

Graduation Portfolio Guidelines

Mentor Responsibilities

1. Consider accommodations for students with special needs or IEPs and communicate as needed with Special Education and SIFE teachers and counselor.
2. Establish a regular mentoring time with mentee.
3. Use graded portfolio rubrics and classroom teacher comments to help student improve, revise, and edit projects.
4. Help student prepare for oral presentation.
5. Apprise student of portfolio deadlines.
6. Assist student in properly formatting and uploading portfolio.
 - **Four-Project Portfolio:** mastery statement 1, mastery statement 2, literary essay, math project, research paper
 - **Full Portfolio:** creative project, literary essay, mastery statement, math project, native language project, research paper, science project.

NOTE: All effort should be made to include digital copies and/or links of project artifacts, such as photos, videos, audio, etc., when uploading portfolio.

7. Communicate with chair and teacher panelists about any parts of the portfolio that were not able to be uploaded. Explain how any missing parts will alternately be shared.
8. May share mentee's work ethic, sense of responsibility, strengths, struggles, etc., with chair and teacher panelists before and/or after presentation.
9. If student will re-present any part or all of the portfolio, assist student as determined by panel.

Before Portfolio Presentation: Chair and Teacher Panelist Responsibilities

1. Read the uploaded electronic version of the portfolio.
2. Prepare questions to ask the presenter for each project.
 - Include open-ended questions that prompt critical thinking by the presenter.
 - Decide on one to two questions or comments to share with other panelists during discussion of portfolio, *before the presentation*.

SUGGESTION: Preview the portfolio rubrics, which are on the school's website, to determine at what level projects would meet performance indicators.
3. Chair receives and brings rubrics and final assessment form to the portfolio presentation.

Graduation Portfolio Presentation Guidelines

Approximate Times	Breakdown of Events During Presentation
15 minutes	<ol style="list-style-type: none"> 1. Chair welcomes panelists and presenter. 2. Chair explains process to presenter and gives presenter time to introduce him/herself and to make any statements about portfolio before leaving room. 3. After presenter leaves the classroom, chair and teacher panelists establish whether student will serve as panelist or observer, based on his/her preparation. 4. The chair, teacher panelists, and student panelist briefly discuss the portfolio projects and share some comments and/or questions about the portfolio for the presenter. <p>NOTE: If the student panelist has not arrived by the time the panel has finished sharing comments and questions, he/she should not be permitted to enter thereafter.</p>
50 minutes <i>75 min. for 7 projects</i>	<ol style="list-style-type: none"> 5. Presenter returns to room and begins presentation. 6. Teachers and student panelist listen and ask follow-up questions. 7. Chair acts as timekeeper ensuring that each project is given adequate time for questioning and explanation. 8. Chair includes student panelist in process of questioning presenter, unless student is an observer only. 9. When presentation and questioning are finished, chair asks presenter to step outside.
10-20 minutes <i>15-20 min. for 7 projects</i>	<ol style="list-style-type: none"> 10. Chair requests final comments from student panelist: presenter's strengths and suggestions for improvement. 11. Chair dismisses the student panelist. <p>NOTE: Student panelist <u>does not</u> sign assessment form for graduation.</p> <ol style="list-style-type: none"> 12. Chair and teacher panelists discuss presentation and complete rubrics and assessment form. In cases where a student does not receive certification for graduation, the chair and teacher panelists decide on the following: <ul style="list-style-type: none"> ● Will the student re-present the entire portfolio or designated projects during <u>this portfolio presentation cycle</u>? <ul style="list-style-type: none"> ○ If NO, then the student may re-present during the next cycle and the student's team will be notified. ○ If YES, then the panel will decide on the following: <ul style="list-style-type: none"> ■ recommendations to the students to make improvements ■ date and time for when the student will re-present ■ makeup of panel
5 minutes	<ol style="list-style-type: none"> 13. Presenter returns and chair shares the strengths and recommendations for academic and personal growth with the presenter. Chair also informs presenter whether certification for graduation has been granted and provides student with copy of Graduation Panel Assessment Form.

Approved June 10, 2014.