

CCS Portfolio Policies

Portfolio

Each family is required to maintain a 'portfolio' of samples of each child's work for each subject covered during the year, to document that thorough instruction is taking place in each of the required subjects. Through the eighth grade, the subjects that are required to be covered during each school year are Bible/Christian Studies, English, Math, Science, Social Studies, Art, Music, Health, and Physical Education. From the ninth grade through the twelfth grade, courses are taken for High School Credit. Min credits to Graduate 21: 2 Bible or Christian Service - 4 English – 3 Math – 3 Science – 3 Social Studies, (1 Am. History) – 1 PE or Health – 5 Electives.

Portfolio Reviews

A minimum of once during each school year each enrolled CCS student must have a completed a portfolio review to be eligible to renew for the next school year. The purpose of the review is to verify that 'regular' and 'thorough' instruction is taking place in each of the required subjects. Before the review is done, each family will complete a *portfolio review Form* listing the courses being taken by each student and the material used for instruction of each course. The reviewer will verify the information on the *Portfolio Review Form* and indicate whether regular, thorough instruction is taking place. Documentation of the portfolio review, as completed on the *portfolio review form*, must be submitted with your renewal enrollment application. We recommend that a minimum of 75% of the student's schoolwork be completed to review.

- A portfolio review may be done using one of the following methods, **1.** An in person or remote review with an ACTIVE CCS parent, **2.** Emailing samples of work to CCS using a cloud storage system, such as google drive, **3.** A certified public or private school teacher, **4.** Your Pastor or Church official. (Note: if you use #3 or #4, please provide the reviewers name, official title, and contact information.

Portfolio Probation

If a family fails to cover required subjects during any school year, they will be given a probationary status. The family will need to prove they are meeting the requirements by November 1st of the next school year by having another review completed by an individual approved by the school administration. If they again fail to show satisfactory evidence of providing regular and thorough instruction in each subject by the deadline, the family will be removed from CCS.

Portfolio Review Integrity

It is expected that all portfolio reviews will be conducted objectively, honestly and with integrity. Failure to do so is grounds for removal from CCS. CCS reserves the right to further review any family's portfolios as it determines necessary.

Portfolio Reviews and Transcripts

For high school students both a portfolio review and a credit report should be submitted, a transcript cannot be generated without a completed high school credit report. ***Important: Please keep a copy of your completed and signed portfolio reviews.*** Portfolio review forms are retained by CCS for three years, High School Transcripts are permanent. Note: New families with high school students should try to acquire a copy of all high school transcripts for prior high school years.