

Policy on
Writing Portfolio Instruction and Scoring
703 KAR 5:010

The Kentucky General Assembly has required that every school establish procedures in the form of council policy for writing portfolio instruction and scoring.

All students in grades K-3 and 5 are required to maintain a working portfolio. These portfolios will be included in each student's cumulative folder and stay with the child from year to year. During non-accountability years, writing pieces will be the responsibility of the individual student's teacher. Portfolio pieces may be revised for use in the 4th grade portfolio assessment. Each working portfolio will contain the following pieces as mandated by KRS 156.070:

- ✓ Personal expressive (personal narrative or memoir)
- ✓ Literary (fiction, poetry, play, scripts)
- ✓ Transactive (persuasive letter, Editorial, article)
- ✓ Reflective ("letter to Reviewer" at the 4th grade level or "letter to next year's teacher" in non-accountability grades)

On-going Professional Development will be arranged to provide instruction on the types of writing pieces as previously defined. A writing curriculum specialist will model portfolio writing instruction and conferencing with teachers and students in grades 3 through 5.

A scoring team will be established including all fourth grade teachers, and a selection of teachers from special education, special areas, and levels 2, 3 and 5. The selection of participating teachers will be made at the principal's discretion. All members of the scoring team will have training in portfolio scoring each year. Whenever the budget permits, this team will be reimbursed the hourly rate established by the FCPS for "other services".

All teachers including special area teachers will give assigned writing tasks such as on-demand, open-response, portfolio pieces, responses to open ended questions that relate to the content being studied in class. The faculty shall integrate different content areas wherever practical.

Approved 27 Feb 01
Revised 11/22/04