

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. 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. From the ninth grade through the twelfth grade, the courses are as required for graduation from Conowingo – Rising Sun Christian School.

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 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 1st 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.

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 Reviews and Transcripts

A transcript with Conowingo – Rising Sun Christian School for students through the eighth grade will only include courses if a portfolio review has been completed. For high school students both a portfolio review and a credit report must be submitted.

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.

Correspondence with the School

Please include your *Family ID number* with all correspondence. Your *Family ID number* will be included on your acceptance letter.

School Records

All school records are kept confidential. The information will be released upon receiving request from the 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, and 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. Transcripts for students under ninth grade will list courses as satisfactory or unsatisfactory based on the *Portfolio Review Sheet*. High school transcripts will be based on the information submitted on the *High School Credit Report Form*. These forms must be submitted annually upon completion of a grade level and at least one week before a request for a transcript can be fulfilled. The deadlines for submitting a *High School Credit Report Form* for a prior years work is one month after completion of the grade level. The deadline for submitting the *Portfolio Review Sheets* is the renewal enrollment deadline.

Minor Work Permits

Applications can be downloaded from Department's website @ <http://www.dllr.state.md.us/labor/empm.shtml>. Follow Instructions.

Diplomas

Diplomas are awarded upon completion of the high school credit requirements. Details of the high school credit requirements and the process of receiving a diploma can be obtained from the *High School Information Sheet*. For those students who wish to receive a diploma, the *Graduation Application* must be submitted.

School Helps

SAT and I II registration packets are available from the school office. 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.