

PINNACLE ACADEMY PARENT STUDENT CONTRACT

Rules for Conduct (Please read and check box to acknowledge)

- ☐ Students: Do not give out your portal login and password to anyone, except your parents.
- ☐ Students attending a live or group session should login to class 5 minutes prior to start time
- ☐ We require that each student join all online groups and live teacher setting in clothing. (No visible sleepwear or undergarments should be worn as a part of school attire).
- ☐ Students are asked to set up their work environment on a tabletop or desk in an area that is quiet
- ☐ Students should use a headset and follow class rules about using tools during class
- ☐ Independent students must request a tutor for course work that cannot be completed alone or within the amount of time scheduled.
- ☐ All students with a significant number of incomplete tasks or low quiz/test scores will be required to use the online tutorial programs and or schedule live tutoring on our EPM (Education Plus tutoring Module). Each of these steps will be repeated, along with AC consultations to ensure students are confident about what they learn.
- ☐ Each student is encouraged to work at his or her own pace. Students should not compare themselves with others, so we discourage the behavior.
- ☐ We encourage healthy competition with projects, fundraising, sports, and games.
- ☐ Students are not allowed to use profanity or vulgar expressions in any manner while they are interacting on the Pinnacle Academy platform. Also, student profiles/dashboards need to be clear of vulgar language and or explicit content. Gang signs, slurs and symbols are prohibited.
- ☐ Profanity and explicit language not directly related to school text or a part of course subject matter is prohibited. In addition, name calling and or character judgmental comments will not be tolerated be it written, spoken or implied.
- ☐ Cyber bullying will not be tolerated. Cyber bullying is defined as hurtful communication in speech, phrases, gestures, photos or composition. Anything that demeans another's character, physical appearance or personage is considered cyber bullying. This includes all Pinnacle Academy's students, faculty and staff, even if it is found in a text, email, and or any other social media platforms separate from Pinnacle Academy, but referring to *it* or *its* members.
- ☐ Photos and images used for profile and assignments must be appropriate for educational or professional purposes. Absolutely no nudity, profanity, or other deviance in form of comment, illusions, or innuendos.
- ☐ Pinnacle Academy's main objective is learning. We aspire to lift and encourage each other to be the best that we can be.
- ☐ Cheating is offensive. Plagiarism is not tolerated. If identified, the AC and parents will derive a corrective course of action with the student to resolve the issue. Repeated offenses may result in the removal from the program.
- ☐ Pinnacle Academy has established a process that is meant to assist every student learn and achieve greatness. Every student has access to our tutorial program and is entitled to 4 live tutoring sessions a month or 48 per 12-month school term. Additional sessions can be purchased for \$50/hr. The EPM - Education Plus Module scheduler can be found on with the student learning modules.
- ☐ Adherence to Pinnacle Academy's classroom behavior and rules for conduct will attribute to every student's ability to achieve their goals.

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- ☐ Students found not following guidelines and rules will be reprimanded by losing group privileges first and given a warning. If negative behaviors and offenses persist, the student will be removed from the program.
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Parents:

- ☐ Parents will receive timely information regarding student status and task completions. If a student falls behind, the AC will contact the parent and work with the student to coordinate efforts to assist with assignment completion.
- ☐ Parent/Teacher conferences are scheduled if we note that a student fails to perform, fails to access tutoring, or otherwise neglects the program. Parent/Student and AC will work together to find solutions, if none can be found, low performance can lead to dismissal from the program.
- ☐ Payments. Payments are due on the 10th of the month unless other arrangements are made and is listed in your contract. Parents can request a change payment due date once after initial contract. Contact admin@pinnacleacademy.org. There is an automatic 5-day grace period, however payments received after the 15th will incur a \$125 late.
- ☐ **Returned checks and declined transactions:** A \$50 fee per returned item will be charged to your account. The account will incur a \$125 late fee, if the transaction causes the payment to be made after the 15th of the month.
- ☐ The student will be suspended after a payment is 20 days late. Three late payments in a row is grounds for dismissal.
- ☐ **Refunds:** Processing Fees are non-refundable but are counted as a part of the total year's tuition. Registration fee: \$1500 for Full and Part-time schedules is also non-refundable. If a student is dismissed or leaves the program, all fees for the current month are due. Refunds will be based upon the amounts paid and the time remaining in the program. In most cases, refunds are not given, but tuition in arrears may be owed.
- ☐ **Student Records:** Official student records can be requested by contacting the administration. Records will not be released until the student account/tuition is current.
- ☐ **Permission to use child's image and/or name:** I hereby grant permission for my child to be photographed videotaped and/or interviewed by representatives and/or employees from Pinnacle Academy and Pinnacle Academy School LLC. I grant the irrevocable and unrestricted right to reproduce and publish photos, videos, and digital images for uses that include websites, editorials, promotions, or other purposes without compensation
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Signing below indicates that you have read, understand and agree to adhere to the rules of conduct and payment guidelines while accessing Pinnacle Academy's website and educational programming.

Please sign and return to Pinnacle Academy: upload file at <https://pinnacleacademy.org>
Email: admin@pinnacleacademy.org Mail: PO Box 28761 ♦ Seattle, Washington ♦ 98118

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____
