



Orchard Academy/Westridge Christian
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INDEPENDENT STUDIES PORTFOLIO POLICIES

Portfolio Policies

Portfolio

Each family is required to maintain a 'portfolio' of samples of each child's work for each subject covered during the year. The purpose of the portfolio is to document that regular and thorough instruction is taking place in each of the required subjects. Additionally, the portfolio must include one final exam, quizzes and at least five sample pages per subject area per semester. Through the eighth grade, the subjects that are required to be covered during each school year are English, Math, Science, Social Studies, Art, Music, Health and Physical Education. From the ninth grade through the twelfth grade, the courses are as required for graduation from Westridge Christian Academy. Secondary level curriculum must be used to receive credit for high school credit.

Portfolio Reviews

Reviews must take place at least once during the school year by a WCA Official. A full year of work does not need to be completed before each review is done. The purpose of the review is to verify that 'regular' and 'thorough' instruction is taking place in each of the required subjects. Before the review is done, each family will complete a *Portfolio Review Form* listing the courses being taken by each student and the material used for instruction of each course. The reviewer will verify the information on the *Portfolio Review Form* and indicate whether regular, thorough instruction is taking place. Documentation of the portfolio review, as completed on the *Portfolio Review Form*, must be submitted with during your review.

Portfolio Probation

If a family fails to cover required subjects during any school year, they will be given a probationary status. The family will need to prove they are meeting the requirements by October 1st of the next school year by having another review completed by an WCA Official. If they again fail to show satisfactory evidence of providing regular and thorough instruction in each subject by the deadline, the family will be removed from Westridge Christian Academy for Independent Studies.

Portfolio Reviews and Transcripts

A transcript with Westridge Christian Academy for Independent Studies for students through the eighth grade will only include courses if a portfolio review has been completed. For high school students both a portfolio review and grades must be submitted. Courses must adhere to the course list/requirements for graduation for WCA. Other courses listed that do not adhere to WCA requirements for graduation may not appear on the student's transcript. High school credits begin in the ninth grade. The only exception is credits may be earned in eighth grade for algebra and a foreign language only. For HOPE purposes, only core academic courses taken in 9th – 12th grade will count towards a college scholarship.

Administration Policies

Change of Information

If any family information changes, such as mailing address, phone number, fax number, email address, or if any student is being added or removed from the school, the school administration must be promptly notified of such changes in writing.

Correspondence with the School

Please include your student's full name with all correspondence.

School Records

All school records are kept confidential. The information will be released upon receiving request from the parent, a student or as otherwise required by law. On occasion a family list is generated for distribution to other families enrolled with the school. This list may contain names, addresses, and phone numbers and email addresses. This information is intended for use by families enrolled with the school for approved school use only. Any other use of this information without approval of the school and each individual family are grounds for removal from Westridge Christian Academy.

Transcripts

Transcripts are available upon request for school transfers, applying for college, scholarships, or auto insurance discounts. Transcripts for students under ninth grade will list courses as satisfactory or unsatisfactory based on the *Portfolio Review Sheet*. High school transcripts will be based on the information submitted on the *High School Credit Report Form*. These forms must be submitted annually upon completion of a grade level and at least one week before a request for a transcript can be fulfilled. The deadlines for submitting a *High School Credit Report Form* for a prior years work is one month after completion of the grade level. The deadline for submitting the *Portfolio Review Sheets* is the renewal enrollment deadline. WCA will send one transcript to a college or university at no cost. Each additional transcript will cost \$5.00.

Diplomas

Diplomas are awarded upon completion of the high school credit requirements. Details of the high school credit requirements and the process of receiving a diploma can be obtained from the *High School Requirements Sheet*. Requirements are also listed on our web site. For those students who wish to receive a diploma and participate in our yearly graduation ceremony, the *Graduation Application* must be submitted with all Graduation Fees paid.

Policy Changes

Westridge Christian Academy reserves the right to change any policies. Enrolled families will be notified if any policy changes are made.

Parent Signature

Date

School Official Signature

Date

