

CORRESPONDENCE SCHOOL COURSES AND TUTORIAL WORK

1. All correspondence courses and/or tutorial work taken for credit toward a high school diploma must be approved by the principal of the high school prior to the actual beginning of the correspondence and/or tutorial work.
2. A tutorial program allows students to receive remedial and supplementary instruction to correct deficiencies or expand specific skills. The tutorial program is a form of individualized studies which permit students to receive special instruction based on individual needs. The rule requires that a certificated teacher provide instruction and evaluate pupil performance in a tutorial program.

Tutorial programs may also serve students who cannot attend school on a continuous basis for specified reasons such as parental travel, physical impairment, home responsibilities, or employment. Tutorial programs may also apply to instruction in areas of study which are not part of the school district curriculum.

- a. Tutoring work taken for credit in courses being attempted for the initial time shall follow clock-hour requirement guidelines listed in the Minimum Standards for Ohio High Schools.
 - b. Tutoring work taken in courses which have been previously attempted and failed shall follow clock-hour requirement guidelines equal to one-half those listed in the Minimum Standards for Ohio High Schools.
3. Academic work on remedial correspondence or tutorial work for credit toward a high school diploma can be initiated immediately after the failure of the course.
 4. Approved schools from which correspondence work can be taken are:

The American School
International Correspondence School
University of Nebraska Correspondence Program

and any other correspondence school or program approved by the Ohio Department of Education.

5. A diploma will be awarded by Columbia High School following the satisfactory completion of necessary correspondence work, only when all required courses have been passed and the verification of satisfactory completion based upon an official written transcripts of grades from the correspondence school are received one week prior to the scheduled date of graduation.
6. A diploma can be earned from Columbia High School by following the stated guidelines only if at least the semester immediately prior to the termination of attendance was spent as an enrolled resident or tuition student of the high school.

7. Diplomas awarded will be dated according to the date of commencement immediately following the completion of all graduation requirements regardless of termination of attendance or previous class membership. These students are eligible to participate in the commencement exercises of the high school.
8. When students fall short of meeting graduation requirements by two (2) credits or less, they may complete the necessary requirements on or before December 31 of the calendar year during which they were to graduate. In these cases, diplomas will be dated according to the date of commencement for that calendar year.
9. Written official evidence in the form of official transcripts should be presented and placed on file in the permanent record of the student much the same as is currently being done with evidence of work completed by correspondence at least one week prior to the date of graduation.
10. Unless the stated guidelines are followed and all requirements are met, there will be no awarding of diplomas from Columbia High School.

Adopted: November 17, 1993

Reviewed: April 20, 2002