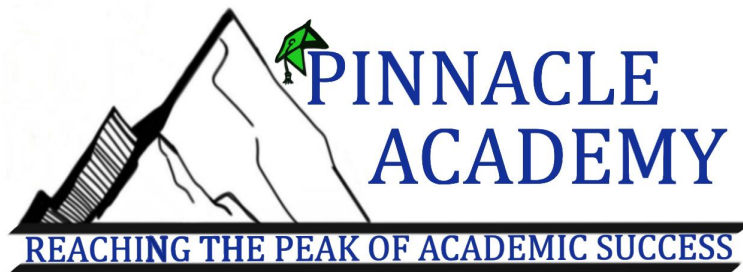


# Pinnacle Academy

## SCHOLAR HANDBOOK

Andrea Sloan

PINNACKE ACADEMY(SCHOOL LLC)



**An Online Academy  
for grades K-12**

**Learning with Equity!**

P.O. Box 28761  
Seattle, WA 98118  
888-355-3512

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## Mission

Our mission is to transform students into scholars and teach them to use learning tools to achieve the peak of academic success!

## Purpose

Our purpose is to host an activity-based academic program with culturally relevant lens to prepare scholars for their professional path

## The Pinnacle Approach

- The Pinnacle Academy approach to learning acknowledges each scholar's uniqueness and the belief that scholar success begins with good communication and parent involvement.
- Pinnacle Academy partners with parents and groups who sometimes provide the physical space for learning, and **we provide the Curriculum, Certified Teachers, and Tutors. Satellite (In-person learning is available in Seattle, Washington).**
- Our scholars are assigned an Academic Advisor who communicates to both scholars and parents to maintain a learning calendar.
- Scholars learn to use tools to support their most beneficial learning style. (Visual, Auditory, Kinesthetic, Reading/Writing, Music, Interpersonal, Intrapersonal, etc.)
- Scholars take grade-level placements in English, Math and Writing to help prevent gaps in learning.
- Scholars are assigned Teachers and/or tutors whenever it is necessary for extra support.
- Scholars have individualized schedules.
- Teachers provide course instruction for up to a maximum of 4 scholars at one time.
- Tutoring and one-to-one instruction is available for scholars that require individual instruction.
- Pinnacle also recognizes the opportunity to give our scholars learning tools to continue to succeed in our tech savvy society. We host relevant technology courses, and seminars that focus on African American History, Voter Education, Personal Finance, Wealth Management, Public Health, and Holistic Wellness Seminars.

### The Benefits of our Approach - Every Scholar is Unique!

- Access to a 12-month school year.
- Learn at your own pace.
- Take extra courses.
- Create your own schedule
- Work with peers in small groups
- Access to tutors for support

**Pinnacle Academy** is a private online educational institution that provides accredited curriculum to scholars in kindergarten through twelfth grade. Our scholars are supported by caring, qualified teachers, and staff that are globally spread out throughout the United States.

An online educational platform is not unique, but our approach is. Scholars are encouraged to learn based upon their own unique learning style, be it auditory, kinesthetic, visual or a combination of these. Although we use an Independent Learning model, our scholars that need more support can attend live classes with a maximum of 4 scholars per one teacher. The Pinnacle Academy curriculum is activity-based that allows scholars to concentrate on building the skills they need to propel into the future. Scholars also meet in larger online groups for assemblies, study groups, group projects, social clubs, and other activities that require group social interactions.

Pinnacle Academy intends to create independent learning experiences that focus on success and completion. Scholars at Pinnacle are not competing with other scholars for highest grade, eliminating peer pressure to perform academically. Each scholar is unique and encouraged to challenge themselves academically while exploring competitive behavior in sports, games & extracurricular activities.

We anticipate spreading the wealth of knowledge throughout the United States and beyond. While our focus encompasses the African American culture, our school is open to all who desire and can satisfy our application processes.

### OUR FOUNDERS

LaQueitta Hill, M.Ed

Shannon Smith, M.Ed

Andrea Sloan, BS Business MIS

### CURRICULUM

College Prep Courses

Honors & AP Courses

World Language Courses

UCOP Courses

# 2022/23 CALENDAR

# PINNACLE ACADEMY

SEPTEMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
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**CALENDAR KEY:**  
 F- FIRST DAY OF SCHOOL  
 S1-S2 - SEMESTER  
 SS - SUMMER  
 H - HOLIDAY  
 NS - NO SCHOOL  
 SH - SCHOOL HOLIDAY  
 L - LAST DAY OF CLASSES  
 T- TESTING  
 G- GRADUATION  
 AW- ADVISOR  
 WEEKENDS

# OUR ANNUAL HOLIDAYS

**Pinnacle Academy** offers flexibility. Our scholars schedule school during the hours that work best for them and their families. We are a good fit for:

- ◆ College Bound scholars
- ◆ Athletes that have a rigorous schedule
- ◆ Accelerated Learners
- ◆ Performers
- ◆ Military families



Most scholars complete one academic year within 9 months, but we provide scholars the space to use all 12 months. Our calendar year begins the first Tuesday after Labor Day.

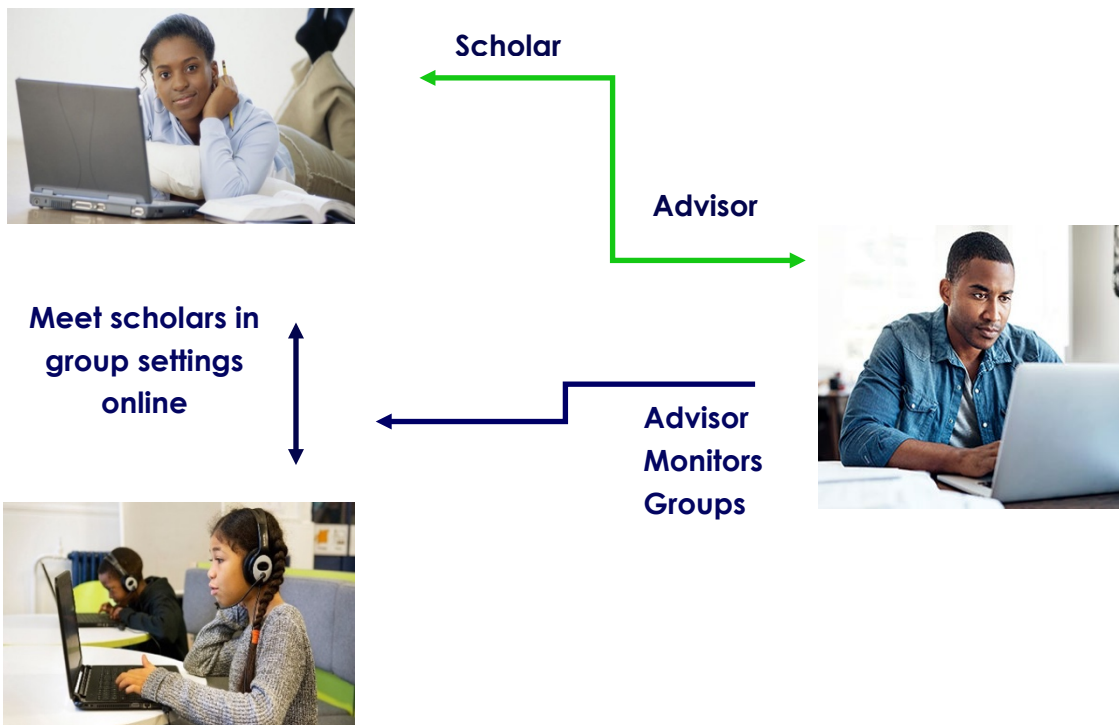
- ◆ **New Year's Day**
- ◆ **Martin Luther King Jr. Day**
- ◆ **Presidents' Day**
- ◆ **Good Friday**
- ◆ **Easter (Spring Break)**
- ◆ **Memorial Day**
- ◆ **Mid-Year Break (2 Weeks in June)**

- ◆ **Juneteenth**
- ◆ **Independence Day**
- ◆ **Labor Day**
- ◆ **Indigenous People Day**
- ◆ **Veteran's Day**
- ◆ **Thanksgiving**
- ◆ **Christmas Holiday (2 weeks)**

## HOW WE DO IT

**Pinnacle Academy** allows all full-time scholars the flexibility to complete their course work over a 12-month period. Scholars can choose to take one class at a time or multiple classes at once. Academic Advisors along with scholars set up a course schedule that is practical for the scholar.

Scholars meet one on one with Academic Advisor. The Academic Advisor ensures assignments/tasks are complete on time. Our activity-based curriculum creates a foundation of core concepts that will act like building blocks for each educational level.



Partner with us and host small groups w/max 6 scholars. Groups of 4 or more receive 5% off for each scholar. To inquire email: [admin@pinnacleacademy.org](mailto:admin@pinnacleacademy.org) Or call (888)355-3512



# INDEPENDENT LEARNING MODULE

## ILM Independent Learning Module

ILM is developed for scholars to complete coursework and assignments independently. Scholars follow the course of study at a pace created by scholars and Academic Advisor. Each ILM scholar has an Academic Advisor that tracks their progress and is available to guide scholars as they prepare for college. Our goal is to allow scholars to achieve their individual success without distractions.



Photo by [Andrea Piacquadio](#) from [Pexels](#)

To promote social interaction, ILM scholars are required to participate in group assemblies and projects throughout the school year. To qualify for ILM, scholars must test at grade level in one or more academic areas (mathematics or English) and have a parent signature.

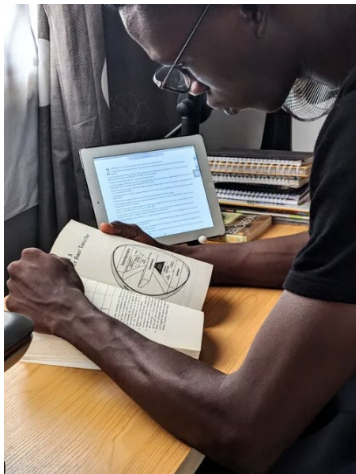


Photo by [Oladimeji Ajegbile](#) from [Pexels](#)

## Choose Your Own Path

- Create your schedule
- Learn at your own pace
- Take extra courses
- Take one course at a time
- Tutorials available for immediate support
- Schedule live tutoring for tougher subjects
- Work in small groups for special projects
- Email your Academic Advisor for urgent matters

# ACTIVE LEARNING MODULE

## ALM – Active Learning Module

The ALM Module is our interactive learning program. We provide consistent teacher interaction and is an excellent a transition from brick and mortar to an online and independent practice of learning.

Teachers schedule to meet with scholars in an online 1-hour class session. Most classes are held Monday– Thursday. Fridays are generally reserved for independent assignments, make-up sessions, assemblies, group projects and/or group study.



- ◆ **Ease into online education**
- ◆ **Learn in small groups**
- ◆ **Meet in virtual classrooms**
- ◆ **See a tutor for extra support**

**Scholar to Teacher ratio**

**4 to 1**



[This Photo](#) by Unknown Author is licensed under [CC BY-ND](#)

- ◆ ALM scholars meet with Teachers or in-person or Virtual online session with a maximum of 4 scholars.
- ◆ ALM scholars also have an Academic Advisor tracking scholar progress.
- ◆ ALM provides consistent communication regarding academic successes to both scholar and parent.

**SLM – Satellite Learning Module.** Some scholars thrive in person. We have a few locations available for scholars to meet up with Academic Advisors in person. Our first Satellite Campus opens Fall 2022 in Seattle, Washington. All course materials are online. To join a Satellite location, follow the application process and complete the assessments. Your Academic Advisor will go over a program that works for your scholar.



**PLM – Private Learning Module** allows scholar to meet one-on-one with teachers for up to 10 hours each week. Some scholars work best in this environment. To apply to our PLM program, complete scholar application and assessments. Your assigned Academic Advisor will go over the optimum plan for you and your scholar.

# Education Plus Module

**Education Plus** is a professional tutoring service that is partnered with Pinnacle Academy. Each full-time scholar has access to one-on-one for 12 months of the year. Tutoring fees can range between \$35-75/hour depending on grade-level or service.

**To schedule tutoring**, From the Pinnacle Academy Website, select the Education Plus Module EPM. Click on the calendar to select the date and time that works best for you. Answer a few questions about the subject and submit the form. You will receive a confirmation with a link to your tutoring session at the time it is scheduled.



Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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9							



## Academic Advisor & Teacher

### Our Advisors & Teachers are Certified

**Teachers** provide instruction and support to scholars in our Active Learning Module, ALM.

### Academic Advisor (AA)

Every Pinnacle Academy scholar has an Academic Advisor to keep track of scholar goal completion. The AA encourages strong study skills and acts as a guide to help each scholar achieve their intended success. Additionally, the AA communicates all scholar progress to parents



**All our Groups meetings, assemblies, group projects and study groups assigned through Pinnacle academy are monitored by teachers.**



# TEACHER EXPECTATIONS

## TEACHER TRAINING

Annually, our teachers and staff members spend a minimum of 8 hours in training. This training includes but is not limited to behavior, communication and continued technical development. Pinnacle is a progressive school, and we want the best for our scholars.



**Our educators stay current so that we can provide excellence to our scholars!**

## COLLEGE AFTER PINNACLE ACADEMY

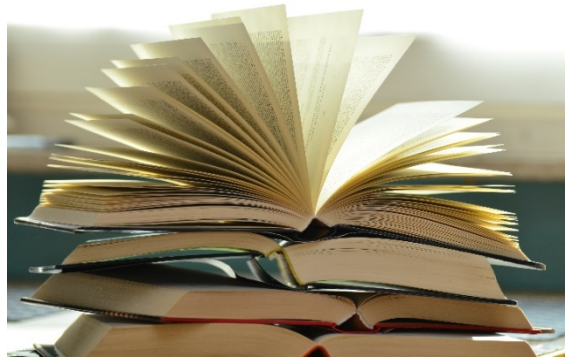
Our goal is for all scholars attending Pinnacle Academy to be accepted at colleges and universities around the world. Our scholars are encouraged to focus on academic success to propel them to reach their goals.

## OUR FUTURE

Pinnacle strives to grow with the age of technology while still providing families with sound education for many years to come. Post COVID-19 pandemic, Pinnacle will host small campuses (satellites) that will resemble our Independent Learning Model within a social setting. Also, in the future will be the opening of our sister school, a boarding campus, developed and directed by LaQueitta Read-Hill.



# ABOUT OUR COURSES



## COURSES AT PINNACLE ACADEMY

Pinnacle Academy provides college preparatory curriculum that is NCAA accredited. To view our list of courses visit our website,

<https://www.pinnacleacademy.org/course-catalog>

In addition to college preparatory courses, Honors and AP Courses, we also provide test prep for SAT/ACT, along with seminars for college applications and other guidance on how to choose the right undergraduate program based on career interests and goals.

Pinnacle Academy offers a wide range of elective courses including music and art. All courses are online and designed with scholar excellence in mind. A few are listed below:

- ◆ **Art Appreciation**
- ◆ **Music Appreciation**
- ◆ **Foreign Languages**
- ◆ **African American History**
- ◆ **Money Wealth and Banking**

<b>Mathematics</b>	<b>Science</b>	<b>Social Studies</b>
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
<b>English Courses</b>	<b>World Languages</b>	<b>Career &amp; Tech Education</b>
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		
<b>Additional Electives</b>	<b>Technology Courses</b>	
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		



# PHYSICAL EDUCATION

Physical Education is required in most of the United States. We offer PE for all ages. Our courses are designed to teach students the importance of physical activities.

## PINNACLE ACADEMY SCHOLAR SOCIETY (PASS)

Pinnacle Academy recognizes quality education and socializing are both key components to scholar success. Our online scholar union, PASS, offers social clubs where scholars can meet in groups monitored by our staff. Additionally, all Pinnacle Academy scholars, including our independent learners have scheduled group meetings, group projects, virtual field trips and other online assemblies to promote healthy socializing.

### **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**

**Health .5 credits**

**College Prep Electives 5.0**

**Senior Project 2.0 credits**

**Total : 24.5**

### High School Graduation Requirements

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

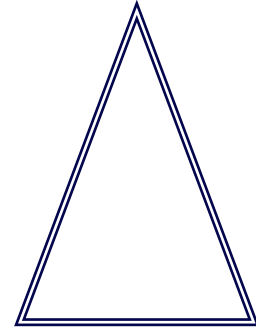
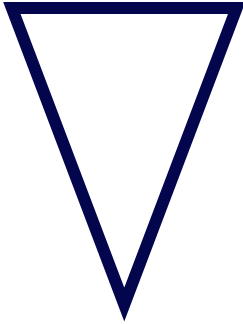
Technical career, or college preparation

One semester of Health

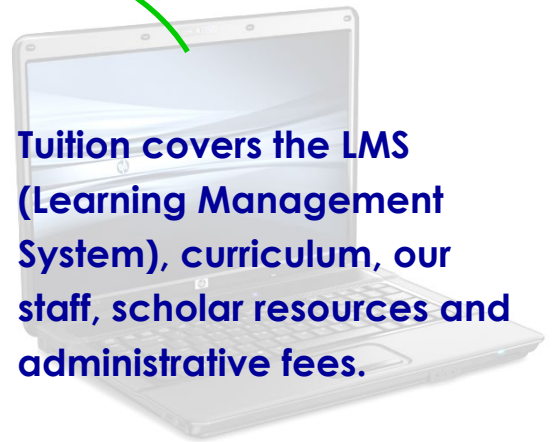
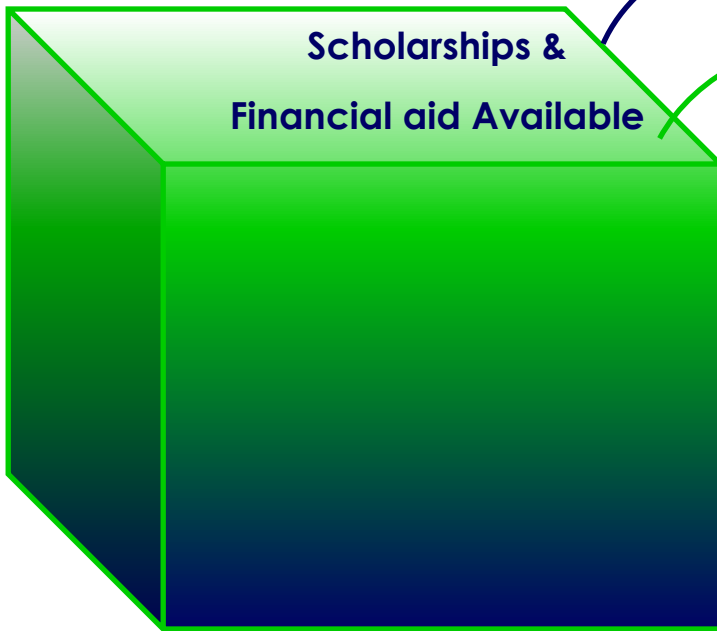
Five College Prep Electives and a Senior project

TOTAL CREDITS: 24.5

# GRADING SCALE



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



**3% Discount for Single Payment**  
(Tuition must be paid w/in 30 days  
after Registration payment)

**Receive a Family Discount**  
for 2 or more scholars per  
household

## Tuition plans begin as low as \$350 PER MONTH plus registration \$675.00

ILM	Independent Learning	\$675.00 Registration	\$350/month
ALM	Interactive Learning	\$657.00 Registration	\$450 to \$850/month
SLM	Satellite Learning	\$675.00 Registration	\$750 to \$1200/month
PLM	Private one-on-one	\$675.00 Registration	\$1650-\$1850/month

**The registration fee must be paid prior to beginning of classes.**

## Group Discounts

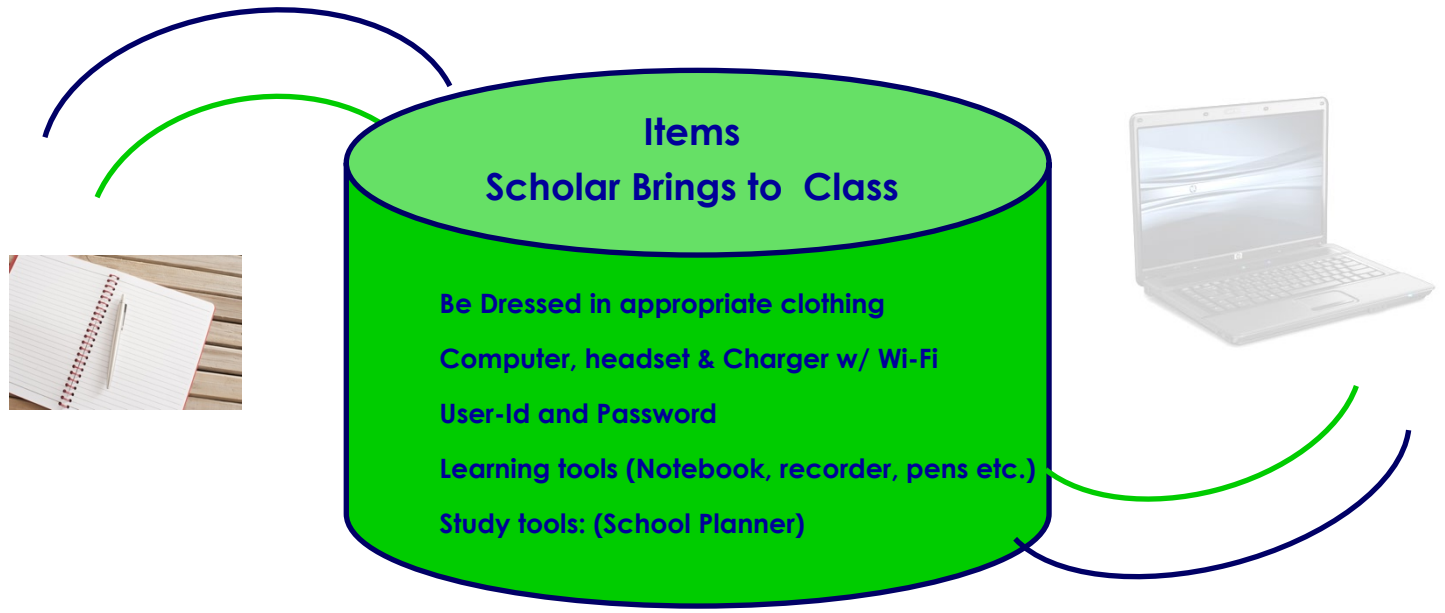
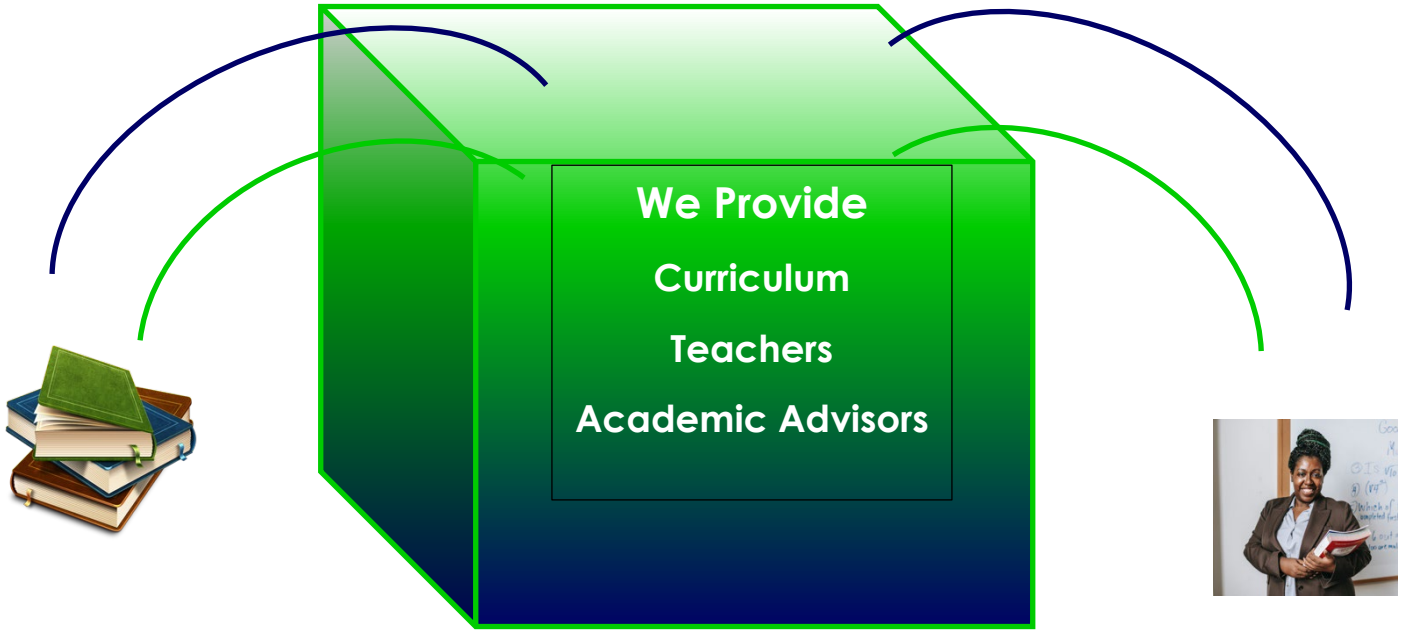
**Full-time scholars** can opt to pay over 10 months, 6 months, or receive a 3% discount for tuition paid in full within 30 days.

**Family discounts available.** Scholars must live in the same home and not more than 3 scholars qualify for this discount at one time. For 4 or more see group discounts, no family relation is required for groups.

**Group discounts** offered for groups of 4, with a maximum of 6 scholars. Different grades are ok. All scholars are required to meet for school in same location, with an adult supervisor designated by your group or state mandated childcare provider. Groups do not have any affiliations with Pinnacle Academy, we provide curriculum and instruction for that curriculum only..

**For Additional Payment Plans, be sure to speak with our specialists to go over your options!**

**Email: [admin@pinnacleacademy.org](mailto:admin@pinnacleacademy.org)**



# Admission & Tuition Policy

## ADMISSION & TUITION

We reserve the right to grant or deny admission based on our ability to support a scholar sufficiently within our academic program. ***Scholars that may not benefit from Pinnacle Academy will not be accepted.***

### 2.1 ADMISSION

Admission is available upon completion of our enrollment process, which includes an application, learning assessments, and an acknowledgment of our school policies. Parent(s)/guardians must make a commitment to be engaged in the educational process including reviewing scholar assignments, completed homework, and reviewing school emails.

#### 2.1.1 Application

An application must be completed for each individual scholar. Applications can be found online under the Apply Now button on our website. To have an application sent by mail or email, simply contact our administrative staff using the Contact Us button on our website or send an email directly to Admin@Pinnacleacademy.org.

Scholars that receive a 3.0 cumulative GPA during the first year will automatically be considered for re-enrollment for the following school year unless otherwise notified. Scholars receive a list of courses for the next year's enrollment. Scholars may remain enrolled at Pinnacle Academy until they complete the 12th grade.

#### 2.1.2 Assessments

Each scholar takes Math, Reading, and Writing assessments for grade level placement and a Learning Style assessment. The Learning Styles assessment illustrates the most desirable learning setup for each scholar's needs.

- **Reading Assessment**
- The Reading Assessment will tell us how well your scholar comprehends reading materials.
- **Math Assessment**
- The Math 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**
- The Learning Assessment will give insight as to how your scholar learns.

### **2.1.3 School Policies**

Applicants will receive copies of our school policies and an acknowledgment of receipt. A preview of our most updated policies is also available on our website.

### **2.1.4 Open Enrollment**

We accept applications on a continual basis.

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

Scholars can enroll throughout the year. However, the school year begins Tuesday after Labor Day. Regular class meetings end the last week in May, leaving scholars one week to study for end-of-the-year testing or projects. Testing begins the 2nd week in June.

### **2.1.5 Enrollment for Adult Education**

Adult applicants seeking a high school diploma or GED may apply to our program. SAT/ACT preparatory courses are also available. Contact us at [admin@pinnacleacademy.org](mailto:admin@pinnacleacademy.org).

### **2.1.6 Enrollment for International Scholars**

Scholars who attended international schools before enrolling with Pinnacle Academy must submit their academic records in English as a part of the enrollment process.

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.

### **2.1.7 English Proficiency Disclosure**

English is the chosen language for Pinnacle Academy. Therefore, curriculum and assignments are in English and designed for scholars who are proficient in English.

If there is a question of English proficiency, the scholar must complete the Test of English as a Foreign Language (TOEFL) at scholar's expense. Report scores to Pinnacle Academy before enrollment.

### **2.1.8 End of the year Assessments**

Our scholars complete a standardized assessment to help track scholar progress. All scholars must complete the required assessments before enrollment is considered complete. Additional assessments are given at the end of the year to show scholar improvement. End-of-the-year assessments may be scheduled anytime between January and May with an Academic Advisor (AA).

### **2.1.9 Enrollment Options**

We offer a variety of enrollments for K-12, including part-time and single course enrollments. See [Our Tuitions](#) or the Tuition section found in school policies 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. We also offer part-time status to elementary scholars in homeschool/groups.

### 2.1.10 Proof of Enrollment

Pinnacle Academy scholars needing proof of enrollment will request for scholar records found under [Scholar Support](#) in the online menu.

## 2.2 TUITION

We offer full and part-time enrollment to scholars in grade K-12. Prices vary and are dependent upon scholar needs. **Included in our prices, is the registration fee. This is a non-refundable registration fee of \$675.00** and is mandatory to enrollment.

### 2.2.1 Full-time Enrollment

Full-time scholar tuition choices beginning at \$4175.00 per year which includes our registration fee of \$675.00. All scholar programs include an Academic Advisor and access to teachers and tutors.

Education Module	Academic Advisor	Tutoring	Active Learning	Class time
	1/hr./wk.	1hr/mo.	1/hr./wk.	Monitoring
<b>Independent Learning (ILM)</b> (FT \$4175/year)	✓	✓		✓
<b>Active Learning Daily (ALM)</b> (PT 5175/year) (FT \$8175/year)	✓	✓	✓	✓
<b>Satellite Learning (SLM)</b> (FT \$12,675/year)	✓	✓	✓	✓
<b>Private 1 to 1 Learning (PLM)</b> (FT \$17,175/year)	✓	✓	✓	✓

**ILM Tuition. Begins at \$4,175/year, which includes registration \$675.00.**

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.

**ALM Tuition. Begins at \$5,175/year, which includes registration \$675.00.**

Scholars meet with teachers each week for one-hour classes Monday – Thursday.

**SLM (Satellite) Tuition. Begins at \$8,175 - \$19,175/year, which includes registration \$675.00.**

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.

**PLM (Private 1 to 1) Tuition. Begins at \$17,175/year, which includes registration \$675.00.**

Scholars who require a more focused approach, meet with teachers in a one-on-one setting. For a full list of tuitions and fees, please refer to our website under Our Tuitions for a full list of tuitions.

### **2.2.2 Part-time Enrollment**

Part time enrollment is one to four classes. Some scholars are enrolled at Pinnacle while maintaining enrollment at another school. Scholar transcripts will be available and transferable to your local school. Prices for part-time status may vary. Annual Registration is \$675.00 per scholar. Please speak to our administrative officers regarding part-time pricing.

### **2.2.3 Tuition Payments**

Tuition is due on the 10<sup>th</sup> of each month, unless otherwise stated in parent agreement.

### **2.2.4 Late Fees**

**A late fee of \$125** is added to your account balance on the 15<sup>th</sup> of the month. After 20 days of no payment, the scholar is considered “Inactive” and will be removed from the academic schedule. If an account becomes past due for more than 30 days, we reserve the right to seek repayment through collections.

### **2.2.5 Collections**

An account in collections will incur an additional fee of 12% of the total balance, as per the laws of the state of Washington, USA. Additionally, any past payment arrangements will be considered void, and any fee waivers will be recalculated and added to the balance. We reserve the right to collect all monies lost for breach of the tuition agreement.

### **2.2.6 Donations**

Donations are used to offset tuition for scholars who qualify. 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.

### 2.2.7 Scholarships

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

### 2.2.8 Refunds

The registration fee of \$675.00 is **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 mailed to the address listed within scholar file.

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

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### Parental acknowledgment of Admission and Tuition Policies.

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Checking this box indicates that you have read and understand Pinnacle Academy's policies concerning Admission and Tuition. For a full list of school tuitions, please preview each year's fees on our website.

\_\_\_\_\_ Parent/guardian Initials    Date: \_\_\_\_\_

Scholar Name: \_\_\_\_\_

Parent/guardian Name \_\_\_\_\_

Pinnacle Academy  
Academic Policies

## SCHOOL POLICIES

### 3.1.1 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 available on [our website](#).

### 3.1.2 Who We Are and What We Believe

- Pinnacle Academy is an online K thru 12 school dedicated to transforming scholars into scholars.
- Pinnacle Academy is an independent learning school that believes every scholar is unique. Our goal is to teach scholars to learn independently after developing study practices and learning tools explicitly catered to their learning styles.
- We believe scholars should be allowed to move through subjects freely, without being held back by a slower pace of other scholars.
- 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 an independent learning program.
- Although Scholars have a maximum of 12 months to complete an academic year, they are encouraged to complete courses within a traditional year. Scholars work in their own time without peer pressure, eliminating competition from the learning structure.
- K-12 curriculum is online; however, **we provide in-person learning at our satellite location.**
- Our online teachers meet with scholars regularly Monday-Thursday between 5AM PST and 8PM PST.
- Meetings with Academic Advisors, make-up courses, group meetings, school assemblies, and field trips are typically on Fridays. Although some teachers are not available after Thursday at 5 PM PST, scholars can still access the curriculum 24 hours a day and seven days a week.

**Pinnacle Academy (School LLC) subscribes to the policies outlined in this document. Additionally, Pinnacle Academy is “our academic program,” “the academic program,” and “the Pinnacle Approach.” We view these words as the same.**

### **3.1.3 Scholar Records & Privacy Statement**

Scholar records are private. We will not release scholar records without proper application. A scholar's cumulative file and transcripts will be given to other schools and colleges when a formal request is submitted. See our online Scholar Support page for more information.

### **3.1.4 Pinnacle Academy School Curriculum**

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

Pinnacle Academy teachers, Academic Advisors provide training for those using our online curriculum.

### **3.1.5 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.

### **3.1.6 Plagiarism**

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

### **3.1.7 Mandated Reporting**

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

### **3.1.8 Digital Devices**

Technology tools include recording devices, calculators, tablets, and cell phones. These tools can transform the way scholars learn. However, improper use during school hours can be distracting.

Scholars should bring all necessary tools to their class area before class begins. Scholars will not be excused during class time to retrieve tools.

### **3.1.9 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.

### **3.1.10 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.

### **3.1.11 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.

### **3.1.12 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](#).

### **3.1.13 Scholar Absences**

Excessive absences can negatively impact learning practices. We strongly advise consistency. Please preview the Pinnacle Academy policies on absences under Attendance Policies.

### **3.1.14 Advancement**

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

### **3.1.15 Transcripts**

Transcripts are available by request on our website. Select PASS and then [Scholar Support](#), to access all forms. Complete the form and email it to [admin@pinnacleacademy.org](mailto:admin@pinnacleacademy.org). Transcripts are not provided to scholars, parents, or other institutions if the scholar's tuition payments are past due or showing as incomplete.

### **3.1.16 Scholar ID Cards**

Each scholar is assigned a unique ID automatically upon enrollment.

### **3.1.17 Scholar Wellness**

Scholar wellness is a part of academic success, so we encourage physical movement and water consumption. 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.

### **3.1.18 Mandatory Parent & Scholar Orientation**

Orientation attendance is a part of our success plan. During the orientation, scholars will learn how to navigate their dashboards. Pinnacle Academy endeavors to maintain parent-scholar-teacher transparency. We want scholars and parents to stay engaged throughout the school year and the educational process. Parents receive regular updates regarding the scholar's progress

### **3.1.19 Discipline**

Our goal is to help scholars learn to achieve the peak of their academic success. Obtaining this goal takes careful time and consideration. Therefore, Pinnacle Academy faculty has provided scholars with school and classroom etiquette polices to act as a guide for scholar behavior. Teacher/ scholar interaction is often the most important part of a scholar's learning process. Taking this into account, we intend to provide a safe environment that is conducive to scholar learning.

Scholars found not following school policies and or classroom etiquette in any way will be first given a warning by the teacher or Academic Advisor that witnesses the incident. The warning will be noted within the scholar behavior log. All offenses will be reported to the parent(s)/guardians by email on the day they occur.

Repeated instances of misbehavior, class disruptions or other distracting acts could result in scholar schedule change or removal from a program.

### **3.1.20. 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, the payment for that is due, any past due payments are immediately due. The remainder of an annual tuition will be dismissed, as long as the account is current.



## 3.2 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.

### 3.2.1 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 used 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.

### 3.2.2 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.

### 3.2.3 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.

### 3.2.4 Grade Reporting

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

### **3.2.5 Placement**

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

### **3.2.6 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.

### **3.2.7 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.

### **3.2.8 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.

### **3.2.9 Progress Reporting**

Parents and teachers receive a weekly color-coded report that shows a scholar's progress. A green mean scholar is on time on all assignments. Yellow means scholars should take caution to complete missing coursework. Red is an alert to scholars falling severely behind and needs to increase school hours or add tutoring.

### 3.2.10 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.

### 3.2.11 Graduation Requirements

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

#### **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

Senior Project 2.0 credits

Total : 24.5

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

### 3.2.12 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.

### 3.2.13 Courses

For a printout of our [courses](#), please access them from the scholar PASS menu.

<b>Mathematics</b>	<b>Science</b>	<b>Social Studies</b>
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
<b>English Courses</b>	<b>World Languages</b>	<b>Career &amp; Tech Education</b>
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		
<b>Additional Electives</b>	<b>Technology Courses</b>	
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		

### 3.3 ATTENDANCE - (ILM) INDEPENDENT LEARNING MODULE

#### Independent Learning (ILM) Scholar Attendance

ILM- Independent Learning Module - These scholars meet with Academic Advisors to create a work schedule. ILM scholars do not meet with teachers regularly, but an Academic Advisor monitors scholar activity. Weekly progress notifications are ongoing to illustrate scholar success. When improvement is needed, an Academic Advisor will contact the parent and scholar to give suggestions. Scholars in danger of failing will be assigned to tutoring or moved to the Active Learning Module.

While daily class attendance is not a prerequisite for completion. It is a recommendation that scholars spend 5-6 hours per day in class and a minimum of 1-2 hours for homework for upper grades and AP courses. Irregular attendance and work habits typically result in lower scores. Completion of the course(s) is required to receive a final grade/score at the end of the school term. All scholars can access assignments 24 hours a day, 7-days a week.

#### Program Acknowledgement

**Scholars that do not meet with teachers daily.**

- ILM scholars meet with Academic Advisors weekly, and with teachers and tutors on occasion. When a scholar is going to miss a scheduled meeting, a parent/guardian should send an email 24 hours in advance of the expected absence to the assigned Academic Advisor.
- Some situations are emergent or unknown in advance. In this case, the parent should report the absence as soon as possible.
- Scholar attendance is recorded and reported to an Academic Advisor.
- Parents will receive instructions for informing Academic Advisors of absences/class cancelations.
- When a scholar misses more than two (2) scheduled appointments/classes without proper notification, there will be a meeting with an Academic Advisor to revise the schedule.
- Additionally, when a scholar misses class in any pattern that we deem consistent, there will be a meeting with an Academic Advisor to revise the schedule.
- We value our teacher's time, as well as our scholars. **Therefore, if 2 or more "emergency" or unexcused absences occur within a month, then a fee of \$50 per missed class will be charged to the parent/scholar account.**

**After 4 missed appointments/classes within a month, (with or without a 24-hour notice), the scholar will be removed from the current class schedule. A new academic schedule will be negotiated with the Academic Advisor.**

### 3.3.1 Make-Up Classes - Private 1 to 1 and Independent Learners

Parents that report an absence 24 hours or more in advance can request to schedule a make-up session with the regular teacher at no additional cost.

If a class was not canceled 2 hours in advance, then a make-up class can only be scheduled through EPM (Education Plus Module, and there will be charged \$50.00 at the time of processing.

If a scholar misses more than 2 times without proper notification or misses class in any pattern that Pinnacle deems consistent, the scholar and parent(s)/guardian will be scheduled to meet with an Academic Advisor to work on schedule revision.

### 3.3.2 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.

### 3.3.3. Leave of Absence

When a scholar has extenuating medical or personal issues, a parent can schedule a leave of absence. A Leave of Absence is necessary for scholars who plan to be inactive for more than 14 days. Each situation is different, and therefore we recommend speaking with an Academic Advisor before deciding to take a leave of absence.

A leave of absence can be granted for up to 90 days, one time per school term. During the leave of absence, the scholar portal and dashboard will be disabled, and coursework will be on hold. A leave of absence is not additional time to complete work. When a scholar returns from a leave of absence, the time remaining to complete the academic year will depend on their enrollment calendar. All full-time and part-time scholars have 12 months to finish the school year.

### 3.3.4 Withdrawal

Scholars may withdraw from any course without a negative impact on academic records. There is no refund for withdrawing. The form required for withdrawal is located under the Scholar Support tab on the school website.

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### Parental acknowledgment for Attendance

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Checking this box indicates that you have read and understand Pinnacle Academy's policies concerning ILM (Independent Learning Module)

\_\_\_\_\_ Parent/guardian Initials    Date: \_\_\_\_\_

Scholar Name: \_\_\_\_\_

Parent/guardian Name \_\_\_\_\_

### 3.3 ATTENDANCE – (ALM) ACTIVE LEARNING MODULE

Attending school online can be fun and exciting!

#### Active Learning (ALM) Scholar Attendance

ALM - The Active Learning Module - is designed for scholars who are social learners and those that benefit from small group learning environments. ALM scholars meet with teachers for at least one hour per week for each subject. Scholar performance activities time is available for reporting by an Academic Advisor and teachers.

#### Parents and Scholars - Program Acknowledgement

##### Scholars that meet with teachers daily and/or in small groups

Pinnacle Academy ALM scholars attend class regularly. When a scholar is going to miss a scheduled meeting, a parent/guardian should send an email 24 hours in advance of the expected absence to the assigned Academic Advisor.

Some situations are emergent or unknown in advance. In this case, the parent should report the absence as soon as possible.

Scholar attendance is recorded and reported to an Academic Advisor.

Parents will receive instructions for informing Academic Advisors of absences/class cancelations.

ALM Scholars who miss a class will receive study aids for the missed lesson by email within 48 hours of missing the class.

When a scholar misses more than two (2) classes without proper notification, there will be a meeting with an Academic Advisor to revise the schedule.

Additionally, when a scholar misses class in any pattern that we deem consistent, there will be a meeting with an Academic Advisor to revise the schedule.

We value our teacher's time, as well as our scholars. **Therefore, if 2 or more "emergency" or unexcused absences occur within a month, then a fee of \$50 per missed class will be charged to the parent/scholar account.**

**After 4 missed classes within a month, (with or without a 24-hour notice), the scholar will be removed from the current class schedule. A new academic schedule will be negotiated with the Academic Advisor.**

#### 3.4.1 Make-up class

Some scholars may desire to make up missed classes. This option is available on our website. A \$50 fee may be required depending on class availability.

#### 3.3.2 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. No refunds will be granted for missed make-up class time.

### 3.3.3 Leave of Absence

When a scholar has extenuating medical or personal issues, a parent can schedule a leave of absence. A Leave of Absence is necessary for scholars who plan to be inactive for more than 14 days. Each situation is different, and therefore we recommend speaking with an Academic Advisor before deciding to take a leave of absence.

A leave of absence can be granted for up to 90 days, one time per school term. During the leave of absence, the scholar portal and dashboard will be disabled, and coursework will be on hold. A leave of absence is not additional time to complete work. When a scholar returns from a leave of absence, the time remaining to complete the academic year will depend on their enrollment calendar. All full-time and part-time scholars have 12 months to finish the school year.

### 3.3.4 Withdrawal

Scholars may withdraw from any course without a negative impact on academic records. There is no refund for withdrawing. The form required for withdrawal is located under the Scholar Support tab on the school website.

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#### Parental acknowledgment for Attendance

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Checking this box indicates that you have read and understand Pinnacle Academy's policies concerning ALM (Active Learning Module).

\_\_\_\_\_ Parent/guardian Initials    Date: \_\_\_\_\_

Scholar Name: \_\_\_\_\_

Parent/guardian Name \_\_\_\_\_



## ATTENDANCE PART – (SLM) SATELLITE LEARNING MODULE

### Satellite - Scholar Attendance

SLM - Satellite Learning Module – Our in-person learning school is designed for scholars who are social learners or benefit from being in a classroom setting. Satellite scholars meet with teachers regularly from their satellite locations. Pinnacle Academy curriculum is all online.

#### Program Acknowledgement

##### **Scholars that meet in-person with teachers daily and/or in small groups**

Although Pinnacle Academy SLM scholars attend in-person class regularly, many of the class meetings may still be online. When a scholar is going to miss a scheduled meeting, a parent/guardian should send an email 24 hours in advance of the expected absence to the assigned Academic Advisor.

Some situations are emergent or unknown in advance. In this case, the parent should report the absence as soon as possible.

Scholar attendance is recorded and reported to an Academic Advisor.

Parents will receive instructions for informing Academic Advisors of absences/class cancelations.

SLM Scholars who miss a class will receive study aids for the missed lesson by email within 48 hours of missing the class unless SLM is an independent learning scholar.

When a scholar misses more than two (2) classes without proper notification, there will be a meeting with an Academic Advisor to revise the schedule.

Additionally, when a scholar misses class in any pattern that we deem consistent, there will be a meeting with an Academic Advisor to revise the schedule.

We value our teacher's time, as well as our scholars. **Therefore, if 2 or more "emergency" or unexcused absences occur within a month, then a fee of \$50 per missed class will be charged to the parent/scholar account.**

**After 4 missed classes within a month, (with or without a 24-hour notice), the scholar will be removed from the current class schedule. A new academic schedule will be negotiated with the Academic Advisor.**

#### 3.3.1. Make-up classes

Scholars that miss class can schedule make-up sessions with their Academic Advisor.

#### 3.3.2 Make-up classes

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

#### 3.3.3 Leave of Absence

When a scholar has extenuating medical or personal issues, a parent can schedule a leave of absence. A Leave of Absence is necessary for scholars who plan to be inactive for more than 14 days. Each situation is different, and therefore we recommend speaking with an Academic Advisor before deciding to take a leave of absence.

A leave of absence can be granted for up to 90 days, one time per school term. During the leave of absence, the scholar portal and dashboard will be disabled, and coursework will be on hold. A leave of absence is not additional time to complete work. When a scholar returns from a leave of absence, the time remaining to complete the academic year will depend on their enrollment calendar. All full-time and part-time scholars have 12 months to finish the school year.

### 3.3.4. Withdrawal

Scholars may withdraw from any course without a negative impact on academic records. There is no refund for withdrawing. The form required for withdrawal is located under the Scholar Support tab on the school website.

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#### Parental acknowledgment for Attendance

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Checking this box indicates that you have read and understand Pinnacle Academy's policies concerning SLM (Satellite Learning Module)

\_\_\_\_\_ Parent/guardian Initials    Date: \_\_\_\_\_

Scholar Name: \_\_\_\_\_

Parent/guardian name: \_\_\_\_\_

Scholar Policies  
&  
Classroom Etiquette

### 3.4 SCHOLAR POLICIES & CLASSROOM ETIQUETTE

As a scholar at Pinnacle Academy, you are unique, and you will be encouraged to work at your own pace. Your Academic Advisor will establish a schedule that works with your learning needs.

Our main objective is learning; therefore, we aspire to lift and encourage each other to be the best that we can be.

Your school curriculum is all online, but you can always print things if it makes it easier to see. Paper, notebooks, and pens should still be used for taking notes and even writing answers and for the scratch paper needed to do math problems.

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.

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 texts, email and or any social medial platforms separate from Pinnacle Academy but referring to it or its members. This includes all Pinnacle Academy's scholars, faculty, and staff.

Photos and images used for profile and assignments must be appropriate for educational or professional purposes. Absolutely no nudity, profanity, or other deviance in the form of comment, illusions, or innuendos.

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.
- Scholar's meeting with an Academic Advisor or teacher 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 before the start. If you have trouble, the extra 5 minutes will give instructors time to help scholars experiencing technical difficulties.
- Scholars should not argue with teachers, tutors, and Academic Advisors.
- Scholars are marked absent if they are not in attendance after the first 10 minutes unless the scholar has specifically communicated technical difficulties and is working to fix the issues during that time.
- Scholars who miss 10 minutes or more may want to ask the instructor for a private session to help them with the missing information.
- While online, scholars must adhere to the scholar all school policies

- 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.
- Teachers may ask that scholars remain in front of the camera to ensure each scholar is engaged and not distracted by outside stimulation.
- Scholars are NOT to 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 is not allowed.
- Finally, come to class prepared, with homework complete. Be sure to ask questions about assignments while in class whenever possible. Contact your teacher by email for additional support.
- To the parent/guardian or monitor: Interrupting the scholar at any point during class causes confusion to the scholar, the teacher, and other scholars who may be online. Additionally, removing the scholar’s attention away from the screen or any interference with class time conflicts with our scholar policies

Adherence to Pinnacle Academy’s Scholar and Classroom Etiquette Policies 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 offense persist, the scholar will be removed from the program.

### 3.4.1. Class Meetings

#### One-hour classes:

Each one-hour class lasts approximately 50 minutes, leaving time for a break between classes.

#### Two-hour classes:

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

### 3.4.2. 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.

### **3.4.3. Private Classes**

#### **Many scholars 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.

### **3.4.4. 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.

### **3.4.5. Website Use 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.

### **3.4.6 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](#)

### **3.4.7 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.

### **3.4.8 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.

### **3.4.9 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. Please do not share this password with others.

### **3.4.10 Technology Support Services**

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

## **3.5. SCHOLAR SUPPORT / RESOURCES**

### **3.5.1 Parent Access & Support**

Parents can contact scholar Academic Advisor for any reporting as needed.

### **3.5.2 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.

### **3.5.3 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.

### **3.5.4 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.

### **3.5.5 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.

### **3.5.6 Technology Support Services**

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

### **3.5.7 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.

### **3.5.8 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.

### **3.5.9 Club Athletics**

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

### **3.5.10 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.

### **3.5.11 Clubs**

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

### **3.5.12 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.



### 3.5.13 Assemblies

Group Assemblies are usually scheduled for Fridays.

### 3.5.14 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.

### 3.5.15 Non-Discrimination Policy

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

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#### Scholar acknowledgment for Scholar & Classroom Etiquette Policies

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Checking this box indicates that you have read and understand Pinnacle Academy's policies concerning Scholar behavior and classroom etiquette

\_\_\_\_\_ Scholar Initials    Date: \_\_\_\_\_

Scholar Name: \_\_\_\_\_

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#### Parent acknowledgment for Scholar & Classroom Etiquette Policies

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Checking this box indicates that you have read and understand Pinnacle Academy's policies concerning Scholar behavior and classroom etiquette.

\_\_\_\_\_ Parent/guardian Initials    Date: \_\_\_\_\_

Parent/guardian Name \_\_\_\_\_

# Privacy Policy

(Terms of Use & Cookies)

(<https://www.Pinnacleacademy.org>)

## **4.0 PRIVACY POLICY**

Pinnacle Academy cares about the privacy of its members and website visitors. The Privacy Policy describes how Pinnacle Academy collects, uses, and shares your Personal Information, as well as an explanation of the rights you may have in that Personal Information. The privacy policy applies to all Pinnacle Academy users, including unregistered visitors and registered users. The Privacy policy is not intended to override the terms of any contract you have with us, nor any rights you may have under the applicable data privacy laws.

Prior to accessing or using our services, please read this policy and make sure you fully understand our practices in relation to your Personal Information.

If you read and fully understand this Privacy Policy, and remain opposed to our practices, you must immediately discontinue all use of any of our services. If you have any questions or concerns regarding this policy, please contact [admin@pinnacleacademy.org](mailto:admin@pinnacleacademy.org).

On the subject line type: Privacy Policies.

### **4.1.1 The Type of Information we Collect**

We receive, collect, and store any information that is submitted on our website or provided to us in any other way. We use software tools to measure and collect session information, including page response times, length of visits, page interaction information, and methods used to browse away from the page. We also collect personally identifiable information (including name, email, password, communications: payment details (including credit card information), comments, feedback, and reviews. Portions of our site may collect THE Internet protocol (IP) address used to connect your computer to the Internet; login; email address; password; computer and connection information and purchase history.

### **4.1.2 The way we collect information**

We collect information as a part of creating a user account, completing scholar application, making a payment, contacting us, or subscribing to our newsletter. Your personal information collected is used for the purposes described on the forms you use to submit that information.

### **4.1.3 Why we collect personal information and non-personal information**

1. To operate as an educational institution
2. To provide ongoing service for recurring payments for scholar tuition
3. To be able to contact our site visitors and answer user questions
4. To communicate scholar progresses and successes to parents
5. To create statistical data, which will help us improve our strategies and focus on areas that provide scholars with the best education opportunities.

### **4.1.4 Third Party Service Providers**

Pinnacle Academy is partnered with Edmentum (Apex VS learning) with Gradebook, Accelerate Learning with Buzz, Google, and Wix and other Wix apps. These partners are also associated with several other service providers, whose services and solution complement, facilitate and enhance our website. These include hosting and server location services, communication, and content delivery networks, data and cyber security services, billing and payment processing services, domain name registrars, fraud detection and prevention services, web analytics, email distribution and monitoring services, session recording and remote access services, performance measurement, data optimization and marketing service, content providers, and legal and financial advisors (collectively, "Third Party Services Providers").

#### **4.1.5 How we store, use, share and disclose our site's members and visitor's personal information**

Pinnacle Academy is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to sell our products and services to you. Your data may be stored through Wix's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

All direct payment gateways offered by Wix.com and used by our company adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover. PCI-DSS requirements help ensure the secure handling of credit card information by our store and its service providers.

Other platforms used and accessed through Pinnacle Academy members includes Edmentum (Apex VS Learning) with Gradebook and Accelerate Education with Buzz and Google.

#### **4.1.6 Law Enforcement, Legal Requests and Duties**

Pinnacle Academy may disclose or otherwise allow access to your Personal Information pursuant to a legal request, such as a subpoena, legal proceedings, search warrant or court order, or in compliance with applicable laws, if we have a good faith belief that the law requires us to do so, with or without notice to you.

#### **4.1.7 Protecting Rights and Safety**

Pinnacle Academy may share your Personal Information if we believe in good faith that this will help protect the rights, property, or personal safety of Pinnacle Academy or any of our Users, any Users-of-Users, or any member of the public, with or without notice to you.

#### **Social Media Features**

Our site includes Social Media features, widgets. These Social Media features may collect certain Personal Information such as your IP address or which page you are visiting on our website and may set a cookie to enable them to function properly. Social Media Features are either hosted by a third party or hosted directly on our services. Your interactions with these third parties, social medial features are governed by their polices and not ours.

In addition, our services may enable you to share your Personal Information with third parties directly, such as via page framing techniques to serve content to or from Third-Party Service Providers or other parties, while preserving the look and feel of our Website and Services (Frames). Please be aware that if you choose to interact or share any Personal Information via such Frames, you are in fact providing it to these third parties, and not to us, and such interactions and sharing are governed by those third PARTIES polices and not ours.

#### **4.1.8 How we communicate with our users**

We may contact you to resolve issues with your account payments via email, phone, and mail. Other contacts may include scholar progression, scholar attendance/participation and behavior or general updates, to resolve user agreements or any other concerns we may have included but not limited to educational activities.

#### **4.1.9 User-of-Users**

Wix may store and process data and Personal Information for users of Pinnacle Academy and [HTTPS://PINNACLEACADEMY.ORG](https://PINNACLEACADEMY.ORG), solely on behalf of Pinnacle Academy and at our request. For example, Pinnacle Academy may download and store its list of users from Gmail, which would require Pinnacle Academy Administrator to allow access to such files.

Our site is operated by Wix.com and Wix uses cookies for important reasons, such as:

To provide a great experience for our users

To identify our registered members

To monitor and analyze the performance, operation, and effectiveness of Wix's platform

To ensure our platform is secure and safe to use

#### **4.1.10 We use Cookies**

We and our THIRD-PARTY service providers use cookies and other similar technologies ("Cookies") for us to provide our service and to ensure that it performs properly, to analyze our performance and marketing activities, and to personalize the user experience.

#### 4.1.11 California Users

If you are a resident using the services, the [California Consumer Privacy Act \(CCPA\)](#) may provide you with the right to request access and deletion of your Personal Information. To request your information be deleted, Use [Contact Us](#) on our website to submit an emailed request to [ADMIN@PINNACLEACADEMY.ORG](mailto:ADMIN@PINNACLEACADEMY.ORG).

We do not discriminate based on the exercise of any privacy rights that you might have under this section.

Please sign as Scholar, Parent or Employee to acknowledge that you have received a copy of the website and technology privacy policy.

Scholar

Signature: \_\_\_\_\_

\_\_\_\_\_  
DATE: \_\_\_\_\_

Parent

Signature: \_\_\_\_\_

\_\_\_\_\_  
DATE: \_\_\_\_\_

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#### For employee use only:

Employees of Pinnacle Academy receive a copy of all policies regarding scholars, parents, and employees.

Employee

Signature: \_\_\_\_\_

\_\_\_\_\_  
DATE: \_\_\_\_\_

## Pinnacle Academy Policies Acknowledgment Form

This document is an acknowledgment that you have received the highlighted policies from Pinnacle Academy School LLC.

### Section 1: Personal Information

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Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

I am a  Scholar.  Parent  Employee (General or Contracted)

I, \_\_\_\_\_ have received the following policies from Pinnacle Academy School LLC.

### Section 2: Family Policy Acknowledgement

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Admissions & Tuition/Refund Policy

School Policies

Academic Policy

Attendance

Scholar Policies

Classroom Etiquette & Disciplinary Actions

Privacy Policy (use of cookies on website)

Policies Acknowledgment form (this page). Date Received : \_\_\_\_\_ (Today's date)

**Permission to use scholar's (a minor) image and/or name:** Checking this box is granting permission for your scholar to be photographed, videotaped and/or interview 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.

### Section 3: Scholar Policy Acknowledgement

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Scholar Policies – Classroom Etiquette & Disciplinary Actions

### Section 4: Signatures

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**Your signature below is an acknowledgement that you have received a computerized and or paper copy of the highlighted policies and/or handbook(s) from Pinnacle Academy School LLC. Your signature also acknowledges that you have read and will adhere to the policies of Pinnacle Academy School LLC.**

Scholar Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Scholarships offered by our partners

To apply:

<http://pinnacleacademy.org/tuition>, select Scholarship link to complete the application. Scholarships are granted from outside institutions. Notification for acceptance will be emailed. Scholarships are disbursed on a first come first serve basis and will end when funds are depleted.

Scholarships are only available for scholars who meet the following financial criteria.

- ◆ Scholar cumulative GPA above 3.0
- ◆ Household income under \$70,000

### Partners

Be the 1st

### **Donate or partner with us to help another scholar**

<https://www.pinnacleacademy.org/donation>



### Financial Aid!

To apply:

<http://pinnacleacademy.org/tuition>, select Financial aid link to complete the application. Financial aid is reserved for scholars with the highest needs.

At this time aid is granted based upon funding donated by various entities. Partial and full tuition can be paid for individual scholars who meet the following financial criteria.

- ◆ Scholar cumulative GPA 2.0 or greater
- ◆ Household income under \$35,000