



THOUSAND ISLANDS PORTFOLIO PROGRAM

High school students that are prepared for the world can be described as effective communicators and problem solvers. They must also be healthy, skilled and knowledgeable people who are informed, contributing United States and global citizens. Students who satisfy these descriptors (Effective Communicator, Effective Problem Solver, Healthy, Skilled & Knowledgeable Person, Contributing U.S. and Global Citizen) are eligible to graduate from Thousand Islands. In order to provide evidence that students have the necessary described skills, the Thousand Islands Board of Education requires that each senior develop and present an *exit portfolio*.

WHAT IS AN EXIT PORTFOLIO?

An exit portfolio is a collection of accomplishments from all aspects of the student's life that demonstrates a readiness to graduate.

HOW DO I GO ABOUT PREPARING MY PORTFOLIO FOR PRESENTATION?

The first step in successfully preparing a portfolio is to select a MENTOR. The mentor's role is to help the student decide what accomplishments need to be included in the portfolio and to assist in preparing and practicing how the portfolio will be presented.

In addition to the help a mentor provides, a PORTFOLIO RESOURCE file is available to students on line. This resource provides examples of the items that need to be included in the portfolio, along with other helpful tools for preparing and presenting inclusions.

WHAT DOES MY PORTFOLIO NEED TO INCLUDE?

There are 12 MANDATORY ITEMS (INCLUSIONS) that are to be in the portfolio. They include:

- A Cover Page
- A Table of Contents
- A Student Directory
- Current Resume that reflects the School to Work experience
- A Research Paper from 11th or 12th Grade
- School to Work Evaluation Essay
- A Self Evaluation Essay
- 4 Academic Achievements that do not include Student Recognition Awards. There should be one Achievement Inclusion per Graduate Descriptor.
- 2 Word processed 3" X 5" index cards containing a Future Plans Declaration

In addition to the MANDATORY ITEMS students can have other OPTIONAL INCLUSIONS. Normally, students include a minimum of 4 additional pieces to be considered. The number of pieces depends on the number of blank sleeves that remain in the portfolio. These pieces can be graded, or non-graded, non-

academic items such as certificates or awards. These inclusions normally satisfy more than one descriptor.

The Research Paper, STW Evaluation Essay, Self Evaluation Essay, and Academic Achievements along with any OPTIONAL INCLUSIONS must be accompanied by an **ENTRY SLIP**. An Entry Slip describes the inclusion and indicates which descriptor it satisfies.

WHEN IS MY PORTFOLIO DUE?

Portfolio preparation dates include:

FEBRUARY 24: Class meeting to go over portfolio requirements

APRIL: Check in weekly with mentor concerning portfolio progress

May 14 – 21: Portfolios can be submitted to the Program Coordinator any time during the time frame above. **Only portfolios that are approved on, or before May 21st will be assigned presentation times. ALL OTHERS WILL BE REQUIRED TO PRESENT IN FRONT OF THE BOARD OF EDUCATION AT A TIME TO BE DECIDED LATER.**

Once portfolios are approved they are collected and stored by the Program Coordinators. Portfolios may be signed out after they have been approved with the written permission of the mentor and approval of the Program Coordinator. This ensures that no changes are made to the portfolio that was approved. All portfolios that are signed out must be returned on or before **May 28th. No portfolios will be released after that date.**

JUNE 2 OR 3: Presentation start times - 645pm until 915pm - Presenters are required to report 10 minutes prior to their scheduled time

HOW DO I MAKE MY PORTFOLIO PRESENTATION?

Before you can present your portfolio you must have it approved by the Program Coordinator. Once your portfolio is approved you will be assigned a 15 minute time slot. Students who do not have their portfolio approved by the inspection team in accordance with the deadlines will not be assigned a time. This means that the student will be required to present their portfolio in front of the Board of Education at a later time.

On the night you have been assigned to present you will need to show up a minimum of 10 minutes early with all extra visuals. Prior to your 15 minute presentation the panel of judges assigned to evaluate your portfolio will review your product in private.

A Portfolio Time Manager will usher you to the room in which you present. Their responsibility is to ensure that your presentation stays within the 15 minutes allowed.

After you introduce yourself you will have 10 minutes to make your presentation and answer any questions that the judges may have. The last 5 minutes will be for the judges to discuss and evaluate your presentation and product.

HOW WILL MY PORTFOLIO BE GRADED?

Exit portfolios are graded by a panel of judges from the school and community.

The overall grade for the portfolio is based on:

- **CONFERENCING WITH THE MENTOR** – The mentor is the key support person for the student. By meeting with the student on a regular basis the student is better prepared to develop and present their portfolio. Mentors help evaluate the student's portfolio. The mentor's portion of the overall grade is worth 10%.
- **The PRODUCT** – This is the actual collection of accomplishments. The product can be presented traditionally or electronically. The product is independently judged and represents 56% of the overall grade.
- **The PRESENTATION** – After the product is reviewed by the panel the student has the opportunity to explain the product and present any additional materials that demonstrate their readiness to graduate. This portion of the overall grade is worth 29%.
- **DRESS** – Presentation attire is important. This portion of the overall grade is rubric based and is worth 5%.

Based on the total score you earn you will be given a rating based on the scale below:

DISTINGUISHED = 95 to 100

PROFICIENT = 85 to 94

COMPETENT = 70 to 84

ACKNOWLEDGED =69 and below

Normally approximately 10% of the class is recognized at graduation with a Distinguished rating.