oral Communication Rubric: You will be called upon in your classes to do oral presentations. On some assignments, the teacher will tell you that you are being assessed on your oral communication skill. The form must be used to score your presentation, and the teacher must sign it.

Self-Assessment: You must complete this form at the end of the school . The two questions must be answered, and the form must be signed by your parent/guardian.