

## **Madison Simis School Portfolio Policy**

### Purpose of the Portfolio

Portfolios are collections of children's work that are designed to demonstrate student growth through assessment, creative projects, and through personal reflection over multiple years. The content within the portfolio is student-created work and student reflection.

### Philosophy of collecting work samples through the grades:

For all students, K-4, online (Seesaw) samples, photographs, videos, and voice recordings are collected for the portfolio.

### Procedures:

#### *Contents*

The portfolio may include the following:

(\*This is a minimum, other student work, such as student chosen work may also be uploaded to Seesaw. **Teachers can decide how students will demonstrate their work and reflections.** For completion of each item, teachers can determine how to assess student work (rubric, checklist etc.)

Items	Description
Summative assessment and reflection from each unit	Students will upload their summative assessment to Seesaw. In addition, students will include a reflection of their learning from the unit. Reflection may be built into the Summative assessment. 1- It needs to be labeled with a description of the product. 2- It needs to be in the correct grade level folder.
Student chosen work	Students will upload a variety of self-selected work. Optional for Kinder students.
End of year portfolio reflection	Teachers will set aside time at the end of the year for students to look through and reflect on their portfolios. Students will reflect on their portfolio in a format of their choosing. It will be posted on Seesaw.

Portrait	Grades K-4 will create portraits during art class to be posted in Seesaw.
Student action	If any student action that has occurred and is appropriate, can be recorded/uploaded in the portfolio.
Special areas (Art, Music, PE, Spanish)	Each student will have at least one representation of something learned from each special area each year. Example: Art- Coat of Arms (2nd) Music- A video of students learning songs on recorders. PE- A video of 1st graders learning how to jump rope. Spanish- A picture of students writing sentences in Spanish. A video of dialogues in Spanish.

Due dates for portfolio contents:

- Unit content should be upload by one week after the unit is completed.
- The portfolio should be completed by student reflection prior to the last full week of school.

*Guidelines for presenting on Seesaw*

- Create one folder named with the current grade level. Example: "Kindergarten", "First Grade" etc....
- Please use the following colors for the Seesaw grade level folders:
  - Kindergarten: Yellow
  - First Grade: Light green
  - Second Grade: Orange
  - Third Grade: Purple
  - Fourth Grade: Red
- Portfolios will begin in kindergarten and will grow with each student through 4th grade.
- Time will be devoted at the end of the year for students to reflect on their portfolios.
- Portfolios will be used to display student work and will be accessible to parents, teachers, and students through logging into Seesaw.
- Portfolios can be used for Fall conferences and are highly recommended for Spring (student-led in grade 2-4) conferences.

### *Reflection*

- Students reflect throughout the year and post on Seesaw. Format decided by each grade level.
- Teachers will set aside time at the end of the year for students to reflect on their portfolios.

*updated 2019*