

The Senior Portfolio Exhibition Handbook

APPENDIX B

Section B.1: 2009-2010 Senior Portfolio Exhibition Timeline

Section B.2: SPE Portfolio Requirements by Due Date

- Portfolio OPTION A Requirements
- Portfolio OPTION B Requirements

Section B.1: 2009-10 SENIOR PORTFOLIO EXHIBITION TIMELINE

Detailed below are important dates and deadlines to help guide your SPE Process. Please note that these dates are subject to change. If changes occur, you will be notified through your Senior English Teachers. All latest documents can be found on the Morse HS website.

OCTOBER 2009

Th	OCT 1 st	All Senior Assembly in Amphitheater during Period 3 (Introduce SPE Changes)
Wed	OCT 7 th	SPE Handbook Appendix A Online (at www.morsehs.com)
Wed	OCT 14 th	SPE Contracts with Advisor Requests due to Ms. Kiyama by 3pm
Fri	OCT 16 th	All SPE Contracts DUE to Ms. Kiyama by 3pm
Mon	OCT 19 th	SPE Advisor / Advisee List posted at Lunch Time
Mon	OCT 19 th	Counselors started working with seniors on Senior Credit Checks
Mon	OCT 26 th	Updated SPE Advisor / Advisee List Posted at Lunch Time
Wed	OCT 28 th	First SPE Advisor/Advisee Prep Period Meeting Appendix B of SPE Handbook Online
Fri	OCT 30 th	Advisors return SPE Envelope containing Gold Sign In Sheets to the SPE Dropbox found in the Mailroom

NOVEMBER 2009

Fri	NOV 6 th	PORTFOLIO DUE DATE #1 (not a meeting date!!)
Wed	NOV 16 th	Second SPE Advisor/Advisee Meeting (during your agreed upon time discussed at the First Meeting) Draft of Formal Community Capstone Project Proposal Due to Ms. Kiyama by 3pm (Option B seniors only!)
Mon	NOV 20 th	Drafts returned to Seniors during Senior English Classes

DECEMBER 2009

Fri	DEC 4 th	PORTFOLIO DUE DATE #2 (not a meeting date!!)
Wed	DEC 16 th	Portfolios available for Senior Pickup Advisors return SPE Envelopes containing Gold Sign in Sheets and Deficiency Letters to the SPE Dropbox in the Mailroom

JANUARY 2010

Wed	JAN 20 th	Third SPE Advisor/Advisee Meeting (during your agreed upon time discussed at the First Meeting)
Fri	JAN 22 nd	PORTFOLIO DUE DATE #3 (not a meeting date!!) First draft of Reflective Letter of Introduction Due INSIDE Portfolio

FEBRUARY 2010

- Wed FEB 3rd Portfolios available for Senior Pickup
Advisors return SPE Envelopes containing Gold Sign in Sheets and Deficiency Letters to the SPE Dropbox in the Mailroom
- Thu FEB 18th Fourth SPE Advisor/Advisee Meeting (during your agreed upon time discussed at the First Meeting)
- Wed FEB 24th FINAL PORTFOLIO DUE DATE – Completed portfolio will all evidence and a quality letter of introduction (6 copies) are due to Advisor by NOON! THIS IS A DROP DEAD DUE DATE!! Seniors who do not submit a Portfolio that “Meets Expectations” by this due date will lose privileges to Prom and End of Year Senior Activities, and will not be assigned a Senior Exhibition Appointment. Portfolios WILL NOT BE RETURNED until Senior Exhibition Day!

MARCH 2010

- Wed MAR 3rd Advisors return SPE Envelopes containing Gold Sign In Sheets, final Portfolio Evaluations and Deficiency Letters to the SPE Dropbox in the Mailroom
- Wed MAR 10th MAKE UP PORTFOLIO DUE DATE – Make Up Portfolios are due to Advisor by NOON and must “Meet Expectations” to earn a Senior Exhibition Appointment and move forwards towards the graduation requirement. Prom and End of Year Senior Activities have been forfeited.
- Wed MAR 17th Make Up Portfolio Evaluations are due in your SPE Envelope to the SPE Dropbox in the Mailroom
- Wed MAR 24th SENIOR EXHIBITION DAY!
Seniors who DO NOT PASS the Senior Exhibition on Senior Exhibition Day will lose Prom and End of Year Senior Activities, including Graduation. Seniors must continue to work with Advisors to meet the Senior Exhibition Requirement.

APRIL 2010

- Wed APR 7th SENIOR EXHIBITION RETAKES!!
Seniors who PASS on Exhibition Retake Day will earn privileges to Graduation only. Prom and other Senior Activities remain forfeited.
- Wed APR 14th FINAL SENIOR EXHIBITION RETAKE
This will be the LAST OPPORTUNITY seniors will have to earn this graduation requirement. All Senior Activities, including attendance at the Graduation Ceremony, remain forfeited.

NOTE: THE SENIOR EXHIBITION IS A DISTRICT REQUIREMENT. SENIORS REQUESTING CONTRACTS OF INDEPENDENT STUDY, OR TRANSFERS TO OTHER SCHOOLS (INCLUDING TWAIN) MAY BE DENIED IF THEIR PORTFOLIO EXHIBITION REQUIREMENTS IS NOT UP TO DATE PRIOR TO THEIR CONTRACT LEAVE DATE.

If you have questions, please see your SPE Advisor, your Senior English Teacher, or Ms. Kiyama in Room B-34. You can also email Ms. Kiyama at mkiyama@gmail.com anytime!

Section B.2: SPE Portfolio Requirements by Due Date

Detailed below are the **FOUR PORTFOLIO DUE DATES** to help guide your SPE Process. Please note that these dates and requirements are subject to change as the your progresses. If changes occur, you will be notified through your Senior English Teachers. All latest documents can be found on the Morse HS website.

PORTFOLIO OPTION A REQUIREMENTS

DUE DATE #1 – FRIDAY NOVEMBER 6th, 2009

On this **FRIDAY, NOVEMBER 6th, 2009**, Seniors are responsible for submitting the start of their Senior Portfolio to their SPE Advisor. This includes a Portfolio that follows the Professional Appearance Requirements found in Section A.2 of SPE Handbook Appendix A, and stated below.

The Professional Appearance Requirements Guidelines are as follows:

- All seniors are to use a **1 or 1½” WHITE CLEARVIEW BINDER in GOOD** condition and **FIVE SECTIONS DIVIDERS**. (Sheet Protectors are optional, but make a huge difference in the professional appearance.)
- A Light Blue **SPE COVER PAGE** from their SPE Advisor for the front cover of their Binder. All senior portfolio binders will have the same front insert design.
- All Seniors must make a **name label for the spine** of their binder using a computer.

In addition, Seniors must have the following items inside their Senior Portfolios:

- Graduation Requirements and A-G Requirements (Sect I – Green Paper from Advisor)
- Graduation Requirement Check-Off List (Sect I – To be distributed during English classes)
- Copy of SPE Contract (Sect I – Copy from Advisor)
- Checklists at End of Each Section (These pages can be found online.)

DUE DATE #2 – FRIDAY, DECEMBER 4th, 2009

On this **FRIDAY, DECEMBER 4th, 2009**, Seniors will resubmit their Senior Portfolio to their SPE Advisor for a Second SPE Portfolio Progress Check. Requirements include those that should have been met on the Nov 6th Portfolio Due Date, in addition to the following:

A Portfolio that meets the requirements for Due Date #1 in addition to the following pieces of evidence:

- Proof of FAFSA PIN or Waiver Letter (Sect I)
- Printout of online Career Cruising Results (Sect II)
- College Application (Sect II)
- Letter of Recommendation (Sect II)
- Evidence of a Healthy Lifestyle (Sect III)
- Required Authorization for Student Participation and Required Agency Information for Student Participation (Sect IV)

Additional details about turning in your SPE Portfolio for the DEC 4th PORTFOLIO DUE DATE will be detailed at the Second SPE Advisor/Advisee Meeting on November 18th, 2009. Additional resources to help guide you in making these due dates will be available on an as needed basis.

DUE DATE #3 – FRIDAY, JANUARY 22nd, 2010

On this **FRIDAY, JANUARY 22nd, 2010**, Seniors will resubmit their Senior Portfolio to their SPE Advisor for a Third SPE Portfolio Progress Check. Requirements include those that should have been met on the Dec 4th Portfolio Due Date, in addition to the following:

A Portfolio that meets the requirements for Due Date #2 in addition to the following pieces of evidence:

- First Draft of your Reflective Letter of Recommendation (Front of Sect I)
- Job Application (Sect II)
- Resume (Sect II)
- Cover Letter (Sect II)
- Letter of Recommendation (Sect II)
- A Career Guiding Assignment (Sect III)
- Research Paper #1 – A 2 Page researched based report on TWO Career choices (Sect III)

Additional details about turning in your SPE Portfolio for the JAN 22nd PORTFOLIO DUE DATE will be detailed at the second SPE Advisor/Advisee Meeting on November 18th, 2009. Additional resources to help guide you in making these due dates will be available on an as needed basis.

FINAL DUE DATE #4 – WEDNESDAY, FEBRUARY 24th, 2010

On this **WEDNESDAY, FEBRUARY 24th, 2010**, Seniors will resubmit their Senior Portfolio to their SPE Advisor for a Fourth and FINAL SPE Portfolio Evaluation. Requirements include those that should have been met on the Jan 22nd Portfolio Due Date, in addition to the following:

A Portfolio that meets the requirements for Due Date #3 in addition to the following pieces of evidence:

- 6 Copies of Final Draft of your Reflective Letter of Recommendation (Front of Sect I)
- Attendance Record (Sect I)
- Transcript (Sect I)
- A Comparison of Two Different Pieces of Work in the same subject (Sect III)
- Research Paper #2 – A 2 Page research based report on TWO Colleges that you have visit toured, and research online (2 pieces of evidence for EACH college is required) (Sect II)
- SINGLE SITE Community Service/Volunteer Verification Form (Sect IV)
- MULTI SITE Community Service/Volunteer Verification Form (Sect IV)
- Reflections for EACH of the Five Sections

Additional details about turning in your SPE Portfolio for the FEB 24nd PORTFOLIO DUE DATE will be detailed at the Third SPE Advisor/Advisee Meeting on January 20th, 2010. Additional details regarding Senior Exhibition Requirements and SENIOR EXHIBITION DAY will be detailed at the Fourth and Final SPE Advisor/Advisee Meeting on February 18th, 2010. Additional resources to help guide you in making these due dates will be available on an as needed basis.

PORTFOLIO OPTION B REQUIREMENTS

DUE DATE #1 – FRIDAY NOVEMBER 6th, 2009

On this **FRIDAY, NOVEMBER 6th, 2009**, Seniors are responsible for submitting the start of their Senior Portfolio to their SPE Advisor. This includes a Portfolio that follows the Professional Appearance Requirements found in Section A.2 of SPE Handbook Appendix A, and stated below. **Please remember that you have an additional Due Date in November regarding Community Capstone Project Proposals. See the SPE Timeline.**

The Professional Appearance Requirements Guidelines are as follows:

- All seniors are to use a **1 or 1½” WHITE CLEARVIEW BINDER in GOOD** condition and **FIVE SECTIONS DIVIDERS**. (Sheet Protectors are optional, but make a huge difference in the professional appearance.)
- A Light Blue **SPE COVER PAGE** from their SPE Advisor for the front cover of their Binder. All senior portfolio binders will have the same front insert design.
- All Seniors must make a **name label for the spine** of their binder using a computer.

In addition, Seniors must have the following items inside their Senior Portfolios:

- Graduation Requirements and A-G Requirements (Sect I – Green Paper from Advisor)
- Graduation Requirement Check-Off List (Sect I – To be distributed during English classes)
- Copy of SPE Contract (Sect I – Copy from Advisor)
- Checklists at End of Each Section (These pages can be found online.)

DUE DATE #2 – FRIDAY, DECEMBER 4th, 2009

On this **FRIDAY, DECEMBER 4th, 2009**, Seniors will resubmit their Senior Portfolio to their SPE Advisor for a Second SPE Portfolio Progress Check. Requirements include those that should have been met on the Nov 6th Portfolio Due Date, in addition to the following:

A Portfolio that meets the requirements for Due Date #1 in addition to the following pieces of evidence:

- Proof of FAFSA PIN or Waiver Letter (Sect I)
- Printout of online Career Cruising Results (Sect II)
- College Application (Sect II)
- Letter of Recommendation (Sect II)
- Formal Community Capstone Project Proposal (Sect III)
- Outline of Intent (Sect III)

Additional details about turning in your SPE Portfolio for the DEC 4th PORTFOLIO DUE DATE will be detailed at the Second SPE Advisor/Advisee Meeting on November 18th, 2009. Additional resources to help guide you in making these due dates will be available on an as needed basis.

DUE DATE #3 – FRIDAY, JANUARY 22nd, 2010

On this **FRIDAY, JANUARY 22nd, 2010**, Seniors will resubmit their Senior Portfolio to their SPE Advisor for a Third SPE Portfolio Progress Check. Requirements include those that should have been met on the Dec 4th Portfolio Due Date, in addition to the following:

A Portfolio that meets the requirements for Due Date #2 in addition to the following pieces of evidence:

- First Draft of your Reflective Letter of Recommendation (Front of Sect I)
- Job Application (Sect II)
- Resume (Sect II)
- Cover Letter (Sect II)
- Letter of Recommendation (Sect II)
- Contracts and Waivers if applicable (Sect III)
- Evidence #1 of Project Implementation (Sect IV)
- Outline of Implementation (Sect IV)
- Draft of Process Paper (Sect IV)
- CCP Time Log A showing 10 Hours spent on Implementation (Sect V)

Additional details about turning in your SPE Portfolio for the JAN 22nd PORTFOLIO DUE DATE will be detailed at the Second SPE Advisor/Advisee Meeting on November 18th, 2009. Additional resources to help guide you in making these due dates will be available on an as needed basis.

FINAL DUE DATE #4 – WEDNESDAY, FEBRUARY 24th, 2010

On this **WEDNESDAY, FEBRUARY 24th, 2010**, Seniors will resubmit their Senior Portfolio to their SPE Advisor for a Fourth and FINAL SPE Portfolio Evaluation. Requirements include those that should have been met on the Jan 22nd Portfolio Due Date, in addition to the following:

A Portfolio that meets the requirements for Due Date #3 in addition to the following pieces of evidence:

- 6 Copies of Final Draft of your Reflective Letter of Recommendation (Front of Sect I)
- Attendance Record (Sect I)
- Transcript (Sect I)
- Evidence #2 of Project Implementation (Sect IV)
- Reflections for EACH of the Five Sections
- Research Paper #1 – A 2 Page researched based report on TWO Career Choices (Sect III)
- CCP Time Log B showing 10 Hours spent on Implementation (Sect V)
- CCP Time Log C showing 5 Hours spent on Implementation (Sect V)
- Final Draft of Process Paper (Sect V)

Additional details about turning in your SPE Portfolio for the FEB 24nd PORTFOLIO DUE DATE will be detailed at the Third SPE Advisor/Advisee Meeting on January 20th, 2010. Additional details regarding Senior Exhibition Requirements and SENIOR EXHIBITION DAY will be detailed at the Fourth and Final SPE Advisor/Advisee Meeting on February 18th, 2010. Additional resources to help guide you in making these due dates will be available on an as needed basis.