



## UNDERSTANDING THE PORTFOLIO REVIEW PROCESS

### What is a Portfolio?

For the purpose of home schooling, a portfolio is an organized collection of student work and instructional plans for each subject area that demonstrates regular, thorough instruction.

### Will I need a portfolio review?

All home instruction programs in Carroll County require two annual reviews by either Carroll County Public Schools or by an MSDE registered umbrella group.

### What happens at the CCPS Portfolio Review?

The parent/guardian will present the portfolio in a meeting with a Home School Reviewer. Students are not required to attend the meeting but are encouraged to attend and participate in the portfolio review.

### What is the purpose of the Portfolio Review?

The portfolio review is required by law to ensure that each child participating in a home instruction program is receiving regular, thorough instruction during the school year, in the studies usually taught in the public schools, to children of the same age. Keep in mind that the purpose of the review is not to judge the quality of the instruction, but to document evidence of compliance with COMAR 13A.10.01.01-05.

### Where and when are CCPS Portfolio Reviews held?

The reviews are held at the Central Office of Carroll County Public Schools, 125 N. Court Street, Westminster, MD 21157. First semester reviews are held in November and December. Second semester reviews are held in April and May.

### Who will review my portfolio?

Our portfolio reviewers for the 2019-2020 school year are Janet Bubnash, Rose Mattavi, Carol Richardson, Dolly Mersinger, and Lynn Smith. Emails are sent out in mid-October and mid-March with a link to sign up for a portfolio review date / time.

## **What should I bring to my portfolio review?**

The reviewer is looking for concrete evidence of regular, thorough instruction in Language Arts / Reading, Mathematics, Science, Social Studies, Art Music, Physical Education, and Health. To assist parents in compiling a portfolio in compliance with COMAR, the following suggestions and recommendations are offered:

- Parents should provide dated instructional materials arranged by subject, curriculum documents, reading materials, writing samples, student assignments, worksheet, workbooks, tests, quizzes, research projects, and lesson plan.
- Bring evidence of the scope of each curricular subject or topics taught in each subject (e.g. copy of table of contents from textbook, computer printout of syllabus from online courses). When the curriculum does not follow a prepared text or packaged course, provide an outline or list of topics covered.
- When using a series of workbooks, bring the first and last workbook completed.
- If enrolled in online instruction, bring work samples, printouts regarding student participation and progress, grade reports, a list of dates when the student logged in, the percentage of courses completed, scores on assessments, etc. You may also bring your laptop to show student work directly from the online learning website.
- Consider taking photographs or short videos to document projects, field trips, art, physical education, or music related activities.

## **What happens if the portfolio does not have sufficient evidence of instruction?**

A parent/guardian will have 30 days to correct the deficiency of the portfolio. If not corrected, the student must be enrolled in a school as defined in COMAR 13A.09.09.02B(4)(a).

### **Noncompliance with Requirements:**

B. Deficiencies in the Program. If a local superintendent (or designee) determines on the review of the home instruction program or inspection of the portfolio that a child is not receiving a regular, thorough instruction program in conformity with Regulation .01C and D, the local superintendent shall notify the parent or guardian in writing of any deficiencies in the program. The following apply:

- (1) Within 30 days of receipt of notification of any deficiencies, the parent or guardian shall provide evidence to the local superintendent that the deficiency has been or is being corrected.
- (2) If a local superintendent determines there is not a satisfactory plan to correct a deficiency or if a deficiency is not corrected, a child shall be enrolled promptly in a public school or a nonpublic school as defined in COMAR 13A.09.09.02B(4)(a).