

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

Each enrolled CCS student is required to have a completed portfolio review at least once during each school year to be eligible for renewal 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. At least 80% of the students' coursework needs to be completed for 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. **5.** Mail hard copy samples to the CCS office. (Note: If you use #3 or #4, include the reviewer's name, title, and contact info.)

Portfolio Probation

Families not covering required subjects in a school year will be placed on probation. 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 complete 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 will be retained in our database permanently.