

Presentation of Learning Details and Policies

December 2019



Overview of Presentations of Learning

Adapted from an original work by Bianca Melara-Diaz, DVC Class of 2020

Presentations of Learning (known as POLs) are a tradition at all Da Vinci Schools. At the end of each semester, students complete a POL in which they demonstrate their growth over time and mastery of academic content in a formal presentation before a panel of their teachers. POLs are individual student presentations. At the conclusion of the student's presentation, their teachers ask questions and offer feedback and support for the next steps.

Since it is a formal presentation, students are required to dress in professional attire. Please see the guidelines for professional dress below. POLs help students improve their communication and public speaking skills and empower students to take ownership of their learning.

In preparation for POLs, teachers provide students with requirements and guidelines. Please see below for more information regarding school-wide and grade-level policies and procedures surrounding POLs.

Schoolwide Plans & Policies

- Guardians, families, and special guests are encouraged to attend a student's POL.** Please bring ID and check-in at the reception desk on the first floor before proceeding to the 3rd floor for the presentation. Please allow at least 15 minutes to park, check-in, and travel to the 3rd floor. Every effort will be made to run presentations on time, and presentations will not be delayed to wait for a parent, guardian, or special guest to arrive.
- All students are expected to come to school for all POL days,** regardless of dates of scheduled presentations. School hours are the same for all students: **8:40am - 1:55pm.** POL days begin on Thursday, 12/12 and end on Thursday, 12/19. Please see below for the schedule:

Week 16			POL Days: All students expected to be in school from 8:40am - 1:55pm.	
Monday, 12/9 105 min. classes 55 min. seminar	Tuesday, 12/10 105 min. classes 55 min. seminar	Wednesday, 12/11 Last Day to Submit Work for S1	Thursday, 12/12 POL Day 1	Friday, 12/13 POL Day 2
Office Hours 7:50-8:35	Office Hours 7:50-8:35	Office Hours 7:50-8:35	Office Hours by appointment only	Office Hours by appointment only
Period 1A 8:40-10:25	Period 1B 8:40-10:25	1A: 8:40 - 9:35 1B: 9:40 - 10:35	Session 1 8:40 - 11:00	Session 1 8:40 - 11:00
Period 2A 10:35-12:20	Period 2B 10:35-12:20	2A: 10:40 - 11:35 2B: 11:40 - 12:35		
Lunch 12:20 - 12:50	Lunch 12:20 - 12:50	Lunch 12:35 - 1:05	Lunch 11:00 - 11:30	Lunch 11:00 - 11:30
Period 3A 12:55 - 2:40	Period 3B 12:55 - 2:40	3A: 1:10 - 2:05 3B: 2:10 - 3:05	Session 2 11:35 - 1:55	Session 2 11:35 - 1:55
Seminar MW 2:50 - 3:45	Seminar TH 2:50 - 3:45	Advisory 3:10 - 3:45	Shortened School Day (Grading Time for Teachers)	Shortened School Day (Grading Time for Teachers)
Office Hours 3:50-4:35	Office Hours 3:50-4:35	Office Hours 3:50-4:35	No Office Hours	No Office Hours

Week 17	POL Days: All students expected to be in school from 8:40am - 1:55pm.				No School
	Monday, 12/16 POL Day 3	Tuesday, 12/17 POL Day 4	Wednesday, 12/18 POL Day 5	Thursday, 12/19 POL Day 6 - Last Day of S1	Friday, 12/20 Professional Development Day
	Office Hours by appointment only	Office Hours by appointment only	Office Hours by appointment only	Office Hours by appointment only	
	Session 1 8:40 - 11:00	Session 1 8:40 - 11:00	Session 1 8:40 - 11:00	Session 1 8:40 - 11:00	PD Day - No School
	Lunch 11:00 - 11:30	Lunch 11:00 - 11:30	Lunch 11:00 - 11:30	Lunch 11:00 - 11:30	
	Session 2 11:35 - 1:55	Session 2 11:35 - 1:55	Session 2 11:35 - 1:55	Session 2 11:35 - 1:30 Last Day CD in West Plaza 1:35 - 1:55	
Shortened School Day (Grading Time for Teachers)	Shortened School Day (Grading Time for Teachers)	Shortened School Day (Grading Time for Teachers)	Shortened School Day (Grading Time for Teachers)		
No Office Hours	No Office Hours	No Office Hours	No Office Hours		

- Students will be assigned their POL presentation dates and times.** Any requests for changes to a student's POL date or time must be made by a student's parent or guardian on or before **Tuesday, December 10th.** Please make these requests directly to your student's teachers.

4. **Students are expected to dress professionally** for all of their POLs. Professional dress is a component of the student's grade for the presentation. Students who are not dressed professionally or who are demonstrating a lack of preparedness will be permitted to present their POL, but will be awarded accountability scores that reflect his/her preparedness. Professional Dress Expectations are as follows:
 - a. Button-down dress shirt (shirt must be tucked in); Suit jacket (optional)
 - b. Khaki pants or dress pants (no jeans); Dress or skirt that touches tops of knees when standing up straight
 - c. Closed-toe dress shoes (no sneakers or excessively high heels)
 - d. Hair should not cover the face
5. Students are expected to create a **digital presentation** (most often in Google Slides) in which work from this semester is displayed.
6. **Presentations are scored by the panel using a Google doc**; there is one shared Google doc per student where all teachers enter their scores and comments.
7. **Students' final POL score is an aggregate of their scores in each subject in which they were scheduled to present.** A student who earns a passing grade overall – even if they do not pass a particular subject – passes his or her POL. The overall grade for a student's POL will be reflected on the student's semester report card and transcript as a one-credit course.
8. **A student's presentation may be the final piece of evidence in the grade for the course.** The grade earned for a specific subject may be entered into the gradebook of that course, and this evidence may raise or lower a student's overall grade in the course.
9. **Students who miss a panel presentation without a valid reason* will not be permitted to re-present for that panel.** *Valid reasons include unexpected doctor's appointments with doctor's note and parent confirmation, hospitalization with appropriate documentation and parent confirmation, and deaths in the family with appropriate documentation and parent confirmation. Please contact school administration if a student will miss or has missed a panel presentation for a valid reason as identified above.
10. **There will be no POL makeups for students who miss their POL time for any reason other than those identified as valid reasons above.** Transportation issues, miscommunication, and misunderstandings are not reasons for a POL to be made up at a different time or place.
11. **Students who do not pass their POL on the first attempt will not be permitted to re-present.** There are no make-ups other than for the reasons outlined as valid reasons above.
12. **Each panel will ask questions to the student regarding his/her presentation.** These questions are intended to be clarification or application type questions. There will not be leading or informing questions or commentary.
13. **Panels may allow a maximum of one minute for verbal feedback from the teachers or the audience.** This verbal feedback should be limited. Teachers will write detailed feedback on the POL scoring guide, and students will be able to review more detailed feedback on the scoring guide.
14. All students will be assessed using the following grade scale:

Mastery Score Earned	Letter Grade
3.8 - 4.0	A
3.5 - 3.7	A-
3.2 - 3.4	B+
2.8 - 3.1	B
2.5 - 2.7	B-
2.2 - 2.4	C+
1.8 - 2.1	C
1.5 - 1.7	C-
0 - 1.4	NCR

& missed presentations

The plans & policies that will be determined by the grade-level teachers are as follows:

- The individual scheduling of each student's panel presentations.
- The amount of time students have per panel presentation.
- The number of panel presentations required.
- Recommendations or requirements for how students should divide up the minutes they are allotted.
- Recommendations or requirements regarding the content of the presentation.
- The length and structure of the question and answer period.
- Which classrooms students are assigned to each day.
- The content that will be scored for each course.

