

## **Credit for Portfolios**

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Keystone School appreciates that many of our students come to Keystone after participating in a home schooling curriculum where a parent, or another qualified adult, is responsible for a student's learning. In order for a student to receive credit for home schooling, a portfolio must be presented which showcases a student's new learning over a period of time.

### **Portfolio Submission Requirements:**

The portfolio must include:

1. The course objective:
  - One-two paragraph overview of what the student learned.
  - Subject for which you are requesting credit: (Math, Science, Social Sciences, Physical Education/Health, World Languages, English/Language Arts, etc.)
  - Specific outcomes and or objectives that are aligned with local, regional, state or national educational standards. Please refer to your local homeschool network, school district, department of education or the following web site for examples of education standards:  
<http://www.educationworld.com/standards/> *(We do not require a comprehensive standards alignment, but we would like to see how the students' learning ties to current educational best practices)*
  - Required components of the course (detailed course syllabus or outline)
  - Description of how student was assessed on the learning
  - Period of time needed to complete the course.
2. List of resources used:
  - Instructor credentials: resume or narrative description, level of education.
  - Books, field trips, articles, movies, computer software, internet sources
3. Work Samples:
  - Graded assignments: Two from beginning, two from middle, two from end of course: Dated and signed by instructor
  - Samples of writing, photos, CD's, brochures, competition schedules, awards, honors, ticket stubs.
4. Log of 180 hours of instruction, research, practice and reflection:
  - Could include: time spent, description of material covered, specific pages read, activities covered, assessments completed, reflection on the learning that took place.
  - Each entry must be dated and initialed by instructor.

5. For credit in Social Sciences, English/Language Arts, Science, or Fine Arts, 6-8 pages of writing which reflects an appropriate depth of understanding and analysis for the grade level of the subject.
  - Typed, double spaced
  - Is aligned with course objectives
  - Includes appropriately cited sources (if appropriate)
6. Submission:
  - Keystone will only accept copies, portfolio will not be returned.
  - CD, Flash Drive/Memory stick and paper copies are acceptable forms of submission

### Portfolio Credit Policies

Keystone will not grade portfolio work. All assignments, assessments, projects and papers must be evaluated by the course teacher. Work samples and assessments submitted to Keystone need to include marks and or comments indicating that they were evaluated by the teacher. Work submitted without grades will not be considered for Keystone credit.

1. Keystone will review portfolios upon initial enrollment and for actively enrolled students. We will not review portfolios for previously enrolled students who are not currently enrolled in Keystone courses.
2. Keystone will award a maximum of ten (10) credits for portfolio work.
3. A separate portfolio packet (and cover letter) must be submitted for each credit requested.
4. Portfolios will be reviewed by the Keystone Portfolio Review Committee. The committee will make recommendations for the Guidance Counselors' final approval.
5. Credit will be awarded in full and half units
6. Portfolio credit will only be awarded for work completed in the past three years.
7. Full credit will be awarded for student work that demonstrates successful completion of 180 hours of instruction, research, practice and reflection.
8. Half credit will be awarded for student work that demonstrates successful completion of 90 hours of instruction, research, practice and reflection.
9. Successful completion means the student earned a grade equivalent to at least 60% on the accumulated work.
10. Keystone will not include a numeric or letter grade on its transcript for portfolio credits, only an indication that the credit was earned.
11. Portfolio credit will not be awarded for work experience.