

Heights Elementary School

IB WORLD SCHOOL



PORTFOLIO POLICY

Our Mission

Heights Elementary, an IB World School, is dedicated to developing balanced, lifelong learners through educational excellence, a global perspective, reflection and action.

Purpose

The purpose of the IB Portfolio is to showcase student action and serve as a platform for reflection throughout the PYP journey.

Requirements of the IB Portfolio

- White, 1 inch View Finder Binder (from PYP Coordinator)
- Heights Binder Spine (from PYP Coordinator)
- Grade Level Divider (from PYP Coordinator)
- Monthly Learner Profile Attribute Reflections
- **Kindergarten:** One piece of evidence from each transdisciplinary theme. (total of 4). Select *one piece of evidence for the students to complete a Student IB Portfolio Reflection Sheet.
- **Grades 1-4:** One piece of evidence from each transdisciplinary theme. (total of 6). Each piece of evidence must have a Student IB Portfolio Reflection Sheet attached to it (total of 6).
- **Grade 5** One piece of evidence from each transdisciplinary theme. (total of 5). Each piece of evidence must have a Student IB Portfolio Reflection Sheet attached to it (total of 5). You do not have to include evidence from the Unit of Inquiry associated with The Exhibition.
- Every student must have a reflection sheet.

*Kindergarten only

Portfolio Exchange

At the beginning of each school year, each teacher will place the former year's IB Portfolios outside of the classroom door on a designated day (*portfolios should not travel with the teacher if they move classrooms or grade levels*). On a designated day set by the PYP coordinator, teachers should take their current students to the hallway of their former classroom to get their binder from outside of the classroom. Teachers should document on a spreadsheet shared by the PYP Coordinator if any new students need a portfolio or if they are unable to locate a portfolio of a student previously at the school.

All students are expected to have their portfolios by the first 30 days of school.

New Student

When a student enters our school, it is the responsibility of the homeroom teacher to contact the PYP Coordinator for a new binder and binder spine for the student.

Use of the Portfolio:

The contents of the IB Portfolio should be **STUDENT SELECTED**. The Portfolio should be in a location where students can access it whenever they need to. The Portfolio should be a piece of student-led conference reflections with parents and teachers.

Revised: October 2023