



Christian Homeschoolers' Association of South Carolina

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Parent Handbook

About our Association

Christian Homeschoolers' Association of South Carolina (CHASC) is a Christian Association. No Statement of Faith or religious information is required of our members. However, our board members are Christians and we operate under Christian principles. Prayer and scripture may be included in our emails, workshops, and ceremonies.

The association was initially formed in 2003 and continues to provide accountability for families throughout South Carolina. The director is Wendy Graham. She is supported by a board consisting of Lisa Nichols, Assistant Director, Donna Autry, Treasurer, Lisa Arnold, Webmaster, and Staci Chronister, Board Member at Large.

We are all experienced homeschool moms but not legal or educational experts. Information and guidance are provided as support but it may be wise to consult a lawyer or other expert for specific information about some situations or circumstances and we may advise you to do so. We do recommend that members find a local support group to enhance their homeschool journey.

CHASC will provide the accountability required under the law and will not ask more than is required by the law.

South Carolina Homeschool Laws

It is important for all homeschool families to be knowledgeable about the homeschooling laws and statutes for their state. The laws applying to homeschooling can be found on our website at <https://chasc.net/SC-Homeschool-Laws>

Parents in South Carolina have three options for accountability

1. Under the direction and with the approval of the district board of trustees of the district in which the children reside. Section 59-65-40
2. Under the auspices of the South Carolina Association of Independent Home Schools, (SCAIHS). Section 59-65-45
3. Under the auspices of a "third option" group, an association for home schools which has no fewer than fifty members and meets the requirements of Section 59-65-47.

CHASC is a third option accountability group that operates under Section 59-65-47.

Briefly:

1. The teaching parent must hold at a minimum, a high school diploma or General Educational Development Certificate (GED).
2. The instructional year must be at least 180 days. There are NO sick days or absences allowed.
3. The curriculum must include at a minimum: reading, writing, math, science and social studies in grades K through 6 and in grades 7 through 12, composition, literature, math, science, and social studies.
4. The parent/teacher must maintain all educational records, these include:
 - a. A plan book, diary, or other record that indicates the subjects taught and the activities in which the student and parent/teacher engage.
 - b. A portfolio of samples of each student's academic work
 - c. A semiannual progress report that includes attendance records and individualized documentation of each student's academic progress in each of the basic instructional areas specified above (#3).

The law does not dictate the length of your school day, how many subjects are taught each day, the school year schedule, or the exact format for keeping records. Families who join CHASC are free to determine what works best for them in

regard to these details. However, be aware that there are no excused sick days or absences included in the 180 instructional days. Any instructional days missed due to absence or illness by the student or teacher must be made up during the year. Students must complete a minimum of 180 days regardless of circumstances. Students may complete more than 180 instructional days in one membership/school year. Children are learning every day. Instructional days are not restricted to those days spent reading books or doing worksheets. Instructional days may include field trips and other educational pursuits and may occur on any day of the week, including weekends. While you are required to complete only 180 instructional days each year; additional days may be included and reported.

Further explanation of the law can be found at:

<https://hslida.org/content/hs101/SC.aspx> (you do not have to sign up for their updates, but those updates are insightful)

<https://ed.sc.gov/districts-schools/state-accountability/home-schooling>

As a third option accountability association, CHASC is required by South Carolina law to report the number of children homeschooled through CHASC and their grade levels to the children's respective school districts. It is extremely important that you provide accurate information and report any changes immediately. If you move, it is your responsibility to determine the current school district and report it to CHASC along with your new address.

Joining CHASC

Joining the association is simple. First, you need to review our information and make sure that you agree with our policies and procedures and that you can work within our requirements to homeschool your child/children legally. This handbook has sections that will clarify and explain all the policies and procedures for CHASC. This section simply outlines the steps you need to take in order to join the association.

The application process begins on our website by clicking on the Join Us link: <https://chasc.net/join-us>

To apply:

1. Register on the website by providing the requested information. If you have problems with the online form, please call (843) 376-3209 or email contact@chasc.net for further information or help. Be sure to enter the number of high school students you will be homeschooling. If it is October 1st or later, enter 1 for the late fee as well.
2. When you submit your information, you will be given the choice to pay the invoice online immediately or to have it emailed to you. Do not submit your application unless you are ready to pay. The invoice can be paid online or applicants can mail a check or money order. Membership will not be approved without payment. Applications not paid within 10 business days will be deleted unless the director is contacted.
3. All fees are non-refundable.
4. There may be more than one email sent to you during the application process so please watch for emails from contact@chasc.net. Please be sure to add our email address to your contacts to avoid our emails and newsletters being treated as spam.
5. If you do not receive any emails within 2 business days after you submit your application, please contact us by phone or email so we can correct any problems.
6. When your account is activated, you should receive an email welcoming you to Christian Homeschoolers' Association of South Carolina. If you apply for membership for the upcoming school year before June 1, your membership will be activated on June 1. Until then, your membership will be pending but you will be assigned a CHASC ID/member number when your application is approved. You will be able to see your CHASC ID number on your profile page.
7. Every effort is made to complete the application process as quickly as possible but it does take time and certain times of the year are busier than others. Accuracy and timeliness of forms affect the application process as well. In addition, online payments and filing streamline the process.
8. If you need to expedite the process, you must call the director to determine if it is possible to complete the process faster.

Our mailing address to send checks or money orders if necessary:

CHASC
PO Box 51386
Summerville, SC 29485-1386

Our phone number is (843) 376-3209

All of our requirements are based on the law and can be found in the handbook.

Withdrawing a Student from School

If you are withdrawing your student(s) from public, private or virtual school, you will be required to obtain proof of association membership to show to the school. CHASC will provide a school letter that not only confirms membership in the association but requests that the school give or mail all student records to you. You can request the school letter by submitting the Compliance Letter Request form or by sending an email request to contact@chasc.net. Ideally, families should enroll in CHASC before withdrawing their students from school. Please call and talk to the director if you need to expedite the application process to obtain the letter for the school more quickly. If you have any difficulty during the process, please call (843-376-3209) or email (contact@chasc.net) the director. Some school administrators will not want to give or mail the student records to parents and our letter gives the option of the school faxing the records to CHASC. Please be sure to let us know if the school will be sending the records to us so we can watch for them. You should let us know if you do not receive the records within 2 weeks so we can follow up with the school. We are here to help facilitate the process; however, YOU are considered the official of your homeschool and YOU are the one who keeps all records for your students. General information about withdrawing a student from school can be found at <https://www.homeschoolingsc.org/withdrawing-child-from-south-carolina-public-school>

Requesting School Records

Upon request, CHASC provides a letter that confirms association membership and requests that the school give or send all records to the parents. Some schools, however, will not honor this letter and will tell parents that records must be requested by the association or faxed to the association. If this happens, please get the name, fax number and any other pertinent information required for us to send the records request. If the school official says that records must be faxed to the association, simply reiterate that they can fax the records to the association as stated in the letter and, if necessary, point out the fax number in the letterhead. Please notify us if this happens so we will be expecting the fax, email, or phone call from the school official. If records are faxed to us, we will email them to you as soon as we receive them. We destroy all copies, so you need to be sure to download and save your copies. If you have a student in high school, we do need a current copy of the transcript. We will email you a request form to sign and return to us so we can fax it to the school. Once again, it is extremely helpful if you can provide the fax number as this can be difficult to find on a school website. Because we need a copy of high school grades, we need to get a copy of the high school transcript but you can request any of the records listed on the request form as well. The course information will be transferred to our records and all documents we receive will be emailed to you. We will destroy the records and only keep the course information on our GPA calculation forms.

Our Membership Year

Our membership year runs from June 1st to May 31st. In that time, members are expected to complete the minimum 180 instructional days as required in the SC Homeschool Law. These dates (June 1st to May 31st) were chosen based on deadlines and requirements for high school students. Some of the deadlines for senior students are earlier than May 31st so families with high school seniors must be aware of all deadlines for the association and for any colleges or scholarships they are interested in. Please review the High School section of this handbook for more information. (Handbook p. 9 to the end)

All members follow the same membership year to avoid confusion. However, in that year, members may choose whatever academic schedule they wish. Because section 59-65-47 does not set a length for the school day, there is no minimum amount of time required to count toward a school day nor a set schedule of classes for each day. However, families are encouraged to be sure to complete the work required for the grade level in roughly one year and this goal may shape the number of hours in each school day. Younger students may have much shorter days than older students because of the difference in workload. Some students are also more dedicated to completing their work while others may dawdle and take longer to complete their work and this may even change from year to year or during the same school year.

If a family begins to homeschool after the students have been in a public or private school or another program or association, they may count the instructional days that have already been completed in that school or program. It is not necessary to begin counting on the first day of homeschooling in those cases. However, instructional days can only be counted toward one school year. In the rare instance that a family is not able to complete the 180 instructional days by May 31, they must file an Extension form on or before May 31. If completing the school year by May 31st is a consistent problem, members may be encouraged to see if another accountability association would be a better fit for their family's homeschool needs.

Forms and Instructional Days

There are only three forms that all members need to submit to CHASC. These are the Membership Application, the End of Year Compliance Form and the Renewal Form. There is a fourth, optional Extension form that some families may need to use. All forms are completed on the website.

The Membership Application is completed online at <https://chasc.net/join-us>. Every line on the application provides important information we need to serve members and comply with the law. Failure to provide information will at best delay the application process and at worst may cause your membership to be denied. All payments must be received before applications are finalized and approved. Once the application has been processed and activated, a welcome email will be sent to the new member. This email will include important information including your membership number. If requested, a school letter will be emailed to new members to take to the school when they notify the school of their plans to homeschool. Anyone who has difficulty with registering or filing the application form online should call (843) 376-3209 or email contact@chasc.net. Those who register for the upcoming school year before June 1 will not be activated on the website before June 1 but a member number will be assigned as soon as the forms are processed.

The End of Year Compliance Form is filed between May 1st and May 31st every year. It can be accessed under the Members Only tab on the website. Members must complete the required 180 instructional days to file the End of Year Compliance Form. This does not mean that they must complete a grade level by that time. Since many families use different schedules, it is possible to complete 180 instructional days in the membership year before completing the grade level. It is perfectly acceptable to file the compliance form if this is the case. Families with students who graduate, quit homeschooling or leave the association must still complete the compliance form at the end of the school year in which they graduate or leave. High school students must be more aware of the May deadline since that is also the time that all courses and grades must be submitted for class ranking calculations. All senior high school students' grades must be submitted by May 15th and all other high school students' grades must be submitted by May 31st. This is in addition to the Compliance form.

We understand that there may be extenuating circumstances that make it impossible for a family to complete the required 180 instructional days by May 31st, and in those instances, there is an optional Extension form that may be completed between May 1st and May 31st. This form notes when the family expects to complete their 180 instructional days. Within 3 days of completing the required instructional days, the member family must file the End of Year Compliance Form. If the member counts instructional days after May 31st for the current school year, they will NOT be able to count those same days toward the upcoming school year. Attendance days may only be applied to one school year. Because our membership year is a full year, not meeting the May 31st deadline is a rare exception and ideally will never happen during the high school years. Members will have to file and pay the renewal fee by June 30th to remain compliant if they have not completed or will not complete the 180 instructional days by June 30th even if they do not intend to homeschool for the upcoming school year.

The Department of Education has the right to audit Christian Homeschoolers' Association of South Carolina's records in order to verify association and member compliance; therefore, we must have your completed End of Year Compliance forms before we can place your family in good standing, close, or begin a new school year. Families who leave the association and do not file the End of Year Compliance form will not be compliant with the law and we will not be able to confirm that they have legally homeschooled.

When recording attendance, families cannot count days completed before June 1st toward the upcoming school year even if they have completed the minimum 180 instructional days before May 31st. The current school year will simply have more than 180 instructional days. Many families that use a year-round schedule may complete more than 180 instructional days. If your student completes a grade level before the end of the year, it is acceptable to change at that time or to simply move on to the new curriculum and change grade levels at the beginning of the new school year.

The Renewal form can be completed after the End of Year Compliance Form or Extension has been filed. If the Renewal is filed after the Extension form but before the End of Year Compliance form is filed, the membership will not be considered current and compliant until the End of Year Compliance form is also completed. Renewal forms are completed online under the member profile page. If the renewal is completed without the End of Year Compliance form, the membership will be suspended until the form is completed.

Renewing with CHASC

To renew, members must complete the End of Year Compliance Form, update the Member Profile, including student information, and pay the renewal fee. Member status will be lapsed or will be suspended until all three are completed.

Here are the steps to Renew Your Membership:

1. Complete the End of Year Compliance form by May 31st. If not possible to complete by May 31st, complete the Extension form by May 31st and then complete the End of Year Compliance form as soon as 180 instructional days are complete. You can still renew if you file the extension.
2. Click the RENEW button on your profile page and follow the steps to update all of the information on your profile page.
3. If renewing by May 31st, enter the early renewal discount code before the invoice is generated. You can find the code on the site and in reminder emails.
4. Pay the invoice.

Fees

All fees are non-refundable.

Our basic membership fee is \$30 per family per membership year (June 1 to May 31).

Beginning in the 2019-2020 school year, there will be an additional \$10 fee for each high school student in the family to cover the additional time and expense involved with high school guidance and ranking. All high school students will receive a yearly transcript if their course information is submitted by the deadlines (Seniors by May 15th and others by May 31st).

Discount codes will be made available on the website for:

Families whose oldest child is in Kindergarten can get a 50% discount for the first year

Members of the military can receive a 20% discount every year regardless of when they join or renew – email contact@chasc.net for that code.

Applicants who register for the upcoming school year in April or May

Members who renew on or before May 31st.

Members who join in April or May for the current school year who pay the full application fee and late fee will be issued a special code to be used for free renewal by June 1 if the forms are filed correctly.

A \$10 late fee will be applied to applications or renewals completed on or after October 1 increasing the basic fee to \$40 per family.

Lifetime Members

When the association was first established, lifetime memberships were offered. Members who joined in 2003, 2004, and 2005 are lifetime members. Although we continue to honor that agreement, there are no new lifetime memberships because the association could not support itself unless we were to charge a much greater fee for lifetime members. Lifetime members are encouraged to donate to CHASC to help support the association.

All members must file their End of Year Compliance forms between May 1 and May 31 every year. Lifetime members should be able to complete the required minimum of 180 instructional days by May 31.

In exceptional circumstances, if the family will not be able to complete 180 instructional days by May 31, they may file an Extension form. This should be rare.

Renewals should be completed by June 1st; however, there will be a grace period through June 30 for Lifetime members to file their renewals. Failure to file by June 30th will result in the account will being deactivated. There will be a \$10 late fee required to reactivate the account between July 1 and September 30. If all forms are not filed by October 1, Lifetime members will lose their Lifetime membership status and will be required to apply as a regular member with the associated fees. Lifetime members must file all high school student course information for class ranking purposes.

Lifetime members are required to pay for additional services such as transcripts and diplomas. If they choose to pay the additional high school fee through high school, the transcript and diploma will be included at no additional fee.

Services Provided

As a member of CHASC, you will receive the following benefits:

- Third-Option accountability according to Section 59-65-47 and legal establishment of your homeschool
- A Handbook that can be read on the website or downloaded from the website (this is that handbook!)
- A family membership card that can be printed from the Member Profile Page on the website or displayed on your smartphone and used as proof of homeschooling for admission to various programs and for discounts
- Letters for DMV, technical schools, and colleges as required and upon request
- Letters of verification for DSS, DJJ, IRS, SSA, military, and others upon request
- Friendly encouragement and answers to your questions by email or phone during regular business hours
- Member Newsletter emails that provide answers to frequently asked questions, updates on important issues affecting the association and/or homeschool families in SC as well as reminders about filing forms and keeping records (Handbook pp. 9 & 10)
- Optional Text Reminders and Notices members can register to receive (Handbook pp. 9 & 10)
- GPA and Class rank for all degree-seeking high school students (Handbook p.12)
- Free Report Card and Transcript Templates on the website and upon request
- Access to sample forms for recordkeeping on the website and upon request
- SCHEA Membership Discount (Handbook p.10)
- HSLDA Membership Discount (group number 299798) (Handbook p. 10)
- A graduation letter for all students who graduate as members of CHASC
- Free High School Diploma
- Elementary and Middle School Report Card preparation (additional fee)
- One free High School Transcript each year (Handbook p.12)
- Discounted fees for Graduation ceremony

CHASC provides the following services for members and all homeschool families:

- Graduation ceremony (additional fee based on the number of families and students who register)
- Facebook Page (support and encouragement for all homeschoolers)
- Yahoo Group support and encouragement for all homeschoolers, to join send an email to schomeeducatorsnetwork-subscribe@yahoogroups.com
- Homeschool Teachers' Lounge, Workshops and Open House events (open to all families)
- CHASC is a co-sponsor of the Lowcountry Homeschool Convention.

Expectations - What CHASC expects of Members

Members are expected to read this handbook and ask questions if they do not understand any points.

Members agree to abide by S.C. state law section 59-6547. (Handbook p. 1)

Parents will provide all curriculum and educational materials. CHASC does not provide curriculum. (Handbook p. 8)

Members will keep a copy of the teaching parent's diploma, GED or other such documentation with their homeschool records. (Handbook p. 8)

Members agree to complete 180 instructional days between June 1st and May 31st and to file the End of Year Compliance Form between May 1st and May 31st each and every year they are members. (Handbook p. 4)

Members will keep all contact and status information current by sending an email notification of any changes within 3 business days to contact@chasc.net. This includes but is not limited to grade level, address, phone number, and email. Members should also update their information on the website under their Member Profile but this will not serve as official notification of changes.

Members will notify CHASC by phone or email immediately if they are contacted by any official in regards to their homeschool, students, or anything that may require input from or the involvement of the association.

Members who opt out of the newsletter emails and updates will be responsible to be aware of updates and changes in policy or procedures. The best way to remain aware of these updates is through the newsletter. (Handbook p.9)

Members will register for the text reminder service and maintain membership if they wish to take advantage of the service. Information is in the welcome email and on the Member Area page of the website. (Handbook p. 10)

Members will complete the Compliance Letter Request Form on the website or they will email a written request for any necessary letters or documents allowing at least 1 week for the letter or document to be completed and emailed to them. There is a link to a Compliance Letter Request Form on the website under the Resource page as well as under the Member Forms page on the website. Members will provide all information necessary for the letter or document.

Members will use their membership number (CHASC ID) on all forms, correspondence, and messages.

Members with high school students must read the material in the High School section of this Handbook and comply with the expectations and requirements listed including deadlines for submitting course information. (Handbook pp. 11 to end)

Members must submit course information and numerical grades and any necessary supporting documents for their high school students in grades nine through eleven on or before May 31st for GPA and class rank calculations. (Handbook p. 12)

Members must submit grades and any necessary supporting documents for their high school senior on or before May 15th for GPA and class rank calculations. (Handbook p. 12)

Members are solely responsible for any and all legal fees and attorney(s) should a legal issue arise. Members agree to hold CHASC harmless of any and all legal action(s) understanding that none of the information or opinions on our website, e-mails, or phone conversations should be taken as legal advice. CHASC is a third option homeschool accountability association offering its services to homeschooling families by maintaining a professional relationship with members, school districts, and the South Carolina State Board of Education. Our purpose is to allow our members the least restrictive homeschool environment and to maintain their privacy while ensuring members' legal compliance.

Curriculum

CHASC does not provide any curriculum or specific advice or curriculum counseling. This is outside of the scope and expertise of the board and director. Furthermore, some families may choose a homeschooling style that does not include curriculum such as unschooling. Parents are responsible for choosing the homeschooling style, providing all educational materials, and keeping all records as required by the law. While we may be able to give information and guidance on some curriculum, no one can be familiar with all programs and materials available. We do not profess to be educational experts. Parents will actually become the “experts” on their own children as they teach and learn with them through the years. We are glad to help facilitate that process as much as possible and support you along your homeschool journey. All advice we give will be based on our own personal experiences and those of family and friends who have shared their experiences with us.

We appreciate that one style does not fit all and that even within the family or through time, students may benefit from different materials and homeschooling styles. The curriculum choices, teaching and learning styles, and other aspects of homeschooling may change over the years and parents are free to make the choices that best fit their family’s needs and styles.

While parents are free to choose the materials and homeschool style that best fits their teaching style and their children’s learning style(s) they need to keep in mind that, by law, the curriculum must include the subject areas of reading, writing, math, science and social studies in grades K through 6 and in grades 7 through 12, composition, literature, math, science and social studies. This is a minimum requirement. Parents are free to add subjects such as physical education, Bible, creative arts, foreign language, computer science, and so on.

When designing the high school curriculum, parents can include their high school student in the process of choosing curriculum and areas of study. The parents should also bear in mind the requirements of any possible colleges or post-high school training programs that the student may want to attend. It is suggested that as a minimum, the high school curriculum should include the courses required by the SC Department of Education for graduation from high school. This is a minimum requirement; however, and many colleges will require more of their applicants. Additionally, students change their minds. One who is not planning to attend college may have a sudden change of heart, so being prepared with an academically challenging high school program is wise. Please see the high school section for very important information on high school curriculum.

More information about curriculum can be found at <https://www.homeschoolingsc.org/?s=curriculum>

Homeschool Records

Parents are responsible for keeping all records as required in the law. These include a plan book, journal, or some other record of the activities in which the parent/teacher and student engage; a portfolio with samples of each student's work; and a semi-annual progress report that includes attendance and a progress notes or a report card on all subjects.

The format for these records has not been established in the law. Parents are encouraged to use whatever method of record-keeping that fits their needs and style. The goal of the parent is to keep records that will demonstrate that each student has engaged in learning activities, to show how the student’s work was evaluated and to demonstrate that growth and learning have taken place. Parents may choose to use a traditional teacher planner, one of the many homeschool teacher or student planners, a calendar or day planner, an online format, or anything that fulfills the requirements for recording daily plans and activities. The portfolio may be a binder, banker's box, scrapbook, or an electronic format depending on the work samples to be kept. It is recommended that parents keep, as a minimum, records from the current year and one year previous through the elementary and middle school years, until high school credits are earned. All high school work should be kept indefinitely and can be gifted to the children upon graduation for them to keep since they will be the ones needing the information. In addition to the high school portfolio, the signed official transcript and a copy of the diploma should be placed in the high school portfolio so the student has those as well. If parents wish to scan and keep information on a disc or jump drive, this option can provide additional storage space for multiple school years’ records.

The semi-annual progress report will be done at 90 and 180 days or mid-way through the year and at the end of your school year if you include more than 180 instructional days and you wish to do so. The report includes both the number of days in attendance and a progress report. These can be combined on one report form, but it is advisable to keep a separate attendance sheet as well with your homeschool records.

CHASC has many examples of forms that can be used and links to a few sites that provide forms on the website. A simple internet search will provide many more options. Feel free to email and request other samples. One other record that CHASC requires parents to keep is proof of the teaching parent’s GED or high school diploma. A transcript or college diploma or another record that shows educational status can be used if the diploma is not available. This should be kept with your homeschool records.

You may want to keep a copy of a letter or email that confirms your membership in our association. The welcome email and renewal confirmation provide all information needed to confirm membership. Members can also download or print the family ID from their profile page to use as proof of membership. Members may request a general membership letter that states that family membership is current and lists students and grade levels.

Standardized Testing

Because section 59-65-47 does not require standardized testing CHASC has no requirement for members to participate in any testing. There are reasons for testing students as well as for not testing students, so it's up to you to choose what works best for your family. Members are free to choose if testing is in their best interest and, if so, which test will best evaluate or reflect what their students are learning.

There are various means of testing available to homeschool families and some members may opt to use one of these options to evaluate their children's education. However, parents may feel that they know their children's strengths and weaknesses because they work with them daily. Others may feel that it is in the best interest to have a child experience testing so that it will not be a foreign and frightening experience. They may also wish to see how the student's knowledge base compares with other students in the same grade.

Standardized testing can also be used for a student to be accepted into programs such as the Duke University Talent Identification Program (TIP) or SC Junior Scholars program. Some high school honor societies require certain test scores for admission into the group. In addition, the SC Department of Education along with the College Board have announced that there will be unique scholarships available to students who take the PSAT in 11th grade. This is in addition to the National Merit Scholarship Award.

Once again, testing is not required and it is the family's decision to test or not test. If you do test your child, however, please remember that no test can cover exactly what you have covered in school so be careful in using the scores to evaluate your program or your child. You may have covered things not covered by the test while things the test covered are going to be covered in your curriculum next year. It is wise to research the various tests and evaluate the benefit for your students.

Learn about the tests and decide on the reasons you have for testing. There may be benefits beyond the scores, like children learning how to take tests in that weird testing situation or you discovering that your child has a problem with skipping problems, or helping a child overcome mild to moderate test anxiety, etc. I have known children who never took a test before and did fine on SAT or ACT and others who needed the experience or felt it was worthwhile to take standardized tests through the school years.

Information about tests (in no particular order) can be found at the following sites:

<https://hslida.org/content/highschool/testing.asp> has information on some tests and testing services

<https://www.collegeboard.org> provides the PSAT, PSAT/NMSQT, AP, CLEP, and SAT test

<http://www.act.org> provides the pre-ACT and ACT

<https://www.cltxam.com> provides the Classic Learning Test (CLT), CLT8 and CLT10

Proof of Membership

A family membership card is available to download and print under the Member Profile when members are logged into the website. Members can also keep copies of their welcome and renewal emails.

Members can request a member letter if they desire one. They can use the Compliance Letter Request form to request a letter for their records, the DMV, DSS, schools, etc. We have found that members may need a different type of letter through the years or the same family may not need a letter at all. For efficiency, letters are sent as needed. When you send your request, please be sure to mention any specific information that must be included in the letter and allow at least one week for the letter to be generated and emailed.

We do issue letters for students to use when they go to the DMV to apply for an ID, permit or license. The DMV requires that membership letters be dated no more than 90 days before the date of application so be sure to request that letter within that time period to avoid having to make a second trip to the DMV. If necessary, letters can be faxed to the DMV; however, this is done only in rare cases since it would mean that you are at the DMV, they are unhappy with your current letter, I am in the office and able to create and fax a letter, you reach me by phone, and the DMV will provide the fax number. All of these variables do not happen often or in a timely manner. If you want to let us know when you are going to the DMV, we will do our best to be available and we will most definitely pray for you and your student!

All students who graduate from CHASC will receive an official graduation letter for their records.

Newsletter

There is no longer an email newsletter group that members have to join. All CHASC members are registered to receive the association emails/newsletter when they join the association. Members can edit their email subscriptions from their profile page on the CHASC website. Automatic email reminders about renewals and forms should still be sent to all members regardless of their email subscriptions.

It is the responsibility of the member to be sure that their email address is current and to notify CHASC if they are not receiving emails or reminders. The bulk of emails from the association will be updates and clarifications. Often if the same question is asked several times, an email will be sent to all members clarifying that point. Reminders to file end of year compliance forms and to renew are now sent out automatically a few times in the spring. Some emails are sent to those who do not renew by the June 1 deadline as well. Finally, an email is sent to all members whose membership is allowed to lapse by not renewing on time.

Text Reminders

CHASC provides a text reminder service through Remind.com for members to receive periodic reminders and updates. The link to register is in the welcome email and in the Member Area of the website.

Privacy

We assure you that ALL names, addresses, phone numbers and other membership information remain confidential; we do not sell, rent, or share our member mailing list. Additionally, all Board members sign a statement of confidentiality before serving.

In addition, to protect member information and privacy, CHASC will fax or email copies of membership letters or other records to a third party only upon your written request when all information is provided to us. We will not send any information to schools or programs without your authorization. This makes it important for you to contact us if you think we may be contacted by a school or authority for any reason. School authorities routinely contact CHASC to confirm membership of new members who are pulling their students out of the school or to request records for members who are placing students into their school.

SCHEA

Because CHASC is a member of the South Carolina Home Educators' Association, members can join SCHEA for \$15 per year. SCHEA is a state-wide support group for all homeschoolers in South Carolina. They provide education and support for homeschool support group and accountability leaders, educational programs for homeschool families, serve as a resource for homeschool information, monitor legislation for those actions which may affect homeschooling and homeschoolers in South Carolina and help provide education about what homeschooling is and isn't to help increase an understanding of homeschooling among the public and SC legislators. Recently, SCHEA was instrumental in defeating a law that would have made third option groups illegal and would have required standardized testing of all homeschool students.

We would like to encourage all members to join SCHEA because they represent YOU and all homeschool families in South Carolina. When they speak to legislators, their impact is greater and their input is more respected if they say that they are representing 30,000 member families than if they say they are representing 300 families. We need to stand together and support our state-wide association as they support homeschool families in SC.

Members can find more information and can apply for SCHEA membership on their website, www.SCHEA.net.

HSLDA

CHASC is a Home School Legal Defense Association discount group (299798) and CHASC members save 17% (\$20) on the annual membership fee, paying \$100 instead of \$120. This discount can be obtained when applying for membership or renewal in HSLDA. If you are an HSLDA member, please be sure to provide your HSLDA member number to us so that we can confirm your membership and maintain our status as a discount group.

High School Essentials

Teaching high school can be very intimidating. It's not only possible to do so successfully, but to also enjoy it and even thrive! A high school workshop is available and will be held through the year when possible. Members who want this workshop to be held in their area are asked to help secure the location and spread the word about it.

One key to success in high school is planning and learning what you need to know before your student enters the high school years. Advance planning may seem difficult because young people often change their minds. It is important that you as the homeschool parent do not "close any doors". With that in mind, we recommend that all students who are able to complete the workload, should pursue a college preparatory curriculum as a minimum. This will provide the best education and the most opportunities for your student. It is possible to plan a general college preparatory schedule and adjust it over time as courses, materials and program are available and as the student expresses his/her interests. Delight in directed learning based on students' area of interest can not only occur in high school, it can add to the curriculum.

You as the parent set the graduation requirements for your high school student. You may set practical life-skill requirements as well as academic requirements if you wish to do so. We recommend that as a bare minimum, the South Carolina requirements for graduation can be used. However, it is important to note that the minimum requirements for graduation in South Carolina do not meet the minimum requirements for any SC 4-year college or SC-sponsored scholarship program. We strongly encourage you to look at the admission requirements of several colleges that your student may consider attending and incorporate those into your high school plan. If your student has no idea or no intention of attending college, choose a variety of schools to see what they require. You may choose a technical college, a State University, and a private university. You can also search online for the graduation requirements of other states as well as admission requirements for other colleges such as Harvard or Yale. Once again, remember, young people change their minds. It is much easier to prepare a student for college from the beginning and not have them attend than it is to have a student change his/her mind and try to apply to college late in the high school years or after graduation when they do not have the required courses.

This is a link to the current *South Carolina Commission on Higher Education College Preparatory Course Prerequisite Requirements For Entering College Freshmen Beginning in Academic Year 2019-20*

[http://www.che.sc.gov/CHE_Docs/academicaaffairs/College_Preparatory_Course_Prerequisite_Requirements_Fall_2019%20\(1\).pdf](http://www.che.sc.gov/CHE_Docs/academicaaffairs/College_Preparatory_Course_Prerequisite_Requirements_Fall_2019%20(1).pdf)

Students can begin to earn high school credit when they are in seventh and/or eighth grades if they are capable of doing the work in a high school text. These credits will be for core courses such as English, math, science, social sciences, computer science and foreign language. The student must be able to complete the entire high school course using high school texts and materials to receive the credit. If they are capable of doing the work on an honors level, they can earn honors level; however, proper documentation must be provided for the student to receive the credit. If you wish to have your child take high school level classes in 7th or 8th grade, please be sure to contact our office and discuss your plans. You may simply send an email to let us know. We can help give guidance; but you are the best judge of your child's readiness. Keep in mind that if you do begin to teach a high school level class and your child cannot complete it, you can convert it to a 7th- or 8th-grade level class and record it as such.

Some parents choose to have their student begin high school at an early age and this is not necessarily a problem, but we encourage you to consider the whole student including physical and emotional maturity. Once a student is declared a ninth-grade student, he/she will be expected to graduate in 4 years. A student who takes more than 4 years to complete high school will be excluded from the class rank and will not be able to qualify for some scholarships. It may be best for a student to graduate early than to be placed in high school when he/she should be in middle school based on his/her age and then adjust the grade level when the student is not mature enough to attend college or another post-high school program or work. A student cannot be ranked at the same grade level two years in high school.

High School does not mean hands off! Most high school students, especially in the early years will continue to need your help and guidance. This is the time to help them practice good study habits, take notes, schedule projects, build upon the writing process and all those skills that will prove helpful as they continue in their education and in life.

It is recommended that you create a course record or course description for all high school courses. These will be useful if a college asks for more information about a specific course, they have been required for colleges that use the Common App, and to support your assigning honors, AP, IB or dual enrollment level to the course. A complete course description is necessary for students to receive honors weighting for a class and must be submitted on or before October 1 before the class is taken. There are samples available upon request. The course description contains all the important details about the course such as:

- School Name and Address
- Student Name, DOB, Grade
- School Year, Semester(s)
- Course Title
- Materials Used – include all texts and supplemental materials used
- Credit earned and Level of Course (CP, H, AP, DC)
- General Goals and Methodologies – what is covered and how it will be evaluated
- Grade earned – percentile
- Teacher/Administrator Signature

It is important to begin your high school recordkeeping as soon as you begin awarding high school credit to your student. Make sure that you update the records at least once every year and include all important supporting materials that will help reflect the depth of your child's high school education. These records include your journal, diary, or record of activities; portfolio; semiannual progress reports (which should include a transcript and attendance records); and any documents such as an activity resume, reading list, and lists of honors and accomplishments. They can be kept in a large binder with page protectors, in another storage system, electronically or a combination of methods. Use what works for you. Combining the binder with a disc or jump drive that contains more information will allow more complete record-keeping and most likely more information than you will ever need. At the end of high school, the binder becomes the student's permanent record and you can pass it on to them. They can review the materials included and keep what they may need in the future. Remember, children change their minds and so do adults. Students who were never going to college may find they have an opportunity to pursue a degree in an area they love and they will need at least the transcript and diploma.

CHASC sends a graduation letter to all students who graduate from the association. This is their proof of membership that can be sent to colleges who require proof. To receive the letter, parents must file the End of Year Compliance form at the end of the senior year. The letter will be sent as an attachment in a final email to the family.

Class Ranking and High School Transcripts

As an added service to our members, CHASC is now calculating a student rank for all degree-seeking students in ninth, tenth, eleventh, and twelfth grades. Degree-seeking students include all students who will earn or can potentially earn a high school diploma. Only non-degree students (special needs or those who will not be earning a high school diploma due to exceptionalities) will be excluded from the class rank. Students who plan to withdraw and get their GED are considered degree-seeking students as long as they are enrolled in the association and must submit the course information as required. Because class rank is based on student GPA's, parents of high school students must send course titles and grades to the association on the appropriate form and include final copies of any necessary supporting documents to substantiate the designation of Honors, Advanced Placement, or Dual Enrollment (for example, course descriptions and/or transcripts from issuing school or program). Parents who wish to have a course considered an honors-level course must submit the course description to be reviewed on or before October 1st before the course is taught to ascertain that the course meets the requirements of the honors-level designation. If they fail to submit the course description for review on or before October 1st, the course will not be accepted as honors-level work. If the student is taking a course at a co-op or through another program, the course or curriculum provider should be willing and able to help parents complete the course description and syllabus to provide the required supporting information. However, parents are the ones who are finally responsible for providing the supporting materials and documents. Parents need to refer to the CHASC Honors Policy and Checklist to be sure the paperwork they provide contains all the required information and be prepared to answer questions or provide additional documentation that shows how the course goes above and beyond the already rigorous college preparatory coursework. Do not send links to websites.

For the purposes of ranking, all SENIOR student course information and final numerical grades must be submitted on or before May 15th of the current school year. Students in ninth through eleventh grade must have their final course information submitted on or before May 31st. Students that are in ninth through twelfth grades who are members of CHASC whose parents do not submit their numerical grades by the deadline will receive a GPA of 1.0 for the purposes of ranking for that school year. Additionally, the family's membership will be placed on probationary status until the final course information is submitted. Renewal cannot be completed with outstanding course information. No transcript will be created for the student regardless of grade level. If the student is a senior student, there will be no recourse to obtain a ranked transcript and students will not be able to qualify for scholarships. In addition, CHASC will not be able to submit an

official signed transcript for that student. Families who fail to send the course information by the deadline set by the association will not be able to renew with the association or will have their membership revoked. There will be no refunds of membership fees paid to the association

The ranking report is generated based upon our GPA calculations. Parents may request a personal report indicating their child's rank. During the admissions process, we do not disclose the rank of students on the transcripts. However, rank is printed on the final official end of year transcript and it also available upon request.

Although parent-generated transcripts are legal and all parents are welcome and encouraged to create their own transcripts, the South Carolina Commission on Higher Education (SC CHE) requires that all students who qualify for the Palmetto Fellows or LIFE scholarships have transcripts that are reviewed and signed by their accountability association representative even if class rank is not used to determine eligibility. For this reason, a transcript will be created for every high school student as long as the required information is provided on or before the designated deadlines. (Seniors by May 15th and others by May 31st).

There is an additional fee of \$10 per high school student due to the increased time required to provide class ranking and transcripts for high school students. Every student who files all of the required course information by the deadlines will receive one copy of the student's transcript each year. These will be issued after all GPA's and ranks have been calculated and checked. Priority will be given to seniors, then juniors, then sophomores, and finally freshmen. No transcript will be issued to students if the course information is not submitted by the appropriate deadline.

If you need the association to create a transcript for a specific purpose or by a specific date, you must allow at least three weeks for an initial transcript to be generated. You must watch your email and be sure to review and make any corrections as soon as possible. For end-of-year transcripts due no sooner than June 15th, parents of twelfth-grade students must submit course names and numerical grades along with supporting materials by May 15th. Transcripts requested after these deadlines may not be completed in time for submission to colleges. Keep in mind the additional time required for mailing the final official signed transcripts as faxes, emails, and copies of the final official transcript may not be accepted by some colleges and will not be accepted for state-sponsored scholarships. Any fees associated with express, priority, or overnight mail will be the responsibility of the parent and must be paid in advance.

Parents are welcome to create their own transcripts using their own format or one of the templates provided by CHASC but they will not be signed or reviewed by the association representative unless the parent submits the completed template, necessary supporting documents, and payment for appropriate transcript services.

Uniform Grading Policy, GPA, and Determining Course Level

The South Carolina Uniform Grading Policy will be used to determine GPA for the purposes of ranking. The guidelines will be used to establish if the course is College Preparatory (CP), Honors (H), Advanced Placement (AP), or Dual Credit (DC).

All courses will be assigned College Preparatory weight unless documentation is provided to verify the status of Honors, Dual Credit, or AP weighting. This information should be provided no later than October 1st of the school year prior to teaching the course to make sure that the course meets the requirements for the desired weighting.

Keep in mind that college preparatory courses are rigorous and thorough and to assign an honors-level weighting to a course, it must extend and deepen the opportunities provided by courses at the high school level and it is designed for students exhibiting superior abilities in the particular content area. The honors curriculum places emphasis on critical and analytical thinking, rational decision making, and inductive and deductive reasoning. Textbooks and other course materials must be differentiated and more rigorous than those used in CP courses. However, a course will not be given honors-level weighting just because a curriculum provider says it is an honors-level course or a college textbook is used. The course must clearly demonstrate an increase in difficulty and must meet the criteria in the SC Honors Framework.

<https://ed.sc.gov/state-board/state-board-of-education/policy-legislative-pl/pl-2017/03-mar/pl-04-ugp-appendixa-honorslevelcourseimplguideaccessibledoc-attachb-03-17-pdf/>

Below is the CHASC Honors Policy Adapted from the SCDOE Honors Framework:

I. Course Content

1. How has the course content been adapted for advanced learners?

There must be 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?

There must be evidence that the extensions and enrichments are aligned to SC state standards and are appropriate advanced coursework.

3. Is there Honors Level Course Content Evidence, including:

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; Seminar methods to include incorporation of writing; Connections to world-class skills, characteristics, and context; and Creativity in innovation.

2. Honors Level Course Instructional Methods & Materials Evidence:

The 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); and Student self- and peer-assessments

The CHASC Honors Policy and an Honors Checklist are available on the CHASC website as well.

If your student is attending a class through a co-op, online program, or other educational providers, that educational institution or program should provide the information required to establish that it is an honors-level course. If the course provider states that the program is SCAIHS approved for honors-level, he/she should be willing and able to provide the documentation to support that statement because he/she would have had to provide it to SCAIHS.

Dual credit courses are those courses for which the student has been granted permission by his or her home school to earn both Carnegie units and college credit for those particular courses. Dual credit is only given for degree-seeking classes and no credit will be given for orientation or remedial classes. In order to receive dual credit for courses, a transcript or report from the college must be sent to the association as supporting evidence of the grades. If the college does not report grades to the association, the student or parent must request a grade report be sent to the association at least once each year. If percentile grades are not reported, the student can provide a copy of their score reports or a letter signed by the course instructor including the percentile grade. Otherwise, the letter grade will be converted to percentile grades according to the UGP.

AP course credit can only be earned through a course that has been approved and classified as AP by the College Board. AP is a registered trademark of the College Board. A student who takes the AP exam cannot receive AP weighting on their transcript unless he or she takes an approved AP course. Verification of AP status must be provided.

The UGP can be found on the South Carolina Department of Education website. The most current edition will be used and when the policy is updated, this handbook will be updated so please remember to check the most current version of the handbook. An announcement will be sent in the newsletter and posted on the website when the handbook is updated.

This is the current link to the page that provides links to the SC UGP and Honors Framework Implementation Guide, <http://ed.sc.gov/districts-schools/state-accountability/uniform-grading-policy>.

If this link does not work please let us know, but you should be able to find the information if you search for Uniform Grading Policy and Honors Level on the SC DOE website <http://ed.sc.gov>.

Official Graduation Date

The Official graduation date is not the date of the ceremony but the last official day of classes for the student. It is the date the student completed their high school requirements. Our deadline for grade submissions and therefore, the last official day of classes is May 31 of the senior year.

CHASC has two official graduation dates each year.

Most students will graduate on May 31, the last official day of classes when all grades must be reported to the association.

Additionally, CHASC offers the opportunity for students to graduate on December 1 if they complete their school work on or before December 1.

Students who graduate early will be removed from the class for the final GPA and class rank calculations. The class rank calculated on or before June 15 the previous school year will not be noted on the transcript.

Students who graduate late (with additional courses beyond the May 31st deadline) will also be excluded from the class rank calculations and may be disqualified from some scholarships and other programs.

Once again, it is always a good idea to keep us informed of any situations or circumstances that may affect graduation or high school attendance.

Graduation Ceremony and Diplomas

CHASC offers a graduation ceremony each year. Details will depend on the number of families who are committed to attending the ceremony. Information will be included in the newsletter each fall. Families must sign up for the graduation ceremony in the fall and a deposit will be due from each family to secure their position. If we do not have at least three families commit to a graduation ceremony, we will not be able to host one.

We do not currently have a location that has agreed to allow us to host the graduation ceremony and those families who wish to participate will have the opportunity to provide input and help find an acceptable location. There are several locations in Summerville that can be used and the date of the ceremony may be dependent on the availability of the facility.

Parents and students are welcome to help with the planning of this special event and efforts will be made to accommodate as many of the students' wishes as possible.

All graduating seniors will receive a free Diploma at the graduation ceremony. If they do not attend but wish to receive the diploma, they may choose to pay postage for it to be mailed to them. Diplomas are signed and presented by the parents.

Orders can be made through the website or by emailing contact@chasc.net