



Policy Name	Portfolio Credit
Effective Date	2008
Reviewed/Revised	January 2014
Applies to	All Keystone Students
Purpose	In order to preserve the academic integrity of The Keystone School, the Portfolio Credit Policy serves to outline the limitations and stipulations associated with submission of portfolios for Keystone credit. Portfolios can be submitted to show proof of 8 th grade completion or to earn high school course credit.
Policy	<p>Portfolios for credit consideration by Keystone must comply with Keystone’s portfolio requirements. Parents and school officials submitting portfolios are encouraged to use the template provided on the Keystone website to insure that all the requirements are met.</p> <p>The following rules also guide the approval of portfolios for credit at Keystone:</p> <ul style="list-style-type: none"> • Portfolio review takes 7-10 business days. Incomplete portfolios will not be reviewed, but may be resubmitted when complete. • Portfolio credit will only be awarded for work done within the last three years. • Portfolio credit will be awarded in one-credit (180 hours) and half-credit (90 hours) increments only. (Portfolios with less than 90 hours of instruction will not be accepted for credit.) • Keystone will review portfolios upon initial enrollment and for actively enrolled students. • Keystone will award a maximum of 10 credits for portfolio work. • Student cannot receive more than two credits for the same course. A separate portfolio must be submitted for each course. • Keystone will not grade any portfolio work. All assignments, assessments, projects and papers must be evaluated (graded) by the course teacher. Please note that portfolios that are based upon music lessons or participation in a sport will not be accepted for credit without the necessary assessments and teacher evaluation. Please follow the template carefully. • Portfolio must document an earned a score of 60% or higher in the course to be eligible for Keystone credit. • Work samples and assessments submitted to Keystone need to include marks and or comments indicated that they were evaluated by the teacher. Work submitted without grades or formal evaluation will not be eligible for Keystone credit. • Portfolios for courses that are based on music lessons or an activity must be able to show at least 2/3 of the hours as instructional time, and no more than 1/3 of the hours as practice time. • All portfolios being submitted for Health/PE must include a health component with

sufficient documentation; otherwise the student will receive a half-credit as elective and a half-credit as health/PE.

- Portfolio credit will not be awarded for work experience.
- Communication regarding portfolio outcomes will be primarily made through email
- Keystone reserves the right to accept, review, revoke and/or hold any credits from portfolios when it is deemed necessary to preserve the academic integrity of The Keystone School.
- Students who submit portfolios for World Language credit using Rosetta Stone must submit a full portfolio. The Rosetta Stone grade report is not sufficient.

Process for Submitting a Home School Portfolio:

1. Request the approved home school portfolio submission forms from the Guidance department or download the form from the website. Portfolios submitted that do not use Keystone's template will take longer to approve, and may require additional documentation.
2. Complete, assemble and submit the portfolio according to instructions included with the forms. (Portfolios will not be returned, so please make copies for your own records.)

Additional information about transfer credits can be found in Keystone's *Transfer Credit Policy*.