

SUGGESTIONS FOR PREPARING THE PORTFOLIO

What is included in the portfolio?

We recommend that the portfolio include:

- A lesson plan or schedule
- Relevant materials, such as instructional materials, reading materials, and examples of child's writings, worksheets, workbooks, creative materials, and texts
- Adequate work samples for each subject throughout the period of instruction
- Samples of tests or assessments
- Work should be dated and graded
- Optional: Photographs, certificates, awards, student, journals, and programs may be used to document work.

Organizing the portfolio

- Use a tabbed notebook or pocket portfolio.
- Use one notebook for each student
- Arrange work chronologically by subject area.
- Use a composition or spiral notebook for each subject.
- Work samples should coincide with lesson plan or schedule.

The Review Session

- This is a face-to-face review. Do not mail portfolios or attempt to deliver them to the office. Students are welcome to accompany the parent/guardian to the review meeting, but it is not necessary.
- Portfolios must be presented to the reviewer at the time of your scheduled appointment.
- All material will be returned at the conclusion of the review session.
- Plan to arrive at the review session on time and remain for approximately 30 minutes.

Evaluation of Portfolio

Portfolios will be evaluated according to the following criteria:

Acceptable— there is clear physical evidence of the subjects you are teaching, and the instruction is regular and thorough

Acceptable but unclear —portfolio does not clearly demonstrate that regular, thorough instruction is being provided to the student(s). In this case, parents will be asked to make adjustments for future submissions

Unacceptable—there is no evidence of instruction. The subject area or portfolio does not comply with COMAR 13A.10.01D. Portfolios receiving this rating must be revised and reviewed again within 30 days

Curriculum

The general regulations state that instruction should be provided in subjects “usually taught in public schools to students of the same age.” All instruction should be regular, thorough, developmentally appropriate, and progressive in nature. The following subjects must be included in each portfolio:

English/Language Arts should include reading, speaking, listening, literature, composition, grammar, spelling, vocabulary, and handwriting, for grades 1-5; composition, literature, and spelling for grades 6-8; composition and literature for grades 9-12.)

Mathematics
Science
Social Studies

Health
Music (general or instrumental)
Art
Physical Education

Guidelines for Specific Subjects

Art, Music and Physical Education—Programs should be regular, structured, and progressive in nature.

Optional: *Photographs, certificates, awards, student, journals, and programs may be used to document work.*