CAPSTONE VIRTUAL PROGRAM

STUDENT & PARENT INFORMATION GUIDE

APPLICATION FORMS

FAQ'S

2026-2027

COLBERT COUNTY CAPSTONE VIRTUAL PROGRAM
APPLICATION TO PARTICIPATE

School of Current Enrollment: _____ Date of Application: _____

Student Name: _____ Parent/Guardian Name: _____

Student Email: _____ Parent/Guardian Email: _____

Student Phone: _____ Parent/Guardian Phone: _____

Home Street Address: _____

City: _____ State:_____ Zip: _____

Please provide a short explanation of why your child wishes to enroll in the Capstone Virtual Academy

_____

_____

_____

_____

_____

I understand & agree to the following conditions if my child is accepted into the Virtual School Program:

- My student will not receive and advanced endorsement diploma and will not be eligible for honors graduate, Valedictorian or Salutatorian
- My student must show adequate academic progress or will be removed from the program.
- The school determines the career commitment of being in the program. (Semester, Yearly, Career)
- Failure to meet the requirements of Capstone may result in a return to traditional learning at the school.
- Actual enrollment is dependent upon the circumstances and needs of each individual student in order to determine if Capstone is appropriate. This is decided through collaboration school administration, counselor, and student/parent.

Parent/Guardian Signature _____ **Date:**_____

Office Use Only

IEP/504 YES_____ or NO _____ (If YES contact special education director)

Date Received _____ Date Reviewed_____

Decision_____ Administrator _____

PURPOSE

Pursuant to Alabama Legislative Code Act 2015-89, the purpose of Colbert County School's Capstone Virtual Academy is to provide eligible students who are enrolled in Colbert County Schools, in grades 9-12, the option to complete a program of courses designed to lead to graduation and receipt of a diploma through a virtual platform.

Curriculum follows Courses of Study developed by the Alabama Department of Education, as well as meets the standards established by the Alabama State Board of Education.

The main benefit of virtual school relates to flexibility with time and program customization. However, along with the benefits, students also assume increased responsibility in personal time management, organization, self-direction, and personal discipline to complete the course and school requirements.

Other than daily physical attendance at the school and any other requirements removed by Act 2015-89, students who otherwise meet the eligibility requirements for extracurricular participation may do so at their base school as if they were in attendance on campus each day. Students participating in extracurricular activities are required to attend any and all in-person classes, activities, competitions, practices associated with the extracurricular activity.

METHOD

Students attending Capstone Virtual Academy are required to have daily access to the Internet. All courses are accessed through the Internet. Students and parents are required to agree to and sign the Capstone Virtual Program requirements.

Students are required to remain on-pace and to complete all assignments with a minimum score of 70% to be considered present and attending as well as to progress in the course to achieve pre-determined goals.

BENEFITS

- Issuance of a Standard Diploma upon completion
- Curriculum aligned with the Alabama Courses of Study
- No tuition charges and minimal fees, if any
- Flexible, personalized learning experiences
- Individualized academic and career preparation plan
- Access to expanded online course offerings and electives
- Ability to work at a student's own pace

COMMITMENT

- Students may be accepted at any time during the school year but must remain in the program until the end of the academic year
- Students accepted must remain in the program until the courses are completed or their academic evaluation shows they need to return to traditional learning to be successful
- No flipping back and forth (Traditional, Virtual, Traditional)
- Base school principal determines length of time that meets the best needs of the student on a case-by-case basis (semester, yearly, career)

STUDENT REQUIREMENTS

- Students must maintain consistent, reliable daily access to the Internet, either at their home or other locations available to them.
- Students must maintain a passing grade in each course taken at Capstone Virtual Academy.
- Students must maintain a record of progress consistent with pacing guidelines developed for each course.
- Students must remain in good standing in the Capstone Virtual Academy, adhering to all Colbert County Board of Education policies, including attendance, academic integrity, and student Code of Conduct.
- Students must adhere to the Colbert County Board of Education's attendance policy and attend class **daily** in accordance with the adopted Board calendar. Student attendance requirement is met by being on-pace and completing assignments with a minimum score of 70%.
- Students participating in Capstone Virtual Academy must adhere to the placement standards established by the system and the State Department of Education.
- Students must take all state required and administered testing on campus.
- Students whose education program is determined by an Individualized Education Plan (IEP) may apply for enrollment. The decision will be that of the IEP team in the best interest of the student. *State Department of Education on Dec. 11, 2015, "Virtual Schools (and Programs) Guidance for Students with Disabilities."*

STUDENT PACING INTERVENTION GUIDE

Pacing is evaluated daily by the Capstone facilitator. The Capstone facilitator will communicate with the student, parent, and base school if the student is not making adequate progress.

Percentage Off-Pace:	**Intervention:**
Five (5%) Percent	When a student falls 5% behind the pacing guide, the facilitator will communicate directly with the student and parent(s)/guardian(s) that the student is off-pace.
Ten (10%) Percent	When a student falls 10% behind the pacing guide, the facilitator will send a written notice to the student and the parent(s)/guardian(s) that the student is off-pace. This notification will serve as notice of violating Colbert County Schools' truancy policy and early-warning requirements for violating Alabama's school attendance law.
Fifteen (15%) Percent	When a student falls 15% behind the pacing guide, the School system will notify parent(s)/guardian(s) that the student is a truant and in violation of Alabama's Compulsory School Attendance Law. Additionally, the Attendance Officer who may initiate the issuance of legal notifications and juvenile court intervention.

GRADUATION REQUIREMENTS

The Capstone Virtual Program is designed to prepare students for college and the workforce while providing flexibility in terms of pacing, time and location. Full-time students are required to take all required courses to receive an ALSDE standard diploma. Students may receive "graduate" status upon meeting all requirements, but the earliest students may graduate is December of their senior year. Students who satisfy the diploma requirements will receive a standard diploma from the school of enrollment. Students may also participate in graduation.

GRADE LEVEL PROMOTION & RETENTION

Promotion & Retention requirements are the same for students participating in Capstone Virtual and can be found in the student handbook and Colbert County Board of Education Policy Manual.

CREDIT FOR COURSES

Credits earned while attending Capstone Virtual Academy are posted to the student's transcript.

COURSE GRADING POLICIES & PROCEDURES

Capstone Virtual Academy policies and procedures follow Colbert County Schools Board policy on student grading procedures. In order to receive credit for virtual courses, students are required to satisfy the requirements of a passing grade as defined by the Colbert County Schools grading scale.

NCAA REQUIREMENTS

Be advised that Capstone Virtual Classes and the program method and delivery may not align or be accepted by the NCAA clearinghouse for NCAA eligibility.

AUTHORITY/REFERENCES

- Ala.Code §16-11-9 (1975)
- Ala. Code § 16-1-11.2 (1975)
- AL Act 2015-89
- ALSDE Memo FY18-3027

FREQUENTLY ASKED QUESTIONS

Q: What are the enrollment criteria for the Capstone Virtual Academy?

The requirements for the student enrollment are that the student:

- Enrolled as a Colbert County Schools student
- Be a rising 9th, 10th, 11th, or 12th grade student.
- Have consistent, daily access to the internet.
- Is determined as the best pathway for student academic success by the school principal
- Transcript review determines the needed courses are available through the program

Q: What curriculum does the Capstone Virtual Academy use?

The program utilizes online platforms, Edmentum and ACCESS learning.

Q: What type of diploma does the Capstone Virtual Academy offer?

The Capstone Virtual Academy offers an ALSDE standard diploma

Q: Do Capstone Virtual Academy students have in-person requirements?

Yes. Capstone Virtual Academy students have face-to-face obligations for state-mandated assessments. In addition, any extracurricular activity the student wishes to participate in will have in-person requirements. These could include attending an in-person class on campus (Athletics, Marching Band).

Q: Is there transportation provided for students to Capstone Virtual Academy?

No. Upon submitting a signed Transportation Agreement, licensed drivers may drive themselves to the location of their base school. All other students must be driven by a parent or guardian.

Q: How is attendance recorded for Capstone Virtual Academy students?

Capstone Virtual Academy students must "attend" class daily in accordance with the calendar that is mandated by the Colbert County Board of Education. Students fulfill attendance requirements when they login to the program on a daily basis and stay "on pace" with course content and make satisfactory progress. Capstone Virtual Academy students are required to abide by the Colbert County School Systems attendance policies and procedures. Failure to login, complete work, will result in the same consequences as found in the Alabama Compulsory Attendance Law.

Q: How are grades recorded on the transcript for Capstone Virtual students?

When students finish the course, documentation regarding final grades will be posted to transcript in PowerSchool. The counselor posts the grades to the students' transcripts and places the documentation into the students' cumulative folders.

Q: Are Capstone Virtual Academy students required to take state assessments?

Yes, all Capstone Virtual Academy students are required to take any state-mandated assessments on site at their base school. Students attending Capstone Virtual Academy are required to follow the testing schedule at the student's base school (ACAP, ACT Work-Keys, ACT).

Q: How many credits per year are Capstone Academy students required to take?

Students are required to take the same number of classes as a traditional student. Students may be allowed to earn additional credits per year while in the program to recover any lost credit.

Q: Does the Capstone Virtual Academy follow the Colbert County School system's academic year?

The Capstone Virtual Academy operates on a standard semester system in accordance with the Colbert County Schools academic calendar. Most classes are

offered in a full year format or a "semester" format. Online courses correspond with the system's academic calendar as well.

Q: Are Capstone Virtual Academy students permitted to graduate early?

Yes, students are permitted to accelerate in their high school course progression by request to their base school principal. Students may not graduate before December of their senior year. Be advised there is no separate commencement ceremony for a December graduation. Only spring graduations. Students may participate in graduation at their base school by request to the school counselor. Students will receive a diploma from the base school the same as traditional students.

Q: Do Capstone Virtual Academy students have access to extracurricular or sports programs?

Capstone Academy students may participate in extracurricular activities and athletic programs at their base school. This includes all school clubs and organizations. If the organization offers after-school activities or events, the Capstone Academy student is eligible to participate, but will not be offered transportation, per the guidelines of the Capstone Virtual Academy. If a base high school requires its athletes to take specific athletic or weight training classes, then a participating Capstone Virtual Academy student will be required to take these classes as well. All rules of the AHSAA should be followed.

Q: What happens if a student fails a course?

Students who fail one class may elect to attend summer school, if available. Students will be responsible for transportation to and from summer school and paying for all summer school fees. Students are expected to adhere to their base school's expectations, procedures, and policies regarding summer school and credit recovery.

If a student fails a class and retakes the class in the summer school, then, upon the successful completion of summer school, the student GPA for the academic year just completed will be recalculated. If the student's GPA is at least a 2.0 and the student is still on track for graduation, and he or she meets all other requirements and expectations of the Capstone Virtual Academy, then the student will be permitted to continue his/her enrollment in the Virtual School. Students who fail more than once course per academic year will be withdrawn from the Capstone Virtual Academy. Students who are not on track for graduation by the end of summer school will be withdrawn from the Capstone Virtual Academy.

Q: What types of support services are offered to Capstone Virtual Academy students?

- **Orientation & Edmentum/ACCESS Support-** As determined by the administration of the student's base school.
- **Guidance and Counseling-** Academic and guidance counseling to include the development of a 4-year high school plan.
- **Monitoring-** Tracking of student attendance, course progression, grades, and exam proctoring.

Q: What are the minimum requirements to continue to participate in the Capstone Virtual Academy?

- Maintain enrollment with the base school
- Maintain consistent, daily access to the Internet.
- Remain on track for graduation
- Accumulate no more than five (7) unexcused, full-day absences during the current academic year.
- Maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and tests.
- Adhere to the Academic Integrity Contact.
- Remain in good standing as a student, by adhering to all expectations, procedures, and policies of the Capstone Virtual Academy, Colbert County School System, the Alabama State Department of Education, and any online class/course program utilized by the Capstone Academy.
- Students who fail more than once class per academic year) may be removed from the Capstone Academy.

Q: Are students whose education is guided by an Individualized Education Plan (IEP) eligible for enrollment in the Capstone Virtual Academy?

Yes. Decisions regarding enrolling students with an IEP will be made on a case-by-case basis, as determined by each student's particular IEP team. Having an IEP is not an obstacle to enrollment in the Capstone Virtual Academy. This is also true for students who have other individualized plans, such as a 504 plan.

Q: How do I apply for enrollment to the Capstone Virtual Academy?

- Contact your school's principal or counselor.
- Complete the Application Form.
- Applications for admission are available at the school

Q: How will I know if my application has been accepted?

Once a student's application has been reviewed by the administration of the base school, the parent will be contacted for an in-person meeting to review and complete the other documents included in the Capstone Virtual Academy Packet sign the required paperwork, discuss goals for graduation, & build the student's course schedule.

Q: When are applications for enrollment accepted?

Applications for enrollment are accepted throughout the academic year and during the summer. It is ideal for a student to start the Virtual School program at the beginning of a semester (August or January). However, applications during the semester will be considered on a case-by-case basis.

MEMORANDUM OF AGREEMENT AND UNDERSTANDING

FORM VS-1

I hereby sign and understand the information contained within this manual applicable to Capstone Virtual Program. I am agreeing to the following:

Academic Integrity

- Maintaining adequate academic progress
- Daily attendance virtually by log-in
- Complete all work
- Returning to campus for state mandated assessments
- Communicating with base school principal, counselor, and Capstone monitor

Technology:

- 24-hour access to digital device compatible with virtual program
- Acquire and maintain consistent Internet access.

Attendance:

- Adhere to Colbert County Board of Education's attendance policy.
- Logging into courses daily, and adequate course progression.

Course Progression:

- Progress through online courses at a rate comparable to a traditional course.
- May work ahead of the standard course progression and finish courses early.
- Falling behind will be subject to returning to the home school.

Requirements to continue participation in Capstone Virtual

- Maintain enrollment as a student in good standing of the base school
- Maintain consistent, daily access to the Internet
- Maintain minimum overall GPA of 2.0 in courses taken the current academic year.
- Accumulate no more than 7 unexcused, full-day absences during the current year.
- Maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and/or tests.
- Adhere to the Academic Integrity Contract.
- Students with discipline infractions resulting in suspension or expulsion will immediately be removed from the program.

Student: _____

Parent: _____

Date: _____

ATHLETIC ELIGIBILTY AHSAA & NCAA

FORM VS-2

Eligibility compliance as defined by the AHSAA. Eligibility for those activities is contingent upon meeting all requirements.

Colbert County Schools and its employees do not make, and expressly disclaim any representation or assurance as to any student's National Collegiate Athletic Association (NCAA) eligibility or compliance in connection with a student's enrollment in Capstone Virtual. It is the student and guardian's responsibility to ensure that they meet NCAA eligibility and compliance standards as a condition to enrollment in Capstone Virtual. The student and guardian are responsible for following all NCAA guidelines.

I read & understand the above, the responsibilities and conditions as they relate to courses I take & NCAA requirements, prior to participating in Capstone Virtual Academy.

Parent: _____

Student: _____

Date: _____