



# SC THIRD OPTION PARTICIPANTS

## South Carolina Third Option Participants accountability

SC TOP Homeschool Accountability provides accountability services under the 3rd Option code of law SC 59-65-47. SC TOP respects the unique perspectives, backgrounds, and identities of all people, embracing diversity as a cornerstone of our organization.

Third option accountability groups trust parents to maintain their records and pursue the child's educational best interests. SC TOP does not interfere with parents' rights about their choices. We hold each other accountable to the minimum standard of the law.

But 3rd option doesn't mean you have to figure it all on your own. We believe meaningful connections (online and in person) are essential components for homeschool success. We provide resources and opportunities to meet-up with the director and fellow homeschoolers.

### How to Join SC TOP:

**Application and Fees:** Registration form and payment are available online. Immediate automated email confirmation will be sent at the time of registration. Membership packets will be processed with digital files sent via email. **Prices subject to increase, so we don't have them specifically listed in the handbook.**

- **Base Membership per family. Indicate whether you are New, Lapsed/Returning, or Renewing/Continuing.** This fee covers processing your initial application and welcome/orientation information.
- **Plus Student Fees:** Indicate the number of students in each category. These fees cover the level of ongoing support to help answer general homeschooling questions and SC TOP policies.
  - **Kindergarten to 8th grade** (no high school credits)
  - **9th-10th grade** (and middle school students with high school credits)
  - **11th-12th grade** (new seniors may incur additional service fees)
- **Late Registration Fee:** after the public school starts in the fall for mid-year transfers
- **Personal Consultations (optional):** by appointment, for members who wish to have more advice and encouragement, especially planning high school course of study.
- **Help Desk fees:** anytime we have to look up your membership file to re-issue documentation or offer personal feedback/advice. Our expertise and time is worth it.
- **Limited phone access:** Due to the volume of inquiries, we can no longer answer phone calls for free/anytime support. Text or leave a voicemail at the business number, so we can direct you to a form or email where your question will be processed in the order it was received.

Fee waivers and discount request because of financial hardship, military discount, single parents or families with more than 4 students may be considered by submitting the inquiry to [director@sc-top.org](mailto:director@sc-top.org). No refunds after membership packet have been issued.

**Withdrawing from another school or accountability group:** It is the applicant'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. Members should keep the original member letter in their records.

Parents should be prepared to return all books and materials back to the school when notifying the school of transferring to homeschool. You can request school records to be transferred over to you at that time. Some schools will prefer to send the records later. South Carolina law states that the parent is the school official and is the designated recipient of the school records.

We also ask members to notify previous accountability director that you will be transferring your membership to SC TOP. It is a courtesy we would ask when our members transfer from us, too.

SC TOP application is open on a first come-first serve basis. However, we will close registration once capacity is reached, so we can maintain the high level of service to the members. Requests for special approval late registration may be submitted via email.

**Membership Letter/Welcome Packet:** Once the SC TOP application is processed, the welcome packet will be issued and emailed. The welcome packet contains: a welcome letter briefly explaining SC TOP policies, an official membership certificate, and a printable wallet card for parent/educators.

- **Wallet Card:** signifies compliance with SC TOP, can be used to obtain retailer discounts for educators.
- **Membership Certificate:** The member letter is a very important document. It is your official proof for legal compliance and should be kept where you can access it anytime during the year.
- **Update/Withdraw notice:** Current members who need to update your file, please use this form. Change of mailing address, change phone number listing, add a student.

**Calendar Year:** The membership year is from July 1 to June 30 each year to align with public school attendance dates in your area. Membership provides an exemption from compulsory attendance at the local school.

Homeschooling families are still able to set their own school calendars as long as they complete the compliance forms, due June 5th. The law requires 180 days attendance as an equivalent to compulsory attendance. Many of our members homeschool more than 180 days, but it is only necessary to document 180.

Homeschoolers should be registered with an accountability association by the 10th day after the start of public school where they are zoned. If the homeschool is not registered by that time, they can be reported as truant. So, SC TOP recommends that participants register by the 1st of August.

Renewing/continuing members get a discount on annual fees. That discount is the reward for legal compliance on time and a thanks for choosing SC TOP.

**Privacy Policy:** SC TOP is a private-pay educational consultant. We do not release private membership information to anyone, unless they are listed on the membership file. Family and friends who are assisting with the child's education should communicate directly with the primary parent/educator instead.

## Compliance Forms and Records:

In order to maintain our status as an approved homeschool association, SC TOP files an annual standards assurance form in compliance with the SC Department of Education. SC TOP members comply with this by completing 180-day forms verifying they have maintained the following records as specified in the “3rd Option” law. The parent must have a GED or higher education.

Your curriculum must include, but not limited to, the areas of reading, writing, math, science and social studies, and for grades seven and above, composition and literature. You may use curriculum packages from specific publishers, an eclectic approach—pick and choose among many different publishers for your curriculum, or a student-directed learning approach with library and Internet materials.

- You must keep records. The records must include:
  - a plan book, diary, or other record indicating subjects taught and activities in which the student and parent-teacher engage;
  - and a portfolio of samples of student’s academic work;
  - and a semiannual progress report including attendance records and individualized documentation of the student’s progress in each of the required academic areas.

You may also use your own format of record keeping teacher planning books, notebooks for diary narratives (a different book for each child), or record keeping software. The portfolio is a sampling of work, not every paper.

Keep these in your files; do not send to SC TOP. Members may request personal evaluation of their records for a fee. SC TOP can offer suggestions for improvement and encouragement. These records should be meaningful to the individual member. They serve to inspire and encourage yourself on days when the going gets tough. The records should demonstrate progress over time.

**90-day Report Form:** SC TOP members will submit mid-year report form, due January 5th. This mid-year checkpoint form is found on the website (linked on the home page). This compliance form verifies that members are still homeschooling; they have not enrolled in another school or moved out of state. It also reminds everyone the legal requirements, so that anyone needing assistance can gather the necessary records for compliance before the end of the year. SC TOP compiles enrollment counts for respective school zones by the end of January.

**180-day Report Form:** SC TOP members will submit End of Year form, due June 5th. This end of year form is found on the website (linked on the home page). High school students grades, and credits are due at this time also.

**Report card request Form:** SC TOP can assist in formatting report cards for members who need official report cards. Equal access participants, court proceedings and students returning to public school may need official report cards. Small fee for this service.

**DMV letter request form:** High school enrollment and attendance verification is required for state driver’s permit and license. Use SC TOP’s online request form to expedite this process. FREE for current members.

**Help Desk form:** Submit official requests the require us to access your membership file or to sign forms (such as Social Security, Dual Enrollment or Equal Access)

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**SECTION 59-65-47: Associations for home schools requirements:** READ the SC Code of Laws for yourself so that you are informed of your legal rights and responsibilities:

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 home schools which has no fewer than fifty members and meets the requirements of this section. Bona fide membership and continuing compliance with the academic standards of the associations 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 ensure that requirements of the association, at a minimum, include:

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

By January thirtieth of each year, all associations shall report the number and grade level of children home schooled through the association to the children's respective school districts.

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**Kindergarten:** Under SC law, children who are 5 years old by September 1st are eligible for Kindergarten. The parent may sign a waiver form with the school district, in order to opt out of K5. OR the parent may enroll the student as a homeschooler, registered with an accountability association. SC TOP registration fees at current rates.

**Curriculum:** Choice of curriculum is the sole responsibility of the family. Members are responsible for using sufficient materials to teach their children. SC TOP will not choose the curriculum or purchase it for the family.

**Testing:** Under the third-option law, testing is not required. Members choose when to test and which test is best for their student. Several local programs offer testing in the spring for anyone who chooses to test their children.

- The PSAT can be taken in the 10th or 11th grade. Certain scholarships are awarded based on the 11th grade PSAT scores. You must register for the PSAT through a local

school. This test is given only in October of each school year, but check with the school the preceding spring for directions on registering.

- Students should take the SAT or ACT in the fall and spring of the junior year. It is vitally important for two reasons: 1) it makes students eligible to apply for scholarships and college admissions and 2) it gives students the opportunity to practice taking the test(s) so that they have time to improve their scores during the senior year. Please refer to any requirements for a specific scholarship you are seeking.
- The SAT or ACT can be taken again in the fall of the senior year. Seniors could take it again in the spring if they would like another opportunity to raise their scores. The SAT counts the highest score attained in each segment.
- You can register for the SAT on-line at [www.collegeboard.com](http://www.collegeboard.com) or by calling 1-800-728-7267. You can register for the ACT on-line at [www.act.org](http://www.act.org) or by calling 1-800-525-6926.

Please use the SC TOP college board code when registering for tests, so a copy will be sent to our office: 410034

**Revocation of Membership:** We strive to maintain a respectful and positive environment for all members. To ensure a welcoming and constructive atmosphere, the organization reserves the right to revoke membership for any individual who engages in behavior that is consistently disrespectful or hostile towards the administration, other members, or the community at large.

Such behavior includes, but is not limited to:

- Aggressive or confrontational interactions
- Persistent disrespect towards others
- Disregard for policies and procedures
- Harassment or personal attacks

Our goal is to foster a supportive and collaborative environment, and we appreciate your cooperation in upholding these standards. No refunds.

## High School:

The weight of responsibility for Homeschooling in High School is sometimes intimidating for parents. SC TOP believes that all homeschoolers want to open the doors of opportunity for their student's future. Good record-keeping is essential—and not as hard as it might seem.

Homeschool law does not specify how to graduate from homeschooling. Two options for graduating from homeschooling:

1. Get a GED, which is one test to show the student has achieved the equivalent education as the high school diploma.
2. Create a Transcript, which is an educational resume that demonstrates the equivalent education as a high school diploma.

**Transcripts Assistance:** Members are required to maintain their own records, including grade reports. High school grade reports must be submitted by June 5th each year. SC TOP offers complimentary record keeping workshops each year, as well as tutorials throughout the year.

SC TOP prepared homeschool transcripts are recognized by colleges and employers. Request an official copy of your student's transcript by email at [director@sc-top.org](mailto:director@sc-top.org) (for an additional fee).

SC diploma requirements are: 4 English, 4 Math, 3 Science, 1 U S History, 1 Other Social Studies, ½ Government, ½ Economics, 1 Physical Education, 1 Computer Science, 1 Foreign Language or Occupational Specialty, ½ Personal Finance, 6 ½ Electives.

**Note:** These credits on a homeschool transcript demonstrate an equivalent education that is required for SC graduates. Homeschoolers will not earn a state diploma with these credits, though.

Colleges may have different requirements for admissions. Homeschool parents will serve as guidance counselors to ensure that their students have the necessary credits and courses for their desired destination beyond High School. Public school students may graduate with these basic 24 credits up to 32 total—so homeschoolers may also earn credits within that range. Alternative records and portfolios are also useful to demonstrate student's ability and achievement for college admissions or employment opportunities.

**Middle School Credits:** 7th and 8th grade students may earn high school credits. These credits are usually awarded so that the student may advance to higher levels in core subjects or to free up time for internships in high school years. If you wish to have transcript assistance for these middle school credits, please register for the 9th/10th grade fee. Members may wait till the student is in 9th grade to report the credits for official transcript assistance at that time.

**Dual Enrollment:** SC TOP students may enroll in college courses to earn high school credits and college credits at the same time. The college may request a letter from SC TOP and the parent stating this permission. Please request the numeric final grade from the instructor so that we can calculate the cumulative GPA. Parent-educator is responsible to gather the grade reports to verify the college courses.

**Honors and AP:** South Carolina's Uniform Grade Scale (SC UGS) is weighted so honors and AP credits bump up the GPA. The Department of Ed has established a guideline that demonstrate honors credit for the public schools. Although the DOE does not oversee homeschools, they do set the tone and standards that are commonly accepted. So, SC TOP members should also be prepared to demonstrate how their honors credits are above and beyond the CP course requirements. AP courses must be approved by College Board. Parent is also responsible to secure the final AP test approval.

**100's:** SC TOP understands a parent's desire to award 100's for effort. The transcript should reflect the student's true ability and accomplishment, not just how hard the effort. So, if you feel that your child deserves an A, the range includes 90-100. Reserve 100's for effort way above the usual or for extra work accomplished. 100 is perfect. Were they perfect? If they earned the 100 please feel free to award the grade. Parents may be asked to include additional proof of all assigned grades based on participation and work completed. SC TOP reserves the right to adjust the grade assigned.

**Transferability:** Please note if your student wishes to transfer homeschool credits into a public school, the DOE will accept your student but they may or may not accept your homeschool credits. State mandated EOC's are the final exam in these four courses in public school: Algebra 1, English 2, Biology 1 and US History. Some high schools are requiring homeschoolers to take this test in order to accept the transfer credit. Some schools may also

require the honors framework guidelines in order to accept the honors value on homeschool credits. SC TOP will format and send official transcripts for you, but the school may still require additional documentation from the parent such as course descriptions, syllabus, and test scores.

## **Scholarship Information**

**\*\*NOTE:** Rules established by the Commission on Higher Education concerning the LIFE Scholarship, Palmetto Fellows Scholarship and other scholarships change constantly. Please check with CHE and SC TOP for updates. Be very careful of rumors and outdated information in local/online groups.

**Why SC TOP Ranks High School students:** SC TOP wants our members to have the same opportunities as any other school choice. Ranking offers opportunities for certain scholarships and college admissions requirements. Class ranking must be assigned on the transcript for scholarships such as Life, Hope and Palmetto Fellows. Ranking reports are finalized before June 15th each year, in accordance with CHE requirements.

Participants who are not seeking college admission or scholarship opportunities are also valuable members in SC TOP. The ranking policy and procedures should not create more work for individuals who are not pursuing rank based opportunities. You never know if your student's goals will change, when ranking may become important and/or necessary. Class ranking participation and deadlines are not-negotiable.

## **High School Class Ranking policy**

As a home school association, we rank all of our High School Students: 9th, 10th, 11th and 12th grade. SC code of laws considers each independent homeschool as the parent/teacher. The parents are responsible to generate the grades and transcripts.

I. In order to ensure equivalent calculation and interpretations of the SC Uniform Grade Scale, SC TOP collects the student transcripts/grade reports from parents by June 5th. Our office will verify the GPA calculations. Our ranking report is generated from our calculations.

A. SC TOP will prepare a ranking report for each High school class. SC TOP will also collect records for all incoming 9th graders in order to include any high school level classes in the middle school years.

B. The reports will be available by Friday 5:00 pm before the June 15 scholarship submission deadline.

II. Students with extreme learning exceptionalities (those not doing classes on a high school level) are registered as special education and are not included in the class size or the class ranking. Students with exceptionalities that are participating in high school classes are included in the class size and the class rank.

III. SC TOP follows the standards set forth on the South Carolina State Department of Education's website when calculating our GPAs according to the Uniform Grade Scale. SC TOP signifies whether the classes are College Prep, Honors or AP/IB/Dual Credit based on the standards set forth.

- A. College Prep and Elective course credits awarded will be able to demonstrate equivalent value to the State Standard of Objectives.
- B. Honors credits must be able to produce documentation showing how that class was more rigorous than the college prep level.
- C. AP/IB/Dual Credit must be able to provide documentation (generally in the form of a transcript) from the entity that issued the credit.

Class ranking participation and deadlines are not-negotiable. All high school students will be assigned a GPA and rank.

### **Graduating Seniors:**

College bound students should begin applying for scholarships ASAP. Fastweb is a good place to start looking for available scholarships. Also, complete the FAFSA application which is a free application for government aid/loans, awarded on a first come first serve basis. Applications open each year on Oct 1. <http://www.fafsa.ed.gov/> Watch out for copycat forms with similar names that charge a service fee to “help” you complete the form.

SC TOP also offers graduation program each year. Optional for members to participate.

Contact SC TOP director: Kim Andrysczyk

Email: [director@sc-top.org](mailto:director@sc-top.org)

Phone: 803-307-4880 (leave a voice message or text)

Fax: 803-736-5042

Mail: PO Box 3525, Irmo, SC 29063