



### Member Handbook

Hometown Homeschool Association of South Carolina is a third option accountability group. Hometown Homeschool Association of South Carolina provides accountability services under the 3rd Option code of law SC 59-65-47.

HHASC will provide members with membership forms, ID cards, a checklist to ensure you know exactly what you need to do every school year, and templates for use in your records. Under 3<sup>rd</sup> Option code of law SC 59-65-47, parents are to maintain all student records and pursue the students best educational interests.

As a member of HHASC you have agreed to the following:

- (a) a parent must hold at least a high school diploma or the equivalent general educational development (GED) certificate;
  - (b) the instructional year is at least one hundred eighty days;
  - (c) the curriculum includes, but is not limited to, the basic instructional areas of reading, writing, mathematics, science, and social studies, and in grades seven through twelve, composition and literature; and
  - (d) educational records shall be maintained by the parent-teacher and include:
    - (1) a plan book, diary, or other record indicating subjects taught and activities in which the student and parent-teacher engage;
    - (2) a portfolio of samples of the student's academic work; and
    - (3) **a semiannual progress report including attendance records and individualized documentation of the student's academic progress in each of the basic instructional areas specified in item (c) above.** By January thirtieth of each year, all associations shall report the number and grade level of children home schooled through the association to the children's respective school districts.
- (South Carolina Code of Laws 59-65-47)

**In addition to the requirements above, ALL Hometown members are to submit a 90-Day questionnaire by March 1<sup>st</sup> and a 180-Day Questionnaire by July 31<sup>st</sup> each year. Failing to submit these by their due dates, will result in termination of your membership. These deadlines are on the checklist you receive in your welcome packet. We also include a reminder in every monthly newsletter.**

## HHASC has a **no** refund policy

### About HHASC:

HHASC does not have any religious affiliation. Everyone is welcome at HHASC regardless of their faith, homeschool style, family dynamic, etc. We believe in treating everyone with kindness and respect. HHASC does have a zero-bullying tolerance (see below):

### Zero Bullying

HHASC has a zero-bullying tolerance. We believe in treating everyone with kindness and respect. If you are found to be bullying fellow members of HHASC or any staff of HHASC, we will revoke your membership. This policy applies to in person events as well as online.

### Important Information:

#### Withdrawing from another school or accountability group:

It is the parent/guardian's responsibility to withdraw the students' from former school or accountability group. You will need to notify the school of your intent to withdraw. They will want a copy of the membership letter from HHASC for their records. (Members should keep a copy of the HHASC membership letter for their own records as well). Any materials and supplies you received from the school during the school year should be returned to them upon withdrawing. You can request the students' records from the school to be transferred to you during the withdrawal process. South Carolina law states that the parent is the school official and is the designated recipient of the school records.

### Welcome Packet:

Once your enrollment paperwork and membership fee are received and processed, you will receive an email containing your welcome packet. In your welcome packet you will receive:

- Homeschool checklist
- Membership letter
- ID cards for all students and parents
- PDF planner with templates for your record keeping
  - Templates include:
    - Semiannual report (90 day report)
    - Final Report (180 day report)
    - Report card template

### Update/Withdraw notice:

Current members that need to make changes to their membership to HHASC will need to fill out the form on the website as soon as they can to ensure our files are all up to date.

### Important Forms:

HHASC requires all members to fill out a 90 Day Questionnaire and 180 Day Questionnaire on our website once you have completed the required number of days and reports. The 90 Day Questionnaire is due by March 1<sup>st</sup> and the 180 Day Questionnaire is due by July 31<sup>st</sup>.

### Non-Compliance

If you are found to be non-compliant with the South Carolina Code of Law for option 3 or HHASC policies/deadlines, your membership will be revoked immediately.

### Grade Skipping

For grades K-12<sup>th\*</sup>, we do not allow students to skip grades. \*At 7<sup>th</sup> and 8<sup>th</sup> grade, if you feel your student is academically ready, they can start earning high school level credits while still enrolled in middle school. They will still be reported as their legal grade (7<sup>th</sup> or 8<sup>th</sup>) but the course work level can be high school. There are restrictions on what courses they can start earning high school credits for while in middle school however. At the high school level, you can “skip” 11<sup>th</sup> grade if your student has completed the required courses for 11<sup>th</sup> in 9<sup>th</sup> and 10<sup>th</sup> grade. You can have less than 4 years on a high school transcript however you cannot have more than 4 years.

### Super Senior Year

If your student has more than 4 years of high school (also called a super senior year meaning they have done 12<sup>th</sup> grade more than once), they will not qualify for **ANY** of the South Carolina state scholarships. This is CHE (College of Higher Education) policy.

### Age for Enrollment:

To enroll in HHASC, the student must be 5 years old on or before SEPTEMBER 1<sup>st</sup>. No exceptions.

### Report Cards:

Included in your PDF planner is a report card template for you to use if you wish in your record keeping. If you would like an official report card from HHASC, please fill out the form found on our website to request a PDF or mailed copy.

### Calendar Year:

The membership year to HHASC runs June 1st through July 31<sup>st</sup> of the following year. Homeschooling families can set their own school calendars. South Carolina Homeschool law requires families to complete a minimum of 180 days per school year (you may complete more but only need to record 180). Homeschooling families should be registered with an Option 3 Accountability Association by the 10<sup>th</sup> day of public school starting where you are zoned. If you are not registered by that date, you can be reported as truant.

### Record Checks:

HHASC reserves the right to request a copy of your records at any point in the year. Please make sure you are keeping up to date records that include attendance, documentation of what is covered during your 180 learning days, semi-annual reports (90 day & 180 days), & that your documentation includes the 5 required subject areas. If you are found to be non-compliant with the association academic standards or fail to provide us with your records within 24 hours, your membership with HHASC will be terminated effective immediately.

### Communication:

Please make sure you are keeping your contact information up to date with HHASC. Phone numbers need to be active; emails need to be updated as needed. Email is our primary method of communication and if your inbox is full, you will miss important updates sent from us.

### Monthly Newsletters:

We send monthly newsletters that includes reminders of any upcoming deadlines. Please make sure you are reading these newsletters. They will also be posted on the Members Page of the website each month.

### SAT/ACT Registration Information:

You can register for SATs, PSATs, & AP Exams through <http://collegeboard.org/> . The code for registering is 410069.

You can register for the ACTs through <http://www.act.org/>. The code for homeschoolers is 969999.

### Equal Access Interscholastic Bill

The Equal Access Interscholastic Bill gives homeschoolers the ability to participate in extracurricular activities at a public school. A student should have been homeschooled for one year in the district he/she wishes to play sports in. The family should notify the superintendent of the district in writing before the sport season begins. Failure to meet these requirements could result in the student being ineligible to play. For more information, visit

<https://www.ed.sc.gov/districts-schools/state-accountability/home-schooling/equal-access-interscholastic-activities-bill/>

### Individuals with Disabilities Education Act

This act requires services to be available for all students, including homeschoolers. You can contact your local school district and see what programs are available to you.

<http://www2.ed.gov/offices/OSERS/Policy/IDEA/index.html>

### If You Are Challenged by DSS Or A Public School

If you are challenged by a school or DSS, please contact HHASC *IMMEDIATELY* and let us know.

### Optional Services:

HHASC has a **no** refund policy

### Transcript:

HHASC issued Final and In Progress Transcripts are available for an additional fee.

Transcripts are for college admissions and follow the guidelines set forth by the SC Commission on Higher Education. Official College transcripts are stamped with the HHASC seal and mailed or emailed to the colleges of your choice. The family will receive an unofficial transcript (mailed or emailed). HHASC reserves the right to request additional records when writing a transcript on your behalf. Per South Carolina Code of Law 59-65-40 Section D- educational records shall be maintained by the parent-teacher. HHASC is compiling the information provided to us on the parent/guardian's behalf, but the parent/guardian will have to be able to prove the information is accurate if asked.

As a homeschool family, you can legally create and issue your own transcript for your student.

**\*\*Students must have a graduation date on or before June 15th to qualify for SC scholarships. \*\***

### High School Diplomas:

HHASC issued diplomas are available for an additional fee.

At the high school level, you have options for the educational plan for your student. The South Carolina Code of Law for Option 3 requires families to complete 180 days of school each year and cover math, science, social studies, literature, and composition at the high school level.

If your child plans to attend a 4-year college, you should check with that college on their admission requirements for incoming Freshman.

As a homeschool family, you can legally create and issue your own high school diploma for your

student or order one from one of the numerous websites online.

To order a high school diploma from HHASC, we do require families meet the criteria set forth by the South Carolina Department of Education.

South Carolina Department of Education Diploma Requirements:

<http://ed.sc.gov/districts-schools/state-accountability/high-school-courses-and-requirements/>

South Carolina Commission on Higher Education suggestions for college bound students:

[http://www.che.sc.gov/CHE\\_Docs/academicaffairs/College\\_Preparatory\\_Course\\_Prerequisite\\_Requirements\\_Fall\\_2019.pdf](http://www.che.sc.gov/CHE_Docs/academicaffairs/College_Preparatory_Course_Prerequisite_Requirements_Fall_2019.pdf)

**\*Diplomas ordered through HHASC will be issued twice per year: December and June.**

**We will not issue diplomas at any other time during the year. Legally you can create your own diploma as a homeschool family.**

#### Official Report Cards:

HHASC issued report cards are available for an additional fee.

Report cards are on HHASC letterhead to meet public school requirements for extracurricular activities or enrollment.

As a homeschool family, you can legally create and issue your own report card for your student.

#### Member Card:

As a homeschool family, you are entitled to many of the same discounts that teachers receive. HHASC provides families with PDF ID cards that you can show businesses to receive discounts. We have the option on the Members Page of the website for a photo ID card as well.