

Creating a Digital Portfolio February 2024

AACPS Home Instruction Office

Email: homeinstruction@aacps.org

Phone: 410-222-5457

Website: www.aacps.org/homeinstruction

Manager Home Instruction: Dr. Corrine Perrella

Welcome Home Instruction families, this webinar intends to review the home instruction requirements for portfolio reviews. All questions about the Home Instruction portfolio review process should be directed to homeinstruction@aacps.org or by calling 410-222-5457. I'm Corrine Perrella, Manager Home Instruction.

Topics to Be Covered

- Home Instruction Regulations (COMAR 13A.10.01)
- Portfolio Review Requirements
- Portfolio Review Options
- Creating a Digital Portfolio
- Additional Resources

In this webinar, we will discuss Home Instruction Regulations referred to as COMAR which establishes a procedure to be used by the local school system to determine if a child participating in a home instruction program is receiving regular and thorough instruction during the school year in studies usually taught in the public school to children of the same age.

We will include an overview of the portfolio review requirements and expand on the new portfolio review option offered to families.

Families received several emails over the last four weeks. Two which announced a new portfolio option. This new option requires families to not only complete

the Home Instruction Second Semester Report but to submit a digital portfolio. I will speak more on this option further in the webinar.

Home Instruction Regulations

- COMAR 13A.10.01.01
 - A home instruction program shall provide regular, thorough instruction in the studies taught in the public schools to children of the same age
 - Include instruction in English, Math, Science, Social Studies, Art, Music, Health, and PE (secondary students- 3 electives rather than Art, Music, and PE)
 - Instruction will take place on a regular basis during the school year and be of sufficient duration to implement the instruction program
- A parent or guardian who chooses to provide a home instruction program shall maintain a portfolio of materials which demonstrates regular and thorough instruction and includes relevant materials
- The portfolio shall be reviewed by the superintendent's designee which is the Home Instruction Office each semester.

Home instruction is the decision of the parent/guardian and is an appropriate educational option for those who wish to assume full responsibility for a child's education. Families who home school understand that the student is not enrolled in Anne Arundel County Public Schools and are not eligible to participate in district courses or activities beyond standardized assessments and The United States Army Junior ROTC Training Corps.

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place on a regular basis during the school year and be of sufficient duration to implement the instruction program.

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Second Semester Portfolio Review Options

- **Option 1**- Schedule a virtual portfolio review meeting through Sign-Up Genius. During the portfolio review meeting, families will share records of the home instruction program. Directions to schedule and appointment are found at www.aacps.org/homeinstruction
- **Option 2 (new)**- Rather than schedule a virtual meeting, families may establish a Digital Portfolio through Google Drive. The Digital Portfolio will include digital records for all subject areas.

February 12 – March 22, 2024- Spring Portfolio Review Timeline

Families electing AACPS to supervise the home instruction program have two options for completing a review of the home instruction program.

The first, families may schedule a virtual meeting with the home instruction office. Scheduling of a virtual portfolio review meeting occurs through Sign-Up Genius. During the portfolio review meeting, families will share records of the home instruction program. Directions to schedule and appointment are found at www.aacps.org/homeinstruction

The second is new to families. Rather than schedule a virtual meeting, families may establish a Digital Portfolio through Google Drive. The Digital Portfolio will include digital records for all subject areas. This option is not

like the fall review where a report is submitted without any evidence. For this review, families must provide evidence of regular and thorough instruction.

Google Drive is the preferred online storage portfolio with the use of google docs, sheets, or slides as the preferred type of record management since all reviews will be virtual. Providing a link to the portfolio rather than emailing large files will prevent problems of security and transmittal. Tutorials on creating a digital portfolio have been posted on our website and will be reviewed in this webinar.

The portfolio window is February 12 through March 22, 2024. Families will find the Sign-Up Genius Link on www.aacps.org/homeinstruction (our home instruction website). Families signing up for a virtual meeting are not required to put together a Digital Portfolio, you may use the virtual meeting to share materials of instruction and records in real time during your meeting, but you might find some of the recommendations for a Digital Portfolio are helpful as you prepare for your meeting.

Families who opt to submit a Digital Portfolio do not need to sign up for an appointment, but you will need to submit your Digital Portfolio during the same time. We are asking families to inform us of your intent to utilize Option 2, this is so we monitor our email for the link and be aware you will not schedule a virtual meeting. It is not required you inform us you choose Option 2 in advance, but it will reduce the number of

emails you receive with reminders about the second portfolio review.

Families selecting Option 2- Submission of a Digital Portfolio do not schedule a virtual meeting through Sign-Up Genius. You will open shared access to Google Drive or Google Folder and email the link to homeinstruction@aacps.org between February 12- March 22, 2024.

I want to draw attention to this important statement again- families selecting Option 2- Submission of a Digital Portfolio do not schedule a virtual meeting through Sign-Up Genius. You will open shared access to Google Drive or Google Folder and email the link to homeinstruction@aacps.org between February 12 – March 22, 2024.

What are some ways to document regular, thorough instruction?

- Digital records may include but are not limited to:
 - pictures
 - screen captures
 - electronic records or transcripts from online curricula
 - scanned pages from workbooks
 - spreadsheets detailing content and topics by date and subject
 - writing samples
 - copies of student work
- Digital records should be stored within on student file that includes folders for the different subjects OR may be included in a Google Slide deck that is sectioned by subject.

Portfolios are used for a variety of different functions. The Home Instruction Office will refer to your home instruction portfolio to determine if regular, thorough instruction has occurred. We are looking for evidence of progress with images and records highlighting instruction that takes place on a regular basis during the school year. The purpose of the review is to confirm compliance with compulsory instruction statute. We refer to the items in the digital portfolio as learning artifacts or just artifacts. For a virtual meeting families can showcase these items with a designee from the office. Families electing the digital portfolio option need to capture these products in a manner which can be presented through Google Drive shared folders.

Examples of digital products are pictures, screen captures, electronic records or transcripts from online curricula, scanned pages from workbooks, spreadsheets detailing content and topics by date and subject, writing samples, copies of student work. This list is not inclusive of all the ways in which to

document instruction, but just a few to consider. Within these digital records families should be thoughtful on the contents of the documents. Be sure to include a record which reflects student learning- consider pictures of projects such as models, posters, tickets to locations such as museums or other field trip destinations, lab reports, student reflections on learning, pictures from group activities, choir events, piano recitals, or team sports. Again, these are just some recommendations.

Digital records should be stored within one student file that includes folders for the different subjects OR may be included in a Google Slide deck that is sectioned by subject. We are asking families to send one file link through Google Drive to the Home Instruction Office. You may create a file with folders per subject or you may elect to create one file with a Google Slide deck that presents the digital records per subject area.

Key to your documentation is evidence the student is progressing- there is a duration of time reflected in the records. If we receive a record that has every artifact with the same date or the same topic that would not represent a progression of learning. Instruction should be occurring at regular intervals and of sufficient duration during the instructional year.

Additionally, the records should be organized in a manner that distinctly reflects the different content areas.

Home Instruction Spring 2024 Portfolio Review

Families should provide a summary of topics covered in each subject area include a home instruction report in the Digital Portfolio Report.

Anne Arundel County Public Schools
Office of Home Instruction
2644 Riva Road Annapolis, MD 21401
www.aacps.org/homeinstruction

Spring 2024: Portfolio Review

Student First Name: Click or tap here to enter text.	Student Last Name: Click or tap here to enter text.
Student Record Number: Click or tap here to enter text.	Student Birth Date (month/date/year): Click or tap here to enter text.
Parent or Guardian First Name: Click or tap here to enter text.	Parent or Guardian Last Name: Click or tap here to enter text.
Parent Contact Number: Click or tap here to enter text.	Parent Email: Click or tap here to enter text.
Grade Level: Click or tap here to enter text.	
Portfolio Format: <input type="checkbox"/> Video Conference <input type="checkbox"/> Phone Conference	

The purpose of a Home Instruction portfolio review is to establish a procedure to be used by the superintendent of each local school system to determine if a child participating in a home instruction program is receiving regular, thorough instruction during the school year in the studies usually taught in the public schools to children of the same age. Elementary students should have a portfolio which reflects instruction in English/Language Arts, mathematics, science, social studies, art, music, health, and physical education. Secondary students should have a portfolio which reflects instruction in English/Language Arts, mathematics, science, social studies, art, music and physical education or three electives which include one unit or semester of health. Families must include the instructional level of content, a description of topics, and the curricula or program selected for instruction. AACPS does not issue grades, report cards, high school credits, or high school diplomas to home instructed students. Home instruction students are eligible to take the GED at the age of 16 to earn a Maryland High School Diploma.

English/Language Arts Curriculum or Program: [Click or tap here to enter text.](#)
Grade or Instructional Level: [Click or tap here to enter text.](#)
Materials of Instruction: workbooks/worksheets online curriculum websites video tutorials reading materials
Description of Skills or Topics (3-5 statements): [Click or tap here to enter text.](#)

Math Curriculum or Program: [Click or tap here to enter text.](#)
Grade or Instructional Level: [Click or tap here to enter text.](#)
Materials of Instruction: workbooks/worksheets online curriculum websites video tutorials reading materials
Description of Skills or Topics (3-5 statements): [Click or tap here to enter text.](#)

Science Curriculum or Program: [Click or tap here to enter text.](#)
Grade or Instructional Level: [Click or tap here to enter text.](#)
Materials of Instruction: workbooks/worksheets online curriculum websites video tutorials reading materials
Description of Skills or Topics (3-5 statements): [Click or tap here to enter text.](#)

Social Studies Curriculum or Program: [Click or tap here to enter text.](#)
Grade or Instructional Level: [Click or tap here to enter text.](#)
Materials of Instruction: workbooks/worksheets online curriculum websites video tutorials reading materials
Description of Skills or Topics (3-5 statements): [Click or tap here to enter text.](#)

Families should create a summary document in the folder that describes the topics covered in each subject. These summaries will be included in the Spring 2024 Portfolio Review report. A copy of the Spring 2024 Portfolio Report is available on our home instruction website. We've also posted a Google Doc version of this report which allows you to make a forced copy to your computer and complete.

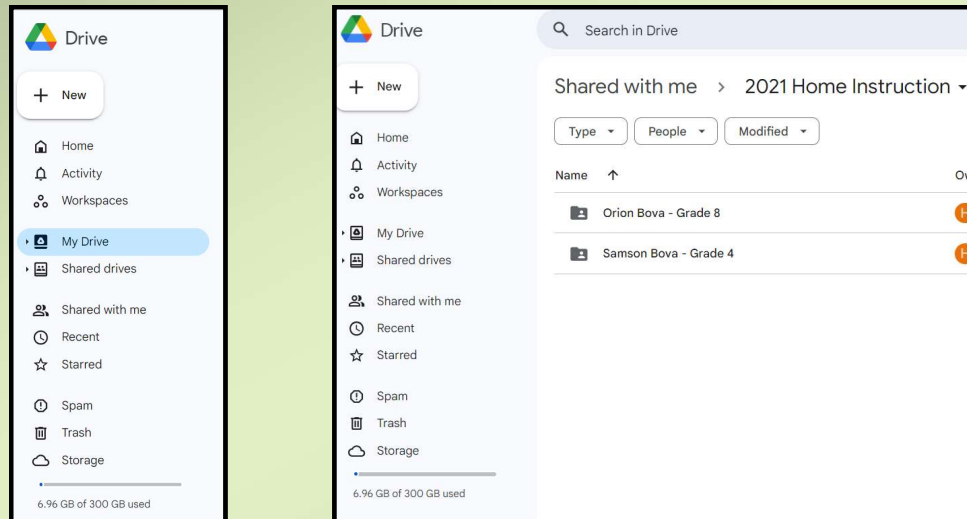
The standard for portfolios is evidence of regular and thorough instruction- this does not mean you need to provide evidence of every piece of work, you should have work samples showing what your child has done for different topics and units within each subject. Children should be engaged with content throughout the school year. While no specific topics or content is

required within the subjects, a breadth of content should be evident.

For example: math study should encompass a series of math concepts and not be solely confined to the same type of work such as addition problems repeated numerous times throughout the year.

Upon reviewing the portfolio review or completing a virtual meeting, the reviewer will inform you if there are any deficiencies in the report. If there are no deficiencies, the reviewer will issue you a letter of compliance for your records and no further actions are required. If there is a deficiency, the reviewer will provide you 30-days to correct the deficiency and request follow up to bring your record into compliance. Once that 30-day correction has been completed they will issue a letter of compliance or notify the Home Instruction Office a deficiency has not been resolved.

Creating a Digital Portfolio in Google



Directions can be found at www.aacps.org/homeinstruction.

Digital portfolios may be created and maintained using a desktop computer, laptop computer, Chromebook, or smartphone. Informational videos showing the steps to creating digital portfolios using Google Drive are linked below. It is requested that parents create and maintain one digital portfolio for each child. Directions for creating a Digital Portfolio can be found at www.aacps.org/homeinstruction

First- you will need to create a google email account if you do not already have one.

Next- create a master folder. You may do this by accessing Google Drive through your email. This will be the folder you share with the Home Instruction Office so there is only one link being shared per child.

Begin by going to drive.google.com, select create

new folder. You'll see in the image located above- there is a +New symbol.

It is important to rename the folder with the students last name and student first name.

Without this naming convention, we will not know who the records are related to.

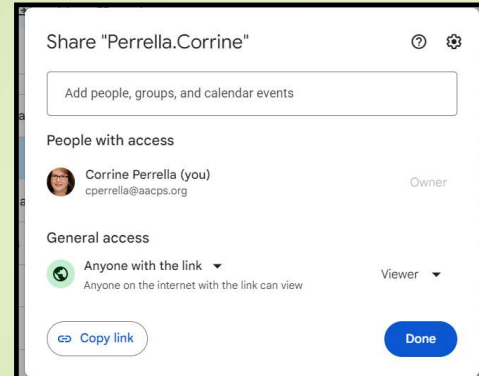
Creating a Digital Portfolio in Google



Select 'Share' to add viewing rights with the Home Instruction Office.

Change General Access from 'Restricted' to 'Anyone with Link'.

Select 'Send'. An email is sent to the HI Office with a link.



After setting up the shared folders, you will need to share access to the folder. As seen on the screen, you will locate the share access icon which looks like a person with an addition sign next to them.

First- select 'Share' to add viewing rights with the Home Instruction Office.

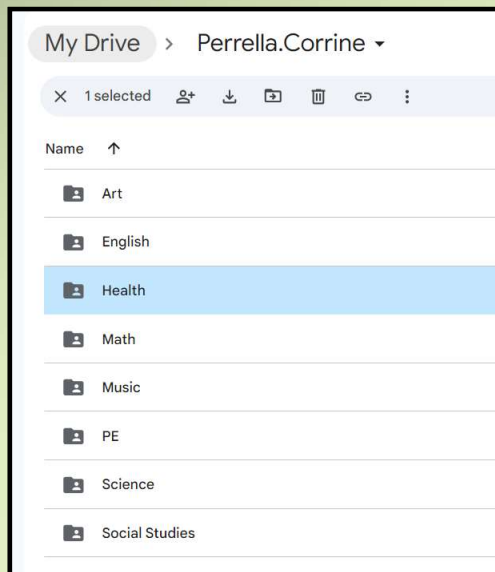
Next- change General Access from 'Restricted' to 'Anyone with Link'.

Then- select 'Send'. An email is sent to the HI Office with a link.

Upon receipt of a Letter of Compliance from the Home Instruction Office you may change the settings to restrict access to anyone. We do not need any

access to the portfolio after the review is complete. I will ask you not to limit access to homeinstruction@aacps.org as we need the ability to share the link with our Home Instruction Office team beyond just our office email address.

Creating a Digital Portfolio in Google



Video tutorial for using a smartphone to scan and upload documents to your child's digital portfolio.

<https://bit.ly/3Hv6bY3>



Included is a video tutorial for using a smartphone to scan and upload documents to your child's digital portfolio. This video was created by my partners in Montgomery County Public Schools and is publicly available on Youtube, but also shared with their permission to our home instruction families. I found this video to be extremely helpful when attempting to scan and upload documents to a Home Instruction portfolio. There are directions for both i-phones and Android phones.



This concludes the presentation.

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Thank you for joining this webinar. I will now open the meeting to questions in the chat. The recording will continue to support families who may have similar questions. Again, please do not share any personally identifiable information in our chat.