

SUGGESTIONS FOR PREPARING FOR THE PORTFOLIO REVIEW

I. Use a Loose-Leaf Notebook

- A. Use one notebook for each student.
- B. Use tabs to divide notebook by subject.
- C. Introductory pages
 1. Student name, address, phone number, and grade
 2. A bibliography of texts and other materials used.
- D. Maintain a record of grades. Ex: Issue quarterly report card
- E. Maintain a planning book or log
- F. Adequate examples of work to document efforts/progress for each subject throughout the period of instruction must be provided. Ex: Samples of the student's writing, worksheets, workbooks, creative materials, and tests. Reading lists are recommended.
- G. Date and identify each piece of work.
- H. Photographs may be used to document work.
- I. Be sure to document all subject areas.

II. Curriculum

- A. The following subject areas must be included in each of the portfolios.
 1. English (reading, literature, writing, composition, grammar, spelling, vocabulary, handwriting) for grades 1-5; composition, literature, and spelling for grades 6-8; composition and literature for grades 9-12.
 2. Social Studies
 3. Mathematics
 4. Science
 5. Art
 6. Music
 7. Physical Education and health - physical education should stress cardiovascular activity.
- B. Kindergarten: Kindergarten is now mandatory in the state of Maryland. Parents must submit portfolios to show the student is receiving instruction. Writing and spelling are not typically included in the curriculum.

III. Evaluation of Portfolio

- A. A **HOME INSTRUCTION SUMMARY FORM** is to be completed by the parent prior to the portfolio review and should accompany each student's finished portfolio (*see enclosed*).
- B. Each subject will be evaluated according to the following criteria:
 1. **Acceptable**: clear evidence of instruction. This means there is physical evidence of student's work within the subject matter, as well as, evidence of the instruction that the parent is delivering.
 - a. Written work is usually submitted to substantiate work. In subjects where this is not possible, photographs may be used.
 - b. Journals kept by the student also help satisfy the requirement.
 - c. You may also wish to include a course outline for each subject, which could include an outline of material covered, a time schedule, and a bibliography.
 2. **Modifications Needed**: needs better evidence of instruction. It is expected that weaknesses will be addressed at your next portfolio review.
 3. **Unacceptable**: no evidence of instruction. This will be used to notify you of portfolio weaknesses, which will require you to return a portfolio adjustment within 30 days.

