



Rice Lake High School E-Portfolio

The E-Portfolio

The Rice Lake School Board approved an E-Portfolio graduation requirement beginning with the class of 2014. The E-Portfolio has four categories: Academic/Achievement Artifacts, Career, Personal, and Service Learning. Students are required to include evidence that showcases their learning and growth throughout high school in all four categories.

Students begin building their E-Portfolios in Freshman Success. Over four years, they select work for their E-Portfolios, reflecting on the work, reviewing, and adding to the E-Portfolio. During senior year, all students are required to take American Citizenship, where they finalize their portfolios and prepare for an E-Portfolio presentation given to a team made up of community members, educators, and parents. In this presentation, students display and discuss the contents of their E-Portfolios.

Purpose of the E-Portfolio

The E-Portfolio is a collection of material that reflects students' academic progress, personal development, and future aspirations and dreams.

These materials can be used for entrance into the larger world beyond high school:

- job applications and interviews
- applications for school and scholarships
- personal reflection and decision-making
- developing organizational skills
- methods for marketing oneself
- communicating effectively
- highlighting individual interests

Academic/Achievement Artifacts

1. An Academic/Achievement Reflection Form must be included for each artifact. The reflection form is on the Rice Lake High School website under E-Portfolio under "Search this site."
2. One piece/reflection form is required freshman year.
3. Three pieces/reflection forms are required sophomore year (may use Personal Fitness Plan from sophomore Health class as one).
4. A minimum of ten artifacts/reflections is required by senior presentation (with a maximum of twenty).
5. A *Final Reflection Paper must be one of the artifacts. See requirements below.

Examples of Academic/Achievement Artifacts

writing assignments (classwork or personal)	leadership opportunities
list of books read, plays attended, speakers heard, cultural events attended	scholarship essay
critiques of workshops attended	PLAN results
post-secondary school visit	school sports activities
scholarship application	youth organizations (church, 4-H, Scouts, Boys and Girls Club, etc.)
PSAT, ACT, SAT, ASVAB or other test results	showcase of strengths (out-of-class activities)
Enderle-Severson results	data record
awards/honors/position of leadership	cover letter
work experience; job skill preparations	letter of recommendation
job shadowing experience	thank you letter
co-curricular (FFA, FBLA, Honor Society, etc.)	military recruiter meeting
sophomore conference	photograph of artwork, car restoration, construction project, etc.
career fair (limit 1)	

*Final Reflection Paper (required senior year artifact)

The following questions should be considered in depth with thoughtful reflection:

1. Based on your overall high school experience, explain how you have grown as a person (academically, socially, creatively, and emotionally).
2. Explain three things you learned about yourself during high school. Are these things represented in your portfolio? If not, why?
3. How did your level of participation in extra-curricular activities and organizations affect your high school experience? Why

activities or organizations were particularly important to you?

Why? What did you learn from these activities or organizations that you will take with you into the next phase of your life?

4. What was the most valuable experience you had in high school?

What was special about this experience? What kinds of things did you learn from this experience?

5. What advice would you give to incoming freshmen concerning how to succeed (or survive) in high school?

Career

1. In Freshman Success, students will use information from the career research project to plan a program of study for a four-year high school plan and a post-secondary plan (both plans saved in E-Portfolio). The counselors will take part in this planning.
2. Students will write a résumé in Freshman Success to be saved in the E-Portfolio. The résumé will require updating over four years.

Personal

1. Table of Contents
2. Student Picture
3. Mission Statement
4. One SMART goal per year
5. One post-secondary goal

Service Learning

1. Rice Lake High School students need to have 30 hours of service learning as part of their E-Portfolio requirement.
2. Some hours and documentation may be earned in Freshman Success.
3. RLHS Environmental Day is held every other year. Students will be able to claim up to 10 hours from this project alone.
4. Rice Lake staff will provide suggestions if students are not able to come up with the service ideas of their own.
5. All hours must be verified using the Service Learning Documentation form.