

Classroom Etiquette & Policies

GENERAL CLASSROOM ETIQUETTE

Scholars in all categories meet with teachers from time to time. To use the time wisely, a few tips are listed below.

Each scholar should have an email address explicitly used for school.

The email should be professional and not at all associated with gaming systems

Parents, scholars, and academic advisors receive links for the day of the class.

Scholars should look for an email that says Zoom class link or Google Meets Link 45 minutes to 1 hour before class.

Scholars should be prepared for class and be on time. Log in to the classroom 5 minutes prior to the start. If you have trouble, the extra 5 minutes will give instructors time to help scholars who are having technical difficulty.

Scholars should not argue with teachers, tutors, and academic advisors.

Generally, scholars are marked absent if they are not in attendance after the first 10 minutes, unless the scholar has specifically communicated technical difficulties and are working to fix the issues during that time.

Scholars that miss 10 minutes or more may want to ask the instructor for a private session to help them with the missing information. The time and effort should be negotiated at the end of the class prior to the instructor dismissing.

While online, scholars must adhere to the scholar contract portion of the Parent/Scholar Contract

Scholars must wear clothing to class. Pajamas and other sleepwear are not allowed while in front of the camera.

If a scholar cannot be in a room without background noises, we ask that the scholars wear headphones. Also, teachers may ask scholars to turn the sound off and use the "Chat" feature to communicate.

Most times, teachers will ask that scholars remain in front of the camera to ensure each scholar is engaged and not distracted with outside stimulation.

Scholars are asked to **NOT interact** with anyone outside of the online portal during the 50-minute class period, unless otherwise asked by the instructor. Scholars found arguing, complaining or playing with persons outside of the class are a distraction to the entire class.

Finally, come to class prepared, with homework complete. Be sure to ask questions about assignments during class whenever possible. Teachers can be reached by email for additional support.

If the Pinnacle Scholar is online, they are most likely listening to instruction. Speaking to the scholar or interrupting at any point can be confusing to the scholar, the teacher and other scholars who may be online at the same time. Additionally, removing the scholar's attention away from the screen or any interference with class time conflicts with our scholar policies.

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Scholar schedules vary

One-hour classes:

Each one-hour class lasts 50 minutes. The break allows scholars to have multiple classes in one day with a 10-minute break between classes.

Two-hour classes:

Each two-hour class dismisses for 10 minutes each hour to allow scholars to have a break. Therefore, each hour of class is equivalent to 50-minutes.

Group Classes

Scholars that log in after the first 10 minutes **may or may not** be permitted to enter the class. If starting and stopping is too disruptive to other scholars, then late starters will not be allowed to enter. The instructor will have full discretion.

We suggest all scholars entering late, wait at least 5 minutes to be admitted. If the Instructor finds a place to break in the learning, the instructor will always do their best to allow the scholar to enter.

Parents and scholars will receive an email regarding scholar attendance and work done or needing to be completed at the end of each session.

If attendance becomes a problem due to tardiness, the issue will be brought up by the scholar's academic advisor.

Private Classes

Many students opt to meet privately with instructors.

If the scholar does not show up after the first 10 minutes and does not contact the instructor about tardiness, the instructor will log off and the scholar will be deemed absent.

Make-up classes can be scheduled. Scholar's parent must contact the instructor for make-up times. A fee may be charged. Please refer to school policies regarding attendance and make-up classes.

Need a Tutor?

For additional assistance, scholars can sign up for tutoring.

Tutoring is available through Education Plus. To gain access, speak with the assigned academic advisor.