



Portfolio Reviews

SHABACH! Christian Academy Homeschool

Who Are We?



Anita Gibson: Director & Reviewer for Seniors

Carole Foster: Lead Reviewer

Reviewers: Ebony Crews-Amara, Latoya Strain, Robin Floyd, Sandra Hampton, Trina Ferguson, Barbara Korycka, Carla Fuller, LaDonna Fuentes, Rene Williamson, Denise Rorie.



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Oversight



What is Oversight?

- mentoring and accountability processes for program implementation and maintenance
- We maintain the regular files and transcripts associated with normal academic procedures
- Act as the official academic representative on behalf of each member's home school program
- The Academy also verifies instruction, provides information about transfer to other schools, and entrance into college.
- Ultimately however, it is still the parents, who maintains legal and academic responsibility for the education of their children. We support at the parent's request.

What does SHABACH! require?

- 1) Notification Form
 - a) send to your county for approval
 - b) Send a signed copy to info@scahomeschool.net as soon as possible.
- 2) Pre-enrollment Conference
 - a) Offers insight and information about our program.
 - b) Provides an opportunity for families to be interviewed.
- 3) 3 Portfolio Reviews by Supervisory Personnel yearly
 - a) Provides evaluations to encourage and empower families
 - b) To ensure families are meeting state requirements - “consistent & thorough instruction.”

Portfolio Reviews

FAMILY



Textbooks: Student textbooks are only needed at the first review unless the student writes in the book. If you add a new textbook during the school year, you are required to bring it to the next review.

Student Work: Student work should be in a 3-ring binder with subject tabs or separate notebooks (no separate loose sheets of paper).

In the case of virtual classes students should ensure they are able to log into all their courses to review the grades, assignments and assessments and ideally should have most of their work samples organized into a digital portfolio.

Consumable workbooks: any books that the student writes in should be brought in for the review.

Preparation:



EXPECTATIONS

Review Attendance Requirements:

We require that students are present at each review.

What you need to bring to each review:

- Textbooks: Student textbooks are only needed at the first review unless the student writes in the book. If you add a new textbook during the school year, you are required to bring it to the next review.
- Student work should be in a 3-ring binder with subject tabs or separate notebooks (no separate loose sheets of paper).
- In the case of virtual classes students should ensure they are able to log into all their courses to review the grades, assignments and assessments and ideally should have most of their work samples organized into a digital portfolio.
- Consumable workbooks: any books that the student writes in should be brought in for the review.

Expectations:

- All work should be dated and graded – it is understandable if the past week's work has not been graded before the review, but you should not have several weeks of ungraded or missing work (Work should include quizzes, tests, daily work, written papers and special projects, pictures of poster boards are good).
- Classes like Art, Music and PE should have the paperwork where you signed up for a class, program from an event attended, photos, video recording, art samples, and logs are **REQUIRED**.
- All students should have a Bible curriculum or a focused Bible study where they have written work. Just reading a devotional or learning Bible verses is not sufficient.
- You should have logs for reading lists, field trips (pictures and/or programs), and other activities your students engaged in.
- All students should have work to show their reviewer which includes work done in SHABACH! group classes, other group classes and tutorials, at home or with a tutor, online programs, or community college.
- Required subjects (K-8): Bible, Reading (Phonics if applicable), Grammar/Comp, Spelling, Math, Science, History, (Art, Music, PE, and Health should each be done at least 1 hour per week)

Overview

- ❖ **Purpose ~ to ensure students have consistent and thorough instruction**
- ❖ **Frequency ~ 3 times per year; October-December, February-March, June**
 - Seniors last portfolio review is in May before graduation
- ❖ **The Review Process**
 - Your reviewer will contact you via email with available dates & times
 - Please respond to this email as soon as possible
 - Begin getting your portfolio samples ready
 - Meet with your reviewer via Zoom with your student present
 - After completion of your review, you will receive your evaluation form & a link to a parent survey which doubles as your signature

Samples of consistent & thorough instruction: EVERY Student Needs

- ❖ **Students' work should be dated and graded.** We understand that work for the week that you meet and perhaps the week prior may have not been graded yet, but for the most part their grades should be current. Grades can be as simple as 10/10 or check marks (for the younger students only) or percentage.
- ❖ **Work should include the following:** quizzes, tests, daily work, written papers and actual projects or pictures if applicable.
- ❖ Classes like PE, Art and Music should have **practice logs**. Pictures and videos of your students' work/in action, if you have them, are also ok.
- ❖ Students using on-line programs **MUST have notes AND HAVE ACCESS TO their grades** and progress reports (if applicable) during the review.

Samples of consistent & thorough instruction: Grades K ~ 5th

- ❖ 3 samples per week for math and all language arts subjects (Grammar, Phonics, Spelling, Reading, etc)
- ❖ 4 to 5 samples per month for Science, Health, Social Studies, and Bible*
- ❖ Art, Music, and PE logs, pictures, videos, schedules, and/or programs*

*The premise being that these subjects are not always daily for this level.

Samples of consistent & thorough instruction: Middle & High School

- ❖ A minimum of 3 samples per subject, per week for all subjects
- ❖ Subjects w/o a formal text need a log & grading criteria
- ❖ Have older students help with keeping track of their work samples throughout the year.

Submitting Samples: Binders/Notebooks

- ❖ Throughout the year, we encourage you to keep your student's work together in an orderly fashion (binders or notebooks) to make the process a lot easier and smoother when it's time for your review.
- ❖ You can hold up your student's work (in a workbook, binder, or notebook) to the screen during Zoom.
- ❖ Do not have loose leaf paper & handouts without them being in a binder or notebook.
- ❖ Please note, this option can be difficult for the reviewer to see the samples clearly.

Submitting Samples: Share Your Screen

- ❖ **Students taking online classes should be able to access their google classrooms, community college Blackboard or other digital classroom, and/or online program account prior to and during the review.**
- ❖ **Your reviewer will give you access to share your screen.**
- ❖ **If your student attends group classes at Shabach, we will be able to look directly at their work in google classroom. We will do our best to look at their work prior to the review and discuss it with you at your review.**

Submitting Samples: Digital Portfolio

- ❖ This is the preferred type of portfolio since reviews will be virtual.
- ❖ For all classes taken either at home with traditional textbooks or other learning modes, you can upload pictures or the student's work into a google drive folder, presentation software, or other digital mediums of your choice. Prior to the review, please send a link to your google folder or presentation software to your reviewer.
- ❖ To share the Google Drive master folder with your reviewer follow these steps:
 - On your computer or phone, go to drive.google.com.
 - Click the master folder.
 - Click Share .
 - Under "People," type the email address of your reviewer.
 - To choose how the reviewer can use the folder, click the Down arrow and choose "Viewer."
 - Click Send. An email is sent to your reviewer.

Probation

- ❖ If your student does not have adequate samples or if your student does not show consistency in the days they are completing their assignments, your reviewer will schedule another review within 2 weeks.
- ❖ If your student still does not meet the sample requirements, your family will be placed on probation.
- ❖ If placed on probation, you will have until your next scheduled review to show improvement.
- ❖ If this continues, your family will be terminated from the program.
- ❖ This is to ensure that we are following state homeschool laws and remain compliant with the state of Maryland as an approved Homeschool Umbrella Program.

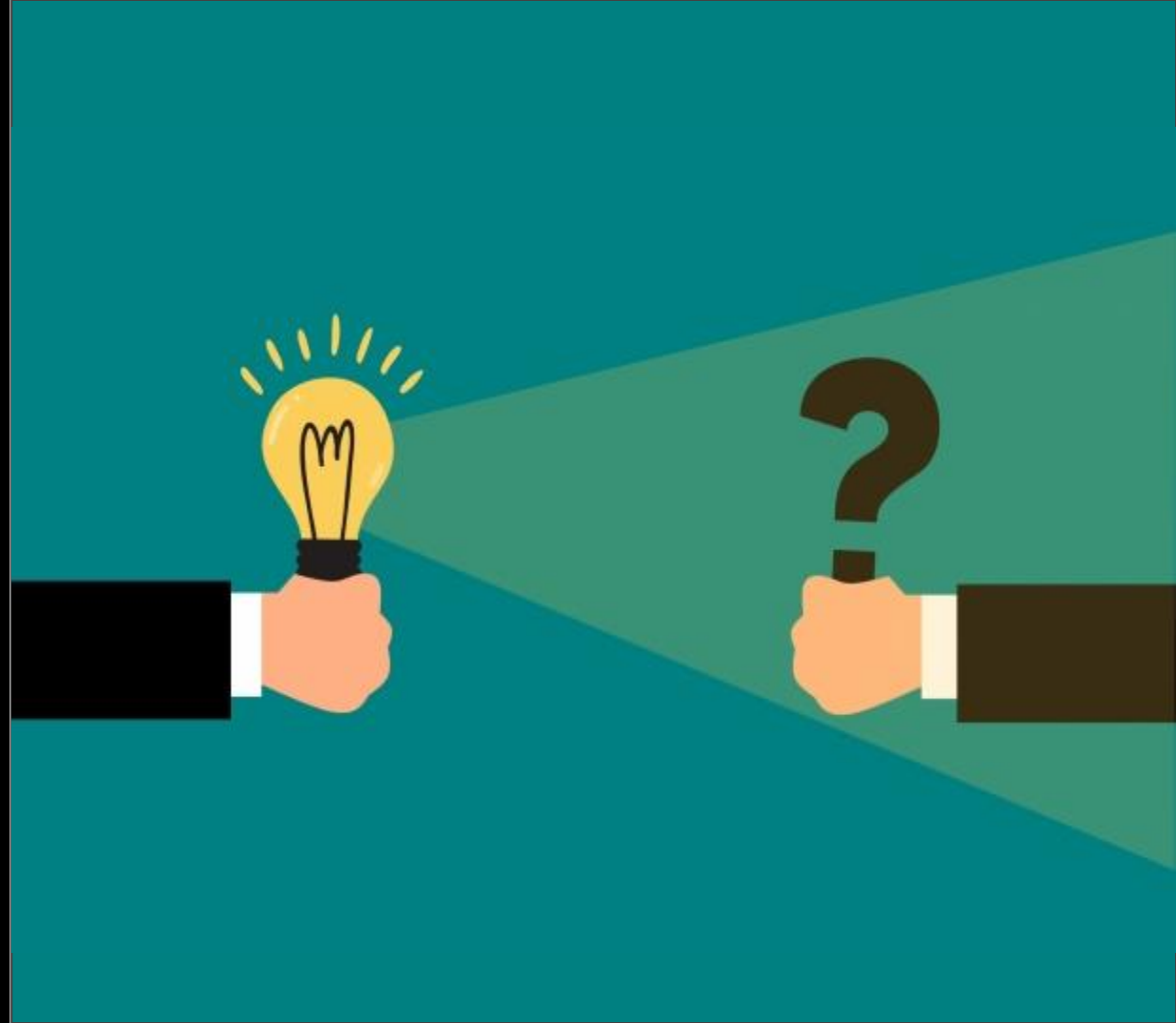
Final Point

Breathe. Relax. It will be okay. This process is in place to help you as the parent and to help the student(s) have a successful year according to what you have established for your homeschool while making sure we adhere to the guidelines Shabach has in place (which is also there to help). We have included as many details as we could think of to help make this process easier and even enjoyable for you & your students.

Q

&

A



Questions & Answers Time