BARRON HIGH SCHOOL

ACP PORTFOLIO

HANDBOOK

The mission of the Barron Area School District is to ensure
all students reach their dreams
while making a positive impact on the world.

PURPOSE OF THE PORTFOLIO

The purpose of the portfolio is for each student
to prepare a collection of materials
that reflects the student's academic progress,
personal development,
future aspirations and dreams.

These materials can be used for their entrance into the larger world:

- **Portfolios are collected and viewed at BHS for a variety of scholarships**

- **Applications for schools and scholarships**

- **Job applications and interviews**

- **Personal reflection in decision-making**

- **Developing organizational skills**

- **Methods for marketing oneself**

- **Communicating effectively in a variety of situations**

- **Highlighting individual interests**

- **Developing presentation skills**

DREAMS & GOALS

At the beginning of each school year, the student and parent(s) or guardian(s) will meet with the homeroom teacher to identify/refine dreams and to set yearly ACP goals and steps to achieve those goals. Students are encouraged to use previously saved portfolio items as a springboard for the discussion of the coming year's ACP goals and portfolio development.

STUDENT RESPONSIBILITIES

🐾**Work toward reaching ACP goals**

🐾**Collect selections for ACP requirements**

🐾**Keep neat and organized**

🐾**Do quality work**

🐾**Complete the ACP Xello requirements**

🐾**As a senior be prepared to share the ACP portfolio at the end-of-the-year Senior Exposition.**

🐾**Completion of an ACP Portfolio and Senior Exposition is a requirement for graduation**

STAFF ROLES & RESPONSIBILITIES

Classroom Teachers

· Provide classroom activities worthy of ACP inclusion

· Encourage **inclusion of classroom activities** into the portfolio

· Review curriculum to see if your curriculum has any content/standards alignment with portfolio development

· Consider or continue to incorporate speakers/curriculum that supports ACP portfolio development (i.e. Minneapolis Business College, Northwood Tech) (i.e. career development, business etiquette, etc.)

· Be knowledgeable regarding all ACP requirements, Xello, Senior Exposition Handbook, and "Information for Evaluating Senior Portfolio Expositions" presentation

Senior Homeroom Teachers

· Follow timeline

· Introduce ACP portfolios at goal-setting day

· Start year with covering ACP portfolio handbook, forms, checklists, meeting dates and deadlines

· Know your students to help them showcase their strengths

· Proofread work and provide feedback

· Ensure the majority of items are from the current school year

· Must sign requirement form to be turned in prior to the first scheduled expositions. (Be sure portfolio meets quality standards before you give your signature of approval)

· Encourage students to write a formal thank you letter to community exposition evaluators

· Be knowledgeable regarding all ACP requirements, Xello, Senior Exposition Handbook, and "Information for Evaluating Senior Portfolio Expositions" presentation

9th-11th Grade Homeroom Teachers

·   Follow timeline

·   Introduce ACP requirements at goal-setting day

·   Inform freshmen and new students of ACP process

·   Help collect items

·   Check off current grade level items each category

·   Inform Portfolio Advisor of Pass/Fail by due date assigned

·   Help identify classroom items/projects that align with ACP

·   Know your students to help them showcase their strengths

·   Prepare your homeroom for exposition practice presentations and encourage your students to give positive and constructive feedback

·   Be knowledgeable regarding all ACP requirements, Xello, Senior Exposition Handbook, and "Information for Evaluating Senior Portfolio Expositions" presentation

12th Grade Homeroom Teachers

·   Provide accurate forms/information

·   Oversee Senior Exposition Presentation building

·   Provide initial scheduling matrix to students

·   Proof-read, edit, and provide feedback for quality work

·   Encourage students to write a formal thank you letter to community exposition evaluators

Administrators

·	Overall knowledge of ACP program, handbooks and forms

·	Ensure ACP information that is included in goal-setting is current and up-to-date

·	Provide time to in-service new staff on ACP process

·	Oversee staff compliance with roles and responsibilities

·	Provide support to students and staff

·	Notify parents if seniors fail to meet ACP requirements

·	Coordinate with Senior Exposition advisor regarding dates for next year

Main Office Staff

·	Collect senior ACP portfolio requirement forms prior to first scheduled exposition date

·	Return requirement form to seniors on day of their exposition along with room assignment

·	Greet community evaluators and direct them to where needed

Portfolio Advisor

·	Make sure portfolio forms are updated on website and all staff are aware of where to find them

·	Coordinate with administration on updated portfolio resources to be provided on goal-setting day

·	In-service new staff as needed

·	Update forms and handbooks as needed

·	Communicate with Homeroom teachers to be on the same page in terms of schedules and the overall process

·	Finalize student exposition schedules

<u>Portfolio Advisor continued:</u>

·   Present to the senior students on process and etiquette of expositions

·   Schedule community members for expositions (2 community members per exposition)

·   Schedule staff members for expositions (1 staff member per exposition)

·   Identify and assign rooms to be used for expositions

·   Schedule underclassmen to see practice expositions

·   Collect requirement forms turned into the office to cancel or reassign expositions as needed according to handbook

·   Be available on exposition dates for troubleshooting

·   Set-up rooms with evaluation forms and coordinate technology needs for expositions

·   Orient community members with evaluation process using "Information for Evaluating Senior Portfolio Expositions" presentation

·   Notify students of pass/modify/fail status

·   Meet with students to make modifications if needed as indicated on the evaluation form

·   Notify Student Services/Main Office/Administration of students who have failed to meet requirements

·   Provide summer school options to students who have failed to meet requirements.

·   Coordinate with administrator regarding next year's dates