



**NON-PUBLIC / NON-ACCREDITED**

**GUIDELINES**

**2016-2017**

**Doug Miller, Ph.D.**  
**Assistant Superintendent for Secondary Instruction**

**Effective: August 2016**

# PREFACE

Sometimes it is necessary to advise a parent as to how to proceed with a home schooling desire. Please assist the parent in the following ways:

1. Assist the family in registering with the State Department of Education, as an official home school provider.
  - IN DOE Contact for 2016: Audra Hacker
  - Phone: 317-232-9111
  - Fax: 317-232-9121
  - Email: ahacker@doe.in.gov
2. Have them fill in the TSC form entitled: **Intent to Home School** and forward a copy to Dr. Doug Miller, Assistant Superintendent for Secondary Instruction.
3. Review the procedure they must follow when securing high school credits in English, Social Studies, Science, or Mathematics.



# TIPPECANOE SCHOOL CORPORATION

## HOME SCHOOL ADMINISTRATIVE GUIDELINES

Some parents wish to instruct their children at home rather than sending them to a public school. During the planning stages of these home-school programs, parents often ask school officials for information and assistance. School personnel should be available to provide reasonable assistance to parents setting up home schools. Home schools operate with minimum supervision from the Indiana Department of Education. To assist our school personnel in providing consistent and effective information to parents, the following should be read by school personnel before and during their communication with home-school parents.

### **RESOURCES:**

It is the position of the Tippecanoe School Corporation that parents electing to home school student/s must provide all textbooks and materials for the instructional program. TSC will provide access to available copies of the catalogs offering textbooks for parental purchase. The Director of Student Services may be contacted by school personnel for assistance in locating catalogs and soliciting contacts for the various publishers. Securing teacher edition texts is an issue to be resolved between the home-school parent and the publisher. Tippecanoe School Corporation will not collect or expect payment of textbook rental fees from families electing to home school their child/ren unless their child/ren is enrolled in instruction in the Tippecanoe School Corporation.

Curriculum guidance for the most up-to-date Indiana Academic Standards for all subjects is found online. Parents are encouraged to visit the DOE website [www.doe.state.in.gov](http://www.doe.state.in.gov) for current state requirements and homeschool law details, more specifically <http://www.doe.in.gov/standards>. Course titles and descriptions, and diploma requirements are also found online. The Office of Instruction will assist any family needing help in finding this information online.

### **ELEMENTARY / MIDDLE SCHOOL ENROLLMENT:**

Students who enroll in our middle and elementary schools, from a non-accredited school, may be given a test to assist school officials in an appropriate placement. The building principal shall identify the test instrument and assign school personnel to administer the test. Absent any formal evaluation, placement based on the student's age will be made and periodically reviewed by school officials.

### **HIGH SCHOOL ENROLLMENT:**

Students who enroll in our high schools, from a non-accredited school, may secure credit for home-taught courses by taking and successfully passing the corresponding final exam as administered by Tippecanoe School Corporation personnel. Credit from home-taught courses will be recorded as credit and grades. Students who are home schooled will be allowed to take up to 3 classes at either high school to enrich their home school experience. These students are enrolled in TSC courses, but not considered TSC students. To be considered a TSC student, students must enroll with TSC full time. Full time enrollment consists of 6 courses minimum at either TSC high school. Students who enroll full time at a TSC high school can have their home school grades and credits transcribed if:

- the student participated in an instructional program that was provided by an accredited instructional provider who issued grades and credit. These grades and credits will be transcribed as though they were transferred from another high school.
- the student did not participate in an accredited instructional program, but earns a grade of at least 70% on a TSC developed final exam for the equivalent course. The student's test score will be recorded as the semester grade on the transcript and credit equal to TSC credit will be issued.

Home schooled students may earn a TSC diploma only if they have been a full-time TSC student during their senior year.

**EXTRA CURRICULAR ACTIVITIES:**

Home school students who are taking courses at either high school will be allowed to participate in extra-curricular activities if eligibility requirements are met.

**PARTICIPATION IN ATHLETICS:**

Home school students are eligible to participate in high school athletics when the following guidelines are met:

1. The student must be enrolled in and attending a minimum of one full credit subject within the TSC.
2. The student must be in good standing (passing) in all of the classes enrolled within the TSC.
3. All IHSAA requirements are met.

**Revised 06/16\_as**

# Tippecanoe School Corporation

## Intent to Home School Form

I, \_\_\_\_\_, wish to home school my son/daughter,  
(Parent, Guardian Name)

\_\_\_\_\_, for the Fall Spring semester of the 2016 - 2017 school year.  
(Student Name) (Circle One)

It is my understanding that:

1. I must supply all textbooks and materials for the instructional program.
2. Curriculum outlines are available online with the Indiana Department of Education.
3. TSC will assist me in registering with the Indiana Department of Education, as a home school provider, at the time of transfer to home schooling.
4. Students who enroll in TSC high schools may secure credit and grades for non-accredited instruction by taking and successfully passing the corresponding final exam as administered by Tippecanoe School Corporation personnel in those disciplines of math, social studies, and English. The student must earn at least a 70% on the TSC developed final exam before it is recorded on the TSC transcript.

Home school credits and grades issued by an accredited instructional provider will be recorded as credit transferred from another high school.

5. I understand that home schooled students must be enrolled full-time in a TSC high school their senior year in order to earn a TSC diploma.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Principal Signature

cc: Student file  
CO – Dr. Miller’s Office

TIPPECANOE SCHOOL CORPORATION

Request for High School Credit Form

**Student Name:** \_\_\_\_\_  
**First Middle Initial Last**

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Counselor's Name:** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_

**Credit Requested in the following Core Courses:**

| <b>Name of Test</b> | <b>Date Completed</b> |
|---------------------|-----------------------|
| _____               | _____                 |
| _____               | _____                 |
| _____               | _____                 |
| _____               | _____                 |
| _____               | _____                 |
| _____               | _____                 |

I affirm that my student has completed 80 clock hours of instruction in each of the courses listed above.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal or Designee Signature

\_\_\_\_\_  
Date