

Portfolio Guidelines for Students

This year you will be creating a portfolio. A collection of the work you will have done throughout the year. Your portfolio will include work that is meaningful, that you like and are proud of, and that shows both progress and achievement. You will collect work in all subject areas that relate to the School Learning Expectations (SLE's):

- A Person of Faith who:
 - Demonstrate knowledge of the teachings of the Catholic Church
 - Participates in prayer, communal liturgical celebrations and sacraments, and has knowledge of scripture
 - Participates actively in providing service to the school and community
- A Bilingual/Bicultural who:
 - Demonstrate knowledge of both American and Mexican traditions
 - Recognizes the benefits of being bilingual and bicultural
 - Can effectively and appropriately communicate in both English and Spanish
- An Effective Communicator who:
 - Articulates ideas in written and verbal ways both in English and Spanish, clearly, creatively and correctly
 - Demonstrates technological literacy across the curriculum responsibly
 - Understands, interprets, and practices verbal and non-verbal methods of communication in both languages for a variety of situations, (formal/informal purpose, persuasive, narrative, prose).
- A Critical Thinker who:
 - Analyses interprets, synthesizes and evaluate data from different sources in a variety of situations
 - Applies problem-solving techniques to life situations
 - Demonstrates a solid foundation in academic skills
 - Identifies, sets and meets goals individually and collaboratively

Your showcase portfolio will include items such as:

- ✓ Essays, research papers, narratives, poetry
- ✓ Brainstorming sheets, planning sheets, clusters, outlines, webs, notes
- ✓ Journal or journal pages, notebooks, learning logs
- ✓ Graphs, charts
- ✓ Drawings, collages, watercolors
- ✓ Tests, quizzes, exams
- ✓ Photographs of items too large to fit in your portfolio
- ✓ Evidence of group projects, planning sheets, daily logs, notes
- ✓ Audiotapes, videotapes
- ✓ Computers discs

How will you select your work? Any work you choose to include in your showcase portfolio should be something that you feel shows:

- ❖ Thoughtful and insightful writing
- ❖ That you learned what was taught
- ❖ Improvement
- ❖ Effort
- ❖ Achievement

Finally, you will write your thoughts about each piece of work you select and about your portfolio as a whole. I will give you specific directions about how to write these self-reflections.

Portfolio Contents

Cover Page	Family Crest
Introduction	Student writes a letter to the reader introducing the portfolio, and stating goals for achieving the SLE's
Dividers	Student includes dividers that illustrate the SLE's at appropriate places throughout the portfolio
Content Pieces	Student chooses pieces of student work from previous school years (eight [8] per grade or two [2] per SLE for each school year), and from current school year (five [5] per SLE/Quarter, or twenty [20] per SLE/ School Year
Content Reflections	Student reflects each content piece responding to two [2] content reflections per entry
Rubrics	Student will use the rubric provided by the teacher for evaluating the portfolio. Teacher will complete the online rubric quarterly
Teacher Comment Page	This page invites comments by the teacher at the end of the school year

Content Reflections:

1. Why did you select this piece of work? Give at least three reasons:
2. What was particularly important to you while you were completing this piece of work?

My Portfolio Rubric	Excellent 3	Good 2	Needs Improvement 1	Missing 0
Is complete				
Is organized				
Contains varied samples of written work				
Shows evidence of using many resources				
Shows evidence of problem-solving				
Shows evidence of decision making				
Shows evidence of of higher-level thinking skills				
Includes examples of both individual and group work				
Includes self-reflective comments				
Reflects my enthusiasm for learning				
Contains many pieces that were not required or assigned				
Shows evidence of what I have learned				
Displays the pride I have in my work				
Shows maximum effort to reach my educational goals				
Is presented in a neat and orderly manner				
Total Points				

Teacher Comment Page

Dear _____:

Thank you for the opportunity to read through your portfolio. I like

I particularly like

Thank you for sharing your portfolio with me.

Sincerely,

References

Lim, L. (1997). *How to Assess Student Work: Establishing a Portfolio Program*. New Jersey. Prentice Hall.