

Capstone Roles and Responsibilities

Alamance-Burlington School System clearly defines the roles and responsibilities of each school's infrastructure for supporting students in completing the Capstone Project. The following list reflects this basic set of Capstone responsibilities.

Capstone Committee - (consists of an administrator, a guidance counselor, a faculty representative from each department, an EC teacher, and an LEP teacher as a minimum requirement)

- Maintain spreadsheet of student progress
- Coordinate Presentation Night
- Answer questions from faculty, students, parents, and the community
- Approve or deny requests for extensions
- Determine EC/LEP modifications
- Approve or deny Capstone Project Service Approval Applications
- Offer suggestions for improvement with respect to denied applications
- Provide professional development detailing new Capstone procedures to ensure school-wide consistency

Advisor – (view attached advisor checklist for specific duties)

- Supervise and support advisee
- Advise student on available resources
- Help coach advisee on presentation
- Score advisee's portfolio and product components
- Communicate with parents, counselor, and administrators if deadlines are not met
- Meet/communicate with advisee

Capstone Coordinator – (chairperson of the Capstone Committee)

- Call meetings of Capstone Committee
- Serve as point of contact for questions
- Delegate roles and responsibilities to committee members

School Guidance Counselor

- Track non-traditional graduates
- Work with advisor to encourage students not meeting deadlines
- Follow up on Capstone materials with students transferring in and out of the school

Administrator

- Review grade appeals
- Work with Capstone Committee for school-wide consistency related to expectations and deadlines
- Work with guidance counselor and advisor to encourage students not meeting deadlines