

Scituate High School

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Student Portfolio Guide

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94 Trimtown Road
North Scituate, Rhode Island
02857

Phone: (401) 647-4120
Fax: (401) 647-4126

Feel free to contact school administration with any questions or concerns.

A reference guide for portfolio requirements and regulations

Student Portfolio Process

Requirements & Rationale

The Rhode Island Department of Education requires that all high schools offer students multiple pathways to demonstrate proficiency. In addition to required coursework and the state NECAP assessment, Scituate High School requires all students to complete a portfolio of student work in grades 9, 10, and 11. Grade 12 students must complete a Senior Project.

Each course that students take at Scituate High School requires the completion of Course Proficiency Tasks. Full year courses require 2 per year while semester courses require 1 per year. These tasks were designed by each academic department to measure a student's proficiency based on the Rhode Island Grade Span Expectations. The Course Proficiency Tasks are put into a portfolio that is kept in the student's advisory classroom. At the conclusion of each year, administration reviews the portfolio to determine if it demonstrates proficiency. At the end of grade 11 each student will give a portfolio presentation.

Process

Throughout the school year, students attend weekly advisory classes. During the advisory class, students will have the opportunity to assemble their portfolios. Portfolio entries fall into three categories: Teacher-Generated Course Proficiency Tasks, Student-Selected Tasks, and an annual Extracurricular Record. At the end of 11th grade, students will add a final self-evaluation.

Students also complete a yearly portfolio matrix sheet in advisory. The matrix sheet has a spot for each required task. As students place work into the portfolio, students and advisors initial the matrix in the appropriate box. This allows for students and advisors to monitor progress.

*Only completed Course Proficiency Tasks with attached teacher cover sheets and student reflections will be put into the portfolio. The teacher cover sheet indicates that the assignment is complete and demonstrates proficiency.

Assessment

The yearly portfolio matrix sheet serves as the rubric to determine proficiency for each year.

At the end of each school year, each student portfolio will be reviewed to determine if proficiency has been met.

Students whose matrices have not been completed by the end of each school year will be held responsible for completing them at the beginning of the following school year.

SHS Student Portfolios are currently in hard-copy format. In the coming years, we hope to transition to an electronic portfolio of student work.