Family Tree Private School

A GOOD PORTFOLIO INCLUDES WORK SAMPLES AND RECORDS OF STUDENT PROGRESS.

The contents of the Portfolio serve to show student progress, and involvement.   Items kept in the Portfolio over the years can be used to create a Memory Book upon graduation.

This letter outlines what is necessary for a good portfolio. This information is provided to assist you, and encourage you to develop, and document your educational goals.   Even though a student's education program may be interrupted by conditions or situations, such as illnesses that could negatively impact the student's progress, it is understood that these types of situations could occur in any school setting. Yet, it is expected that the portfolio will reflect the overall progress and progression made in schoolwork.

It is understood in Family Tree Private School that a student is evaluated on individual merit and upon each students' own ability and work product. As such, doing work on "grade level" is not necessarily the criteria for receiving good grades. Rather, the criteria for receiving grades for assignments is that the student should progress in an academic program commensurate to his or her own ability. If grades are based upon work performed below the student's indicated grade placement, (when compared to the publisher's standards of what is "on grade level") then the Diploma Option being followed should be a Vocational Diploma Option. Records will be developed according to school policies.

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The following are suggestions: Create files with the following titles in which to place samples:

- **TEXTBOOKS USED (To store finished tests and quizzes, monthly goal charts, if used)**
- **MATERIALS USED (To file samples or summaries of miscellaneous resources used)**
- **PROJECTS (To file pictures or flyers about events in which students participated)**
- **MAGAZINES (To file samples - front cover only needed)**
- **EXTRA-CURRICULAR ACTIVITIES (Music, Sports, etc. certificates or flyers of group)**
- **CONTESTS ENTERED**
- **FIELD TRIPS**

     Samples placed in the files should be based upon the following:

I.   **A**ctual work samples: 2-3 actual student work samples per subject, per month
2.   **A**ctivities: materials or evidence of learning activities for every month
3.   **A**dvancement of the student's academic functioning level should be evident

Collect samples of student work "contemporaneously" which means "as it happens". So, as the year progresses, put samples of the student's academic work and activities in the folders above as they occur. Include flyers, certificates, pictures or notes into the files. Your portfolio style, format and contents can be of your own design, but the portfolio should include specific examples that meet the **AAA** description above.

1.12