

## Portfolio Policies

### **Portfolio**

Each family is required to maintain a 'portfolio' of samples of each child's work for each subject covered during the year. The purpose of the portfolio is to document that regular and thorough instruction is taking place in each of the required subjects. For kindergarten through the eighth grade, the subjects that are required to be covered during each school year are Bible/Christian Studies, English, Math, Science, Social Studies, Art, Music, Health and Physical Education. For ninth grade through the twelfth grade, the courses that are required for graduation from Conowingo – Rising Sun Christian School are listed on our High School Credit Requirements for Graduation Information Sheet.

### **Portfolio Reviews**

At least once during each school year another individual presently enrolled with Conowingo – Rising Sun Christian School must objectively review your family's portfolio. A full year of work does not need to be completed before the review is done. The purpose of the review is to verify that 'regular' and 'thorough' instruction is taking place in each of the required subjects. Before the review is done, each family will complete a *Portfolio Review Form* listing the courses being taken by each student and the material used for instruction of each course. The reviewer will verify the information on the *Portfolio Review Form* and indicate whether regular, thorough instruction is taking place. Documentation of the portfolio review, as completed on the *Portfolio Review Form*, must be submitted with your renewal enrollment application.

### **Portfolio Review Integrity**

It is expected that all portfolio reviews will be conducted objectively, honestly and with integrity. Failure to do so is grounds for removal from Conowingo – Rising Sun Christian School. Conowingo – Rising Sun Christian School reserves the right to further review any family's portfolios as it determines necessary.

### **Portfolio Review Probation**

If a family fails to cover required subjects during any school year, they will be given a probationary status. The family will need to prove they are meeting the requirements by November 1<sup>st</sup> of the next school year by having another review completed by an individual approved by the school administration. If they again fail to show satisfactory evidence of providing regular and thorough instruction in each subject by the deadline, the family will be removed from Conowingo – Rising Sun Christian School.

## Administration Policies

### **Change of Information**

If any family information changes, such as mailing address, phone number, fax number, email address, or if any student is being added or removed from the school, the school administration must be promptly notified of such changes in writing or email.

### **Correspondence with the School**

Please include your *Family ID number* with all correspondence. Your *Family ID number* will be included in your acceptance letter. You will also receive a Family ID card at the time of your acceptance and upon yearly reenrollment.

### **School Records**

All school records are kept confidential. They will be released only upon receiving a request from a parent, a student or as otherwise required by law. On occasion a family list is generated for distribution to other families enrolled with the school. This list may contain names, addresses, phone numbers and email addresses. This information is intended for use by families enrolled with the school for approved school use only. Any other use of this information without approval of the school and each individual family are grounds for removal from Conowingo – Rising Sun Christian School.

### **Transcripts**

Transcripts are available upon request for school transfers, applying for college, scholarships, or auto insurance discounts. The fee is \$5.00 plus postage for each transcript. High school transcripts will be based on the information submitted on the student's *High School Credit Report Form*, which is to be submitted annually to Conowingo – Rising Sun Christian School after the completion of each grade level.

### **Work Permits**

Work Permits are applied for online at: <http://www.dllr.state.md.us/labor/wages/empm.shtml>.

### **Diplomas**

Diplomas are awarded upon completion of the high school credit requirements. To receive a diploma, submit a completed portfolio review, a high school credit report form, a graduation application and a \$35 diploma/final transcript fee.

### **School Helps**

ACT, SAT I and II registration packets are available online. When registering use our school code **210419**.

Home School Legal Defense Association (HSLDA) offers a discount for members of Conowingo – Rising Sun Christian School. Our HSLDA discount number is **299735**.

### **Policy Changes**

Conowingo – Rising Sun Christian School reserves the right to change any policies. Enrolled families will be notified if any policy changes are made.