

# *Guidelines for Submission of a Portfolio for Recertification Points*

- A teacher desiring to receive recertification points for a portfolio should first submit a brief memo of intent to the principal. The building principal will approve the intent and send the memo on to the assistant superintendent for approval. This should occur **in advance** of the actual completion of the portfolio.
- All portfolios submitted for recertification points must be comprised of at least 50% artifacts from the current school year. The remainder may be made up of artifacts from the one or two previous school years. Certainly, all artifacts could be from the current school year if the teacher prefers.
- Completed portfolios should be submitted to the principal no later than May 1<sup>st</sup>. Portfolios will be reviewed by the principal and/or central office administrators depending on the number received.
- The Staunton City Schools Rubric for Portfolios will be used to evaluate the portfolio. All Portfolio guidelines previously used under the Teacher Evaluation Program will apply.
- If the portfolio meets the rubric standards for the *PROFICIENT* level, the teacher will receive **25** recertification points. Additional points may be awarded for portfolios that *EXCEED EXPECTATIONS*. No points will be awarded for portfolios that do not meet the *PROFICIENT* level.
- Portfolios already evaluated under the previous teacher evaluation requirement, may not be submitted for recertification points, unless they are updated with at least 50% artifacts from the current teaching year.