

Portfolio Policy (SMHS Social science Dept.)

Overview: The social science department will keep student portfolios in a filing cabinet (divided by grade level) in a central location. The only time students will take the portfolios home will be for two weeks at the end of the school year, otherwise, they will always remain in the filing cabinet. Students must complete all seven of the ESLR/Anchor Assessment requirements for each core social science class and have their teacher initial a sign-off sheet at the end of the year. Teachers may choose to include an eighth assignment.

Rationale: The social science department has developed a policy that will apply to all San Marino High School students in each of the core social science courses. The department has tried to make this policy as comprehensive as possible, as well as accurate in reflecting students' abilities.

Storage: The documents will be kept in 1 and 1/2 inch notebook binders. The portfolio binders will be stored in a filing cabinet, alphabetically by grade level. Eventually, they will be stored in the department office.

Due Dates: Teachers must ensure that all projects and portfolio assignments will be completed by the **last day of May**. Students will take the portfolio notebooks home and have their parents read, reflect, comment, sign and return the completed forms with the portfolio by **June 10th**. The portfolios will only leave the secured storage facility during these dates.

Procedure:

a) Beginning of the year: Students will read and sign a “Portfolio Requirements” instruction sheet during the first week of school. This page must be signed by the student and taken home for parent or guardian signature as well. Students should be briefed on the Expected Schoolwide Learning Results (ESLRs), the types of activities which will measure these ESLRS, and the portfolio policy for San Marino High School. Students must be advised that successful completion of the portfolio is required for students to pass the class.

b) Throughout the year: Teachers should have their students keep all of their work for that particular subject in a consistent location. Some social science teachers prefer to have their students use a daily notebook to organize work, while others may prefer to use some other method for students to keep track of all their papers. Students should be given multiple opportunities to demonstrate their proficiency for each ESLR. The ESLRs may be evaluated using a variety of techniques including, but not limited to, projects, research papers, PowerPoint presentations, newspapers, speeches and debates. The method for keeping a sample of student work for each ESLR will be up to the discretion of the teacher, but most should include the ESLR rubric and evaluation form as well as some type of representation or sample of the student’s work (e.g. a photocopy of the front page of a newspaper project, etc.) Students must have the teacher verify completion of each portfolio item at a level of basic proficiency or better. If a student does not meet basic proficiency on one or more ESLRs, the teacher has discretion for the remediation required to enable the student to achieve at least basic proficiency levels on all ESLRS.

c) In May: Teachers should allot some time to work with their classes to make sure students transfer all their work demonstrating proficiency of the ESLRs to their portfolio notebooks. Teachers should then use the “Annual Portfolio Checklist” page to verify that all ESLR requirements have been

met. There are four columns on this “Annual Portfolio Checklist” page, one for each subject. The teacher will then initial each portfolio item completed on the “Annual Portfolio Checklist” page.

d) Send the portfolios home: Once the students have all their work demonstrating the ESLRs in their portfolio binder and teachers have initialed their completion, the students will take the binder home for parental sign off. A completed portfolio with parent’s signature and comments will be required for a student to pass the class. This must be done four times during the student’s career at San Marino High School—one for each core social science subject: World History, United States History, Government and Economics. These courses taught in summer school must follow this procedure as well.

Consequences: As was previously stated, a completed portfolio with parent’s signature and will be required for a student to pass each course. Teachers may want to give a grade for “Portfolio Completion” or similar activity where the students will earn points not only for completing their portfolio but also for assembling it correctly and neatly. Teachers should keep a record of which portfolio assignments are completed in case a student loses his/her portfolio. Students who do not return a completed portfolio at the end of the year will receive an academic grade of “F” in that subject.