



Public Charter High School

TMA Portfolio No-Show/Cancellation Policy

Portfolio Process

The portfolio presentation at Thurgood Marshall Academy is an integral process that allows students to demonstrate mastery of the material learned throughout the academic year while also practicing important public speaking skills.

The successful completion of four portfolio presentations is a graduation requirement and students must take the process seriously. As such, students must be prepared and ready to present at their assigned presentation time. Failure to appear at a scheduled presentation prevents other students from using that time slot and is a misuse of the panel's time. Such behavior reflects poorly on the student's professionalism and preparedness for the portfolio process. It also reflects negatively on the advisors who help prepare students for their portfolio presentations. Therefore, when a student signs up for a panel, s/he is committing to attending that panel.

While students are expected to present during their scheduled date/time slots, we understand that emergency situations such as death in the family, illness, and other cases likewise may result in school absences. Students who encounter such situations will be allowed to reschedule their presentations, but must take the appropriate steps, outlined below, to reschedule. Rescheduling a panel for reasons other than emergency situations is not an acceptable practice and requests will not be accommodated.

- ***Cancellations made 48 hours in advance:***
 - A Presentation Cancellation Form must be submitted along with an excused letter outlining the situation at hand. The cancellation form can be found on the school's website under Student Resources and can also be picked up directly from the school's main office or from the Portfolio Coordinator.
- ***Cancellations made less than 48 hours in advance:***
 - In the event that an emergency does surface less than 48 hours of a scheduled appointment, the student or parent/guardian must contact the Portfolio Coordinator directly to notify him/her of the absence. In addition, the Presentation Cancellation Form must be completed and submitted within 24 hours in order to secure another appointment. Failure to submit the form within the 24 hour window will forfeit a spot for a future appointment and will result in a failing grade.
- Canceling a panel may result in the "no show penalty" category, subject to review by the Portfolio Coordinator.
- **No-Show Penalty**
 - If a student misses a portfolio presentation for any reason, the student is required to submit a typed letter of apology for the panel explaining the reason for missing the presentation. The letter must be submitted to the panel members on the date of the rescheduled appointment in order to proceed with the presentation. Failure to submit the letter to the panel members on the rescheduled date will result in an "F" grade for portfolio.
 - If the letter is approved and accepted by the panel members, the student will be allowed to present. The student's portfolio score however will be adjusted in this manner:
 - Loss of 150 points which is equivalent to 15% of the overall score. The highest grade the student will receive is an 85%.