

**South Carolina Education Oversight Committee (EOC)
Annual Standards Assurance Form**

School Year: 2019-20

**Application to Participate in
Educational Credit for Exceptional Needs Children (ECENC) Program**

Please complete the information requested below concerning your independent school. This information will be listed on the South Carolina Education Oversight Committee's website, <https://eoc.sc.gov/>.

Independent School Name:	Hammond School
Independent School Contact Person:	Laura Williams
Independent School Address:	854 Galway Lane
City, State, Zip Code:	Columbia, SC 29209
Independent School Telephone Number:	(803) - 776-0295
Independent School Fax Number:	(803) - 776-0122
Independent School E-mail Address:	lwilliams@hammondschool.org
Independent School Website Address:	www.hammondschool.org

Please review the standards below that are based on Act 247 of 2018. An "eligible school" is defined as "an independent school including those religious in nature, other than a public school, at which the compulsory attendance requirements of Section 59-65-10 may be met." Please indicate whether your school has met or intends to meet each standard to ensure the following academic and reporting requirements are met. The South Carolina Education Oversight Committee reserves the right to **request additional documentation** to show the school is in compliance with state law. Failure to meet these standards or reporting requirements will result in your school being denied or removed from participation in the program.

STANDARDS	YES	NO
1. Offers a general education to primary or secondary school students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Does not discriminate on the basis of race, color, or national origin.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Is located in this State.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Has an educational curriculum that includes courses set forth in the state's diploma requirements, graduation certificate requirements for special needs children and where the students attending are administered national achievement or state standardized tests, or both, at progressive grade levels to determine student progress.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Has school facilities that are subject to applicable federal, state, and local laws.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is a member in good standing of the Southern Association of Colleges and Schools, the South Carolina Association of Christian Schools, the South Carolina Independent Schools Association, or the Palmetto Association of Independent Schools.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Provides a specially designed program or learning resource center to provide needed accommodations based on the needs of exceptional needs students or provides onsite educational services or supports to meet the needs of exceptional needs students or is a school specifically existing to meet the needs of only exceptional needs students with documented disabilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

REPORTING REQUIREMENTS	YES	NO
1. If your school received any grants from Exceptional SC in school year 2018-19, then your school will report to the EOC the number and total dollar amount of grants received in the 2018-19 school year from Exceptional SC by September 1, 2019.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Your school will submit to the EOC by September 1, 2019 a statement of services that documents your school: (a) provides a specially designed program or learning resource to provide needed accommodations based on the needs of exceptional needs students; or (b) provides onsite educational services or supports to meet the needs of exceptional needs students; or (c) exists specifically to meet the needs of only exceptional needs students with documented disabilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Your school will submit to the EOC by November 15, 2019 the <u>school-level</u> assessment results for all grades in the school and for each grade with at least (10) students tested. Results should be provided for English language arts (reading) and mathematics achievement of students in each grade tested in school year 2018-19.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. If your school received grants from Exceptional SC in school year 2018-19, the school will submit by November 15, 2019 <u>individual student test scores</u> on national achievement or state standardized tests for any student in grades one through twelve who received a grant from the program during school year 2018-19. The data will be collected using a secure portal. No personally identifiable information will be published; instead, the information will be aggregated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. If your school received grants from Exceptional SC in school year 2018-19, the school will submit to the EOC a copy of a compilation, review, or compliance audit of the organization's financial statements as relating to the grants received, conducted by a certified public accounting firm by November 15, 2019.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I assure that all documents submitted to the SC Education Oversight Committee for the purpose of applying as an eligible school, as defined by state law, is true, accurate, and complete under penalty of perjury in accordance with Section 16-9-10 of the South Carolina Code of Laws. Failure to report to the EOC the required data will result in the school being removed from the list of approved schools.

Signature: Laura P. Williams

Date: 2/20/19

Print Name of Signature Above: Laura P. Williams

Title: Director of Admission

Email: lwilliams@hammondschool.org

**Document A
Grants Received**

**Educational Credit for Exceptional Needs Children (ECENC) Program
2019-20**

Independent School Name: Hammond School

An independent school participating in the ECENC Program is required to submit the following information by **September 1**:

How many students in kindergarten through grade 12 were enrolled in your school in the prior school year? 853

What is the total number of grants and total amount of grants received in the prior school year from Exceptional SC? Please complete the following chart and sign below.

If no grants for any qualifying student were received from Exceptional SC in the prior school year, please indicate with "0" grants received and "\$0" in total amount of grants received from Exceptional SC.

	Total Number of Grants Received		Total Amount of Grants Received
#	<u>26</u>	\$	<u>115,919.50</u>

Total number of grants is the number of individual children/students who received a grant even if the school received more than one grant for a specific child/student.

Signature: Laura P. Williams

Date: 10/20/19

Print Name of Signature Above: Laura P. Williams

Title: Director of Admission

Email: lwilliams@hammondschool.org

**Document B
Statement of Services**

**Educational Credit for Exceptional Needs Children (ECENC) Program
2019-20**

Independent School Name: Hammond School

An independent school participating in the Educational Credit for Exceptional Needs Children is required to submit a Statement of Services by **September 1** that documents that the school:

- (a) provides a specially designed program or learning resource to provide needed accommodations based on the needs of exceptional needs students; or
- (b) provides onsite educational services or supports to meet the needs of exceptional needs students; or
- (c) exists specifically to meet the needs of only exceptional needs students with documented disabilities.

Please sign below and attach a statement of services.

Signature: Laura Williams

Date: 6/20/19

Print Name of Signature Above: Laura Williams

Title: Director of Admission

Email: lwilliams@hammondschool.org

Student Support Services at Hammond School

Hammond School provides learning specialists through the Developmental Enrichment Center (grades K-4th) and in the Academic Center of Excellence (grades 5-12). Hammond believes each student has different skills and individual learning styles. We also believe in challenging our students to reach their potential and to become advocates for their own learning.

The mission of the Developmental Enrichment Center (DEC) is to support parents, assist teachers, and to provide learning support for our students K-4th grade. The DEC includes professionals who provide counseling, occupational therapy, Speech –Language development, academic coaching and reading support using the Orton-Gillingham approach. Instruction is delivered individually or in small groups.

Students in grades 5-12 are served through the Academic Center for Excellence (ACE). In addition to subject specific tutorial services, The ACE provides counseling services and support for writing, organization and study skills. The ACE also works closely with classroom teachers to provide accommodations within the traditional classroom. All classroom accommodations are based on a certified psychologist's evaluation and the recommendations listed within the evaluation. Common examples include preferential seating, support for note-taking, lecture outlines, the use of recording devices, keyboarding, enlarged fonts and extended time.

**Document C
Assessment Data**

Educational Credit for Exceptional Needs Children (ECENC) Program

2019-20

Independent School Name: Hammond School

A school applying for participation in the ECENC Program must provide by **November 15** the following:

School-level Assessment Results

In the chart below, please list the NAME of each national achievement test that was administered and the grade in which the test is administered for the prior school year. Examples include: *TerraNova, Stanford 10, Iowa Test of Basic Skills, MAP, PSAT, SAT, ACT, etc.*

For schools that specifically exist to meet the needs of only exceptional needs students with documented disabilities, please document how the school documents students' academic and social development.

Grade	English language arts (Reading)	Mathematics	Other
	Please see attached		

For each national assessment listed above and for each grade with at least 10 students tested, please attach the results from the prior school year. The manual provides a template for schools to use in reporting mean scale scores, national percentile rankings, etc.

Hammond 2018-19 Score Report

ERB Raw Score-Hammond Mean

Grade	Reading Comprehension	Mathematics
3	534	406
4	566	506
5	608	542
6	628	596
7	682	646
8	698	685

Average PSAT

Grade	Reading	Math	Composite
Grade 9	502	469	971
Grade 10	538	531	1069
Grade 11	570	569	1140

Average SAT

Grade12	Average SAT	Average ACT
*Administered outside Hammond	1278	30.9

Hammond School

Report of Independent Accountants on
Applying Agreed-Upon Procedures

Year Ended June 30, 2019

**INDEPENDENT ACCOUNTANTS REPORT
ON APPLYING AGREED UPON PROCEDURES**

Board of Trustees
Hammond School

We have performed the procedures enumerated below, which were agreed to by Hammond School (the "School"), solely to assist you with respect to compliance with South Carolina Education Oversight Committee of the Educational Credit for Exceptional Needs Children Program for the year ended June 30, 2019. The School's management is responsible for compliance with the South Carolina Education Oversight Committee requirements of the Educational Credit for Exceptional Needs Children Program. The sufficiency of these procedures is solely the responsibility of those parties specified in the last paragraph of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures performed and associated findings are as follows:

1. We verified the grants received under The Education Credit of Exceptional Needs Children Program were for eligible children enrolled in the School for the year ended June 30, 2019.

No findings noted.

2. We inspected copies of checks from the South Carolina Educational Credit for Exceptional Needs Children Fund (the "Fund") to determine the total amount of the grant per child from every Scholarship Funding Organization.

No findings noted.

3. We inspected copies of the checks from the Fund to verify no grant exceeded \$11,000 during the year ended June 30, 2019.

No findings noted.

4. We inspected the School's documentation to verify it returned a prorated amount of the grant to the Fund if any covered student withdrew during the school year.

No findings noted.



Board of Trustees
Hammond School

5. We verified the total amount of the grant was used for tuition, which was defined as “total amount of money charged for the costs of a qualifying student to attend an independent school including, but not limited to, fees for attending the School and school-related transportation”.

No findings noted.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not, conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the School’s compliance with South Carolina Education Oversight Committee requirements of the Educational Credit for Exceptional Needs Children Program. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of Hammond School and the South Carolina Education Oversight Committee and is not intended to be and should not be used by anyone other than those specified parties.

Banknight Pietras + Spence, PA

August 14, 2019