



STUDENT & PARENT INFORMATION GUIDE





INSIDE

INFORMATION GUIDE

Purpose, Method, & Benefits.....	3
Pacing Intervention Guide.....	4
Student Requirements.....	5
Students with Special Needs/Gifted Students.....	6
Graduation Requirements	7
Course Credit/Grading/NCAA Requirements.....	8
Frequently Asked Questions	9
Career & Technical Education Information.....	15

FORMS

Student Benefits, Expectations, & Requirements....	16-17
Athletic Eligibility Responsibilities.....	18
Academic Integrity Contract.....	19
Transportation Agreement.....	20

APPENDIX

Continuum of Virtual Learning.....	21
Referral to Full Virtual Program.....	22
Referral to Blended Virtual Program.....	23
Referral to Hybrid Virtual Program.....	24

PURPOSE

The purpose of the Capstone Virtual Academy is to provide students who reside within areas served by Colbert County Schools the option to complete a program of courses designed to lead to graduation and receipt of a diploma through an online, platform.

Courses will follow the Courses of Study developed by the Alabama Department of Education, as well as meet the standards established by the State Board of Education.

Virtual schooling offers students many benefits as they relate to flexibility with time and program customization. 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 zoned school as if they were in attendance on campus each day.

METHOD

Students attending Capstone Virtual Academy will be required to have daily access to the Internet. All courses will be accessed through the Internet. Students will also be required to agree to and sign the Capstone Virtual Academy Integrity Contract.

Students are required to remain on-pace and 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

Students at the Capstone Virtual Academy will have:

- The benefit of instruction in courses aligned with the Alabama Courses of Study.
- No tuition charges and minimal fees, if any.
- Flexible and personalized learning experiences, as well as individualized academic and career preparation plan.
- The ability to work at their own pace, with the minimum standard being the pacing guide established by the program or Capstone Virtual Academy administration.
- Access to expanded online course offerings and electives.

STUDENT PACING INTERVENTION GUIDE

Percentage of Off-Pace:

Five (5%) Percent

Student Intervention:

When the student is (5%) percent behind in the course, the Capstone Virtual Academy Administration will communicate directly with the student and parent(s)/guardian(s) that the student is off-pace.

Ten (10%) Percent

When the student is (10%) behind in the course, the Capstone Virtual Academy Administration 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 the CCS truancy policy and early-warning requirements for violating Alabama's school attendance law.

Fifteen (15%) Percent

When the student is (15%) off-pace, the Capstone Virtual Academy Administration will send an official notification to parent(s)/guardian(s) notifying all parties that the student is a truant and in violation of Alabama's Compulsory School Attendance Law. Additionally, the Administration will notify the system's Attendance Officer who may initiate the issuance of legal notifications and juvenile court intervention.

PARTICIPATION OF NON-PUBLIC & HOME-BASED PRIVATE EDUCATIONAL PROGRAM STUDENTS

Upon satisfaction enrollment requirements at the Capstone Virtual Academy, Colbert County Board of Education allows students to participate in the courses and programs of the Capstone Virtual Academy as a full-time student or guest student, notwithstanding such students' enrollment in non-public schools or participation in home-based private educational programs.

Transportation to and from all Capstone Virtual Academy classes, programs or activities shall be the responsibility of the student's parent(s)/guardian(s), except as otherwise specifically provided.

STUDENT REQUIREMENTS

- Students are required to reside within one of the three zones served by the Colbert County Board of Education*:
 - 1) Colbert County School zones
 - 2) District Choice school zones
 - 3) Districts with a contractual agreement

*The District Attendance Requirement may be removed by any administrator in the Colbert County School System under which special circumstances require removal of the stipulation.
- 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, determined at the traditional grade reporting periods as approved by the Colbert County Board of Education.
- Students must maintain a record of progress consistent with the pacing guidelines developed for each course as developed for each course or as a developed by the Capstone Virtual Academy administration.
- 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 who commit a discipline infraction that would normally result in Out of School Suspension or expulsion put their enrollment in Capstone Virtual Academy in jeopardy. These infractions may result in immediate dismissal from the program.
- 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%. Simple logging into the LMS or course is sufficient.
- Students enrolling in Capstone Virtual Academy must adhere to the placement standards established by the system and the State Department of Education.
- Students will provide their own transportation to the school. The Capstone Virtual Academy calendars, dates, and requirements are known to all program students.
- Students whose education program and pathway is determined by an Individualized Education Plan (IEP) may apply for enrollment if the IEP team determines the Capstone Virtual Academy is the Least Restrictive Environment (LRE) for the student. In doing so, Capstone Virtual Academy will follow the guidelines published by the State Department of Education on Dec. 11, 2015, “Virtual Schools (and Programs) Guidance for Students with Disabilities.”

VIRTUAL LEARNING OPPORTUNITIES FOR STUDENTS WITH SPECIAL NEEDS

The Colbert County School System has developed and adopted procedures that provides students with disabilities equal opportunity to participate in or benefit from virtual learning programs. The Colbert County School System ensures a non-discriminatory referral to eligibility process for Virtual Learning determination. See Appendix 1 through Appendix 4 for the continuum and referral process to virtual learning opportunities.

IDENTIFICATION OF GIFTED STUDENTS

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. Submit request for referral in writing to the Gifted Coordinator for Colbert County Schools.

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

The student then will go through the Gifted Referrals Screening Team (GRST) and this team will determine screening by using the State Screening/Eligibility Determination Form to screen and 14 points are required to pass screening. Students will be required to be evaluated/work products at their home school within the district or at the Colbert County Central Office for out of district students.

Colbert County will follow the following Service Delivery Options: 6-8 (Advanced core curriculum classes provided and elective classes in a variety of talent area); 9-12 (Advanced core curriculum classes provided and elective classes in a variety of talent area along with counseling services for college and career preparation).

GRADUATION REQUIREMENTS

The Capstone Virtual Academy standards and curriculum are 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, at minimum, six (6) credits per year. Students must complete minimum state requirements of twenty-four (24) credits to graduate. Students may receive "graduate" status upon meeting all requirements, but the earliest students may graduate is December of their senior year.

*The Early Graduation Policy may be altered by any administrator in the district under which special circumstances require removal of the stipulation. The policy is only to be altered in the case that early Graduation is the most beneficial option to the student.

Subject Area:	Traditional, Blended, or Virtual Courses:	Credits Required:
Mathematics	Algebra I, Algebra II, Geometry, & (1) additional math	4 credits
English	English 9 English 10 English 11 English 12	4 credits
Science	Biology, A Physical Science, Science Electives (2)	4 credits
Social Studies	World History, U.S. History I U.S. History Economics & Government	4 credits
Other Required Courses	Life PE (1) Career Preparedness (1) Health (0.5) CTE AND/OR Art AND/OR Foreign Language (3) *Students are encouraged to complete 2 courses in sequence in the discipline they choose above.	5.5 credits
Electives		5.5 credits
	Total Credits Required to Graduate:	27 credits

CREDIT FOR TRADITIONAL, BLENDED & VIRTUAL COURSES

All credits earned while attending Capstone Virtual Academy are reported via their full-time school during the approved, scheduled grading periods followed by the district.

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 take all unit and final tests on campus. He/She must master all course standards. No exam exemptions are allowed for virtual school students.

NCAA REQUIREMENTS

Students are responsible for notifying Capstone Virtual Academy of their need for coursework that meets NCAA eligibility standards.

AUTHORITY/REFERENCES

Ala.Code §16-11-9 (1975); Ala. Code § 16-1-11.2 (1975)

FREQUENTLY ASKED QUESTIONS

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

The requirements for the student enrollment are that the student:

- Resides in one of the school zones served by the Colbert County Board of Education or a student in a system or school served by contract.
- Be a rising 9th, 10th, 11th, or 12th grade student.
- Have consistent, daily access to the internet.
- Be on track to graduate with a High School diploma in accordance with the requirements mandated by the Alabama State Department of Education

Q: What does on track for graduation mean?

A student on track for graduation has earned *at least 1 credit* toward the Alabama High School standard diploma *in each of the core areas*- English, Math, Science, & Social Studies-*for each year of school attendance* beginning in the 9th grade.

If the student makes application to the Capstone Virtual Academy at midterm, on track for graduation also includes the condition that the student has passing grades in all currently enrolled core courses at his or her base high school. Any administrator in the Colbert County School System may make decisions on an individual basis for mid-year admission upon approval of the Superintendent, Director, or Assistant Director of the Capstone Virtual Academy.

Q: What curriculum does the Capstone Virtual Academy use?

The program utilizes mostly the online platform, Edmentum. However, the administrators of the Capstone Virtual Academy, along with the administration of the student's base school, reserve the right to utilize any other learning platform that they feel would most benefit the student enrolled in the Capstone Virtual Academy. Other programs may include, but are not limited to, ACCESS, Study Island, etc. The administration of the Capstone Virtual Academy, along with the administration of the student's base school will determine what courses and what programs will most benefit each student.

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

The Capstone Virtual Academy offers the same diploma as all other schools, which is the only diploma offered by the State of Alabama. We offer Advanced Placement curriculums, which meet the standards of the College Board's Advanced Placement (AP) curriculum. Also a variety of Career & Technical Education courses are available through the Capstone Virtual Academy.

Q: Do Capstone Virtual Academy students have face-to-face requirements?

Yes. Capstone Virtual Academy students have face-to-face obligations for orientation, course tests, state-mandated assessments, and final exams. All course tests must be taken on the campus of the student's base school. Face-to-face examinations and classes will be proctored, by the Assistant Instructional Leader of the student's base school. In the event that the Assistant Instructional Leader is not available, another member of the base school's faculty or staff, or the administrators of the Capstone Virtual Academy may serve as the proctor for any on-site Virtual School activities. Students should expect to report to campus at least once weekly depending on their testing requirements, which will be determined in consultation with the counselor of the base school along with the Administration of the Capstone Virtual Academy. State mandated tests are taken on the campus of the school for which the student is zoned.

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

No. Upon submitting a signed Transportation Agreement, licensed sophomores, juniors and seniors 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 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.

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

When students finish their classes, documentation regarding final grades is sent to the base school counselor. The counselor posts the grades to the students' transcripts and places the documentation into the students' cumulative folders.

Q: Are there any costs associated with attending the Capstone Virtual Academy?

There could be some fees associated with enrollment in some classes, although those would be minimal.

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

Yes, all Capstone Virtual Academy students are required to take all 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.

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

Students are required to take at least six credits per year. Four of these six credits must be core classes (math, science, English, and social studies) unless the student has accumulated more core credits than is required for the student to remain on track for graduation. Students may be allowed to earn additional credits per year.

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. The Capstone Virtual Academy operates as a 9-month school (fall and spring terms). Students are allowed to take additional courses under the condition that they maintain the minimum pace across all currently enrolled courses. Further, Capstone Virtual Academy students are permitted to participate in the Credit Advancement and Credit Acceleration programs offered to all Colbert County students. Students may not graduate before December of their senior year*

*The Early Graduation Policy may be altered by any administrator in the district under which special circumstances require removal of the stipulation. The policy is only to be altered in the case that early Graduation is the most beneficial option to the student.

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-** A period of online and face-to-face activities for online learning preparation to include face-to-face meetings and days of online experiences, as determined by the administration of the student's base school along with the Administration of the Capstone Virtual Academy.
- **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.
- **Assessment-** Course assessments will be administered by the student's base school Assistant Instructional Leader, the faculty/staff of the student's base school, or the administration of the Capstone Virtual Academy. All state-mandated tests are conducted at the student's base school and are to be administered either by the base school faculty/staff or Administration.

Q: What are the minimum requirements to remain enrolled in the Capstone Virtual Academy?

- Main residence in the Colbert County School district, or the approval from the Administration of the Colbert County School District to enroll in the program.
- Maintain consistent, daily access to the Internet.
- Remain on track for graduation (evaluated throughout the semester).
- Maintain consistent transportation to the student's base school for testing and other services.
- Accumulate no more than five (5) 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 of the Capstone Academy, 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 (includes fall, spring, and if held, summer term) 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?

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 or GEP.

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

- See your counselor or a member of the Capstone Virtual Academy Administration for an application form.
- Applications for admission are available through school counselors or online www.colbertk12.org
- Complete the New Student Registration Application Form.
- Send the completed Capstone Virtual Academy Application for admission to the Dean of Alternative Student Services- Marty Bennett- mbennett@colbert.k12.al.us

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 administration of the Capstone Virtual Academy, and the Superintendent, the student may be given placement tests to determine their suitability for the program. Once a student receives e-mail confirmation of admittance, the student AND parent or guardian will:

- Review and complete the other documents included in the Capstone Virtual Academy Enrollment Packet.
- Meet with Capstone Virtual Academy Administration along with the Counselor/Administration of the student’s base school to sign the required paperwork, discuss goals for graduation, & build the student’s course schedule.
- Attend a Required Capstone Virtual Academy Orientation Session that will include guidance in virtual learning and an introduction to navigating the course management system(s). Orientation sessions are scheduled at the discretion of the base school Administration, along with the Capstone Academy Administration.

Q: When are applications for enrollment accepted?

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

Q: If I have more questions, how should I contact the Capstone Virtual Academy?

Additional questions and information should be directed to the following:

- Dean of Alternative Student Services- Marty Bennett- mbennett@colbert.k12.al.us
- Or call the Colbert County Board of Education at (256) 386-8565.



Career & Technical Education classes are available at every high school campus as well as virtually through the Capstone Virtual Academy and serves students in grades 7-12. We offer instruction in a variety of exciting and ground-breaking career and technical program areas. The rigorous programs of study increase the relevance and impact of the students' education, preparing them for post-secondary education or direct entry into the workforce.

Career technical education provides students with opportunities to apply skills through hands-on, authentic learning experiences. Partnerships between Colbert County Career Tech and many 2-year colleges in Alabama provide students with multiple opportunities to earn college credit through their coursework, and in many cases at no cost to the student. Students also have the opportunity to compete for scholarship money through local, state, and national skills competitions.

The progressive and caring staff of Colbert County Career Tech creates an environment of opportunity and possibility within Alabama's high schools. These rigorous programs of study have a direct impact on graduation rates. They actively involve students in leadership activities during which they obtain the knowledge and skills necessary to succeed and to be competitive in a global economy. Through organizations such as HOSA, FCCLA, FBLA, Technical Honor Society, and Skills USA, Career Tech students often return from state and national competitions with numerous awards and scholarships.

For more information regarding Career & Technical Education, please contact:

- Emiley Crisler
- Career & Technical Education Director, Colbert County Schools
- 425 Hwy 72 East
- Tuscumbia, AL 35674
- Email: ecrisler@colbert.k12.al.us
- Phone: (256)-386-8565 Ext. 1229

STUDENT BENEFITS, EXPECTATIONS, & REQUIREMENTS

FORM VS-1

Virtual schooling offers students numerous benefits in terms of time flexibility and program customization. Along with these advantages, students also assume increased responsibility in time management, organization, self-direction, and self-regulation.

BENEFITS

- No tuition and minimal fees
- Accredited diploma upon satisfying all requirements for graduation
- Flexibility and personalized learning experiences
- Individualized academic and career preparation plan
- Self-pacing and opportunity for accelerated advancement
- Early graduation option upon meeting eligibility criteria
- Access to expanded course offerings

EXPECTATIONS

Technology:

- 24-hour access to some type of device or digital resource.
- Acquire and maintain consistent Internet access.

Attendance:

- Adhere to Colbert County Board of Education's attendance policy.
- Attend class daily in accordance with Colbert County school calendar. Requirement is satisfied by logging into courses daily, in addition to adequate course progression, determined by the Virtual Academy Administration.

Course Progression:

- Students are required to progress through online courses at a rate comparable to the progression of a traditional class.
- Students are permitted to work ahead of the standard course progression and finish courses early.
- Students who fall behind comparable course progress will be subject to Academic Probation.

Academic Probation (Intervention Strategy)

- Through mid-quarterly grade monitoring, students are required to maintain a 70% overall average. When students fall below this overall average, they will be placed on Academic Probation which requires the following:
- Two days of physical attendance at the student's base school for the entire time the student is on Academic probation.
- Weekly grade counseling by the base school counselor/administration, along with the Administration of the Capstone Virtual Academy.
- Students remain on Academic Probation until the next grade monitoring, approximately four and a half weeks later.

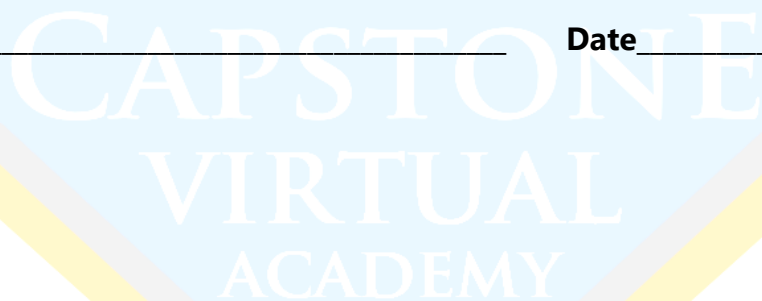
MINIMUM REQUIREMENTS TO REMAIN ENROLLED

- Reside in Colbert County School District or school served by contract.
- Maintain consistent, daily access to the Internet (minimum 1.5 Mbps).
- Maintain minimum overall GPA of 2.0 in courses taken the current academic year.
- Accumulate no more than 5 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.
- Remain in good standing as a student of the Capstone Virtual Academy.
- Students with discipline infractions resulting in suspension or expulsion will immediately be removed from the Capstone Virtual Academy.

I understand that failure to comply with the above stated expectations and minimum requirements could result in the removal from the Capstone Virtual Academy. Removal from the Capstone Virtual Academy can occur at any time during the year. Students who are removed from the Capstone Virtual Academy can occur at any time during the year. Students who are removed from the Capstone Virtual Academy and who are granted enrollment at their base school or any other school are not guaranteed course equivalents in the traditional, face-to-face format.

Student _____ **Date** _____

Parent _____ **Date** _____



ATHLETIC ELIGIBILITY RESPONSIBILITIES

FORM VS-2

Enrollment in the Capstone Virtual Academy provides eligibility compliance only for extracurricular activities provided by the high school to which the student is zoned. Eligibility for those activities is contingent upon meeting all requirements that a student attending school on the school's campus would have to meet, except as otherwise allowed.

The Colbert County Board of Education, Colbert County Schools, Capstone Virtual Academy 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 the Capstone Virtual Academy. It is the student and guardian's responsibility to ensure that they meet NCAA eligibility and compliance standards as a condition to enrollment in the Capstone Virtual Academy.

The student and guardian are responsible for following all NCAA guidelines, including those related to course selection and course completion at the standard pace as set forth in applicable NCAA standards, including, without limitations, the NCAA's non-traditional course requirements. Monitoring appropriate course progress and course selection is the sole responsibility of the student and guardian. Capstone Virtual Academy facilitates documentation requests to assist in the eligibility process as required by the NCAA.

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

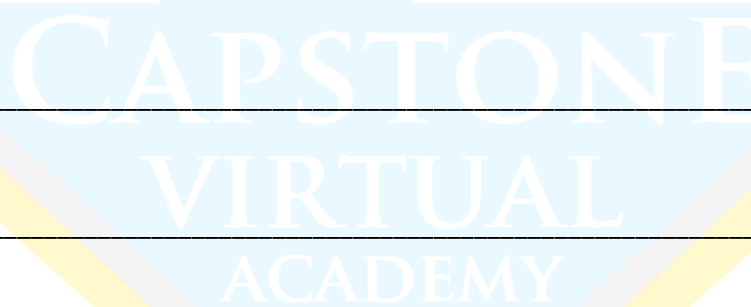
Parent: _____

Student: _____

Date: _____

Witness: _____

Date: _____



ACADEMIC INTEGRITY CONTRACT

FORM VS-4

Capstone Virtual Academy students must take all unit tests, course examinations, and Alabama-mandated assessments in an environment proctored by the base school's administration/faculty/staff and/or Capstone Virtual Academy Administration. Students are responsible for the following:

- Completing unit tests and course examinations in the proctored environment without the use of study aids or computer help unless so allowed by the online teacher or as determined by an IEP.
- Complete all work independently unless otherwise designated as cooperative learning, group work, or specified in individual plans.
- Verify that the proctor records the students test title, assigning teacher, test date, start time, and end time.

Scores earned on tests or exams not taken at an approved testing site with a proctor are subject to invalidation and review by Capstone Virtual Academy Administration. Additionally, in accordance with ACCESS Distance Learning policy, the student may be removed from the course with a failing grade and may be subject to dismissal from the Capstone Virtual Academy.

Student Signature: _____ **Date:** _____

Parent Signature _____ **Date:** _____

CAPSTONE
VIRTUAL
ACADEMY

TRANSPORTATION AGREEMENT

FORM VS-5

The following requirements shall apply to any student leaving campus under any circumstances where the students will be transporting themselves via privately owned vehicles to participate in any school-related program or activity. It is the sole responsibility of the undersigned student and parent/guardian to comply with the following:

- Students must be in the 10th, 11th or 12th grade and possess a valid driver's license.
- All vehicles shall be maintained in a reasonably safe condition.
- All vehicles and drivers shall be insured in accordance with all mandatory insurance requirements imposed by the State of Alabama.
- Students and parents/guardians are responsible for all aspects of transportation and all costs associated therewith.
- Other than parents or guardians, students shall not transport passengers.
- Parents/Guardians shall assume responsibility for their child during all periods of transportation hereunder.
- Students shall comply with all applicable laws of the State of Alabama and all policies of the Colbert County School District.
- There shall be no obligation on the part of the Board to monitor or supervise student transportation hereunder.
- Each student, his/her parents/guardians, and the principal must sign this Transportation Agreement Form prior to any period of transportation provided for herein.
- Students shall comply with all applicable attendance policies.
- Students shall follow any additional accountability measure implemented in furtherance of this agreement.

We, the undersigned student and parent/guardian, agree to release and hold harmless the Colbert County Board of Education and its employees from any liability for injury to person or damage to property which may occur during the course of any period of transportation hereunder. We further assume full responsibility for the conduct of the undersigned student driver. We acknowledge that the driving privileges provided for herein may be revoked at the discretion any Administrator in the school district for failure to adhere to the requirements set forth above.

Student Street Address

Student Phone Number

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date

Principal Name

Principal Signature

Date

CONTINUUM OF VIRTUAL LEARNING

APPENDIX 1

Virtual School Full Program

- Attend minimum of one time weekly
- Alternate Placement
- Complete computer-based learning (ACCESS/Edmentum)
- At-home learning with access to intervention/related services

Blended Virtual Learning

- Reduced School Day
- Alternate Placement
- Daily or Weekly Interventions/Progress Monitoring/Related Services
- Complete computer-based learning with access to on-site face-to-face instruction (Edmentum, etc.)

Hybrid Virtual Learning Program

- Virtual Classes at Base School (ACCESS/Edmentum, etc.)
- Full School Day/Reduced School Day Participation
- Daily Interventions/Progress Monitoring/Related Services
- Daily Interaction with Peers
- Structured Schedule
- Face-to-Face and Computer-Based Learning

REFERRAL TO VIRTUAL SCHOOL: FULL PROGRAM

APPENDIX 2

Special Education Teacher refers student to
School Counselor



School Counselor reviews transcripts, evidence of
prior virtual learning, student schedule, and
makes referral to Wade Turberville and Capstone
Virtual Academy Administration



Wade Turberville and Capstone Virtual Academy
Administration hold Re-evaluation for IEP
Changes and IEP Meeting at base school for
factors of consideration to determine Least
Restrictive Environment/Services

IEP REFERRAL TO VIRTUAL SCHOOL: BLENDED VIRTUAL PROGRAM

APPENDIX 3

Special Education Teacher/General Education Teacher refers student to the School Counselor



School Counselor reviews transcripts, class availability, and student schedule



Base School IEP Team holds IEP meeting for factors of consideration to determine Least Restrictive Environment and/or Services

IEP REFERRAL TO VIRTUAL SCHOOL: HYBRID VIRTUAL PROGRAM

APPENDIX 4

Special Education Teacher/General Education Teacher refers student to the School Counselor



School Counselor reviews transcripts, class availability, & student schedule



Base School IEP Team holds IEP meeting for factors of consideration to determine Least Restrictive Environment and/or Services