

# **PINNACLE ACADEMY SCHOOL POLICIES**

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

**Learn with Equity!**

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

## **Admissions & Enrollment.**

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.

## **Enrollment Agreement.**

We provide each of our families with a Parent/Student Contract which is intended to highlight many of our policies and to have a commitment from parents to be engaged in their child educational process. Pinnacle Academy partners with parents and groups, who provide the physical space for learning, while we provide the curriculum, certified teachers, tutors, and training for using our online system.

## **Open Enrollment**

We accept applications on a continual basis.

24hour online access. <https://www.pinnacleacademy.org/admission>

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.

## **Adult Education**

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).

## **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.

### **English Proficiency Disclosure**

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.

### **Enrollment Options**

We offer full-time, part-time, and single course enrollments for both middle and high school. Payment plans vary for each. See our price lists for more information.

### **Proof of Enrollment.**

Pinnacle Academy students that need proof of enrollment will find the Proof of Enrollment form under our Student Support in the online menu.

### **Student ID Cards.**

Each student is assigned a unique ID automatically upon enrollment.

### **Parent & 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 be shown how to navigate to their dashboard. Pinnacle Academy endeavors to maintain parent-student-teacher transparency. We want everyone to stay engaged throughout the school year and overall educational process. Regular updates will be sent to parents regarding student progress.

### **Courses.**

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

**Placement.**

Students take an assessment for accurate course -level placement.

**Completion.**

Students have 12 months to complete each course. Completion is when the student has completed the coursework assigned by the Academic Advisor.

**Withdrawal.**

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.

**Course Exchange.**

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 \$125.00. Each exchange after that will be \$75.00 each.

**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 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 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.

## **Extension**

Each course or set of courses are available to students for a full 12 months. If a course is not completed within that time frame, the student must re-enroll. The fee to add courses for grades K-5 is \$250.00/course and \$300.00/course for grades 6-12.

## **Incomplete**

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.

## **Attendance**

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

**LTM Attendance:** If a student will be absent, the parent should email the Academic Advisor (at minimum) 2-hours prior to the start of the first class. If a student 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, students should be prepared to have a make-up session to maintain an adequate pace for their anticipated completion date.

Sometimes emergencies arise and a 2-hour notice is not possible. In those cases, contact the teacher immediately by email. We value our teachers time, as well as our students. 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 2-hour notice), the student will be removed from the (LTM- Live Teacher Module) schedule. A new schedule will need to be negotiated with the Academic Advisor.

**ILM Student Attendance:** Being an ILM- Independent Learning Module student is a privilege. Our independent learners are not monitored for daily attendance but are expected to complete their assigned coursework within the assigned schedule the same as LTM. Parents are advised immediately, if a student falls behind schedule. If improvement does not occur within a mandated timeframe (negotiated with AA), student will be asked to move to the 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 students continual online access to course materials. Additionally, all students can access assignments including study guides, check-up, and reviews which are available 24-hours a day, 7-days a week. This allows students 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 unless a student misses more than one day in a week. In that case the Academic Advisor will have to coordinate the student make-up sessions between all teachers to ensure student course completion is met.

Make-up classes are usually scheduled for Fridays when possible. Weekends and Holidays are not available for make-up course work for students under 18. Adult Education students may make private meetings for weekends.

**Missing a make-up class.** Students that miss make-up sessions without a 24-hour notice will be charged \$50 for every class missed.

### **Donations**

Pinnacle Academy partners with individuals and groups that make sizable monetary contributions. Those contributions are then used to provide scholarships to students that are in need.

## **Tuition & Fees**

Grades (K-8) student beginning tuition full-time enrollment is \$4300.00/year or \$362.50/month for 10 months for ILM (Independent Learning Module). A registration fee of \$650.00 is due prior to student course enrollment. Private tutoring is an additional \$35-\$50/hour and can be considered mandatory if the student falls behind in any subject.

ILM tuition is \$4300.00/year.

LTM tuition is \$6600.00/year.

Satellite tuition is \$8025.00/year

Private 1 to 1 tuition is \$22,900.00/year.

Grades (9-12) student beginning tuition for full-time enrollment is \$7325.00/year or \$645/month for 10 months. The first payment of \$650.00 is due prior to student course enrollment. Private tutoring is an additional \$50/hour and can be considered mandatory if the student falls behind in any subject.

ILM tuition is \$7350.00/year

LTM tuition is \$10,500/year

Satellite tuition is \$13,050/year

Private 1 to 1 tuition is \$25,700/year

Part-time Enrollment tuition begins at \$3850.00/year for grades 7-12.

Students can enroll in one to three classes as a part-time student while maintaining enrollment at their local public school. Our courses are accredited, and transcript can be made available and transferable to your local school.

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

## **Scholarships**

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

## **Refunds**

The application processing fee (\$25) and book fees are non-refundable.

If you are financing (paying a monthly tuition). If a student is expelled or withdraws from the school for any reason, tuition for the month the student 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 student file.

### **Student 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.

### **Academic Policy**

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

### **Academic Resources**

Each student has an Academic Advisor to help them navigate their education plan. Students who are independent learner, work on their own, meeting with the academic coach weekly for performance assessments. Students who desire daily Additionally, our school literature, including tutorials are assessable 24-hours a day.

Coursework:

- Unit Overview – this is a summary of what will be covered.
- Unit Pretest – some courses allow for students 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 students 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 student 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.

## **Digital Devices**

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

## **Textbooks**

Our course material is available online for all K-12. Students also have access to print material as they need. Students may also choose to have pre-printed materials mailed to them in advance. Students K-5 will receive workbooks to complete student Activity sections. For students 6-12, printed text services can be found within our Student Services tab, under the PASS menu.

Study Guide sheets are for students to reference as a study tool for each unit & section.

Check-Ups are online questions that allow students to check what they've learned.

Practice exercises are assigned by teachers and should be printed and return via email to the teacher.

## **Assessment**

Each student will be asked to take a grade level assessment for course placement level.

## **Grade Reporting**

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

## **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 student GPA.

## **Progress Reporting**

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

## **Report Cards**

Because of our weekly reporting systems, students don't receive an actual report card until the end of the year. Student records/test scores remain available for viewing all year long. If a parent or student has an issue processing test scores and our records, please contact your Academic Advisor.

## **Transcripts**

Transcripts can be requested at any time. Select PASS and then Student Life to access all forms. Complete the form and email to [admin@pinnacleacademy.org](mailto:admin@pinnacleacademy.org).

## **Advancement**

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

## **Graduation Requirements**

Students enrolled in our fulltime high school programs must complete general education requirements.

Three years of English

Two years of mathematics

Three years of social science – one semester of American Government and one semester of Economics

Two years of science (including biology and physical science)

Two years of Physical Education

One year of foreign language, or visual and performing arts or technical career education.

## **Honors, Awards & Recognition**

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

## **Student Wellness**

Student 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.

### **Student 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.

### **Computer Use & Netiquette**

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

### **Website Access**

Access to student dashboards are available 24 hours a day, except days/times we are performing maintenance. Students 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 student orientation and must be changed upon student first login.

### **Academic Dishonesty**

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

### **Plagiarism**

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

## **Parent Access & Support**

Parents can access student progress reports. Also, parents can reach out to their Academic Advisor for additional reporting as needed.

## **Guidance & Counseling**

Our Academic Advisors are available to guide students and provide support to help each student obtain their individual goals. If emotional counselling is needed, students 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 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.

## **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 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.

## **Student Life**

Extra-curricular activities are important to student life and wellness. We encourage students to participate in sports, chess clubs and other social activities to help broaden their scopes and as a way to create a more balanced life among all our participants.

## **College & Career Advising**

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

### **Technology Support Services**

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

### **Extracurricular Activities.**

We encourage students to participate in extracurricular activities for stable development.

### **Community Service**

Pinnacle believes in giving back to the communities we serve through education. Additionally, our full-time students 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 students creating school clubs that will be diversified.

### **Student Government**

As an online school, we anticipate hosting students from around the world. Students 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 student body who will oversee our yearbook and graduating senior activities, including our senior trip where all students will get together in one location for a weekend of festive activities.

### **Clubs**

Clubs are created by our students 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.

### **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.

### **Student Photo Release Disclosure**

Students are required to submit a photo online for their online ID. Approval to use photos of students 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.

### **Site Terms of Use Policy**

Students are assigned an individual dashboard 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 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.

**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.

**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.