**Writing Plan and Portfolio Review Questions and Answers**

Grades K-1: Writing Task Cards

* Will we receive new task cards each marking period or should these last the whole year? The task cards should last through the year. The purpose is for practice so they can be used multiple times each until students have demonstrated mastery.
* Which grades collect the writing task cards? (second grade teachers think they collect them) Grades K-2nd will use the task cards. Remember we are trying to prepare K-2nd grade so that the writing piece will not be a shock when they get to 3rd grade.
* Do they have to complete all task cards? Yes, all task cards should be completed by the end of the year.
* Do we have to use the rubric provided or can we just give commentary? For the lower grades commentary will be sufficient as long as it provides feedback for growth and not “good job”, “great work” and smiley faces.

Portfolio Questions

* Can we use samples from ELA as Social Studies/Science prompts if the topics align? (Can we use the ONE submission to count for BOTH content areas?) Each content area has a specific number of writing samples that must be completed. Some of the prompts may overlap and they may be used as long as each content area requirements are met.
* Can we keep writing pieces in a journal rather than scanning and filing? Yes, the writing samples may be kept in a journal or in a portfolio filing system. It is the teacher’s preference. The key is to ensure that commentary is provided and students have various samples to choose from when compiling their portfolios for the showcase at the end of the year.
* Do we have to create a portfolio for each subject area or can we make one for all samples? There will only be one portfolio; all subject areas should have written samples in the portfolio.
* Can I apply an individual GRADE to the 4-point rubric for a constructed response question? I would not suggest applying a grade to the 4-point rubric. If not carefully done, students end up with undeserving grades because of the easy calculations teachers want to apply as a grade equivalent. Rubrics are designed to be fair and consistent and provide feedback that is more indicative of the quality of the product.
* How often do we need to score a constructed response with a text specific rubric? You should score constructed response with a text specific rubric at least one a week. The more practice both you and the student have with this process the better it is for mastery of the process.
* Are all content areas using the same 4 point rubric for constructed response items when they are included within assessments (chapter tests, benchmarks)? All 4-point rubrics are not going to be identical. When using rubrics based on text the rubric will be text specific. However, every content area should be using rubrics to score student work.

General Questions

* How many writing samples should be included in the portfolio for the Showcase Night, but will all the other samples be sent home? Students should have at least 6 piece of writing in their portfolio representing all content areas along with other artifacts of importance to them. Students should select at least 3 pieces that they want to save in a digital format to take to the next grade level with them. The portfolio can be sent home after the showcase.
* Is there a specific date scheduled for the Showcase? Portfolio Showcases are to be held during the time span of May 11-20, 2015. The specific date and time is at the Principal’s discretion.
* How are things going to be saved electronically if we are going in this direction? Will each school have a special folder in the G drive they are to save them in? Google Docs is a digital system already paid for by the district. Students are only to choose at least three pieces to save to move with them for the next school year.
* Are there guidelines to follow for the Portfolio Showcase? Attached to this email are guidelines and other resources for the Portfolio Showcase.