



# **ELA PORTFOLIO HANDBOOK**

## **Orange Board of Education**

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## PORTFOLIO HANDBOOK

### What are the key characteristics of a literacy portfolio?

A portfolio is a living, growing selection of a student's work. Each addition is carefully selected by the student (with guidance from the teacher) for a specific reason that she or he will explain.

- A portfolio is a form of assessment that students do together with their teachers.
- A portfolio is not just a **collection** of student work but a **self-selection**. The student must be involved in choosing and justifying the pieces to be included.
- A portfolio provides samples of the student's work that **show growth over time**. By reflecting on their own learning (self-assessment), students begin to identify the strengths and weaknesses in their work. These weaknesses then become improvement goals.
- The criteria for selecting and assessing the portfolio contents must be clear to the teacher and the students at the outset of the process.
- Writing pieces contain the entire writing process from prewriting through publication.
- Responses to literature.
- Each selection has a rubric attached and a self-reflection attached. Additionally, there is evidence of peer and teacher reflections on drafts.
- Be mindful that every writing piece selected for entry does not need to go to the publication stage.

### Why use portfolio assessments?

- A portfolio assessment matches assessment to teaching because they are products of classwork over time.
- A portfolio enables students to show quality work without pressure and time constraints.
- A wide range of skills can be demonstrated through the portfolio.
- The portfolios shows efforts to improve and develop, and demonstrates progress over time.
- Written as well as oral and graphic products can easily be included.
- Portfolios develop a student's awareness of his or her own learning because each student reflects on his or her own progress and the quality of his or her own work in relation to known goals.
- Since it is open-ended, students can show work on their own level. Since there is choice, portfolios cater to different learning styles and allow expression of different strengths in a heterogeneous class.
- Portfolios develop independent and active learners through self-selection and justification of why a piece is being added to the portfolio.
- Portfolios are an efficient tool for demonstrating learning because they contain different kinds of products and records of progress.
- Portfolios enable teachers to get to know each and every student, and they promote joint goal-setting.

## **Essential Elements of a Literacy Portfolio**

**The Orange School District has determined that the following items must be included in the core\* portion of the literacy portfolio:**

- reading assessments
- reading journal entries
- narrative pieces
- informative/explanatory pieces
- informative –research projects
- opinion/argument pieces
- multi-genre pieces
- literary analysis tasks
- response to literature
- response to informational text

**In the optional\*\* portion of the literacy portfolio, students may choose from the following:**

- PowerPoint presentation
- Audio recording of an oral presentation
- Website for an electronic portfolio
- Quizzes
- Any authentic assessment

**Of the multitude of writings the students have completed, the portfolio must have three to five selections per marking cycle. At the end of the school year, teachers follow the End of Year ELA Portfolio Guidelines.**

Name \_\_\_\_\_

## My English Language Arts Portfolio

Core Selections(Grade K)	Unit	Due Date	Title of Topic or Work	Score
Units of Study Personal Narrative Piece: <i>Narrative: Launching the Writing Workshop</i> (writing process)	1	11.12.15		
Response to Literature	1	11.12.15		
Authentic Assessment/Culminating Activity	1	11.12.15		
Student Choice (Optional) i.e. Poetry, play, interview	1	11.12.15		
Units of Study Personal Narrative Piece: <i>Narrative: Writing for Readers</i> (writing process)	2	1.28.16		
Response to Informational Text	2	1.28.16		
Authentic Assessment/Culminating Activity	2	1.28.16		
Student Choice (optional)	2	1.28.16		
Units of Study Informational Writing Piece <i>Information: How-To Books</i> (writing process)	3	4.8.16		
Response to Informational Text	3	4.8.16		
Authentic Assessment/Culminating Activity	3	4.8.16		
Student Choice (optional)	3	4.8.16		

Units of Study Opinion Writing Piece (Fairy Tales) <i>Opinion: Persuasive Writing of all Kinds</i> (writing process)	4	6.21.16		
Response to Literature	4	6.21.16		
Authentic Assessment/Culminating Activity	4	6.21.16		
Student Choice (optional)	4	6.21.16		

Name \_\_\_\_\_

## My English Language Arts Portfolio

Core Selections(Grade 1)	Unit	Due Date	Title of Topic or Work	Score
Units of Study Personal Narrative Piece: <i>Narrative: Small Moments</i> (writing process)	1	11.12.15		
Response to Literature	1	11.12.15		
Authentic Assessment/Culminating Activity	1	11.12.15		
Student Choice (Optional) i.e. Poetry, play, interview	1	11.12.15		
Units of Study Informational Writing Piece <i>Information: Non-Fiction Writing Books</i> (writing process)	2	1.28.16		
Response to Informational Text	2	1.28.16		
Authentic Assessment/Culminating Activity	2	1.28.16		
Student Choice (optional)	2	1.28.16		
Units of Study Opinion Writing Piece <i>Opinion: Writing Reviews</i> (writing process)	3	4.8.16		
Response to Informational Text	3	4.8.16		
Authentic Assessment/Culminating Activity	3	4.8.16		

Student Choice (optional)	3	4.8.16		
Units of Study Narrative Writing Piece (Fairy Tales) <i>Narrative: Writing Fiction</i> (writing process)	4	6.21.16		
Response to Literature	4	6.21.16		
Authentic Assessment/Culminating Activity	4	6.21.16		
Student Choice (optional)	4	6.21.16		

Name \_\_\_\_\_

## My English Language Arts Portfolio

Core Selections ( <b>Grade 2</b> )	Module	Due Date	Title of Topic or Work	Score
Units of Study Narrative Writing Piece <i>Narrative: Improving Narrative Writing</i> (writing process)	1	11.12.15		
Response to Literature	1	11.12.15		
Authentic Assessment/Culminating Activity	1	11.12.15		
Student Choice (Optional) i.e. Poetry, play, interview	1	11.12.15		
Units of Study Research Writing Piece Information: Lab Reports and Science Books(writing process)	2	1.28.16		
Response to Informational Text	2	1.28.16		
Authentic Assessment/Culminating Activity	2	1.28.16		
Student Choice (optional)	2	1.28.16		
Units of Study Opinion Writing Piece <i>Opinion: Writing About Reading</i> (writing process)	3	4.8.16		
Response to Informational	3	4.8.16		
Authentic Assessment/Culminating Activity	3	4.8.16		
Choice (optional)	3	4.8.16		



Units of Study Poetry <i>Poetry: Big Thoughts in Small Packages</i> (writing process)	4	6.21.16		
Response to Literature	4	6.21.16		
Authentic Assessment/Culminating Activity	4	6.21.16		
Teacher Choice (Optional)	4	6.21.16		

Name \_\_\_\_\_

## My English Language Arts Portfolio

Core Selections(Grade 3)	Unit	Due Date	Title of Topic or Work	Score
Units of Study Personal Narrative Piece: <i>Narrative: Crafting True Stories</i> (writing process)	1	11.12.15		
Response to Literature	1	11.12.15		
Authentic Assessment/Culminating Activity	1	11.12.15		
Student Choice (Optional) i.e. Poetry, play, interview	1	11.12.15		
Units of Study Informational Writing Piece <i>Information: The Art of Information Writing</i> (writing process)	2	1.28.16		
Response to Informational Text	2	1.28.16		
Authentic Assessment/Culminating Activity	2	1.28.16		
Student Choice (optional)	2	1.28.16		
Units of Study Opinion Writing Piece <i>Opinion: Changing the World</i> (writing process)	3	4.8.16		
Response to Informational Text	3	4.8.16		
Authentic Assessment/Culminating Activity	3	4.8.16		
Student Choice (optional)	3	4.8.16		

Units of Study Narrative Writing Piece (Fairy Tales) <i>Narrative: Once Upon a Time</i> (writing process)	4	6.21.16		
Response to Literature	4	6.21.16		
Authentic Assessment/Culminating Activity	4	6.21.16		
Student Choice (optional)	4	6.21.16		

Name \_\_\_\_\_

## My English Language Arts Portfolio

Core Selections ( <b>Grade 4</b> )	Module	Due Date	Title of Topic or Work	Score
Units of Study Narrative Writing Piece <i>Narrative: The Arc of Story</i> (writing process)	1	11.12.15		
Response to Literature	1	11.12.15		
Authentic Assessment/Culminating Activity	1	11.12.15		
Student Choice (Optional) i.e. Poetry, play, interview	1	11.12.15		
Units of Study Opinion Writing <i>Opinion: Boxes and Bullets</i> (writing process)	2	1.28.16		
Response to Informational Text	2	1.28.16		
Authentic Assessment/Culminating Activity	2	1.28.16		
Student Choice (optional)	2	1.28.16		
Units of Study Research Writing Piece <i>Information: Bringing History to Life</i> (writing process)	3	4.8.16		
Response to Informational	3	4.8.16		
Authentic Assessment/Culminating Activity	3	4.8.16		
Student Choice (optional)	3	4.8.16		

Units of Study Response to Literature Piece <i>Opinion: The Literary Essay</i> (writing process)	4	6.21.16		
Response to Literature	4	6.21.16		
Authentic Assessment/Culminating Activity	4	6.21.16		
Student Choice (Optional)	4	6.21.16		

Name \_\_\_\_\_

## My English Language Arts Portfolio

Core Selections (Grade 5)	Module	Due Date	Title of Topic or Work	Score
Units of Study Narrative Writing Piece <i>Narrative: Narrative Craft</i> (writing process)	1	11.12.15		
Response to Literature	1	11.12.15		
Authentic Assessment/Culminating Activity	1	11.12.15		
Student Choice (Optional) i.e. Poetry, play, interview	1	11.12.15		
Units of Study Research Writing Piece <i>Information: The Lens of History</i> (writing process)	2	1.28.16		
Response to Informational Text	2	1.28.16		
Authentic Assessment/Culminating Activity	2	1.28.16		
Student Choice (optional)	2	1.28.16		
Units of Study Opinion Writing Piece <i>Opinion: The Research-Based Argument Essay</i> (writing process)	3	4.8.16		
Response to Informational Text	3	4.8.16		
Authentic Assessment/Culminating Activity	3	4.8.16		

Student Choice (optional)	3	4.8.16		
Units of Study Narrative Writing Piece <i>Narrative: Shaping Texts</i> (writing process)	4	6.21.16		
Response to Literature	4	6.21.16		
Authentic Assessment/Culminating Activity	4	6.21.16		
Student Choice (optional)	4	6.21.16		

Name \_\_\_\_\_

## My English Language Arts Portfolio

Core Selections (Grade 6)	Module	Due Date	Title of Topic or Work	Score
Units of Study <i>Personal Narrative</i> (writing process)	1	11.12.15		
Response to Literature/Informational Text	1	11.12.15		
Authentic Assessment	1	11.12.15		
Student Choice (Optional)	1	11.12.15		
Units of Study <i>Literary Essay</i> (writing process)	2	1.28.16		
Response to Literature/Informational Text	2	1.28.16		
Authentic Assessment	2	1.28.16		
Student Choice (optional)	2	1.28.16		
Units of Study <i>The Research-Based Information Writing</i> (writing process)	3	4.8.16		
Response to Literature/Informational Text	3	4.8.16		
Authentic Assessment	3	4.8.16		



Student Choice (optional)	3	4.8.16		
Teacher Choice	4	6.21.16		
Response to Literature/Informational Text	4	6.21.16		
Authentic Assessment	4	6.21.16		
Student Choice (optional)	4	6.21.16		

Name \_\_\_\_\_

## My English Language Arts Portfolio

Core Selections (Grade 7)	Module	Due Date	Title of Topic or Work	Score
Units of Study <i>Realistic Fiction</i> (writing process)	1	11.12.15		
Response to Literature	1	11.12.15		
Authentic Assessment/Culminating Activity	1	11.12.15		
Student Choice (Optional) i.e. Poetry, play, interview	1	11.12.15		
Units of Study <i>Writing About Reading</i> (writing process)	2	1.28.16		
Response to Informational Text	2	1.28.16		
Authentic Assessment/Culminating Activity	2	1.28.16		
Student Choice (optional)	2	1.28.16		
Units of Study <i>The Art of Argument</i> (writing process)	3	4.8.16		
Response to Informational Text	3	4.8.16		
Authentic Assessment/Culminating Activity	3	4.8.16		

Student Choice (optional)	3	4.8.16		
Teacher Choice	4	6.21.16		
Response to Literature	4	6.21.16		
Authentic Assessment/Culminating Activity	4	6.21.16		
Student Choice (optional)	4	6.21.16		

Name \_\_\_\_\_

## My English Language Arts Portfolio

**Grades: 8 and 9**

Core Selections (Identified in Modules)	Module	Due Date	Title or Topic of Work	Score
Reading Strategy Inventory and Interest Survey	A	10.1.15	N/A	
Initial Self-Assessment: Writing	A	10.1.15		
Narrative*	A	11.12.15		
Response to Literature	A	11.12.15		
Response to Informational Text	A	11.12.15		
Literary Analysis**	A	11.12.15		
Performance Task	A	11.12.15		
Informative/Explanatory*	B	1.29.16		
Response to Literature	B	1.29.16		
Response to Informational Text	B	1.29.16		
Literary Analysis**	B	1.29.16		
Performance Task	B	1.29.16		
Narrative*	C	4.17.15		
Response to Literature	C	4.18.16		
Response to Informational Text	C	4.18.16		

Literary Analysis**	C	4.18.16		
Performance Task	C	4.18.16		
Teacher-Selected Unit's Text Type*	D	6.10.16		
Response to Literature	D	6.10.16		
Response to Informational Text	D	6.10.16		
Literary Analysis	D	6.10.16		
Performance Task	D	6.10.16		
Portfolio Self-Assessment	D	6.10.16	N/A	

\*These pieces, unlike the other Core Selections included in the portfolio, are not written On Demand and should be inserted in the portfolio along with evidence of the drafting, revising, and editing stages of the writing process. All prewriting/pre-drafting evidence should be available in the Writer's Notebook.

\*\*A Literary Analysis developed during a Unit of Study may be used to satisfy text type as well as genre

## Grades 9-12

### Grade 10-12

Core Selections (Identified in Modules)	Modules	Due Date	Title or Topic of Work	Score
Reading Inventory and Interest Survey	A	10-1-15	N/A	
Initial Self-Assessment: Writing	A	10-1-15	N/A	
Personal Statements (Grade 12 only)	A	11.3.15	Revise from Junior Year	
Narrative	A	11.12.15		
Research Project	A	11.12.15		
Response to Text	A	11.12.15		
Response to Text	A	11.12.15		
Response to Text	A	11.12.15		
Response to Text	A	11.12.15		
Teaching Task	A	11.12.15		
Narrative	B	1.29.16		
Research Project	B	1.29.16		
Response to Text	B	1.29.16		
Response to Text	B	1.29.16		

Response to Text	B	1.29.16		
Response to Text	B	1.29.16		
Teaching Task	B	1.29.16		
Narrative	C	4.18.16		
Research Project	C	4.18.16		
Response to Text	C	4.18.16		
Response to Text	C	4.18.16		
Response to Text	C	4.18.16		
Response to Text	C	4.18.16		
Teaching Task	C	4.18.16		
Narrative	D	6.10.16		
Personal Statements (Grade 11 only)	D	5.27.16	For College and Career Readiness; Continue in Senior Year	
Research Project	D	6.10.16		
Response to Text	D	6.10.16		
Response to Text	D	6.10.16		
Response to Text	D	6.10.16		
Response to Text	D	6.10.16		
Teaching Task	D	6.10.16		

**Portfolio Reflection Sheet**  
**Orange Board of Education**

Student: \_\_\_\_\_

Date of reflection: \_\_\_\_\_

Title of Work or Artifact \_\_\_\_\_

To meet the Portfolio Standards, answer the following questions thoughtfully and completely. To exceed the Portfolio Standards, in lieu of the questions, a student may write and attach a reflective essay addressing the same information asked for below on the back of this paper.

**1. How does this artifact demonstrate what you know and can do?**

**2. How could this work be improved?**

**3. How might this knowledge or skill help you in your future?**

Student's signature \_\_\_\_\_

Teacher's signature \_\_\_\_\_



Portfolio Reflection Sheet  
Orange School District

Student: \_\_\_\_\_

Date of Reflection: \_\_\_\_\_

Reflective essay (optional):

## **Orange Board Of Education**

### **Portfolio Checklist**

1. Each portfolio has at least 3-5 student selected pieces per marking period.
  2. Each portfolio has a copy of the core and option sheet for that content area, and it is up-to-date.
  3. The contents of the portfolio are dated and have rubrics and self-reflections attached to them.
  4. There is evidence of teacher comments to improve the quality of the work.
  5. The core writing selections have the writing process attached, as well as the rubric and self-reflection.
  6. There is evidence of growth over time.
  7. The students have multiple years of selections (1-2 per grade level).
  8. The portfolios are easily located in the room.
  9. Portfolios are assessed during walkthroughs, and teachers who are not meeting the requirements will have a conference with the administrator.
  10. I have completed a copy of the comment sheet below.
-

Your portfolio was reviewed by \_\_\_\_\_ on \_\_\_\_\_.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your portfolio was reviewed by \_\_\_\_\_ on \_\_\_\_\_.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your portfolio was reviewed by \_\_\_\_\_ on \_\_\_\_\_.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your portfolio was reviewed by \_\_\_\_\_ on \_\_\_\_\_.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
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Your portfolio was reviewed by \_\_\_\_\_ on \_\_\_\_\_.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your portfolio was reviewed by \_\_\_\_\_ on \_\_\_\_\_.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_