



DELONE CATHOLIC HIGH SCHOOL

"Be Doers of the Word"

PORTFOLIO CONTRACT

In order to become a candidate for a Delone Catholic High School diploma, each student must complete and meet expectations in all areas of the portfolio project.

STUDENT RESPONSIBILITIES

It is the responsibility of each student in Delone Catholic High School to complete the Portfolio. Students will do the following:

- Familiarize themselves with the portfolio template, including required and elective tasks
- Begin planning for the various components for each year.
- Stay aware of the due dates and deadlines.
- Pay for any expenses incurred during the completion of the portfolio.
- Complete required tasks by the stated deadline.
- Create a showcase portfolio website in the fall of senior year.
- Return the signed Portfolio Contract to the main office by the specified deadline (the same date all beginning of the year paperwork is due).

PARENT/GUARDIAN RESPONSIBILITIES

The portfolio provides each student an opportunity to advance in his or her college, career and self-discovery. While this is fundamentally a student-executed project, the school encourages parents/guardians to offer support to the student through the process. In addition to signing required forms, it is expected that parents/guardians will do the following:

- Review the required forms.
- Know the various due dates regarding the project.
- Offer suggestions and ideas related to the project.
- Encourage the student to meet required project deadlines.
- Provide accountability for the student to ensure that due dates are met.
- Communicate with the student on a regular basis about the project.
- Monitor activity on the online portfolio website.
- Sign and remind the student to return the Portfolio Contract by the specified deadline.

IMPORTANT DATES AND REMINDERS

- First quarter tasks deadline: Oct. 31
- Second quarter tasks deadline: Jan. 15
- Third quarter tasks deadline: March 15*
- Fourth quarter tasks deadline: May 1*

*Note for Seniors: All tasks must be completed by the end of the third quarter.

CONSEQUENCES

As soon as possible after the due date, the mentor should review each of his/her students' portfolios, and any student whose required sections are not completed will be reminded to complete the pages (in many cases, the student will be able to complete the pages at that time, especially if he/she has access to a Chromebook). If the student is unable to complete the items at that time, the mentor will set an extension for the student (not to exceed one week). If the student has not completed the items at that time, his/her name will be given to administration and report cards and MMS access will be revoked until the items are completed and verified. If the portfolio requirements are not completed by the end of the third quarter of senior year, the student will be reminded that completion is required. If all portfolio requirements are not satisfactorily completed and verified by 8:00 am on the first day of senior exams, the student will not be able to participate in baccalaureate or graduation and will not receive his/her diploma until all requirements are completed and verified. (This is meant to mirror the policy regarding incomplete works of mercy hours.)

STATEMENT OF UNDERSTANDING

I have read the Portfolio Contract and understand the responsibilities for both the student and the parents/guardians. I understand that in order to be considered a candidate for graduation from Delone Catholic High School, the student must complete all portfolio requirements satisfactorily by the end of the third quarter of senior year.

(NOTE: If all portfolio requirements are not satisfactorily completed by 8 a.m. on the first day of senior exams, the student will not be able to participate in baccalaureate or graduation.)

Student Name (printed)		Year of Graduation	
Student Signature		Date	
Parent/Guardian Signature		Date	