

## Purpose and Division of Responsibilities

| <p><b><u>Purpose:</u></b> To aid Arrows Academy families with their legal documentation and record keeping.</p>    |  |
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| <b>Our responsibility</b>  | <b>Your responsibility</b>   |
| Elementary: Provide overviews for courses taken at Arrows Academy  | Adhere to SC Homeschool LAW (see appendix)   |
| Middle and High: Provide syllabi for courses taken at Arrows Academy   | Provide complete course of study plan for subjects not taught at Arrows Academy.   |
| Review course of study for subjects not taught at Arrows Academy.  | Keep daily plans, attendance records and sign 90 & 180 day attendance cards  |
| Provide grades for classes taught at Arrows Academy.   | Create progress reports and keep portfolio/evidence of student work  |
| High School: In addition to the above, maintain records/transcripts, provide DMV letters, and rank high schoolers. | High School: In addition to the above, maintain syllabi and records for non-Arrows courses. Complete and submit Form D prior to Freshman and Junior year |

## Requirements and Recommendations

Calendar Year: Membership year is from August – July. Courses can begin on June 1st and must be completed by May 30th. Courses and all documentation for all senior classes must be submitted by May 15<sup>th</sup>

[Application \(Form A\)](#)- 1 per family- due: on or before August 31<sup>st</sup>.

[Course of Study \(Form B\)](#) – 1 per student- due: on or before August 31<sup>st</sup>.

High School Courses taken outside of Arrows ([Form C](#)): at the beginning of the semester in which the course is taken.

Syllabus Due with Form C: Use this checklist to complete your Syllabus

- Title of Course: as well as instructor name(s) & the year.
- Course Description
- Materials Needed: curriculum & supplies needed for class.
- Grading: How will the student be graded?
- Honors Component: if applicable
- Brief Overview: Include projects & special events planned for the year.

*Colleges & universities may request and review your syllabi to ensure that they meet their expectations. Please include any additional information that may be helpful such as supplemental texts that you utilize even if they are not required materials/texts for students.*

Individual Graduation Plan (Form D): At the beginning of 9<sup>th</sup> and 11<sup>th</sup> grade.

90 & 180 Day Compliance Forms: Due upon completion of day 90 and day 180 respectively.

Required Subjects: The core subjects of Language Arts, Math, Science, and Social Studies must be taught within the school year. High school students must meet graduation credit requirements.

Records must be kept in a plan book or log. They must give an overview of what is studied and completed as well as documentation for the 180 required days. In addition, samples of student work must be kept.

Grades for high school courses taken outside of Arrows Academy are due on or before May 30<sup>th</sup>. All senior grades must be submitted by May 15<sup>th</sup>.

Seniors who were enrolled in Arrows classes as a junior but do not enroll in Arrows classes as a senior may remain part of the accountability group as long as the only credits earned during the senior year are dual enrollment courses. In order to participate in graduation, seniors must be enrolled in a minimum of one class at Arrows their senior year.

## Services and Fees

### Membership Cards

Upon receipt of Form A (1/family) , Form B (1/student), and the \$50 fee (1/family), a family will receive a member card, which can be used to get discounts at stores and museums that recognize teachers and/or give homeschool discounts.

### Records Request

It is the family's responsibility to notify the school when withdrawing their children from a school. Some schools will want a letter from the accountability group for their records. When withdrawing from a school from which a student has earned high school credit, please request a transcript. Arrows will need this transcript upon enrollment. The accountability group can send the school a Records Request Form if needed.

### DMV Letters

The Accountability Group will provide letters to the DMV upon request.

### Testing

Under the third-option law, testing is not required. Members choose when to test and which test is best for their student.

### Fees

#### Membership Fee:

- \$50 per family per school year if Forms A & B submitted by August 31<sup>st</sup> or within 2 weeks of enrollment if enrolling after the start of school.
- \$75 per family per school year if Forms A & B submitted after August 31<sup>st</sup>.
- \$100 per family per school year if Forms A & B submitted after September 30<sup>th</sup>.

Diploma: No fee (Diploma will include a cover.)

Additional diplomas \$20.00 each, no cover

High school Transcripts: No fee

## Records

### Withdrawing from a public/private school

It is the family's responsibility to notify the school/district when withdrawing their child(ren). Some schools will want a letter from the accountability group for their records. When withdrawing from a school from which a student has earned high school credit, please request a transcript. Arrows will need this transcript upon enrollment.

### Enrolling in a public/private school

Arrows will provide records to other schools only if high school credit has been earned. All records aside from transcripts are the responsibility of the parents to maintain.

### Transcripts

Arrows will need an official transcript from the previous accountability group and/or school(s) in order to document all previous high school credit earned on the Arrows transcript. The parents should request this and provide it to Arrows.