



Portfolio Activities

Discipline and Character* <small>*Out-of-school suspension will result in zero points for Discipline and Character.</small>	3 Points: No discipline referrals during the school year.	2 Points: There has been one discipline referral during the school year grading period.	1 point: There have been no more than three discipline referrals during the school year.
Attendance & Punctuality <small>*Tardies to ALL classes will be included with attendance. Includes excused & unexcused absences.</small>	3 Points: Student has maintained an attendance rate of at least 98 percent in ALL classes.	2 Points: Student has maintained an attendance rate of at least 96 percent in ALL classes.	1 Point: Student has maintained an attendance rate of at least 94 percent in ALL classes.
Social Media Ethics: Pros & Cons of Using Social Media for Job Search & Networking <small>*Related activities are documented in a student portfolio.</small>	3 Points: Student exemplary completed the social media requirement.	2 Points: Student proficiently completed the social media requirement.	1 Point: Student successfully completed the social media requirement.
Productivity and Academic Performance <small>*Related activities are documented in a student portfolio.</small>	3 Points: Student has a minimum 4.0 weighted or 3.5 unweighted cumulative/term grade point average.	2 Points: Student has a minimum 3.5 weighted or 3.0 unweighted cumulative/term grade point average.	1 Point: Student has a minimum 3.0 weighted or 2.5 unweighted cumulative/term grade point average.
Responsibility and Organization <small>*Related activities are documented in a student portfolio.</small>	3 Points: Student always demonstrates strong personal management, time management & flexibility.	2 Points: Student often demonstrates strong personal management, time management and flexibility.	1 Point: Student sometimes demonstrates strong personal management, time management and flexibility.
Attitude and Respect <small>*Related activities are documented in a student portfolio.</small>	3 Points: Student always demonstrates respect to students, teachers and administrators.	2 Points: Student often demonstrates respect to students, teachers and administrators.	1 Point: Student sometimes demonstrates respect to students, teachers and administrators.
Team Work and Work Habits <small>*Related activities are documented in a student portfolio.</small>	3 Points: Student always demonstrates team cooperation, has work completed on time, and fosters team spirit.	2 Points: Student often demonstrates team cooperation, has work completed on time, and fosters team spirit.	1 Point: Student sometimes demonstrates team cooperation, has work completed on time, and fosters team spirit.
Self-Management and Time Management <small>*Related activities are documented in a student portfolio.</small>	3 Points: Student always utilizes time wisely, turns in all assignments, and shows leadership skills.	2 Points: Student often utilizes time wisely, turns in all assignments, and shows leadership skills.	1 Point: Student sometimes utilizes time wisely, turns in all assignments, and shows leadership skills.
Oral and Written Business Communication Skills <small>*Related activities are documented in a student portfolio.</small>	3 Points: Student is always able to communicate accurate information through emails, calls, and letters; listens attentively; makes eye contact.	2 Points: Student is often able to communicate accurate information through emails, calls, and letters; listens attentively; makes eye contact.	1 Point: Student is sometimes able to communicate accurate information through emails, calls, and letters; listens attentively; makes eye contact.
Appearance and Professional Image <small>*Related activities are documented in a student portfolio.</small>	3 Points: Student always appears self-confident, presents a neat and clean appearance, and dresses appropriately.	2 Points: Student usually appears self-confident, presents a neat and clean appearance, and dresses appropriately.	1 Point: Student often appears self-confident, presents a neat and clean appearance, and dresses appropriately.

All Portfolio Activities and Projects must be documented in a student portfolio (electronic or paper).