



# **OUR POLICIES**

**An Online Educational Academy  
Grades 6-12**

**Lean with Equity!**

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

**Pinnacle Academy Admission Policy.** We reserve the right to grant or deny admission based on our ability to sufficiently support a student in our academic environment. Admission is available to students who have completed the 5<sup>th</sup> grade successfully and able to provide transcripts supporting current grade level. Students that receive a 3.0 Cumulative GPA will automatically considered for re-enrollment for the following school year, unless otherwise notified. Students may remain enrolled at Pinnacle Academy until they are, with proof of 12<sup>th</sup> grade status.

Students can enroll throughout the year. Our traditional school term begins in September and ends the last week in May for students that want to adhere to a traditional school schedule. An assessment is required for most courses.

Complete the application for enrollment to begin the process.

<http://pinnacleacademy.org/admission>.

Adult students (over 18), no longer in high school but seeking a GED may apply for our GED or SAT/ACT preparatory courses. For additional information contact our staff at [admin@pinnacleacademy.org](mailto:admin@pinnacleacademy.org).

**Breaking the rules.** We reserve the right to remove students from our program. Although a student's expulsion would be a last result, sexual harassment, and perverted behavior and or sexual gestures in our online environment is grounds for dismissal. Use of profanity, name-calling and other forms of abusive behavior will not be tolerated.

**Code of Conduct.** We insist that students 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 students to behave as if they intend to learn. That means listening and speaking in appropriate tones during appropriate times.

Each student is provided a list that should act as a guideline for how students should behave. Signing this form by both parent and student is required for admission.

**Course Exchanges.** All students that withdraw from a course within 14 days of the start can exchange that course for another course more suited to the

students need without a financial impact. The withdraw course will be removed from student academic records without adverse effects.

All students that withdraw after 14 days from the start can withdraw and exchange the course for another for an additional fee of \$325.00. Each exchange after that will be \$250.00 each.

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

**Expulsions.** Persons dismissed from Pinnacle Academy will lose all access to our online portals. An official transcript will be sent to the address of student's choice. We do not refund past tuition. If a student 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.

**Incomplete Courses.** If a student 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.

**International Students.** Students 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 does not impact GPA, so the grade for PE will be considered Pass or Fail. We reserve the right to accept or deny translated records. Regardless of school records or grades, students at Pinnacle Academy take assessments for most core courses.

**Leave of Absence.** If a student is having extenuating medical or personal issues, a leave of absence can be granted. A leave of Absence is necessary for students 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 Coach 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 student portal will be disabled. A leave of absence is not additional time to complete work. When a student returns from a leave, the time remaining to complete the academic year will depend on their enrollment calendar. All full-time and part-time students have 12 months max to complete the school year. Payment plans will continue while a student is on a leave of absence. Fees paid for courses are non-refundable.

**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.

**Parent and Student Orientation.** Orientation is a part of our success plan. We know that knowledge can be powerful, so we attempt to have as much information available for both parents and students. During the orientation students will learn key components of our program. Pinnacle Academy endeavors to maintain parent-student-teacher transparency. We want all parties to stay engaged, therefore parents will be provided updates regarding student progress.

**Proof of Enrollment.** Pinnacle Academy students that need proof of enrollment will find the proper form under our Student Support.

**Refunds.** The \$50 application processing fee is non-refundable. The \$1500 student registration fee is non-refundable. If a student is expelled or withdraws from the school for any reason, a refund will be granted to those who have paid in full for the year. Otherwise, the payment for the month of withdrawal is due as in all other months and no other payments will be expected.

**School Records Privacy Statement.** Student records are private. We will not release student records without proper application. A student transcript and cumulative file can be given to other schools, colleges with formal request. See our online Student Support page for more information.

**Site Terms of Use.** Students are assigned a portal that is independent of other students. 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 or 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.

**Technology Support Services.** Pinnacle Academy has a small technical support group that is willing and ready to help students with their technical issues. We cannot control in-home Wi-Fi speeds. Pinnacle will provide each student with a small handbook and an orientation to help them navigate through our school site.

**Withdrawals.** Students 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 Student Support.