

Author's Backpack Writing Portfolios
Recommendations for Portfolio Maintenance

Expectations: Student Portfolios

- ⚙ Each portfolio must have an identifiable method of organization. It is intended to be a “stand-alone” product and all evidence must be documented. Recommended Organization:
 - ⚙ Keep each student’s writings in a file folder. Each folder needs to be labeled with the student’s name and course. *For example, Emily Collins, Eng II.*
 - ⚙ One the inside, right flap of the folder, staple the “Student Log” form.
 - ⚙ As the school year progresses, students place their completed work in their folder and in order of completion, which should correspond with the “Student Log” form. To correspond with the “Student Log” form, you may want students to place a large circled number in the upper right hand corner of the paper.
 - ⚙ If a student did not complete the writing assignment, consider having the student document their “Did Not Complete” status on the Student Log sheet. In addition you may want to put a placeholder in the product’s spot. A sample placeholder has been placed on the language arts website.
 - ⚙ For other issues (non-attendance, transfer student, etc.) you may want the student to put a completed placeholder in the product’s spot. A sample placeholder has been placed on the language arts website.
 - ⚙ Please store student writing portfolios alphabetically by class periods. All folders should be stored for the entire 2009-2010 school year.

Expectations: Teacher Portfolios

- ⚙ To follow the Polk County District Curriculum and the **objectives** stated within the Author’s Backpack.
- ⚙ For each English class taught, keep a running “Teacher Log” form and place all forms in one file folder.
 - ⚙ The teacher’s folder needs to be labeled with their name and class periods of English taught within the 2009-2010 school year.
- ⚙ The purpose of the Author’s Backpack portfolio is to show progress in learning on given learning targets. The portfolio is designed to measure and display improvement with periodic dated entries documenting learning for specified targets and should include student’s goals/reflection(s) on his/her growth and the teacher’s goals for their class.
- ⚙ Keep student writing portfolios until the close of the year.

- ⚙ In your professional opinion, if you feel that a student's portfolio should be excluded from the audit due to extreme non-attendance, transfer issues, etc., then please **highlight the student's name** on the folder itself.
- ⚙ Optional: On or after June 1, 2010, schools may release the student portfolios to the student or they may wish for the portfolios to follow the student's progression through language arts.