PINNACLE ACADEMY

PINNACLE ACADEMY
ACADEMY
Reaching the Peak of Aademic Success

PINNACLE ACADEMY

SCHOOL POLICIES

An Online Educational Academy

Grades K-12

Learn with Equity!

PO Box 28761
Seattle, Washington 98118
(888)355-3512

SCHOOL POLICIES

Pinnacle Academy is an online school, dedicated to transforming scholars to scholars in grades K thru 12.

Pinnacle Academy believes every scholar is unique. Therefore, we are an independent learning school that recognizes every scholar as unique with an individual learning style: Auditory, Kinesthetic, Visual, Read & Write or a combination of the four.

We assess each scholar's learning style(s) and place scholars within programs that match. The goal is to teach scholars to learn independently after developing study practices and learning tools explicitly catered to their learning styles.

Next, we assess the academic level for proper course placement to ensure scholars don't have holes in their educational foundation.

Scholars who need instruction are in cohorts that meet once or twice a week online in small groups with a certified teacher.

Advanced scholars are encouraged to jump straight into the independent learning program.

Although Scholars have a maximum 12-month time calendar they are encouraged to complete courses quickly, yet in their own time without peer pressure, eliminating competition from the learning structure.

Our curriculum is ALL online, however we do provide in person learning at our satellite location.

Our online teachers meet with scholars Monday-Thursday between 5AM PST and 5PM PST.

Fridays are reserved for meetings with Academic Advisors, make-up courses, group meetings, school assemblies and field trips. Although some teachers are not available beginning Thursday at 5PM PST, scholars can still access curriculum 24 hours a day and 7 days a week.

Pinnacle Academy (School LLC) subscribes to the policies set forth in this document. Additionally, Pinnacle Academy may be referenced as "our academic program," "the academic program," and "the Pinnacle Approach." We view these words as one in the same.

Policy Changes and Addendums

We reserve the right and discretion to modify the Terms of Use at any time. Notification of changes will be distributed by email and made available on our website.

Scholar Records & Privacy Statement

Scholar records are private. We will not release scholar records without proper application. A scholar transcript and cumulative file can be given to other schools, colleges with formal request. See our online Scholar Support page for more information.

Pinnacle Academy School Curriculum

Edmentum (formerly Apex Vs Learning)- an accredited curriculum listed as one of the most widely used curriculum in the United States.

Accelerate Education- an accredited curriculum listed as one of the most widely used curriculum in the United States. Accelerate Education is the curriculum choice of Edgenuity.

K-12 scholars that subscribe to daily live teaching are typically assigned our Accelerate Education curriculum.

Scholars in grade seven (7) through twelve (12) that thrive as Independent Learners are typically prescribed Edmentum (Apex Learning).

Pinnacle Academy teachers, academic advisors provide training for those using our online curriculum.

Assessments

Each scholar will be asked to take a grade level assessment for course placement level and an additional assessment entitled, Learning Styles. The Learning Styles assessment illustrates the most desirable learning setup each scholar's needs.

Reading Assessment

Assessment will tell us how well your scholar comprehends reading materials.

Math Assessment

Assessment allows us to see what mathematical concepts your scholar understands.

Writing Assessment

Any scholar can answer this assessment with the difference being their unique response. There is not a minimum number of sentences; however, we do ask that no one writes past the number of lines provided.

Learning Assessment

Assessment will give insight as to how your scholar learns.

Academic Dishonesty

Succeeding in dishonest academic behavior is morally unethical and results in lower scholar scores, and consequently lower college admission. Pinnacle Academy does not tolerate academic dishonesty. Scholars found engaging in these activities will be expelled.

Plagiarism

Plagiarism will not be allowed. If a scholar is found to have plagiarized any document or assignment will be expelled.

Mandated Reporting

We are an educational institution and are mandated to report any suspected instances of child abuse or neglect to the social welfare services for the county or local law enforcement agency such as local police or sheriff's office.

Digital Devices

Technology tools can be transforming for the way scholars learn. However, used improperly during school hours can be distracting.

Course Exchange

All scholars that withdraw from a course within 14 days of the start can exchange that course for another course more suited to the scholars need without a financial impact. The withdraw course will be removed from scholar academic records without adverse effects. All scholars that withdraw after 14 days from the start can withdraw and exchange the course for another for an additional fee of $125.00. Each exchange after that will be $75.00 each.

Extension

Each course or set of courses are available to scholars for a full 12 months. If a course is not completed within that time frame, the scholar must re-enroll. The fee to re-enroll is $675.00 unless otherwise noted within the dated invoice.

Incomplete

If a scholar fails to withdraw from a course but does not complete the course, it is considered incomplete. An incomplete is not favorable for any transcript. It is represented with 0.0 credit and grade letter "I" for incomplete.

Withdrawal

Scholars may withdraw from any course without impact on academic record all the way to the last day of school. There is no refund for withdrawn courses, but it will be removed from your academic record without negative reflection. Withdrawal forms can be found within Scholar Support.

Advancement

Scholar advancement occurs when a scholar has completed all courses related to their individual K-12 state mandated requirements with a passing score.

Transcripts

Transcripts can be requested at any time. Select PASS and then Scholar Support. to access all forms. Complete the form and email to admin@pinnacleacademy.org

ENROLLMENT PRACTICES AND POLICIES

We reserve the right to grant or deny admission based on our ability to sufficiently support a scholar in our academic environment.

Enrollment Agreement

Scholars that we feel may not benefit from an online school will not be accepted, and the applicant will be advised.

Admission is available to scholars who complete our enrollment package, including scholar application and complete 4 assessments scoring satisfactorily.

Scholars that receive a 3.0 Cumulative GPA in our program during the first year, will automatically be considered for re-enrollment for the following school year, unless otherwise notified. Scholars may remain enrolled at Pinnacle Academy until they complete the 12th grade.

We provide each of our families with a Scholar Handbook which is intended to highlight many of our policies. We anticipate parent(s)/guardians making a commitment to be engaged in the educational process.

Pinnacle Academy often partners with parents and groups who provide the physical space for learning, while we provide the curriculum, certified teachers, tutors.

Open Enrollment

We accept applications on a continual basis.
24hour online access. Https://www.pinnacleacademy.org/admission
Scholars can enroll throughout the year. However, scholars adhering to a traditional school schedule should begin in September. Our traditional school year begins on Tuesday after Labor Day. Class meetings end the last week in May, leaving scholars one week to study for end of the year testing. Testing begins the 2nd week in June. An assessment is required for most courses. Complete the application for enrollment to begin the process.

Enrollment for Adult Education

Adult Scholars (over 18), that are no longer in high school but seeking a GED may apply to our program for an Adult Education Diploma, GED, or SAT/ACT preparatory courses. For additional information contact our staff at admin@pinnacleacademy.org.

Enrollment for International Scholars

Scholars who attended international schools prior to enrolling with Pinnacle Academy must submit their academic records as a part of the enrollment process. Academic records that need to be translated to English must be done prior to submitting them to Pinnacle Academy.
For International admission, Pinnacle will award course credit based on the translated transcript.
Physical Education (PE) does not impact GPA, so the grade for PE will be considered Pass or Fail.
Additionally, we reserve the right to accept or deny translated records. Regardless of school records or grades, scholars at Pinnacle Academy take assessments for admission.

English Proficiency Disclosure

English is the chosen language for Pinnacle Academy. Therefore, all our course literature and assignments are created for scholars who are proficient in English. If there is a question of English Proficiency, the scholar must take the Test of English as a Foreign Language (TOEFL) at scholar's expense and report those scores to Pinnacle Academy prior to enrollment.

End of the year Assessments

Our scholars complete a standardized assessment to help track scholar progress. All scholars are required to take thee assessments which are scheduled annually during the second (2nd) week in June. For those that need to take assessments prior to the end of the traditional school year, assessments may be scheduled. End of the year assessments may be scheduled anytime between September and May with an Academic Advisor (AA).

Enrollment Options

We offer a variety of enrollments for K-12, including part-time and single course enrollments for See our Tuitions for more information.

	Full-Time	Part-Time	Single Course
Kindergarten – 6	✓		✓
7-12th	✓	✓	✓

Elementary scholars can be full-time or take a single course with Pinnacle Academy while attending another school full-time. However, we do not offer part-time status to elementary scholars with full-time attendance at a different school.

Proof of Enrollment

Pinnacle Academy scholars needing proof of enrollment Request Scholar Records found under Scholar Support in the online menu.

Scholar ID Cards

Each scholar is assigned a unique ID automatically upon enrollment.

Scholar Wellness

Scholar wellness is important to academic success, so we encourage physical movement, and water consumption throughout the day. Additionally, we have an annual public health webinar to discuss mental and physical health, nutrition, and exercise. We also support positive body image and healthy emotional support groups. We believe school should be safe for all.

Mandatory Parent & Scholar Orientation

Orientation attendance is an important part of our success plan. We attempt to have as much information available for both parents and scholars. During the orientation, scholars will be shown how to navigate to their dashboard. Pinnacle Academy endeavors to maintain parent-scholar-teacher transparency. We want everyone to stay engaged throughout the school year and overall educational process. Regular updates will be sent to parents regarding scholar progress.

TUITION & FEES

Full-time scholar tuition choices beginning at $3500 per year. All scholar programs include an academic advisor and access to teachers and tutors.
In addition to tuition, there is a curriculum fee of $675.00. This fee is considered the scholar's registration and is due prior to course enrollment.

Each program includes one (1) free tutoring session per month. Additional tutoring is available for fees ranging from $35-$75/hour. Tutoring can become necessary if the scholar appears to have challenges with a subject that can be rectified with one-on-one guidance.

Tuition is due on the 10th of each month. A late fee of $125 will be assessed after the first 5 days. After 20 days of no payment, scholar is considered "Inactive" and will be removed from the Academic Schedule.

Education Module	Academic Advisor 1/hr/wk	Tutoring 1/mo	Live Teacher 1/hr/wk	Class time Monitoring
Independent Learning (ILM) (FT $3500/year or $350/10months)	✓	✓		✓
Live Teacher Daily (LTM) (FT $7000/year or $700/10months)	✓	✓	✓	✓
Satellite Scholars (FT $11000/year or $1100/10months)	✓	✓	✓	✓
Private 1 to 1 (FT $11000/year or $1500/10months)	✓	✓	✓	✓

ILM tuition is $3500/year
ILM is *only* available to scholars in grades 7-12. Exceptions can be made for POD scholars, Satellite and Homeschool scholars. This program is only available to scholars who can maintain a GPA of 3.0 or better.

LTM tuition is $7000.00/year
Scholars meet with 4 teachers a week for 1 hour each. These one-hour courses take place Monday – Thursday.

Satellite tuition is $11,000.00/year
Satellite Scholars attend online school within an "In-person" environment, with no more than 17 additional scholars in the same place. Academic advisors and tutors are available throughout the school day. Teachers remain online.

Private 1 to 1 tuition is $23,000.00/year.
Scholars who require a more focused approach, meet with teachers in a one-on-one setting.

Part-time Enrollment

Part time programs is only available to scholars in grades 7-12 and beginning. Part-time scholars can enroll in one to three classes while maintaining enrollment at another school. Scholar transcripts will be available and transferable to your local school.

Donations

Donations are used to offset tuition for scholars who are not financially able to afford our fees. Pinnacle Academy partners with individuals and groups that make sizable monetary contributions. Those contributions are then used to provide scholarships to scholars that are in need.

Scholarships

Our scholarships are given away based upon need and first come first served basis until funds are depleted.

Refunds

The application processing fee ($50) and book fees are non-refundable.
If you are financing (paying a monthly tuition). If a scholar is expelled or withdraws from the school for any reason, tuition for the month the scholar leaves will not be refunded. Any months paid in advance, following dismissal will be prorated and refunded minus 5% for processing. A paper check will be refunded to the address listed within scholar file.

ACADEMICS & GRADUATION REQUIREMENT

Our academic policies are set forth within this document. Each scholar receives a copy of the academic and overall school policies to ensure access to information and procedures.

Curriculum Resources – Edmentum (Apex VS Learning)

Each scholar will receive help navigating curriculum. Scholars who are independent learners, work on their own, meeting with the academic advisor weekly for performance assessments. Scholars can access curriculum and tutorials 24-hours a day.

Example of Coursework

- Unit Overview – this is a summary of what will be covered.
- Unit Pretest – some courses allow for scholars to test out. Pretest scores apply to quizzes within the unit. All correct answers are recorded and eliminate work that is already mastered.
- Unit Study Guide (& worksheet) – the study guide provides direction for studying for each unit or section.
- Check-ups & Practice – these are provided for scholars to check their work without it counting towards their overall course scores.
- Unit Reviews- reviews are summaries of the subject.
- Unit Quizzes – quizzes are uses to assess how much a scholar has retained prior to testing at the end of the unit.
- Unit Tests – There are two choices for unit tests. The computer-based test or printed test is available at the end of each unit after all quizzes and final review have been completed.

Academic advisors will coach scholars on which activity-based assignments will benefit the scholar most.

Curriculum Resources – Accelerate Education

Example of Coursework

- Module – each module comes complete with reading, exercises, activities, quizzes, and exams.
  - Review- the allows the scholar to review the course materials.
  - Activity – access to activities is online as well as in workbooks.
  - Quiz – quizzes are in place throughout the module. Quizzes help scholars determine how much they have retained for every few pages of reading.
  - Exam – the module exam is a culmination of the entire module.

Textbooks

Our course material is available online for all K-12. Scholars also have access to print material as they need. Scholars may also choose to have pre-printed materials mailed to them in advance. Scholars K-6, using Accelerate Education curriculum will receive workbooks to complete scholar Activity sections. For scholars 7-12, printed text services can be found within our Scholar Services tab, under the PASS menu.

Grade Reporting

Grades are automatically calculated through our system as scholars' complete assignments.

Placement

The Math, Reading and Writing assessment helps to prescribe accurate course placement.

Honors, Awards & Recognition

Our full-time scholars are polled for special recognition. At the end of our school term, scholars receive an invitation to our annual awards ceremony where we recognize our scholars for their outstanding performance.

School Year Completion

Scholars have 12 months to complete each course. Completion is when the scholar has completed the coursework assigned by the Academic advisor.

Grading Scale

We use both the numeric and letter grading system. Elementary uses standard A-F, whereas 6-12 uses the A (+/-) – F, grading system that will make up the scholar GPA.

Letter Grade	Numeric Grade	College Prep	Honors	AP
A+	96.5-100	4.00	4.50	5.00
A	92.5-96.4	4.00	4.50	5.00
A-	89.5-92.4	3.70	4.20	4.70
B+	86.5-89.4	3.30	3.80	4.30
B	82.5-86.4	3.00	3.50	4.00
B-	79.5-82.4	2.70	3.20	3.70
C+	76.5-79.4	2.30	2.80	3.30
C	72.5-76.4	2.00	2.50	3.00
C-	69.5-72.4	1.70	2.20	2.70
D+	66.5-69.4	1.30	1.80	2.30
D	62.5-66.4	1.00	1.50	2.00
D-	59.5-62.4	.7	1.20	1.70
F	59.4>	.0	0.00	0.00

Progress Reporting

Parents and teachers receive a weekly progress report that shows scholar progress. Green mean scholar is caught up on all assignments. Yellow means scholars should take caution to complete missing assignments. Red alerts both parent and teachers to scholar falling severely behind, and in need of more school hours or private tutoring.

Report Cards

Edmentum provides a weekly reporting system, therefore our scholars don't receive mid-year report cards since the information is given on a weekly basis.

All scholars receive a mid-year progress report. This report details any issues with behavior, missing assignments, and scholars' overall performance. The details are documented by each teacher and the scholar academic advisor. Scholar records/test scores remain available for viewing all year long.

If a parent or scholar has an issue processing test scores and our records, please contact your Academic advisor.

Graduation Requirements

Graduating scholars complete these requirements.
We advise scholars to complete the UC/CSU A-G requirements.

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GRADUATION REQUIREMENTS

English 4.0 Credits

Math 3.0 Credits

Science 3.0 Credits

Social Studies 4.0 Credits

World Language 2.0 Credits

Fine Arts 1.0 Credits

Health .5 Credits

College Prep Electives 5.0 Credits

Senior Project 2.0 Credits

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Four years of English
Three years of mathematics
    (We encourage Algebra I, II and Geometry)
Three years of science:
    Biology
    Physical science
    Chemistry or Physics
Four years of social studies. Includes:
    One semester of American Government
    One semester of Economics
    We offer African American Studies
Two years of foreign language
    (We recommend 3 years for A-G CSU & UC requirements)
Two years of Health Education or Physical Education
One year of Fine Arts:
    Visual, performing arts
    Technical career, or college preparation
One semester of Health
Five College Prep Electives and a Senior project

TOTAL CREDITS: 24.5

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Senior Projects

Senior projects focus on enhancing personal growth. The secondary school experience is reflected on as a pathway to reaching future college and career goals. Scholars can explore career choices and build confidence with a written career plan.

Courses

For a printout of our courses, please access them from the scholar PASS menu.

Mathematics	Science	Social Studies
Math Foundations I. II	Science Foundation	MS Contemporary World
Math 6	Science 6	MS World History
Math 7	Science 7	MS US History
Math 8	Science 8	MS Civics
*Algebra I, II	MS Physical Science	Geography & World Culture
*Geometry	MS Life Science	World History
Mathematics I, II, III	MS Earth & Space Science	World History to Renaissance
*Precalculus	Earth Science	Modern World History
**Calculus AB	**Environmental Science	* **US History
**Statistics	Physical Science	US History to Civil War
Fundamentals Math	* **Biology	* **US Government & Politics
Introductory Algebra	* **Chemistry	Economics
Financial Literacy	*Physics	**Macroeconomics
Mathematics of Personal Finance	The Living Earth	**Microeconomics
Probability and Statistics	Chemistry in the Earth System	Multicultural Studies
Bridge Math	Physics of the Universe	Sociology
Liberal Arts Mathematics I, II		*Psychology

English Courses	World Languages	Career & Tech Education
English Foundation I, II	Spanish I, II, III	Accounting I, II
English 6	AP Spanish Language	Business Applications
English 7	French I, II	Computer Applications
English 8	Mandarin Chinese I, II	Human Resources Principles
*English 9	German I, II	Information Tech Applications
*English 10	Latin I, II	Intro to Business & Tech
*English 11	MS Spanish I, II	Legal Environment of Business
*English 12	MS French I, II	Principles of Business, Mktg & Fin
**English Literature composition	MS Mandarin Chinese I, II	Principle of Health Science
Creative Writing	MS German I, II	Principle of Information Tech
Media Literacy	MS Latin I, II	
Reading Skills & Strategies		

Additional Electives	Technology Courses	
College & Career Preparation I	3D Game Development	3D Printing & Modeling
College & Career Preparation II	App Design	Fashion Design
Ethnic Studies	Mod Design	Computer Basics
~African American History	Mod Design 1: Dimensions Expansion	Keyboarding
Art Appreciation	Adventure Maps Expansion Course	JavaScript Game Design
Music Appreciation	Mod Design 2	Python Multiplayer Adventurer
Physical Education	Server Design	Scratch Coding
Health Education	3D Animation	Digital Savvy
	3D Character Animation	
	3D Game Design	
*Honors Available, **AP, MS = Middle School ~ Coming soon		

ATTENDANCE

Pinnacle Academy scholars are expected to attend class regularly. When a scholar is going to miss a live session, a parent/guardian should send an email in advance, to the assigned academic advisor of the date(s) and/or timeframe that the scholar will not be in attendance. Scholars are expected to stay on track with their cohort and learning schedule (a pace created with the scholar, parent, and academic advisor).

LTM Attendance

If a scholar will be absent, the parent/guardian should email the academic advisor (at minimum) 24-hours prior to the start of the first class. If a scholar will be out for more than one day, please provide the information to the academic advisor as soon as you know. The academic advisor will pass the information on to each teacher effected by the absence(s). In most cases, scholars should be prepared to have a make-up session to maintain an adequate pace for the anticipated completion date.

Sometimes emergencies arise and a 24-hour notice may not possible. In those cases, contact the teacher immediately by email. We value our teachers time, as well as our scholars. Therefore, if 2 or more "emergency" absences occur within a month, a fee of $50 per class will be charged to your account for each class that is missed.

After 4 missed classes within a month, (with or without a 24-hour notice), the scholar will be removed from the Live Teacher Module schedule. A new schedule will be negotiated with the Academic advisor.

ILM Scholar Attendance

ILM- Independent Learning Module scholars are not expected to meet with teachers each day. Each scholar's schedule is monitored; however, independent scholars are expected to complete their assigned coursework without daily instruction. Parents are advised immediately, if a scholar falls behind schedule. If improvement does not occur within a mandated timeframe (negotiated with AA), scholar will be asked to move to the Live Teacher Module - LTM, to prevent failing.

Overall, daily attendance is not a prerequisite for completion, however completion of the course(s) is required to receive a final grade/score at the end of the school term. As with any learning program, irregular attendance could result in lower scores. Pinnacle Academy is, overall, an independent learning school, which allows scholars continual online access to course materials. Additionally, all scholars can access assignments including study guides, check-up, and reviews which are available 24-hours a day, 7-days a week. This allows scholars to complete assignments in time to keep up with their weekly cohort of instruction even during periods of irregular attendance. Refer to our academic section for an explanation of our course structure.

Make-up Classes

Make-up class time is scheduled by the individual teacher. If a scholar misses more than one day in a week, the academic advisor will coordinate make-up sessions between all teachers to ensure scholar course completion is met.
Make-up classes are typically scheduled for Fridays when possible. Weekends and Holidays are not available for make-up course work for scholars under 18. Adult Education scholars may make private meetings for weekends.

Missing a make-up class

Scholars that miss make-up sessions without cancelling 24-hour notice will be charged $50 for each of the class(es) missed.

Leave of Absence

If a scholar is having extenuating medical or personal issues, a leave of absence can be granted. A leave of Absence is necessary for scholars who plan to be inactive for more than 14 days in a row. Each situation is different and therefore we recommend speaking with an academic advisor prior to a decision to take a leave of absence
A leave can be granted for 30 to 90 days, one time in a school term. During that time course work will be put on hold, and scholar portal will be disabled. A leave of absence is not additional time to complete work. When a scholar returns from a leave, the time remaining to complete the academic year will depend on their enrollment calendar. All full-time and part- time scholars have 12 months max to complete the school year. Payment plans will continue while a scholar is on a leave of absence. Fees paid for courses are non-refundable.

Withdrawal

Scholars may withdraw from any course without impact on academic record all the way to the last day of school. There is no refund for withdrawn courses, but it will be removed from your academic record without negative reflection. Withdrawal forms can be found within Scholar Support.

Dismissal (Expulsion)

Persons dismissed from Pinnacle Academy will lose all access to our online portals. An official transcript will be sent to the address of scholar's choice. We do not refund past tuition. If a scholar is dismissed at any time during the month, a payment for that month is due, and all other payments, not including past due payments, will be dismissed as well.

WEBSITE PRIVACY POLICY

We insist that scholars are respectful of themselves and all others while using any part of Pinnacle Academy website and or any school portal, or other platforms used by Pinnacle Academy. On occasion, we may offer virtual field trips in other online environments, along with social activities and clubs. In each of these instances we expect Pinnacle Academy scholars to behave as if they intend to learn. That means listening and speaking in appropriate tones during appropriate times.

Each scholar is provided a list that should act as a guideline for how scholars should behave. Signing this form by both parent and scholar is required for admission. Terms of Use & Privacy Policy.

Site Terms of Use Policy

Scholars are assigned an individual dashboard that is independent of other scholars. Use of the site for other than its educational format is prohibited. Copying forms and information from the site are also prohibited. Copying forms and information from the site are also prohibited. Persons found hacking, copying, changing, modifying for deleting items from the site or other site connected to Pinnacle Academy will be dismissed from our program. Transferring, sharing, removing or unauthorized use of Pinnacle Academy site and all other clouds and/or spaced and literature used or operated by Pinnacle Academy is considered theft. Persons found to be in violation of any of these terms will be fully executed by the law.
A copy of our site policies is available on the website. Terms of Use & Privacy Policy

Computer Use & Netiquette

During class time, use of game sites is not allowed. Our rules of conduct are also relevant and included as school rules for all online scholars as well as those in pods, and satellite locations.

Website Access

Access to scholar dashboards are available 24 hours a day, except days/times we are performing maintenance. Scholars are not allowed to give or share access to their Pinnacle Academy dashboard.

Passwords

An initial password is created by our system. That password is given in the scholar orientation and must be changed upon scholar first login.

Technology Support Services

Technical support is available for scholars and can be accessed within our PASS tab under Scholar Support Services.

SCHOLAR SUPPORT / RESOURCES AND DISCIPLINE

Parent Access & Support

Parents can contact scholar academic advisor for any reporting as needed.

Guidance & Counseling

Academic advisors are available to guide scholars and provide support, helping each scholar achieve set goals. If emotional counselling is needed, scholars will be referred appropriately to a medical professional or report to agency as directed by each individual state law.

Restorative Discipline

Restorative discipline is a way of dealing with bad behavior. Instead of harsh punishments that focuses on the bad behavior, restorative discipline focuses on repairing the harm done by the bad behavior. For most offenses, this practice can be used and is our preferred method of discipline. However, continued use of profanity, name-calling and other forms of abusive behavior will not be tolerated.

We reserve the right to remove scholars from our program. Although a scholar's expulsion would be a last result, sexual harassment, and perverted behavior and or sexual gestures in our online environment is grounds for dismissal.

Scholar Life

Extra-curricular activities are important to scholar life and wellness. We encourage scholars to participate in sports, chess clubs, music and arts, travel, and other extracurricular social activities to help broaden their scopes. We believe extracurricular activities create a more balanced life among all our participants.

College & Career Advising

Annually, our scholars are asked to participate in college prep exercises and webinars. We invite exciting speakers from all over with various occupations to encourage scholars to seek out their own career paths through higher education.

Technology Support Services

Technical support is available for scholars and can be accessed within our PASS tab under Scholar Support Services.

Extracurricular Activities

We encourage scholars to participate in extracurricular activities for stable development. Many of those activities should be sought for outside of and in addition to Pinnacle Academy.

Community Service

Pinnacle believes in giving back to the communities we serve through education. Additionally, our full-time scholars get the opportunity to share those same principals by participating in community outreach programs that are local to them or one that is partnered with Pinnacle Academy.

Club Athletics

We are a developing school and look forward to our scholars creating school clubs that will be diversified.

Scholar Government

As an online school, we anticipate hosting scholars from around the world. Scholars will meet during assemblies and other group projects and within our satellite locations. Annually we will host a contest for the senior cohort to select a scholar body who will oversee our yearbook and graduating senior activities, including our senior trip where all scholars will get together in one location for a weekend of festive activities.

Clubs

Clubs are created by our scholars and supervised by an adult staff member to ensure that club functions remain within our policies.

Field Trips

Throughout the school year, we attend Virtual field trips to some amazing places including Planetariums, Aquariums, National Parks, the Smithsonian and other Museums, Art Galleries and more.

Assemblies

Group Assemblies are usually scheduled for Fridays.

Scholar Photo Release Disclosure

Scholars are required to submit a photo online for their online ID. Approval to use photos of scholars in our printed material will be requested prior to printed matter being designed or released.

Non-Discrimination Policy

We are an educational institution and we do not discriminate against race, ethnic make-up, age, religion, sex, or sexual orientation.

Dismissal (Expulsion)

Persons dismissed from Pinnacle Academy will lose all access to our online portals. An official transcript will be sent to the address of scholar's choice. We do not refund past tuition. If a scholar is dismissed at any time during the month, a payment for that month is due, and all other payments, not including past due payments, will be dismissed as well.

Please do not give out your portal login and password to anyone. **Parent/Guardian is the single exception.** Scholars attending live sessions should always login to class 5 minutes prior to start time.

Each scholar meeting a teacher must wear clothing - Please, no visible sleepwear or undergarments should be worn as a part of school attire. Shirts with collars are preferred.

Please set up your work environment on a tabletop or desk in an area that is quiet.

Please wear a headset and follow class rules about using tools during class.

Scholars with a significant number of incomplete tasks or low quiz/test scores will be advised to use the online tutorial programs and or schedule live tutoring on our EPM (Education Plus tutoring Module). AA will continue to consult scholars to ensure confidence in what is learned.

Each scholar is encouraged to work at his or her own pace. Scholars should not compare themselves with others, so we discourage the behavior.

Each scholar is assigned an academic advisor. Scholars meet with academic advisors for one (1) hour each week. Some meet 1 day per week, while others may meet for 15 minutes each day.

Scholars are not allowed to use profanity or vulgar expressions in any manner while they are interacting on the Pinnacle Academy platform. Also, scholar profiles/dashboards need to be clear of vulgar language and or explicit content. Gang signs, slurs and symbols are prohibited.

Profanity and explicit language not directly related to school text, or a part of course subject matter is also prohibited. In addition, name calling and or character judgmental comments will not be tolerated be it written, spoken or implied.

Cyber bullying will not be tolerated. Cyber bullying is defined as hurtful communication in speech, phrases, gestures, photos, or composition. Anything that demeans another's character, physical appearance or personage is considered cyber bullying. This includes all Pinnacle Academy's scholars, faculty, and staff, even if it is found in a text, email, and or any other social media platforms separate from Pinnacle Academy but referring to *it* or *its* members.

Photos and images used for profile and assignments must be appropriate for educational or professional purposes. Absolutely no nudity, profanity, or other deviance in form of comment, illusions, or innuendos. Pinnacle Academy's main objective is learning. We aspire to lift and encourage each other to be the best that we can be.

Cheating is offensive. Plagiarism is not tolerated. If identified, the AA and parents will derive a corrective course of action with the scholar to resolve the issue. Repeated offenses may result in the removal from the program. Scholars can request tutoring sessions. One free session is allowed each month. Additional sessions can be purchased for an additional fee $50/hr.-$75/hr. For access, please contact an academic advisor for instructions to access EPM, the Education Plus Module.

Adherence to Pinnacle Academy's classroom behavior and rules for conduct will attribute to every scholar's ability to achieve their goals.

Scholars found not following guidelines and rules will be reprimanded by losing group privileges first and given a warning. If negative behaviors and offenses persist, the scholar will be removed from the program.

Student Name: _____   Student Grade : _____

Student ID: _____

Parents of Pinnacle Academy Scholars will receive timely information regarding scholar status and task completions. If a scholar falls behind for any account, including absences, the academic advisor will contact parent(s)/guardian to discuss a plan to rectify missing assignments or attendance scheduling.

Parent/Teacher conferences are scheduled when a scholar fails to perform, fails to access tutoring, or otherwise neglects the program.
Parent(s)/guardian, scholar and academic advisor will work together to find solutions to bad behavior and poor performance. If solutions to negative academic performance cannot be found, a recommendation for mutual dismissal from the program should be the ultimate solution.

Tuition Payments are due on the 10th of the month unless other arrangements are made and is listed in your contract. Parents can request a change payment due date once after initial contract has been signed. Contact Ssmith@pinnacleacademy.org. There is an automatic 5-day grace period, however payments received after the 15th will incur a $125 late fee.

Returned checks and declined transactions: A $50 fee per returned item will be charged to your account. In addition to the fee, if the replacement payment clears after the 15th, your account balance will also incur a $125 late fee. The scholar will be suspended after a payment is 20 days late. Three late payments in a row are grounds for dismissal.

Refunds: Processing Fees are non-refundable but are counted as a part of the total year's tuition. The first month's payment for Full and Part-time schedules is also non-refundable. If a scholar is dismissed or leaves the program, all fees for the current month are due. Refunds will be based upon the amounts paid and the time remaining in the program minus 5% for processing. In most cases, refunds are not given, but tuition in arrears may be owed.

Scholar Records: Official scholar records can be requested by contacting the administration. Records will not be released until the scholar account/tuition is current.

Permission to use scholar's (a minor) image and/or name: I hereby grant permission for my child to be photographed videotaped and/or interviewed by representatives and/or employees from Pinnacle Academy and Pinnacle Academy School LLC. I grant the irrevocable and unrestricted right to reproduce and publish photos, videos, and digital images for uses that include websites, editorials, promotions, or other purposes without compensation or advance notice of the use of such items.

Signing below indicates that you have read, understand, and agree to adhere to the policies of Pinnacle Academy including the codes of conduct and tuition payment guidelines while accessing Pinnacle Academy's website and educational programming.

Please sign and return to Pinnacle Academy:
Email: admin@pinnacleacademy.org   Mail: PO Box 28761♦ Seattle, Washington ♦ 98118

Scholar Signature: _____   DATE: _____

Parent Signature: _____   DATE: _____