



## **High School Portfolio Requirements for Courses Completed at Home**

The portfolio is a valuable document to record your academic success and the rigor of your work, but it also can be a fun way to document your year and your accomplishments. You can include photographs, particularly for sports, community service, art, music, dance, home economics and culinary courses. Remember a picture is worth a thousand words.

As you progress through the year, keep in mind the main purpose of the portfolio is to document all courses and to have enough detail to clearly communicate the rigor of your coursework. You may have to provide proof of rigor as part of your post-secondary institution applications – whether that be a college, university or technical school.

A course is defined by content or the number of hours worked. For example, if doing an Accelerated Christian Education (ACE) course that consists of 12 booklets, you have completed the content required for the course when you finish the booklets. The time may be more or less than 150 hr. If you have a curriculum that you do not finish completely, you must finish at least 80% and have logged 150 hr of work for a one credit class; 75 hr for a half credit class. A one credit class is equivalent to spending 50 min working on the subject each day of the 180-day school year.

**Portfolios must be submitted to the CCA Umbrella Program Coordinator at the end of each semester and must contain the work completed in that semester. Cumulative portfolios are NOT required.**

### **Portfolio Review**

After your portfolio has been reviewed, a scoring rubric will be completed and returned to you so you can see how well you did in following instructions. You will be given a score, but note this is NOT a grade. It just lets you know how you did. Pay special attention to the “Comments” because if you are missing anything, notes will be made there. A class is only recorded on the transcript after sufficient documentation has been submitted. If anything is missing that prevents us from recording the class and a grade for you, this will be indicated in the “Comments” section.



## How to Assemble Your Portfolio

Purchase a 3-ring binder for your portfolio. The size is dependent upon the number of classes taken at home. Purchase the size that matches your plan for the year. Also purchase tab dividers – one tab for each subject, one for community service, and one for extracurricular activities.

**First Page** –type a Title Page with your name, address, grade (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup>) and the school year (2014-2015). Use a large font and center on the page. An Example is attached.

**Second Page** – Goals. Set academic, study skills, and spiritual goals for the coming year. Make them measureable and attainable. Simple Devotion by Samuel Bentley and Micah Wood, is a great resource for spiritual goals. For example – 1. I will pray for my family at least 5 minutes each day before I start my schoolwork. 2. I will install a reading speed and comprehension app on my phone and use it at least 3 times per week. 3. I will work in my ACT prep book at least 3 times per week, 30 min sessions each time.

**Tab for 1<sup>st</sup> Subject** – Place the CCA *ELECTIVE/HOME STUDY COURSE FORM* (attached) immediately behind the tab. Use the tracking table to document hours spent and activities completed. Make additional copies as needed. Hours may be tracked daily or weekly. For example: 8/12-8/16 Chapter 2 reading, section review questions and 1hr pH lab. 4.5 hr. Next, include a list of the books used for the subject. Include books read related to the subject of study. For example, if you are studying history you may include reading a biography of an interesting person mentioned in your textbook. Follow with a photocopy of the Table of Contents from your textbook(s) for the subject. Highlight the chapters as you complete them. Insert copies of at least 3 tests and at least 3 homework assignments **per semester per subject**.

If you are completing a course via computer and you cannot print out a table of contents, tests and/or homework assignments, set up a meeting with the Guidance Counselor to go through the program and determine what will need to be provided for the portfolio. Some programs will not allow printing due to copyright concerns, so an alternative plan specific to the software must be made. The plan must also be made **AT THE BEGINNING** of the semester.

**Credit is not given for the course until sufficient documentation is provided to prove course completion and rigor.**

**Tabs for Remaining Subjects** – Follow the same guidance as given for 1<sup>st</sup> Tab.



**Tab for Community Service** - Insert CCA community service forms in this section. Include additional information and pictures as desired. Note that community service is getting more recognition from colleges and scholarships are available that are just based on your community service. If you have a heart for service, really let it show in this section. Good documentation will make scholarship and college applications much easier to complete when the time comes.

**Tab for Extracurricular Activities** (if applicable) – Provide a list of activities and any other documentation, such as photos, awards, competitions, etc.

### **Special Requirements**

**Lab Science Courses** – Tennessee is very specific on labs being part of science courses. These labs must be documented. Purchasing a lab manual and including copies of the table of contents and the completed lab reports is the best thing to do to document completion if you have access to the necessary equipment. Students should have at least 12 hours of lab time for a 1-credit class. Thorough understanding of the scientific method and data collection and analysis are crucial.

**Bible** – Bible classes should be equivalent to courses taught at Christian schools. Daily Bible reading or family night devotions are not an equivalent. Bible is a one credit course – 150 hr of work over the course of the school year. Bible studies with workbooks are often the best way to document.

**English** – Students should read at least one piece of classic literature each quarter. Pleasure reading is strongly encouraged. The more students read, the better they do in all subjects. During the school year, students **must** include an example of each of the following types of essays in their portfolio: Expository, Persuasive, Descriptive, and Narrative. A 3 to 5 page Research Paper is strongly encouraged and can be done in conjunction with another subject, such as science or history. Before the end of the 12<sup>th</sup> grade year, the student should have written at least one 10-pg or longer research paper using MLA format. Consider having your student select books from *The College Board: 101 Great Books Recommended for College-Bound Readers*. Also, ensure your student reads books that will help them solidify their faith and foster spiritual growth.



Example of Title Page

Tracy Jennings

2005 Fairview Ave  
Lenoir City, Tn 37772

11<sup>th</sup> Grade

2017-2018



**ELECTIVE/HOME STUDY COURSE FORM**

Crossroads Christian Academy works to support the parent/teacher in the endeavor of educating their student. To meet CCA graduation requirements, certain elective courses must be taken at home and are the responsibility of the parent and student to complete. The form below must be filled out and turned in to CCA during the **second week of May** to receive credit for the class. The specific date will be set by the Guidance Counselor and Umbrella Coordinator. It is typically the 2<sup>nd</sup> Friday in May of each year.

Please complete this form in its entirety **and provide all materials required for documenting the course as prescribed by the Portfolio Guidelines.**

<b>Student's Name</b>	
<b>Current Grade</b>	
<b>Semester/Year</b>	
<b>Course Name</b>	
<b>Curriculum</b>	
<b>Teacher/Instructor</b>	
<b>Grade &amp; Credit Earned</b> 1 credit = 150 hr 0.5 credit = 75 hr	<b>Semester 1</b> <b>Numeric Grade:</b> _____
	<b>Semester 2</b> <b>Numeric Grade:</b> _____
	<b>Hours:</b> _____ <b>Credit:</b> _____
<b>List of projects</b>	

I verify that my child \_\_\_\_\_ completed the above stated course. I have overseen the effort of my child in this course and affirm to have fulfilled all the criteria set by this curriculum so that my child may receive credit for this course.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



