

# **Conowingo-Rising Sun Christian School**

## **Purpose Statement**

A home school oversight program under the supervision of “The Church of God of Prophecy” was established in 1991. The school allows parents the freedom to educate their children in the way God has appointed while also fulfilling the Maryland State legal requirements under our supervision.

The school has generally imposed the minimal supervisory requirements of the Maryland State Law upon the families enrolled with it. Parents have been given full control and responsibility for their home school program. Each family chooses, purchases, and implements the materials to be used in the education of their children. The school does not require any particular curriculum or plan of study. Additionally, the school does not require its families to cover every subject, every day throughout the year. The family decides how and when materials are covered. The school does, however, require that each family keep a portfolio of samples of each student's work to show “regular thorough instruction” in the required courses. Details regarding the portfolio and the required courses are further discussed in this document under “Portfolio Policies”.

It is the school's desire that all families who enroll with Conowingo-Rising Sun Christian School do so with the intention and commitment to home school for the long term. The school does not see homeschooling as simply a quick fix solution to a short term family situation. Therefore, our policies have been established with this expectation in mind.

## **Policy Statement Agreement**

Each family who wishes to be enrolled with Conowingo-Rising Sun Christian School (CRSCS) 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 August 1<sup>st</sup> and continues until the family concludes their annual school year or until July 31<sup>st</sup> whichever comes first. In order to re-enroll with CRSCS, each family must be in “good standing” and must annually submit a Portfolio Review Form, Renewal Form and Tuition Payment. 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 has two types of enrollments: New Family Enrollments: available year-round; and Currently Enrolled Family Renewals: beginning April 1<sup>st</sup> and ending July 31<sup>st</sup>.

### **New Family Enrollment Requirements**

1. 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 office or may be downloaded from the web site at: [www.crscs.org](http://www.crscs.org)
2. A Pre-Enrollment Telephone Conference must be conducted with all prospective 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.
3. 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 CRSCS.

### Currently Enrolled Family Renewal Requirements

1. The portfolio review documentation must be completed in full and submitted with the renewal form. Details for completing a portfolio review are discussed in the “Portfolio Policies” section.
2. The 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 your tuition payment. Failure to do any of these things may cause the renewal application to be denied and returned to the applicant. An updated renewal form will be issued every March. Failure to use the proper renewal form may cause the renewal application to be denied.
3. 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.

### 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 CRSCS 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.

## Financial Policies

### Tuition Fees:

Tuition fees are to be paid in full and are not deferrable. Tuition fees are charged on a per family basis, not per student. The amount of tuition due will be based on the postmark date and the date that all enrollment requirements are completed.

| Fee Type                    | Fee Amount          | Dates Applicable (Postmark Date) |
|-----------------------------|---------------------|----------------------------------|
| New Family Enrollment Fee   | \$ 85.00 per family | Enrollment Date                  |
| Renewal Tuition Fee - April | \$ 70.00 per family | April 1 - April 30               |
| Renewal Tuition Fee - May   | \$ 80.00 per family | May 1 - May 31                   |
| Renewal Tuition Fee - June  | \$ 90.00 per family | June 1 - June 30                 |
| Renewal Tuition Fee - July  | \$100.00 per family | July 1 - July 31                 |

### Other Fees:

Additional fees will be charged to families under the following circumstances:

| Fee Type                        | Fee Amount              | Applicable Event                               |
|---------------------------------|-------------------------|--|
| Graduation Fee (Diploma & Final | \$ 35.00 per graduating | A graduation application is submitted          |
| Returned Check Fee              | \$ 35.00 per incident   | A check is returned by your bank               |
| Late Payment Fee                | \$ 35.00 per month      | Tuition postmarked after July 31 <sup>st</sup> |

In the event that additional fees are incurred for other events or services, such fees will be disclosed when they apply.

## **Tuition Refunds**

When a family is removed from Conowingo-Rising Sun Christian School for failure to abide by school policies or for failure to make a tuition payment, no tuition refund will be given. Tuition refunds will not be given once a family has completed the application process and has been approved for enrollment.

## **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.dlir.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.

*March 2015*