

TO: All Elementary Principals/ Language Arts Coordinators

and Language Arts Teachers

FROM: Kathleen Bondi

Assistant Superintendent

RE: Writing Portfolios

**Writing Portfolios these are the pieces that contain the required writing pieces and are sent to the next grade level.**

The students’ Portfolios that are sent to the next grade before the end of the year should contain:

* The cover sheet for required writing for the present grade which is attached to the required writing (cover sheet should have students’ name and grade on it).
* Each piece of required writing should have the following items with the rubric on top:
  + Graphic organizer-if used
  + Rough draft(s)
  + Final copy
  + Rubric (grade the published piece)
* At the end of the year, put the Writing Chart Cover Sheet on top of the entire year’s work.
  + The writing portfolio passes from year to year.
  + See the next page for steps in cleaning out portfolios

Note: The writing prompt assessment is to be placed in the portfolio along with the writing chart samples. The assessments do not take the place of the writing chart samples

**How do we use the Portfolios for Assessment?**

**Portfolio Assessment is based on what a child can do – not on what a child can’t do.**

**Assessment of the work in the students’ writing portfolios informs teachers, students and parents of the students’ progress in the writing process.**

* Portfolio assessment is an aid to *teachers* in order to evaluate students’ strengths and weaknesses as shown through the students’ work. The writing is the application of grammar, punctuation, vocabulary skills etc.
* Portfolio assessment is an aid to the *student*s so that they are cognizant of their strengths and weaknesses in written communication. The writings reinforce the grammar, punctuation, vocabulary and written expression skills they have learned.
* Portfolio assessment allows *parents* to see first hand the students’ progress in written expression. It also demonstrates the students’ growth in the application of skills as taught in the language arts class*. (This could be a plus for the school’s academic reputation.)*

**Weeding Out the Writing Portfolios and Enjoy the Growth in Writing**

**The Portfolios get packed with an accumulation of the students’ writing.**

**When weeding out the Writing Portfolios, please follow this easy method.**

**Weeding is done in the spring. In the portfolios, keep two years’ work that should be passed up to the next grade, the work that is taken out may be sent home with the students.**

Spring of Grade: Keep Writing Requirements from:

Three Grades two and three

Four Grade three and four

Five Grades four and five

Six Grades five and six

Seven Grades six and seven

Eight Send all the work home unless samples are requested by the high school.

Please remember that even though the high schools do not request the eight grade writing portfolios from the students, they do appreciate the skills of grammar, writing and writing across the curriculum, the students have mastered. The quality work in the eighth grade portfolio could possible be a guide for the students as they continue into high school. If a student in grades 1-7 transfers to another Catholic School, the portfolio should be sent to that school.