

Part-time Enrollment Program Policy

1. Part-time enrollment shall be defined as, and limited to, the educational placement of a student who is currently excused from compulsory attendance for the purpose of home school education, in accordance with ORC 3321.04 (A) (2) and ORC 3301-34-03. Principal of Diocesan schools shall require a copy of the local public school Superintendent's letter of excuse, see ORC 3301-34-03 (c) (1).
2. Students enrolled part-time shall register for a minimum of two(2) courses, but not more than four(4) "on-campus" courses of study, one of which shall be a course in religion, the second course of study shall be a "Core" course as defined by the high school. The school may, at its own discretion, waive the "Core" content requirement for the second course.
3. The parent(s) of part-time students shall complete all forms and pay all admission/enrollment fees associated with the school's normal registration process. Tuition shall be prorated as follows, based on what is regarded to be full "non-participating member" tuition rate. Additional family member discounts may apply, under the advisement of the LEAC and with final approval of the Pastoral Administrator:
 - 3.1 A part-time student taking two(2) courses shall pay a tuition rate equal to 1/3 of the non-participating member rate or member rate
 - 3.2 Three courses = 1/2 of the non-participating member rate or member rate;
 - 3.3 Four (4) courses = 2/3 of the non-participating member rate or member rate.
4. Part-time students shall complete all requirements associated with a course of study, including the final exam, or state End of Course (EOC) exam. However, students who have already earned a remediation-free score on a state approved alternative assessment shall be exempt from taking the EOC exam for that course.
5. Part-time students shall not be permitted into a course of study which has enrollment already equal to or greater than the class size limit as defined by the Diocesan Handbook for Schools.
6. If a course of study has established prerequisites, those prerequisites shall be fulfilled before a part-time student can be admitted into that course.
7. Part-time students shall be permitted to participate in extracurricular activities in accord with the academic eligibility requirements, school disciplinary restrictions and OHSAA By-Laws.
8. Part-time students shall comply with all aspects of the school's Student/Parent Handbook (including the use of the school uniform while in attendance), and the applicable portions of the Diocesan Handbook for Schools, including but not limited to this section, Chapter IV (C).
9. Should a part-time student seek to eventually graduate from a Diocesan Catholic High School and receive a state and Diocesan approved Catholic high school diploma, part-time students shall meet all of the following stipulations:
 - 9.1 The student shall be enrolled full-time at the Diocesan Catholic high school for the senior year. However, the school shall not accept a student for full-time enrollment is the student shall attain the age of 20 before the scheduled graduation date of the enrollment year.
 - 9.2 At least one additional year has been completed as a full-time student in that Diocesan high school or a public high school from any state, a Chartered Publically funded high school from any state, another Chartered Non-Public high school within the state of Ohio, an accredited private high school from any state, or a distance learning/cyber learning program recognized by the Local Education Agency (LEA), in which case such transcripts shall be evaluated by the LEA.
 - 9.3 High school credits earned through "Homebound Instruction" provided by the LEA or "Home School Instruction" approved by the LEA (in accord with the state laws governing "homeschooling") shall be verified by official transcripts of the providing/approving LEA.
 - 9.4 The student shall meet the State of Ohio minimum course/credit and testing requirements for graduation and the Diocesan Catholic high school's minimum course credit requirements for graduation, should exceed the state requirements.
 - 9.5 Only students who have attended two (2) full time years at the Diocesan Catholic high school from which they are graduating shall qualify for graduation honors and awards.
10. Only full-time enrolled students, as defined by Section (B) shall be eligible for quarterly or annual academic honors and awards.
11. Part-time enrollment options are open to students in grades 9-12 who shall attain the age of 19 by the scheduled commencement date of the enrollment year. Total part-time enrollment in any given year, shall not exceed 15% of the Average Daily Membership (ADM) count of the previous year.
12. A Diocesan Catholic high school shall have the right to refuse the enrollment of a part-time student AFTER consultation with the Director for the Office of Christian Formation and Schools.