



# HOMeward EDUCATION ASSOCIATION

## Homeschool Handbook

Homeward Education Association

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## Legal Accountability

Each state makes the laws that govern homeschooling in that state. The homeschooling family needs to abide by the laws of the state where they reside. If a move is made during the school year, the family must adapt to the state's law where they move.

In SOUTH CAROLINA, only a parent or guardian may home school their children. HEA takes the position that the parent/guardian is in control of the education of their children and can make educational choices that best suit their needs. This means that parents/guardians can choose to use online courses, DVD courses, co-op classes, dual enrollment with a college and tutors to help meet the educational goals they set for their children. Homeschoolers should be able to use any resource available to the family as long as the parent/guardian has oversight over the educational process.

-Guardianship must be established with some form of legal document.

-Parent/Guardian must have at least a high school diploma or GED. Parents and Guardians will have to send a copy of their high school diploma, GED certificate or College degree to be held in their file. If a copy of any diploma is not available, any document that proves the minimum educational requirement has been met will be acceptable.

To obtain legal status to home school in South Carolina, a family must do one of the following:

- 1) Apply to home school through the school district where they live. The family would have to abide by the school district's rules and testing.
- 2) Apply to home school through SCAIHS (South Carolina Association Independent Home Schools) and abide by their fee schedule and rules.
- 3) Apply to a home school association under the "third-option" law. The family would be responsible for the association's fees and rules.

Homeward Education Association is a third-option association, and this handbook will deal specifically with the third-option portion of the law and the operation of HEA.

HEA is located at 1116 Alice Drive, Suite D in Sumter, SC. Our hours of operation are Mon-Thurs from 1-4 pm, although we stay open until 5pm from May-August each year. HEA also has a curriculum rental library on the premises for homeschooling families to come and browse. We carry Bob Jones, Apologia, Alpha Omega, Steck Vaughn, Harcourt, Saxon, Explode the Code, Wordly Wise, Easy Grammar, Remedia and various other publishers. We have curricula for rent as well as some for purchase.

# HOMESCHOOLING LAW FOR SOUTH CAROLINA

## **NOTE: Homeward Education Association operates under Section 59-65-47 of South Carolina Law.**

*Section 59-65-40 Instruction during the school term at a place other than a school may be substituted for school attendance; provided, such instruction is approved by the State Board of Education as substantially equivalent to instruction given to children of like ages in the public or private schools where such children reside.*

*A. Parents or guardians may teach their children at home if the instruction is approved by the district board of trustees of the district in which children reside. A district board of trustees shall approve home schooling programs which meet the following standards:*

- 1. Parents' level of education: a. the parent holds at least a high school diploma or the equivalent general educational development (GED) certificate or b. has earned a baccalaureate degree;*
  - 2. the instructional day is at least four and one-half hours, excluding lunch and recesses, and the instructional year is at least one hundred eighty days;*
  - 3. 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;*
  - 4. as evidence that a student is receiving regular instruction, the parent shall present a system for maintaining and maintain the following records for inspection upon reasonable notice by a representative of the school district:
    - a. a plan book, diary, or other written record indicating subjects taught and activities in which the student and parent engage;*
    - b. a portfolio of samples of the student's academic work; and*
    - c. a record of evaluations of the student's academic progress. A semiannual progress report including attendance records and individualized assessments of the student's academic progress in each of the basic instructional areas specified in item (3) must be submitted to the school district.**
  - 5. students must have access to library facilities;*
  - 6. students must participate in the annual statewide testing program and the Basic Skills Assessment Program approved by the State Board of Education for their appropriate grade level. The tests must be administered by a certified school district employee either with public school students or by special arrangement the student's place of instruction, at the parent's option. The parent is responsible for paying the test administrator if the test is administered at the student's home; and*
  - 7. parents must agree in writing to hold the district, the district board of trustees and the district's employees harmless for any educational deficiencies of the student sustained as a result of home instruction. At any time the school district determines that the parent is not maintaining the home school program in keeping with the standard specified in this section the district board of trustees shall notify the parent to correct the deficiencies within thirty days. If the deficiencies are not corrected within thirty days, the district board of trustees may withdraw its approval.*
- B. The district board of trustees shall provide for an application process which elicits the information necessary for processing the home schooling request, including a description of the program, the texts and materials to be used, the methods of program evaluation, and the place of instruction. Parents must be notified in advance of the date, place, and time of the meeting at which the application is considered by the board and parents may be heard at the meeting.*
- C. Within the first fifteen instructional days of the public school year, students participating in home instruction and eligible for enrollment in the first grade of the public schools must be tested to determine their readiness for the first grade using the readiness instrument approved by the State Board of Education for public school students. If a student is determined to be 'not ready' or is determined to lack the necessary emotional maturity, the parent must be advised by appropriate school district personnel whether a kindergarten or a first grade curriculum should be used for the child. Nothing in this section may be interpreted to conflict with a parent's right to exempt his child from kindergarten as provided in Section 59-65-10(A).*

*D. Should a student in a home schooling program score below the test requirements of the promotion standard prescribed for public school students by the State Board of Education for one year, the district board of trustees shall decide whether or not the student shall receive appropriate instructional placement in the public school, special services as a handicapped student, or home schooling with an*

instructional support system at parental expense. The right of a parent to enroll his child in a private or parochial school as provided in Section 59-65-10(A) is unaffected by this provision.

*E. If a parent is denied permission to begin or continue home schooling by a district board of trustees, the decision of the school board may be appealed, within ten days, to the State Board of Education. Any appeal from the decision of the State Board of Education must be taken, within thirty days, to the family court.*

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Section 59-65-45 *In lieu of the requirements of 59-65-40 (the home schooling law), parents or guardians may teach their children at home if the instruction is conducted under the auspices of the South Carolina Association of Independent Home Schools. Bona fide membership and continuing compliance with the academic standards of SCAIHS exempts the home schooler from the further requirements of 59-65-40.*

*The State Department of Education shall conduct annually a review of the associations standard to insure that requirements of the association, at a minimum include: A. A parent must hold at least a high school diploma or the equivalent general education development (GED) Certificate; B. the instructional year is at least 180 days; C. the curriculum includes, but is limited to , the basic instructional areas of reading, writing, mathematics, science, and social studies, and in grades seen through twelve, compositions and literature. By January thirtieth of each year, SCAIHS shall report the number and grade level of children home schooled through the association to the children's respective school districts.*

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Section 59-65-47 *In lieu of the requirements of Section 59-65-40 or Section 59-65-45, parents or guardians may teach their children at home if the instruction is conducted under the auspices of an association for homeschools which has no fewer than fifty members and meets the requirements of this section. Bona fide membership and continuing compliance with the academic standard of the association exempts the home school from the further requirements of Section 59-65-40 or Section 59-65-45.*

*The State Department of Education shall conduct annually a review of the association standards to insure that requirements of the association, at a minimum, include:*

*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 semi-annual 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. Section 59-65-40 Instruction during the school term at a place other than a school may be substituted for school attendance; provided, such instruction is approved by the State Board of Education as substantially equivalent to instruction given to children of like ages in the public or private schools where such children reside*

Under the "Third-Option" Statute 59-65-47 the following minimums must be maintained each school year:

- 1) Parent/Guardian must hold at least a high school education or GED. It is advised that the family keep the level of education documentation on file in their home. HEA now requires a copy of the documentation. A copy of any document that proves high school graduate status has been attained is sufficient. This can be a diploma, GED certificate, transcript, and college level transcript or college diploma.
- 2) Attendance of 180 days must be documented. The law does not state that sick days are allowed. So, we do not make exceptions for the 10 sick days allowed by schools. The 180 days must be completed each school year (HEA's school year runs from August 1 to July 31st of the following year). Members should join prior to the 10<sup>th</sup> public school day in their district to avoid truancy problems regardless of the family's homeschool start date.
- 3) Semi-annual progress reports are required to be kept by the homeschooling family. The two reports should be done usually on a 90 day and 180 day increment. We require families to use our progress report forms, available on our website.. Letter or number grades, written assessments, as well as a grading scale using a type of satisfactory or unsatisfactory basis are acceptable methods of showing progress. The family is free to choose what works best for their home schooling experience. HEA requires that the family send in copies of the progress reports by July 31st to verify that this minimum of the law is being met. Please put both grading periods on the same progress report and send at the end of the school year along with your compliance form by July 31<sup>st</sup> of each year. **(Deadlines are earlier for high school: 5/15 for 12th grade, 5/25 for 9th-11th grade.)**
- 4) For grades 8 and below, a family must teach the core subjects of Language Arts, Math, Science and Social Studies. The curriculum is not limited to these subjects, but these must be taught within the school year. High school students must meet all credit requirements.
- 5) A plan book, log book or journal must be kept outlining what educational activities are completed during the 180 days required. Samples of the students' work should also be kept during the school year. **Do not need to send these things to HEA. Keep them on file at your home. We will not keep copies of these things if you send them to us.**

Families are responsible for maintaining the above minimums and sending in the Compliance Form at the end of the school year to HEA. HEA requires this because we must keep our reputation for responsible homeschooling. HEA has to sign a form from the South Carolina Department of Education that states all of our families are in compliance with law. The Department of Education can conduct an audit of HEA's records verifying compliance. Therefore, HEA instituted the compliance form to verify a family's compliance.

HEA requires that all year-end paperwork be submitted by July 31st, except for high school grades that need to be submitted earlier, as mentioned above. We do ask that the year-end compliance form, progress reports and curriculum used be turned in as soon after the 180 days as possible with a deadline of July 31st. **Families who do not submit their year-end paperwork by August 15th are subject to membership cancellation for non-compliance.** Families who do not submit their application to homeschool by August 15th of the current year will be assessed a \$10.00 late fee per family. Families who pull their children out of school after August 15<sup>th</sup> will also be charged the late fee.

**If you have a senior graduating, their grades need to be turned in by May 15th!** Please let us know if you need an extension. All other high school grades must be in by May 25<sup>th</sup>. **These dates are firm.** Please see the high school section for more details about grades, credits and requirements.

Members will be required to read the HEA handbook every year to look for updates. Members will be required to abide by deadlines. These deadlines are very critical to HEA's ability to provide the necessary services to all our members. These services include diplomas, transcripts and other documentation needed to comply with state regulations regarding college admission, scholarships and other needs of homeschooling families in South Carolina.

# JOINING HOMEWARD EDUCATION ASSOCIATION

The membership year is from August 1st to July 31st to conform with public school attendance dates. Homeschooling families are still able to set their own school calendars as long as they work within these dates. High school grades will still need to be turned in by May 25th each year (May 15th for seniors!).

It is the family's responsibility to notify the school when withdrawing their children from a school. Schools will want a copy of the member letter for their records. Families should keep the original member letter in their records. **The member letter is a very important document. For example: it is the document that you will need to take to the DMV for drivers licenses or ID cards.** There is a \$10 replacement fee, should you lose your member letter and ask us to send a new one.

The member card is given to members each year so that the family can get discounts at stores that recognize teachers. **The member card can not at the DMV.** Cards are included with member packets until we reach the late fee deadline. We cannot replace lost cards.

## FEES FOR HOMEWARD EDUCATION ASSOCIATION SERVICES:

**Base Membership Fee:** \$40 for one child or \$70 for 2 or more children per year (if one or more of these students is earning high school credits, you will also need to add on the high school fee below.

**High School Ad-On Fee:** in addition to the base membership fee there is a \$40 add-on fee for one student earning high school credits, or \$60 for two or more students earning high school credits, even if in 8th grade

**This is in ADDITION to the base membership fee, not in place of it.**

**LATE FEE:** After August 15<sup>th</sup> add \$10 per application (family)

**Consultation Fee:** \$25 per consult (This does not include brief email and phone inquiries unless they constitute an ongoing consulting that carries on for an extended period.) Consult fees will also be charged if you ask us to help choose curriculum and help getting started. Educational and other counseling will be charged this fee. Fee may increase based on the amount of work that we have to do.

**Diplomas:** \$45 per diploma (Diplomas will include 2 originals and a cover.)

**Transcripts:** \$10 per transcript request, for all students regardless of grade level. Asking us to send to multiple locations counts as multiple requests. For high school seniors requesting a transcript to be sent to a college for application purposes, there is no charge for the first 5 transcripts, but additional requests are \$10 each. Allow 1-2 weeks for transcript requests to be processed. **You may request a 1-2 business day rush on transcript requests for an additional \$10 rush fee.**

**Consult Fees:** If you ask us to help you get started, choose curriculum or help you with your struggling student we will charge the consultation fee. We also do consults for most issues of learning, behavior or high school needs.

## About HEA

HEA was formed in 1996 with 115 families. Each year that number has grown. Now HEA usually oversees 1000 +/- families each school year. HEA was started by Rachel L. Ward. In 2021, Rachel retired and April Ray became the administrator of HEA, and she continues to administrate HEA today.

April Ray has a bachelor's degree in mathematics from Texas A&M University. She has over 20 years experience as a homeschool mom, and has taught high school level classes to groups of homeschoolers in South Carolina for nearly 10 years. She and her husband, Robert, coached high school homeschoolers in competitive speech and debate for 6 years. She has 5 years experience teaching mathematics at the college level at Central Carolina Technical College in Sumter, SC.

HEA has a bookstore that offers a limited amount of curriculum for purchase and a wide variety of curricula available for rent to our member families. HEA gladly accepts donations of used curriculum.

HEA offers high school classes for credit. We have both in-person class offerings as well as online classes. Our classes are only open to HEA members. Please check our website or call the office for current pricing schedule and availability for high school classes.

### **HEA is a discount group provider for HSLDA Membership.**

As a member of HEA and want to join Home School Legal Defense Association you can use our discount group number 299504 and receive a \$20 discount on the yearly membership fee. To join HSLDA you can go to their website [www.hsllda.com](http://www.hsllda.com) and fill out their application. HSLDA works for homeschoolers across the nation keeping our freedoms in place in the states and national legislatures. They will also help you with any legal issues concerning your homeschooling.

### **HEA supports the South Carolina Home Educators Association (SCHEA)**

SCHEA is a statewide support group for all homeschoolers across the state. The SCHEA board is made up of all volunteers who work hard for homeschoolers by monitoring state law and policies to make sure that they stay homeschool friendly. SCHEA also offers quarterly newsletters that help keep families up-to-date on what is happening in the state and provide articles that encourage and enlighten families. SCHEA also sponsors events such as HomeSchool Day at the Capitol and regional Expos. Memberships can be made online through their website.

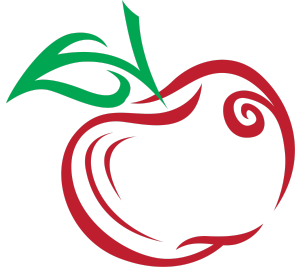


## HEA APPLICATION

- Please realize that HEA needs the application to be filled out completely!
- Name should be the family name of the father and/or mother. Note: If father or mother is not in the home do not list.
- Circle level of education of both parents living in the home. Indicate M (mother) or F (Father) over the circle. If only one parent meets the educational requirement, indicate which one. Attach copies of diplomas or certificates.
- If you can not find a copy of your diploma, a transcript or other document that shows that you have completed a high school or college program will suffice.
- School District is a must! If you don't know, find out!
- Estimated beginning date is just that! Don't worry if you are off by a few days.
- Include the additional high school fee once you start issuing high school credits. The high school fee is a yearly fee until students graduate. 8<sup>th</sup> graders earning high school credits pay the additional high school fee.
- If you have high school students we need for you to have the high school transcripts sent to us. If you have homeschooled all the high school years, please send us the records that you have sent to your previous accountability association or district.
- Include the \$10 late fee if sending the application after August 15<sup>th</sup>.
- New members need to give a description of the curriculum they plan to use for the year. If the choice of curriculum is not definite, please give HEA an idea of what you want to do. Please feel free to change curriculums during the year if what you are using is not working.
- Please sign the application as a sign that you will abide by homeschool law, HEA policies and that you have read the HEA HANDBOOK
- Application is located in the handbook beyond this page.

## HEA COMPLIANCE FORM:

- Check one of the top three for attendance purposes when the criteria of one are met.
- **Under the Minimums section, each and every one needs to be checked! The law requires them all!**
- Attach copies of the two semi-annual progress reports. This is asked to provide a record of compliance. **We require you to use the progress reports we have available on our website.**
- High School students need to use number grades for GPA purposes. Progress reports are in the back of this handbook. You can use them or make up something on your own.
- Attach a description of the curriculum used. Please give more information than "textbook" or workbook". List the name or publisher of the curriculum used. High School curriculum needs more detail, especially if the class merits Honor status.
- The Compliance Form needs to be sent in by August 1<sup>st</sup> . You need to let HEA know if you are going to miss this time frame. If you have school students you need to submit grades by the high school deadline of May 25th.



# Homeward Education Association

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 Website: www.homewarded.com Email: aprilray@homewarded.com

## Application For \_\_\_\_\_ School Year

Circle one: **NEW** or **RENEWAL**

Parent/Guard. Last Name: \_\_\_\_\_ Father Name: \_\_\_\_\_ Mother Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Parents/Guardians Level of Education: (Circle) HS Diploma GED College  
 (New Applicants need to attach a copy of your diploma or certificate. Also circle for both parents/guardians living in the home)

School District Where You Live: \_\_\_\_\_ Estimated Start Date: \_\_\_\_\_

Names of Student(s)	Age	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Step 1: Pick one of these:	One child is being homeschooled	\$40	\$ _____
	<b>OR</b> Two or more children are being homeschooled	\$70	
Step 2: AND pick one of these if it applies to you:	One of my children is earning high school credits (required even if in 8th grade)	Add \$40	\$ _____
	<b>OR</b> Two or more of my children are earning high school credits (required even if in 8th grade)	Add \$60	
Add this after 8/15	Late fee if paying on/after Aug 15th of the school year	Add \$10	\$ _____
TOTAL	TOTAL AMOUNT ENCLOSED (non-refundable)		\$ _____

If paying by Debit/Credit Card: Card Number \_\_\_\_\_  
 Expiration Date \_\_\_\_\_ Billing Zip Code \_\_\_\_\_ ccv code \_\_\_\_\_

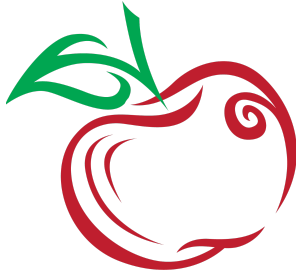
**NEW APPLICANTS: Please list the curriculum you plan to use on the back of this application.**

We agree to follow the minimums as set forth by SC state homeschool law. We agree to fill out and return the compliance form with progress reports at the end of the school year. **We have read the HEA Handbook and accept HEA's policies and procedures.**

\_\_\_\_\_  
 Signature of parents/guardians

\_\_\_\_\_  
 Date

For Office Use Only: Member Number \_\_\_\_\_ Fee Received: \_\_\_\_\_ Check Number: \_\_\_\_\_



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## ACCOUNTABILITY COMPLIANCE FORM

School Year: \_\_\_\_\_

### IMPORTANT INFORMATION AND DIRECTIONS:

Please keep this form until the end of your school year. When your year is finished, fill out this form, attach a completed HEA progress report for each child and return to us. If you move out of South Carolina or put your children back in school, check the appropriate box and return to HEA as soon as possible. **Due dates: 5/15 for 12<sup>th</sup> grade, 5/25 for 9<sup>th</sup>-11<sup>th</sup> grades, 7/31 for 8<sup>th</sup> and below.**

**This form must be filed with HEA to complete your school year.**

**Please return upon completion of required days by mail, email, fax, or in person.**

### **ATTENDANCE (check the box that applies):**

Our family completed 180 school days for the school year.  
Beginning date of school year: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
If you began homeschooling during the school year: Began Homeschool Date: \_\_\_\_\_

We moved from South Carolina before the end of the school year.

We put our children back in school during the school year.

**\*\*\*If you are putting your child back in school and need a transcript, please enclose \$10.00 and fill out the following: School Name: School Address:**

### **MINIMUMS of Statute 59-65-47 (All of these must be checked!)**

- Parent/Guardian holds at least a high school diploma or GED.
- Plan book, journal or diary and portfolio records kept. **(Do not send to HEA.)**
- Semi-annual progress reports given. Progress reports are report cards. **Please use our Progress Report Form to submit your grades.** Numerical grades for high school students are required for class ranking. **(PLEASE ATTACH one progress report for each child.)**
- Core subjects taught. (PLEASE ATTACH list of courses and type of curriculum used. High school courses need to be documented in more detail. **Honors credit must include documentation.)**

**\*\*HEA does NOT want complete copies of all your homeschool records.**

**Families should keep copies of all records that they send to HEA\*\***

**We certify that our family was in compliance with statute 59-65-47 for this school year.**

Parent/Guardian Signature	Member #	Date

Print Parent/Guardian Name



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## Non-High School Progress Report

Student Name:

Grade Level

Family Name and Address:

Grading Scale Used:

\*\*\*If you have an 8<sup>th</sup> grader earning any high school credit, clearly indicate that below.  
Remember the high school fee is required if your student is earning any high school credits.

Subject	Curriculum	First Semester	Second Semester	Final Grade

## **Educational Information**

### **Curriculum**

Choice of curriculum is the sole responsibility of the family. The family is responsible for using sufficient materials to teach their children. HEA will give curriculum counseling when asked. HEA will give information about the curriculum available and help the family determine what teaching style would best suit the family.

### **Types of Curriculum:**

Full Curriculums – Abeka, Bob Jones, Christian Liberty, Alpha Omega, Online and Correspondence Schools are just a few examples of full curriculums.

\*NOTE: If a family uses a “school” out of state, legal status still needs to be established by choosing a legal accountability option. Even if the “school” keeps all school records for the family, legal status must be established because the children are at home and the out-of-state school does not report to the school districts as required by state law. Examples of these schools: Abeka Academy, Veritas, Bob Jones, Liberty University Online Academy, etc.

Individual Curriculums – Families can choose from many different publishers using textbooks and workbooks that fit the families learning styles and schedule. There are many catalogs available that list the different books from which to choose. The internet also provides a lot of information about curriculums.

Unit Studies and Freelance – Families can also choose from Unit studies and teaching students in informal and different ways. There are prepared unit studies available or the families can make up their own. Documentation must be kept to comply with state law.

A family can use a combination of textbooks and unit studies. “Unschooling” is also an option but again, records must be kept outlining what a family studied. Records must be kept because of the minimums of the law that state that the parent/guardian must keep a plan book, journal or diary outlining what is done on an educational day.

Parents/Teachers are responsible for assuring that high school level courses are tech prep, college prep or honors status for students who plan to attend college and will need a transcript.

HEA will help parents choose a curriculum based on the needs of their children. Ultimately, the choice is that of the family. Feel free to ask for guidance if this is the first time that you have ever homeschooled. Also, feel free to not ask if you are sure of your selections. We want to help the homeschool family achieve the most out of their homeschooling experience.

## Testing

Under the third-option law, testing is not required. It is a choice that the family can make. Any test required by the school district is not required of homeschooled students who join an association. Most support groups offer testing in the spring for families who choose to test their children.

### REASONS TO TEST:

- 1) If you are going to put the children back in school
- 2) Parental Comfort and Ease of Mind
- 3) Wondering about the achievement level of the children

Achievement testing after the eighth grade is not needed. After the eighth grade the student should take the SAT (Scholastic Aptitude Test) or the ACT (Achievement Test). The reason for this is that the student needs to prepare for college and these tests are used for college entrance. The PSAT should only be taken in the eleventh grade for National Merit Scholar selection. Taking the SAT numerous times is fine as it will help the student achieve the maximum score that they can. They can combine their highest Critical Reading score and Math score. The ACT does not offer combining subject tests from different test dates to make one composite score.

**HEA has a high school code that must be used on PSAT/SAT and ACT tests: 411915**

**NOTE: The test administrator may not be aware that we have our own code. So, please use our code even if the administrator says to use another number.**

The PSAT and SAT are aptitude based and test the ability of the student to learn. The ACT is achievement based and tests the student's achievement level. These scores are used as criteria for scholarships given to students entering college. For example, the LIFE scholarship requires a SAT score of 1100 or an ACT score of 24. These tests can be signed up for online at [www.collegeboardonline.org](http://www.collegeboardonline.org) or [www.act.org](http://www.act.org). They are held at specific testing sites and on specific dates.

To sign your child up for the PSAT you will need to go to your local high school or private school that administers the PSAT and register with them. They will sign your child up to take the PSAT which is offered only in October of each school year. Please do not wait until October to approach the school. It is best to do it earlier in the year. Some schools order as early as April. The main reason to take the PSAT is to qualify your child for the National Merit Scholarship.

## **If You Put Your Child Back In A Public/Private School**

If you plan to stop homeschooling and put your child back in a public or private school, please be aware of the school's requirements to re-enter from homeschooling. Most public schools are going to want documentation of what the child did while at home. HEA will provide transcripts when progress reports and paperwork are turned in at the end of the school year. There is a \$25.00 transcript and records fee for students exiting our homeschool association. Schools may still want proof of completion from parents. This can come from samples of their work or tests. Some high schools are requiring end of course tests be taken by the homeschool students returning to school. If these tests are required, you may want to request study notes that were given to the students, a syllabus of the course or some other materials that will help you prepare your student for the tests.

When you pull your child out of school always know what will be required of you should you return to the school. Some schools are working with families to allow them to homeschool for a time and then re enroll at a later date. Some schools are even allowing parents to homeschool during the summer for a summer school session to recover a credit or get caught up on a grade level. Always check with the school and work with them concerning homeschooling for a short time period.

## **If You Pull Your Child Out of School During the School Year**

HEA will accept memberships during the school year. HEA will charge the late fee of \$10.00. We do not pro-rate the fee because we do the same amount of work, if not more, for any membership processing and record-keeping. We will need the school records for any students so that we can have the grades in progress for the current school year. We do want transcripts, grades in progress, and report cards for all high school students. We also require a completed compliance form. There is a \$25.00 transcript and records fee for students exiting our homeschool association.

HEA will accept memberships from families with students who have been expelled if the families and students abide by our guidelines and work with the school towards completing the school year. Before signing up with HEA, the family should have a clear understanding with the school about what they will accept towards credit. Also, the school will make the decision about the student returning to school the next year.

After March 15<sup>th</sup> of each school year, membership with HEA will be on a case by case basis. We will not accept membership because of truancy or excessive absences, failing grades or other related issues. We will accept memberships for families who are moving or have health issues.



## **Education for Specific Ages**

### **Kindergarten**

Under SC law, children who are 5 years of age by September 1<sup>st</sup> must attend kindergarten unless a waiver is signed. If a parent wants to home school the 5 year old or does not want to sign the waiver they must join an association. The fee is the same for a 5 year old. If a parent wants to homeschool the 5 year old, they must abide by the law that governs home schooling. HEA does not require as much information for the K5 student unless the family chooses to home school formally. Children that are 5 years old should be taught at their own pace. Be aware of the child's abilities and readiness to learn. Teaching a kindergarten child should include breaks and short teaching sessions. Keep in mind the child's attention span and willingness to work. Make it fun!

### **Elementary Grades 1-5**

These years are important for establishing learning habits. Be sure to give the student enough work without stressing the student. Find the balance that works for your situation.

Progress Reports can take any format that the teacher chooses.

- Excellent, Satisfactory, Unsatisfactory
- Letter or Numerical grades
- Written assessment

Two semi-annual progress reports are required. Progress reports are best done on the 90 day and 180 day intervals (ex: fall semester grade and spring semester grade plus a year-end average). HEA has a progress report available that you can use for doing this. You can include all the grades on the one sheet and turn it in when you have completed the school year. We do not want you to send in the fall semester grades early.

### **Middle School Grades 6-8**

At this point parents should consider adapting letter or number grades. Non-traditional styles of learning can still exist and thrive. If the family does not want to give grades then they need to document completed work for future college preparation in a portfolio format.

High school credit will be considered if the student uses high school course material. High school credit will be assessed based on course title, description, curriculum used and grades. Please be aware of pushing your child too far too fast. If your child is not ready for high school level work, do not assign high school level work before ninth grade. Only core courses will be considered for high school credit prior to 9<sup>th</sup> grade (no PE or electives).

**High school fee will be required if you are issuing high school credit prior to the 9th grade.**

## High School Grades 9-12

HEA complies with the requirements set by the Commission on Higher Education (CHE) so that our graduates can qualify for state scholarships. So, we require our members to use number grades for courses that are earning high school credit. This is so that we can compute an accurate GPA for each student. We are also required to use the grading scale that is used by SC. It is included in this handbook.

Non-traditional styles of learning are still acceptable as long as documentation is there for future college entrance in a portfolio format. Some colleges will accept a portfolio style transcript. But, most colleges want a traditional transcript with a letter or number grade. We will use number grades.

HEA would like the course title, course description, curriculum used, credit unit given and grade for each high school course for documentation. **If you are awarding Honors or AP credit, extra documentation is required.** Please see following pages for detailed information concerning Honors and AP credits. The documentation will be needed for HEA to prepare transcripts and provide a high school diploma. HEA will need all high school credits for diploma and transcript purposes.

Colleges, the military and employers recognize transcripts and diplomas given by HEA. The documents are recognized as valid completion of high school. The diploma is not state certified but is recognized as a valid document. Only public schools have state certified diplomas.

Any homeschooled high school student is eligible for any scholarship that is available as long as they can meet the criteria of the scholarship. This includes the Life scholarship and the Palmetto Fellows Scholarship as well as the HOPE. Please check the Commission on Higher Education's website each year for criteria for all their scholarships. HEA must do the paperwork for Palmetto Fellows. Colleges will award the Life and Hope Scholarships based on the information provided on the student's transcript: GPA, class rank, SAT scores, etc. This is the reason that we have to be so precise on our deadlines. We need to be able to provide accurate information on the transcripts.

Transcripts for state scholarships must use HEA's transcript. HEA prepares a transcript for every high school student in order to provide ranking. Please see page 5 for the fee schedule for transcripts. Diplomas are \$45.00. Any RUSH transcripts will incur a \$20.00 fee.

HEA members may use any high school curriculum that they choose. They can choose traditional textbooks, Unit Studies, Online, External, Correspondence, College Course, or any high school that is set up to handle home school students. HEA members can use curriculum providers who handle all the records and give transcripts and diplomas. But, even if a family uses a high school provider, if that provider does not fulfill the requirements for an accountability association then the family must join an association to satisfy their legal status with the state.

The state requires 24 credits for graduation from public high schools. HEA does require the core 18 credits and 6 electives for graduation from high school.

The following pages contain more information about homeschooling high school.

## Homeward Education Association High School Handbook

Homeschooling high school through Homeward is not difficult or hard. But, it does require the family to be aware of certain policies and procedures that we have in place. Because we rank and follow the policies and procedures of the Commission on Higher Education, we must abide by specific policies that dictate completing high school in South Carolina. The following pages outline the policies and procedures that Homeward has adopted to be in compliance with the Commission on Higher Education with regard to preparing our students for college and the world. While we realize that some students are not preparing for college, we know that all students need to follow the requirements for graduating high school so that they can enter the work world seamlessly.

Following sections of the High School Handbook:

- \* Credits for High School Completion and College Entrance
- \* SC Uniform Grading Scale
- \* GPA and Ranking
- \* Grading Policies
- \* Honors Framework
- \* SAT/ACT Information
- \* Dual Enrollment
- \* Graduation Dates and Requirements
- \* Required Paperwork from Families for High School Students
- \* Deadlines for Paperwork for High School Students

### CREDITS for High School Completion and College Entrance

Homeward high school students need to complete 24 high school credits to graduate from high school. There are specific credits that need to be completed for a basic high school diploma. If the student needs to prepare for college they need to focus on the credits that will gain them entrance to the college of their choice. The following chart outlines what is needed for the path that the student needs to graduate from high school. The left side outlines the basic high school diploma for entry into the workforce or military. The right side shows what colleges are required to look for in students who are preparing for college.

We also do not want to issue excessive credits. So, we do not want to go over 32 credits on the high school transcript. So, be smart in planning the high school years. **You do not have to count everything your student does every year.** Count what is needed and the rest of their activities are just the activities that they enjoy. When a student is focused on an area it can go on their portfolio for college applications.

## Graduating From High School vs. Gaining College Entrance

There is a difference between graduating from high school and meeting the requirements for college entrance. It is possible to fulfill the requirements to graduate from high school but not meet the requirements colleges are looking for to accept the student into their school. Here are the differences.

Required to Graduate from High School	Required by 4-year Colleges
4 English	4 English
4 Math Any 4 units of math	4 Math Alg 1, Alg 2, Geometry Fourth: Pre-Cal, Prob/Stat, Discrete Math, Computer Programming, Alg 3
3 Science Any 3 units of science	3 LAB Science  Biology, Chemistry, Physics, Earth Science (must have 2 from different fields, and science majors should have 4 lab sciences)
1 Foreign Language Or Occupational Specialty	2 SAME Foreign Language  Must be from same foreign language, and some colleges require 3 credits. Includes ASL and Classics.
3 History/Social Studies 1 US History, 0.5 Government, 0.5 Economics, 1 other history	3 History/Social Studies 1 US History, 0.5 Government, 0.5 Economics, and 1 other from World History, Geography, Western Civ, Psychology, Sociology
1 Physical Education or ROTC	1 Physical/Health Education or ROTC
1 Computer Science Must include Microsoft Word, Excel and Power Point (keyboarding does not fulfill this requirement)	1 Computer Science Must include Microsoft Word, Excel and Power Point (keyboarding does not fulfill this requirement)
7 Electives Any enrichment course or extended study of 150 hours. Can also include additional academic courses above the required amount.	1 Fine Art Elective  Art, Music, Dance, Choir, Theater (history, appreciation, or performance)
	2 Academic Electives  Any additional credit of English, Math, Science, Social Studies, Computer Programming,
	3 Any other electives, as mentioned on left

## South Carolina Uniform Grading Scale

We are required by the South Carolina Commission on Higher Education to use the SC Uniform Grading Scale. The SC Department of Education sets that scale. Prior to the 2016-17 that scale was based on 7 points for each letter grade (93-100 was an "A"). The SCDOE changed the scale beginning with the 2016-17 school year to a 10-point scale (90-100 is an "A"). This scale is used for high school students only.

We require that numerical grades be used by parents for high school students or middle school students earning high school credits. This is so that we can accurately determine the GPA. If parents or outside sources use the letter grade we will have to use the designated number for that letter grade as determined by the SCUGS. A=95, B=85, C=75 and D=65.

Also, any failing grade that is transferred in will be calculated on the transcript. The same for dual enrollment courses. All grades earned will be on the transcript.

10 Point Grading Scale				
South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

## CLASS RANKING POLICY

**HEA ranks all diploma seeking high school students in grades 9th through 12th based solely on a student's GPA.** There is no opting-out of class rank. The GPA will be on the South Carolina Uniform Grading Scale. Class rank will be printed on Final and Official Transcripts for seniors and on all year-end Official Transcripts for 9th through 11th. Students who are not diploma seeking because of special needs will not be ranked.

All courses will be assigned a College Prep GPA unless documentation is provided to verify the status of Honors or AP weighting.

To list a class as Honors: The parent must provide a syllabus that shows the rigor of the course to validate the honors status. Must also use the checklist or provide the information on the checklist. To understand more about honors see the section on the Honors Framework.

To list a class as AP: The parent must provide the approval letter from AP to earn the designation on the transcript. Or, the parent must provide a transcript from the entity that taught the course on the AP level and their approval.

These policies are in accordance with the Commission on Higher Education's rules and regulations.

### Grading Policies

**Homeward requires parents to fairly and accurately report the numerical grades of their high school students.** All high school courses should have a grading scale in place prior to the course taking place. Test grades should have a higher percentage of weight than daily work and other assignments.

For academic courses, all tests should be given only once and that grade recorded. Retesting is not allowed except for extenuating circumstances. All retests should not be used to give the student a higher grade. Retests can add points to a grade but only to a certain point. The whole purpose of recording tests is to show what the student knows. We need to accept that our students are not perfect and grade according to their abilities.

**For electives and courses that do not have tests or measurable work, we ask that parents not use any grade higher than "A" which is a 95.** Also, if the student does not deserve that 95, do not give that grade. Base these grades on effort and work. HEA reserves the right to adjust grades down to a 95 for this specific category of coursework if parents turn in a higher grade.

The main thing to remember is that we are not parents while grading, we are the teacher. Did this student do what was asked of them? Did they earn the grades that you have assigned? Also, we need to remember that 100 is perfect. **There are not many perfect students, so we should not see very many 100s on a report card.**

Rounding up grades is allowed but not required. If the grade is at least a half of a point, you can round up. However, if the grade is a 99.5 or higher, please leave as a 99.

With the need to rank students and in an effort to balance the playing field for all students, we are really focusing on the grading of high school students. So, the following policies should be respected and used.

- Any classes taken outside of the home must use the grade reported by the teacher. A grade report from the teacher and a syllabus needs to be submitted. If only a portion of the course is from an outside source you would average the outside grade with the home grade.
- Grades must be accurate and true based on assessment through tests, assignments and evaluations.
- For courses that are based on hours or work completed with no assessments, please use a grade no higher than 95.
- Electives are not the place to make up GPA points. We want the GPA to be a reflection of the academic abilities of the student.
- If you have a special needs student, please be considerate of the fact that though they may be doing the best they can, you need to grade them according to what level of work they are doing. It does make a difference. If the severity of the need is sufficient, the student can obtain a certificate in lieu of a diploma.

Please remember at this point in your homeschooling journey you are not Mom but a teacher, facilitator or assessor of your student's abilities and actual work completed. Be honest with yourself and with your student.

HEA reserves the right to adjust grades based on the above policies and if sufficient information has not been provided to validate grades. We will contact parents if it's necessary to do so.

We do not release class rankings. We will give the rank of a specific student to their parent if the parent requests it. We do not release the GPA needed to be within the ranking for scholarships. Class rank for graduating seniors is available after June 15<sup>th</sup>. Class rank for 11<sup>th</sup> and below is available after July 31<sup>st</sup>.

Please realize that HEA students are only competing against other HEA students for class rank. This means that it does not matter what other schools or associations have for regulations. Those regulations have no effect on what HEA does nor does it affect our students. So, as long as HEA has a consistent set of criteria for GPA and ranking, all will have a fair chance. This is the reason for the above set of policies.

One of the hardest parts of our job is helping parents understand that it is not fair to their child to award 100's for average work. If the student graduates from high school with all 100's and then struggles in college or life, then they and the college wonder what is happening.

If you use unit studies, non-traditional learning approaches or electives that are hour and participation based then the grading scale is just a little different. HEA suggests that you consider awarding an A, B, C or D and use the number value as set by the Uniform Grading Scale that says an A=95, B=85, C=75 and a D=65. If, in the evaluation of the student's performance, you think that it is different from those standards then award accordingly. For example, if you think that they did less than a 95 but more than an 85, you would need to choose the number grade that you feel is deserved. All hourly and completion based credits will receive no higher than a 95. This is to keep the GPA based off of academic scores.

## **Honors Framework**

Beginning with the 2017-18 school year, SCDOE adopted the Honors Framework for all of their honors courses. We do not HAVE to follow the framework except for the fact that in the policy they name homeschoolers and have given schools the ability to question honors credits from homeschoolers if the student is transferring into their school. So, HEA is adopting a version of the Honors Framework. This means that parents will need to document all honors courses to show that they meet the framework. When parents submit their grades they will need to submit the syllabus and information that validates the honors level work completed by their student.

According to the SCDOE, schools can ask for syllabi, lesson plans, textbooks and other course information and materials for all incoming credits from homeschools. So, keep your documents for proof. This could be high schools or colleges asking for documentation.

Below is the checklist as adapted by HEA for the parent to use to show that they have followed the framework. If your current documentation shows all of this, you do not need to change what you are doing. But some may need to provide more documentation to be able to award honors. On the following page is a detailed outline of the honors framework and what would need to be shown on a syllabus.

There have already been some schools that have used this framework to question honors.

### **HEA Honors Level Course Checklist**

All honors course descriptions must include the following:

Course Title:  
Teacher Name:  
Course Description:

Teacher Signature:  
Parent Signature:  
Association Signature:

Verify by statement of alignment to Standards:  
"This course meets the criteria for teaching the standards of SC"

Syllabus:

Materials Used:

Methods of Instruction Used:  
(Sample lesson and/or assignments or student work samples)

Reason for Assessment Practices:  
Assessments and Grading Rubric  
Assessment Samples



## **HEA Honors Policy Adapted from SCDOE Honors Framework**

### **I. Course Content**

1. How has the course content been adapted for advanced learners?  
Must show evidence of learning and enrichment opportunities that extend beyond the CP coursework. The honors level curriculum should indicate depth in rigor, complexity, challenges, and creativity.
2. Does the honors level curriculum extend personalized student learning and allow for an environment in which students are self-directed and take ownership of their learning? Is there evidence that extensions and enrichment are aligned with appropriate advanced coursework?
3. Evidence for the Honors Level Course includes:  
Reason for course development, Standards and Objectives, Course Outline and Plan, Student work and any additional information.

### **II. Instructional Methods and Materials**

1. What instructional methods and materials will be used?  
Show evidence of appropriate differentiation in instructional practices for advanced learners. Instructional strategies to include, but not limited to:  
Varied texts and supplemental materials, Technology to enhance instruction, Adaptive digital content, Targeted differentiated small group/individualized instruction, Group investigation, Personalized learning plans, Curriculum Compacting, Scaffolded tasks, Independent learning contracts, Higher level questioning and answering, and Student-initiated project design.  
  
Differentiation resulting in complexity beyond the CP level course may include, but is not limited to:  
Student-initiated research, Student collaboration and engagement, Project-based learning, Problem-solving and critical thinking, Seminar methods to include the incorporation of writing, Connections to world-class skills, characteristics, and context, and Creativity and innovation.
2. Honors Level Course Instructional Methods & Materials Evidence:  
Rationale for instructional methods and materials, Instructional materials and methods  
Sample units, lessons, and assignments, and Student work samples

### **III. Assessment**

1. How is the Honors Level Course Assessed?  
Show evidence that valid assessments are used throughout the course and are aligned to the honors level curriculum? Pre-assessments along with formative and summative assessments will be used to modify and enhance learning. List methods of assessment and grading rubric.
2. Honors Level Course Assessment Evidence:  
Reason for assessment practices; Assessment tools (rubrics and/or scoring guides and formative and summative assessments when applicable); Assessment samples (pre-description of formative assessment, and summative assessment when applicable); and Student self- and peer-assessments.

## **SAT/ACT Information**

**Homeward has a school code of 411915. Please use this when registering to take the test.** If you use our code when registering, then you will not have to pay to have scores sent to us at a later date. We have to have official scores sent to us to use on transcripts. We cannot use student reports even if it is a screen shot or link from the website. This is a requirement from the CHE.

SAT and ACT are used for college entrance and scholarships. Colleges accept either score. Some students do better on certain style tests. We can help you determine which test is best for your student.

These tests can be taken as early as the 9<sup>th</sup> or 10<sup>th</sup> grade year. Students can take these in the spring of their 9<sup>th</sup> and or 10<sup>th</sup> grade as a baseline for their scoring potential. Once the student has that baseline score they can “prep” for the next tests to help them maximize their score potential.

If you have a student who is going to college you definitely need to have an SAT/ACT score by the spring of the Junior year. Having had at least one test prior to then is helpful for the student in many ways. Having a baseline score helps the student know where they need to improve. It also helps the student with understanding how an actual testing situation feels and how to prepare for the next test.

PSAT is only valid in the fall of the student's 11th grade. The PSAT scores cannot be used for anything but National Merit Scholarships. So, practicing with the SAT is a more valuable use of money and student's testing time.

SAT and ACT scores can be super-scored for scholarship purposes.

**REMEMBER: ALWAYS** use our high school code of 411915 so that the official score sheets will come to us and we can have them for transcripts which are needed for scholarships. **MAKE SURE YOUR STUDENT HAS THIS NUMBER ON THE DAY OF TESTING!**

HEA can also apply for accommodations for your student taking the SAT/ACT tests. We have to have a signed consent form from the parent and all testing results and diagnosis of learning issues.

## **DUAL ENROLLMENT POLICY**

HEA considers Dual Enrollment as an excellent way for homeschool students to acclimate to the college environment. Homeschool students have the ability to take dual enrollment classes and earn college credit as well as high school credit.

**The only college classes that can be counted for dual enrollment are those classes that are degree seeking classes.** Non-degree level classes cannot be taken for dual enrollment purposes. Your dual enrollment advisor should be able to tell you the classes that are eligible for dual credit. This is per the policies and regulations of the Commission on Higher Education. Developmental classes or introductory classes can be taken but will not receive the higher GPA weighting of the approved courses for transfer or degree program courses.

HEA will also limit the number of credits a student can put on their high school transcript. All courses taken at a college will be on the student's college transcript. But, we will limit the number of credits on the high school transcript to 32.

**All of the above policies are in place to create a uniformity on our transcripts with regard to rank, course credits, GPA and to put all HEA high school students on the same level playing field.**

DUAL ENROLLMENT Bullet Points:

most colleges need a signed permission form or letter from us  
some will need a transcript, and the transcript fee applies  
SAT/ACT scores or a placement test such as the Compass  
student must score high enough to place into an approved course  
only courses that transfer will count for dual enrollment weighted GPA (for example MAT 101 and MAT 102, Reading 100 and other development courses can be taken but will not receive the DC/AP GPA weighting.)  
will need a number grade from the college not just a letter grade  
dual enrollment credits do not reflect on the ability to get scholarships.  
once you enroll full time as a college student the clock starts ticking on the number of semesters that the scholarship is available.  
Dual Enrollment is a great way to get a few courses in and learn what the college class experience is going to be like. Please be careful of placing your student in DE classes if they are not ready for them. Try to reserve these classes for the junior and/or the senior year.

### **Non-Traditional Homeschoolers**

HEA will help those families who find themselves in the position of starting to homeschool during the middle of the school year. This can be because of health reasons, safety reasons or expulsion. IF HEA helps you start homeschooling and provides the curriculum, we will charge the consultation fee to get you started along with the registration fees and costs of books.

We can help you administer the work required to finish the school year. At the end of the school year you will be required to turn in all work, the plan book and grades you assigned. HEA will reserve the right to change those grades based on the work produced.

If we feel that the student has not done the work or has had access to the answers we will not allow the credit or verify that the student has completed the school year. We will have the last say.

It is up to the parent to be diligent and aboveboard to ensure that the student does the work required for the number of days required so that the student can either go back to school or continue homeschooling with HEA.

Parents and students will be required to sign a statement that they will comply with our policies and will do the work in a timely and forthright manner.

HEA will help the parent transition the student back to school based on the requirements of the school district involved. Parents need to be aware that the school district will have the final say. End of course tests or assessments may be administered by the school district to place the student. For this reason alone a parent should make sure that their student is capable of progressing while homeschooling so that they will not lose their time on task and work completed.

These homeschool situations will be handled on a case by case basis by HEA.

## **Required Paperwork from Parents for Year-End Completion**

1. **Master Grade Report listing all courses, grades, level, credit amount and curriculum on one page. PLEASE use our progress report available on our website for this. Attach any necessary supporting documentations behind the master grade report (see below).**
2. Syllabus of Honors or AP courses, teacher created courses or outside courses taken
3. Completed Compliance Form
4. Transcript requests with name and address of school for students who are returning back to a public or private school along with a \$25 transcript and records exit fee payment per student.
5. Graduating Seniors will need to have a final transcript sent to the college they are attending. We have to know the name of the school and address to send the final transcript. They will be sent around June 15th after all paperwork and class ranking has been established.

### **Deadlines for Paperwork for High School Students**

**All seniors need to have their year-end grades turned in by May 15<sup>th</sup> with May 25<sup>th</sup> the last day we can accept grades. We have to have our class ranking report done and recorded by June 10<sup>th</sup>.**

**All other high school students need to have their grades turned in by May 25<sup>th</sup> with June 1<sup>st</sup> being the last date. We have to have our work done by June 15<sup>th</sup>.**

**These deadlines are required for us to meet the requirements set by the SCCHE.**

### **POLICY FOR TURNING IN HIGH SCHOOL GRADES**

**HEA now requires ALL HIGH SCHOOL grades to be in by May 25<sup>th</sup>. Seniors need to turn in final grades by May 15th, unless you notify us that you need until the 25th to finish up a class. Grades for 9th through 11th may have an extension of June 1st if they contact us. Final GPA's and Class Ranking have to be done by June 10th. There is no room for error or missing grades! This is NON-NEGOTIABLE.**

Once our final paperwork has been submitted to the CHE, we cannot change any transcript. So, June 1st is the end of our academic year. Any grades submitted after our paperwork has been finalized will have to go on the next academic year's record. So, if you miss the deadline your student will carry the same GPA they already had or a 2.0 if one has not been established.

All through the senior year we send out transcripts for college applications. Parents and students can request transcripts be sent to colleges all throughout the year. Final Official transcripts will not be ready until class rank can be established.

**All final transcripts to colleges will go out June 15th or later. Parents must tell us where the final transcripts need to go when they turn in their final grades or as soon as they know where the student will be attending, and provide us with the mailing address or email address. We need this information prior to June 15th. There is a \$10 transcript fee per request after this point.**

### **Graduation Dates and Requirements**

**Homeward has an established graduation date of June 1<sup>st</sup>.** Please use this on all documents and applications. We use this on diplomas and transcripts as a way of keeping things uniform. This will help not only with college paperwork but also with employers. This has been established to lessen any conflicts in records between HEA, families, colleges and the CHE. The NCAA, U.S. Military and future employers will also be looking for dates to line up the same.

Our only other graduation date is an early graduation date of December 15th each year. We also use the December graduation date for seniors who turn in the grades after our year-end ranking reports are established. Early graduates will not have a class rank. We ask that you abide by this and use the date established to help with our documentation. This will also help when we issue transcripts, diplomas and verify graduation dates to employers. We need to have continuity between our records and your records for the sake of legitimacy.

HEA holds a graduation ceremony each year on the first Saturday after Memorial Day Monday. Graduation information will be sent to parents during January of the senior year.

### **COLLEGE ENTRANCE and SCHOLARSHIPS**

Colleges and Scholarships in South Carolina almost always require a transcript from the association. This is because of the requirements of the CHE which administers the scholarships of Palmetto, Life and Hope. HEA has to submit the PALMETTO scholarships to the CHE. LIFE and Hope are automatic based on the transcript and high school ranking report.

COLLEGE: Parents and students should start exploring their options prior to the senior year. It is beneficial if the search starts in ninth or tenth grade so that the general education and SAT/ACT requirements of the college can be known and followed. Also, be aware of the early decision deadlines for the colleges that are being considered. This sometimes means the difference between receiving extra scholarship dollars from the college and missing out.

CLEP/AP/SAT Subject Tests: When a student takes these tests and scores high enough to place out of the college classes, they will receive confirmation that they do not need to take those exact classes and they will have satisfied those requirements. But, it does not mean they will receive the credit hours. They may still have to make up those hours with other courses. In other words, if their degree requires 120 credit hours they have to record 120 credit hours even if they have "CLEPped" out of specific general education courses. So, please check with the college on how they handle this situation. Also consider that a high score will place the student out of the entry level course and into a higher course. This could be detrimental to the student if they are not really ready for the higher level course. This could result in a hit to their college GPA.

### **SCHOLARSHIP INFORMATION**

**\*NOTE: Laws and rules governing the LIFE Scholarship, Palmetto Fellows Scholarship and other scholarships change constantly. Please check with CHE and HEA for the latest requirements or investigate for yourself. Just don't assume you know! Also, be very careful of secondhand information.**

Class ranking must be assigned on the transcript for scholarships such as Life, Hope and Palmetto. The class ranking will be done as listed in the above policies. HEA will provide a transcript for any scholarship need or college admission. **Class ranking requirements and deadlines will be enforced.**

Palmetto Fellows - Be enrolled as a senior and have taken the SAT or ACT by spring of the junior year. Be a U S Citizen. Fill out and file a detailed application and meet the following requirements: 1) Have at least a 1200 on the SAT (or 25 ACT score), 2) Cumulative 3.5 GPR on the Uniform Grading Scale at end of the junior year, 3) Rank in the top 6% at end of the sophomore, junior, or senior year and 4) Seriously considering attending a South Carolina college or university. To learn more about the Palmetto Fellows, look up Palmetto Fellows on the Internet. If a student is not in the top 6 % but they have a 4.0 UG Scale GPA and a 1400 SAT / 30 ACT score then they can qualify for the Palmetto without regard to class rank. Palmetto Fellows has to be applied for through the association. HEA families cannot apply for Palmetto Fellows.

Life Scholarship - Have a GPA of least 3.0 on the UG scale, 1100 on the SAT or 22 on the ACT. If they do not make the needed score but are ranked in the top 30 % of the graduating class then they can qualify for the Life. Colleges award this scholarship based on transcript. There is not an application process. The final class ranking report deadline is June 15th. HEA's deadline is June 10th so that we can file with the Commission on Higher Education as required.

Hope and Other Scholarships – The Hope Scholarship is based on a GPA of 3.0. There are other scholarships available through State funded programs. You can find out about them on the Commission on Higher Education website.

PLEASE NOTE: These requirements and criteria can change at any time. Please refer to the SC CHE website for up to date information about these scholarships.