

## **What makes my portfolio proficient?**

**To be proficient, your portfolio must meet all the requirements below.**

- Contains the required number of COMMON PROFICIENCY TASKS, 2 per full year course, 1 per semester course, for each year.
- Each COMMON PROFICIENCY TASK has a cover sheet and completed reflection attached.
- Contains STUDENT SELECTED TASKS, 2 per year (total from all classes, *not* 2 per class)
- Each STUDENT SELECTED TASK has a completed uniform reflection attached.
- Contains your completed Extracurricular Record for each year (gr. 9-11).
- Contains a completed Portfolio Matrix for each year (gr. 9-11), with no work missing.
- Contains the FINAL REFLECTION at the end of your Junior Year.
- Complete a Portfolio Presentation to an advisory audience at the end of Junior Year.
- Final Portfolio Inventory has been completed by advisor.

## **How and when will I get all this done?**

### COMMON PROFICIENCY TASKS (CPTs)

As usual, your teachers will provide you with CPTs and Cover sheets. (2 for a full year course, 1 for a semester course) Bring CPTs to your Period 8 advisory, where you will have time to complete the reflections. Attach the reflection to your CPT and file it in your portfolio. Your advisor will supply the reflection forms.

### STUDENT SELECTED TASKS (SSTs)

Save your work throughout the year, and choose any 2 assignments that you WANT to include in your portfolio. A Student Selected Task can be any assignment that a teacher graded. You may choose your SSTs at any time throughout the year, and bring them to advisory. SSTs do not need cover sheets. Complete the SST Reflections in your Advisory class. Your advisor will supply the reflection forms.

### EXTRACURRICULAR RECORD

Once a month, take a few minutes in Advisory to add information to this record. This record should be complete by the end of the year.

### FINAL PORTFOLIO REFLECTION

Toward the end of your Junior year, you'll have time in Advisory to complete the Final Reflection. Your answers on the Final Reflection will help you create your Portfolio Presentation.

### PORTFOLIO PRESENTATION

You will have time to prepare for your presentation in Advisory. You will give your Portfolio Presentation to peers during Advisory. If you are unprepared to present on your assigned day, or your advisor deems your presentation inadequate, you will present to a panel of administrators after school.

## **What will happen if I don't complete my portfolio?**

-If you don't submit the required number of CPTs, SSTs, and Extracurricular Record by the end of each year (including completed reflections) you will attend a mandatory Portfolio Completion class that meets Period 9 on Thursdays at the start of the next school year. You will attend this class until all your requirements are complete. When your requirements are met, you are free to join a club or a Directed Literacy class.

-At the end of your Junior Year, if you do not complete your Portfolio Presentation on your assigned day, you will present your Portfolio to a panel of administrators after school. If you do not complete a presentation by the end of the school year, you will attend the Portfolio Completion class at the start of your Senior year until you complete a presentation.

-Please note that changes apply to the 2009-2010 school year and future years. Upperclassmen do not need to gather or create SSTs, Extracurricular Records, or uniform reflections on work from past school years. Your CPTs from past years do not need to be altered.