

Policy Statement of Conowingo – Rising Sun Christian School

General Policies

Policy Statement Agreement

Each family who wishes to be enrolled with Conowingo – Rising Sun Christian School must sign that they are in agreement with and will abide by school policies as a requirement of their enrollment. If a family satisfactorily abides by the school policies that family will be considered to be in “good standing” with Conowingo – Rising Sun Christian School.

Enrollment Policies

Enrollment Tenure

Conowingo – Rising Sun Christian School offers enrollment on an annual basis. For administrative purposes, the annual school year begins on September 1st and continues until the family concludes their annual school year or until August 31st, whichever comes first. In order to re-enroll with Conowingo – Rising Sun Christian School, each family must be in “good standing” with Conowingo – Rising Sun Christian School and must annually submit a Renewal Form, Portfolio Review Form and Tuition. Failure to follow the proper re-enrollment procedures will be grounds for automatic withdrawal from the school.

Enrollment Periods and Deadlines

Conowingo – Rising Sun Christian School offers two periods of enrollment. They are referred to as the “Summer Enrollment Period” and the “Winter Enrollment Period”. The Summer Enrollment Period is open to both new families and renewing families while the Winter Enrollment Period is open only to new families.

Enrollment Type	Summer Enrollment Dates	Winter Enrollment Dates
New Enrollments	April 1 – September 15	September 15 – March 31
Renewals	April 1 (Receipt of Renewal Form) – September 15	Not Available For Renewals

New Enrollment Application Requirements

1. Each family is responsible to abide by the Maryland State Law’s requirements for a family that wishes to homeschool their children under the supervision of a nonpublic school such as Conowingo – Rising Sun Christian School. According to the law, “a parent or guardian who chooses to teach a child at home shall sign a statement on a form prescribed by the State Department of Education”, which is called the *Assurance of Consent Form*. This form “shall be submitted to the local superintendent at least 15 days before the beginning of a home instruction program.” The *Assurance of Consent Form* must be obtained from your county school board of education. This form may not be submitted to the local superintendent, listing Conowingo – Rising Sun Christian School as your supervision, without first having received verification of your enrollment with Conowingo – Rising Sun Christian School from the school administration. It is highly recommended that photocopies be made of correspondence with your county school board.
2. A *New Enrollment Application* must be completed in full, signed by both parents or guardians (unless a single parent), with all appropriate fees attached. Enrollment Applications may be obtained by calling the school office or may be downloaded from the web site at www.crscs.org.
3. A *Pre Enrollment Telephone Conference* must be conducted for all new enrolled families before an enrollment application can be accepted. Conowingo – Rising Sun Christian School will contact you upon receipt of your enrollment application to complete the Pre-enrollment Conference. If you have not heard from us within 7 days after mailing your enrollment application you should contact the school office. During the telephone conference items such as curriculum selection, portfolio requirements, and other enrollment issues will be discussed.

Renewal Enrollment Application Requirements

1. If any of your family’s information that was originally submitted on the *Assurance of Consent Form* has changed, it is recommended that you notify your local county school board of such changes. It is highly recommended that photocopies be made of all correspondence with your county school board.
2. A *Renewal Form* must be completed in full with all requested updates, signed by both parents or guardians (unless a single parent), postmarked by the due date with all appropriate fees attached. Failure to do any of these things may cause the renewal application to be denied returned to the applicant. An updated renewal form will be issued for each Summer Enrollment Period. Failure to use the proper renewal form may cause the renewal application to be denied.
3. The portfolio review documentation must be completed in full and attached to the renewal form when submitted. Details of this documentation discussed below under the “Portfolio Policies” section.

Enrollment Withdrawals

When a family withdraws from Conowingo – Rising Sun Christian School during the school year it is the responsibility of the parents to promptly notify Conowingo – Rising Sun Christian School in writing. If a family withdraws during the renewal period the renewal form should be submitted with indication of withdrawal given in the proper section. A completed Portfolio Review Form must also be submitted along with the withdrawal notice. If a family withdraws without giving proper notice or documentation of work completed they will not be withdrawn in “good standing”, and will forfeit any opportunity to re-enroll in the future.