

## Disposition of Student Portfolios

NEPN/NSBA Code: IKAA

Portfolios of student work will be kept at the school until the end of the first trimester of the following school year, unless the teacher deems the portfolio to be of archival value for the school in planning and monitoring the performance of a particular student. Thereafter, the portfolio will be given to the parents for their use.

The school will dutifully keep any and all cumulative file information that pertains to grades, special education files and standard testing information. This information will not be included in the portfolio, unless there is a grade value assigned to the portfolio.

Should Monhegan School possess the portfolio of a student who no longer attends Monhegan School, the school department will make reasonable effort to give the portfolio to the student's parents, if the parents can be located.

First Reading: 08/25/15

Adopted: 09/29/15 by J. Stevens, M. Weber, & D. Delano