



## HOME SCHOOL UMBRELLA PROGRAM

### PORTFOLIO REVIEW

**PURPOSE** - The following information is provided for parents who are preparing for a portfolio review under the Grace Christian Academy Home School Umbrella Program. It is provided for informational purposes.

According to the Code of Maryland Regulations (COMAR) governing Home Education, "the home instruction program shall:

- (1) Provide regular, thorough instruction in the studies usually taught in the public schools to children of the same age;
- (2) Include instruction in English, mathematics, science, social studies, art, music, health, and physical education; and
- (3) Take place on a regular basis during the school year and be of sufficient duration to implement the instructional program."

"A parent or guardian who chooses to teach a child at home shall maintain a portfolio of materials which:

- (1) Demonstrates the parent or guardian is providing regular, thorough instruction during the school year in the areas specified in (1 and 2 above);
- (2) Includes relevant materials, such as instructional materials, reading materials, and examples of the child's writings, worksheets, workbooks, creative materials, and tests;
- (3) Shall be reviewed by the local superintendent or the superintendent's designee at the conclusion of each semester of the local school system at such times as are mutually agreeable to the local superintendent or designee and the parent or guardian."

<https://constmail.gov.state.me.us./comar/13a/13a.10.01.01.htm>

### PORTFOLIO

- English/Language Arts should include developmentally appropriate instruction in reading, writing, speaking, and listening skills.
- The following areas not listed in the COMAR are highly recommended:
  - Technology Education (computers, other technology, business, industrial arts);
  - Library/Media Skills;
  - Foreign Language.

### DOCUMENTING REGULAR, THOROUGH INSTRUCTION OF SUFFICIENT DURATION

#### General Suggestions

- Give evidence of a regular, planned schedule of instruction.
- Maintain a planning book or log.
- Record your instructional plan for the year.

- Maintain a record of grades, e.g., issue quarterly report cards.
- Bring examples of instructional materials to the review.
- When the curriculum does not follow a prepared text or course, provide an outline of topics with a time schedule and resources (such as a bibliography).
- Describe how instruction in each area is structured, e.g., textbook, correspondence course, art lessons, participation in a structured sports program each season, or a planned syllabus.

### **Student Portfolio**

- Adequate examples to document work for each subject throughout the period of instruction must be provided. **This should be updated on a monthly basis.**
- Samples of the student's writing, worksheets, workbooks, creative materials, and tests must be provided. Reading lists are recommended. Other means of documenting work include journals, photographs, certificates, awards, and programs.
- Work should be arranged chronologically by subject area.
- Each piece of work should be dated and identified.
- Helpful hints:
  - (1) Use a tabbed notebook or pocket portfolio;
  - (2) Arrange by subjects;
  - (3) Include two to three samples per month per subject of homework, tests, quizzes, compositions, etc.;
  - (4) Include a physical education fitness log, certificates (music, Taekwondo, etc.), and field trip forms;
  - (5) Include quarterly grades.

*All work in the portfolio remains the property of the family.*

### **Portfolio Review Guidelines**

Each subject area will be reviewed for clear evidence of instruction, as will the complete portfolio, according to the criteria below. Ratings will be indicated on the portfolio review form.

- **ACCEPTABLE/CLEAR EVIDENCE** indicates there is sufficient evidence of planning, as well as physical evidence of student work to show that regular, thorough instruction has taken place on a regular basis during the school year and is of sufficient duration to implement the program.
- **NEEDS BETTER EVIDENCE** indicates there is insufficient evidence of instruction. It is expected that weaknesses will be addressed during the next portfolio review.
- **UNACCEPTABLE** indicates there is no evidence of instruction. The subject area or portfolio does not comply with COMAR 13A.10.01D. A portfolio receiving this rating must be revised and reviewed again within 30 days.