

### ***Capstone Classical Academy Distance Learning Enrollment Process***

8.1 All distance scholars will be approved for distant educational programs offered through Capstone Academy by Administration staff. An Education Specialist (ES) will have weekly face-to-face with distant scholars. These contacts will be recorded and scholar attendance will be monitored based on individual scholar progress in relation to the Utah State Core Curriculum Standards and mastery of content. Progress means coverage of at least 3% of the required curriculum each week; which equates to roughly 25% of the required curriculum each quarter. Instructional tasks will be recorded by the scholar/parent and ES.

8.2 Mastery of content means any of the approved methods as outlined in R277-705-3C. Distant scholars will complete various short informative assessments one day a week as well as task assessments to demonstrate mastery. Distance scholars will be required to participate in end-of-year state mandated tests unless a parent has signed an opt out form of which a scholar is allowed under state law to opt out. Capstone will encourage all scholars to participate since state testing provides data for school grades.

9. Capstone Academy only enrolls scholars who met the eligibility requirements as established in R277-419-5A, meaning:

9.1 Not have previously earned a high school diploma;

9.2 Not be enrolled in a YIC Program;

9.3 Not have an unexcused absence of all the prior 10 consecutive school days;

9.4 Be a resident of Utah

9.5 Be expected to attend a regular school learning facility operated or recognized by the LEA each school day or

9.5.1 Participate in a LEA sponsored distance education program which has been approved by the scholar's counselor and administration

9.5.2 Includes regular face-to-face instruction or facilitation by a designated employee of the LEA

10. Scholar membership calculation according to R277-419-5C/E

Distance scholars are considered full time scholars as they will be responsible for and accountable to the entire required program of Capstone. Scholars will meet with the assigned ES for accounting of attendance and task records once per week. Distance scholars are also required to be at the campus on Fridays from 8:00 – noon for Socratic Seminar.

Capstone Academy Distance Education program

(as recommended by curriculum committee and approved by Capstone Academy Board)

We will be administering and monitoring our distance education program, meaning we will not be using a third-party vendor. We may partner with curriculum providers to assist Capstone Academy in meeting the needs of scholars regarding curriculum, but these curriculum providers will not be administering or monitoring our distance education program.

**Purpose:** Meet our mission to develop new methods and materials in curriculum innovation/reform in order to individualize the learning process for our unique scholar population within the guidelines of required courses to complete a High School diploma from Capstone Classical Academy.

**Our scholars:** The Capstone Classical Academy Curriculum Committee requires individual learning plans(Ad Vitam) for each scholar grades 6 – 12 which may include distance education.

**Curriculum:** All curriculum whether used onsite, virtually, or for our distant program must be reviewed according to Capstone curriculum policy. Capstone will provide books to those in distance programs and books will be returned when content is complete. If books are not returned, families will reimburse the school for the books taken off campus. Capstone curriculum will be distance learning curriculum.

**Process:** Every scholar wishing to enroll in Capstone Distance Education will be interviewed by a LEA employee and assigned a ES. The counselor in collaboration with the parent and the scholar will develop a scholar education plan (Ad Vitam) that will be reviewed by a certified counselor. This plan will be referenced and reviewed on a monthly basis.

**Instruction:** Parents play a primary role in educating their child under close collaboration with the mentors and counselor. The scholar meets once a week with ES to discuss teaching strategies, and content, and to review scholar progress. During this meeting, the ES will collect/review the prior week's assignments, course work, or projects. The ES will give feedback on previously collected scholar material. The ES will also review and discuss scholar progress towards standards and for attendance purposes. Once a month, the ES will communicate with the parent and scholar.

**Attendance:** Scholars are required to log at least at least 180 days of instruction. Scholars will be expected to meet progress standards each week. Progress standards may include: 3% progress in subject material and weekly tasks for each hub area and subject. Scholars are also required to meet weekly with ES and have monthly parent meetings to discuss scholar progress towards Ad Vitam goals. All distance scholars are required to attend school on Friday (minimum) from 8:00 – noon. Distance scholars may then attend any other day(s) of the week for added instruction. Parents are expected to certify attendance daily via the website. If a student is absent for more than three days a doctor's note must be provided.

**Assessments:** Assessments are important to measure scholar retention of covered content. Scholars in grade 6 are expected to take at least three benchmarks in math, science, and English each year. Scholars in grades 6, 7, 8 and 9 will be expected to take two to three NWEA

assessments in the beginning, mid-year (for some), and end of the year along with the SAGE writing and end of year tests. The ES will use the results of these assessments to provide additional resources and training to parents and scholars. Capstone requires that all scholars participate in nationally normed tests (NWEA, ACT, CoGat, PSAT) in order to develop the scholar's individual program. Parents may opt of state-mandated tests with the proper opt-out procedure.

**Supplies:** Scholars and parents are allowed to check out books to help facilitate learning. All items checked out are recorded by our library specialists. Upon completion of these items, scholars and parents will return these to the library specialist. Any items lost or damaged will be charged to the parent or scholar.

#### **Distance education scholars in secondary**

Secondary scholars (9-12) who participate in Capstone's distance education program will be held to the same requirements above with a few additional ones. Courses for credit must be reviewed by the credit evaluation committee and ES. Credit for courses will be awarded if it meets the criteria outlined by the required standards and the Capstone requirements. Independent study is allowed as long as the scholar meets regularly with the course instructor and turns in all required assignments. Attendance is granted if the progress standards mentioned above have been fulfilled.

See Utah Code R277-419