



Blue Mountain High School

Career Portfolio
Class of 2024

2019-20 Edition

BLUE MOUNTAIN HIGH SCHOOL CAREER PORTFOLIO

Description

The Career Portfolio is a requirement for all students at Blue Mountain High School. Utilizing SmartFutures, students will complete a digital curriculum that will provide them meaningful career-related activities and experiences. This program will assist students in researching potential careers and present the information needed to be successful in their post-secondary goals.

Grading

Students will be graded on the progress they make towards the Career Portfolio requirements. At end of each semester and school year, Career Portfolio advisors will enter either a passing grade (GPP) or failing grade (GPF) for each of their students based on the requirements of the portfolio for each semester and year. A student must complete all of the requirements for each semester and year to earn a passing grade. Students that receive a failing grade for a semester or year will not have access to BMHS privileges until the subsequent report indicates a passing grade.

Requirements:

1. Community Service (10 hours)
 - » Students will complete a total of 10 hours of community service.
 Transfer students will follow these requirements. Students entering BMHS in:
 - ✓ Junior year will complete 10 hours of community service.
 - ✓ Senior year will not be required to complete hours.
 - » Students will work with an approved non-profit community volunteer organization and be unpaid.
 - » Students will maintain a documented time log of their community service.
 - » Community service hours must be completed outside the school day.
 - » Educational Field Trips completed during the school day will not be granted service hours.
 - » All work must be appropriate for a high school setting and follows the guidelines of the Blue Mountain School District.
2. Career Portfolio (SmartFutures)
 - » This component requires students to complete activities through SmartFutures designed to provide them meaningful career-related activities and experiences.
 - » Students will complete the activities by the deadlines provided in the timeline.

TIMELINE/PROCEDURES FOR CAREER PORTFOLIO

Grade	Semester	Assignment
11th	1	<input type="checkbox"/> Parent Introductory Letter signed and returned <input type="checkbox"/> SmartFutures Activities 1-10 <ul style="list-style-type: none"> o New Thinking About Career Success o My Personality Type o Job Application o Preparation for Career o Abilities and Aptitudes o Personal Interests o Career Clusters and Pathways o Experience Careers while in School o Selecting your Career Goal o My Programs or Majors
	2	<input type="checkbox"/> Community Service Hours: 10 completed <ul style="list-style-type: none"> o Students must upload the Community Service Log to their SmartFutures portfolio using the path below. In SmartFutures click on My Portfolio > Community Service > Add > “upload or link a file”
	GR 12	
12th	1	<input checked="" type="checkbox"/> SmartFutures Activities 11-16 <ul style="list-style-type: none"> o My School and College Survey o Job Interviews o Active Listening o The Entrepreneur Within o Personal Budget o Multiple Intelligences

Teacher Signature: _____**Completion Date:** _____

GENERAL INFORMATION FOR STUDENTS, ADVISORS, AND COMMUNITY CONTACTS

1. Student's Role
 - Students are responsible for completing all activities and requirements listed in the timeline on page 3. If they have issues accessing any of the materials, they must ask their advisor for assistance before any of the deadlines.
 - Students must have completed all of the listed requirements on the timeline and a total of 10 community service hours.
 - **If a student fails to meet the minimum requirements by the end of junior year, the student must request the superintendent's approval to complete the project and graduate. Seniors, regardless of whether or not they will graduate in four years, will have additional consequences added at the discretion of the superintendent.**
2. Advisor's Role
 - Assures sites chosen by students meet the intent of providing community service.
 - Reviews and monitors timely completion of required assignments based on project timeline.
 - Checks student's portfolio, which will be stored online using SmartFutures.
 - Notifies parents if satisfactory progress is not being made.
3. Community Service Contact Role
 - Must be an adult affiliated with the selected community service organization.
 - Provides hands on direction.
 - Verifies the hours served by the student.
 - Community Contact cannot be a parent or guardian.

PARENT INTRODUCTORY LETTER

Dear Parent,

This booklet contains a description of the Blue Mountain School District Career Portfolio. It outlines the procedure each student must complete in order to graduate.

It is important for you and your child to carefully examine the enclosed materials so that you and your child are aware of their responsibilities. Please be aware that failure to meet the project deadlines listed in this manual will result in a Career Portfolio Failing (GPF) grade, which automatically puts a student on Academic Restriction.

Please sign this page and have your child return it to his/her advisor. If you have any questions, please feel free to contact your child's advisor.

Project Advisor: _____

Advisor E-mail: _____

We have read the enclosed information and understand the project is a **GRADUATION REQUIREMENT**.

Parent/Guardian Signature: _____

Print Name: _____

Student Signature: _____

Print Name: _____

COMMUNITY SERVICE LOG/JOURNAL

Student Name: _____

Community Organization:

Contact Name: _____

Phone Number: _____ E-mail: _____

Date	Time	Description of Work	Number of Hours	Community Contact – Signature

NOTE: Parents cannot verify hours. Hours must be completed after the first freshmen class career portfolio meeting.