

G. C. Burkhead Elementary School

SBDM Council Policy

Policy 08.07a

Policy for Procedures for Writing Portfolios in Non Accountability Grades

Students at G. C. Burkhead Elementary will keep a formal writing portfolio when they enter kindergarten. The current writing standards already adopted by SBDM will be incorporated into the writing portfolio pieces. The folder will progress with the student through the fifth grade at which time it will be given to the appropriate middle school. Each homeroom teacher will be responsible for keeping a working portfolio (WIP-IT folder) in their classroom to store works in progress. The required pieces will be transferred to the permanent binders, which will be transferred to the office area alphabetically by grade level at the end of the year to be stored with student permanent records.

The following pages outline the requirements for each grade level. The principal/assistant principal will be responsible for periodically checking to see that continuing progress toward the completion of the required portfolio pieces is occurring.

Kindergarten Contents

Two pieces plus a reflective piece. The two pieces will be personal writing and content story from a picture. The third piece will be reflective writing.

Primary 1 and 2 Contents

Two pieces plus a reflective piece. The two pieces can come from personal writing, poem, short story, and transactive piece. The third piece will be reflective writing.

Primary 3 Contents

Three pieces plus a reflective piece. The three pieces must be a personal writing, a transactive piece and a poem or short story. The fourth piece will be reflective writing. At least one piece

should be developed from a content area other than English/Language Arts. (A TABLE OF CONTENTS NEEDS TO BE INCLUDED.)

Grade 4 Contents

Grade 4 will follow state guidelines for portfolio completion, as it is an accountability grade, and will be stored with state portfolios.

Grade 5 Contents

Two pieces plus a reflective piece. At least one piece should be developed from a content area other than English/ Language Arts. These will be placed in the blue permanent folders to be passed on to middle schools. All other pieces will be removed from the blue permanent county folders and sent home with the students.