



Student and Family Handbook

2024-2025

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OUR MISSION

- To empower students with language-based and learning differences to become independent and successful learners
- To provide a unique and incomparable education that delivers a blended model of multi-sensory, brain-based, and project-based learning approaches that supports the theory of multiple intelligences in learning
- To provide a model program of excellence in the field of alternative, exceptional education and best-practice methods in teaching

The Pinnacle Academy makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, application for admission, or payment program.

Pinnacle Academy is committed to building and sustaining a diverse and inclusive community in which the compassion for every member guides our understanding of human differences. We affirm, honor, celebrate, and value our individual and collective likenesses and differences.

CORE VALUES

Our school's core values are important because they help our students to grow and develop during formative years. When values are understood, shared, and demonstrated, they build internal cohesion in our school community. Our faculty strives to model and embed these core values into everyday learning.

Respect

Kindness

Gratitude

Community

STUDENT & PARENT EXPECTATIONS

Once a student is admitted, the school expects them to cooperate with the faculty and administration, respect school rules, and as the student matures, take increasing responsibility for their education.

Parents are expected to be supportive of academic and extracurricular activities. They are also expected to respect and support the professional decisions of the faculty and administration at Pinnacle Academy.

When parents have a concern about their child, initial contact should be made with the teacher. If further discussions or actions are needed, parents are requested to meet with Administration.

For financial concerns or questions, please contact the business office.

FACULTY

Pinnacle Academy strives to recruit qualified and dedicated special education faculty and specialized clinicians to provide appropriate educational support to our students. Lead teachers are certified through the State of Florida and participate in extensive training pertinent to the Pinnacle program. Our faculty are professionally trained in their areas of expertise and assignment.

PARENT INVOLVEMENT/VOLUNTEERING

PTO

The Parent Teacher Organization of the Pinnacle Academy was developed in 2008. The PTO's efforts serve to enhance and support our students, while helping them to achieve their greatest potential. The PTO promotes assistance to teachers in the classroom setting, holds fund-raisers for supplemental educational materials and experiences, supports school and family social interaction, and provides a non-biased forum for sharing information on issues that impact our campus. The members of the PTO are all those families and staff members who are associated with Pinnacle Academy. The PTO Board represents the membership. This Board is composed of PTO members who are appointed to Board positions. The Board meets on a quarterly basis throughout the school year and Board members, along with other appointed PTO members, manage the organizational and financial aspects of all the PTO functions.

The PTO operates on an annual budget, which is approved by a PTO membership vote at an annual PTO meeting held early in the school year. The money used to sponsor PTO activities is raised through PTO projects and annual fundraising events.

MISSION

The mission of the Pinnacle PTO is to:

- Share information about school developments from the classroom into the home
- Encourage opportunities for volunteering and increased parental involvement
- Foster networking and social support among caregivers
- Support fundraising efforts to enhance special programs.

A current list of the PTO Board of Directors may be found in the parent/student portal.

VOLUNTEERING

Parents are required to complete 15 hours of volunteer service at the Pinnacle Academy each year. Volunteerism is one of the outstanding strengths of the school and grows out of the mutual respect between school and home. The Volunteer Committee provides information to parents regarding available opportunities throughout the academic year. Parents will be offered an option to pay a fee as an alternative to completing volunteer service hours.

All parent and family volunteers will be required to report to the front office, sign in, and wear an approved Volunteer badge at all times while on the campus.

INSTRUCTIONAL METHODS/CURRICULUM

The Pinnacle Academy offers a specialized, alternative education for students who have language-based learning differences, social anxieties, or other reasons that may prevent them from feeling successful in a traditional learning environment. Several programs have been developed to meet the diverse learning needs of our student body. Pinnacle's curriculum has been designed to meet the State mandated requirements, research-based recommendations, as well as the objectives emerging from the mission and philosophy of the school.

From its inception, Pinnacle has set out to implement the latest in cutting edge, research-based methodologies in an environment that is rich with brain-based, project-based, and multi-sensory learning approaches. In addition, we can support a variety of learners through differentiated instruction, pacing, structured literacy, and a combination of whole group, small group, and individual instruction.

STUDENT ASSESSMENT

Our faculty combines proven, standardized testing methods with our own signature data collection system to monitor each student's progress and performance over time. These assessment tools provide insight to the education team regarding each child's learning needs and facilitate the development of individualized education planning. A full list of assessment options may be found on the website.

Baseline Data Comparison

Once a student begins in the program, their performance will be assessed across various domains including all applicable subject areas, social, behavior, independence, and computer technology. Our signature checklists are aligned with the state standards educational benchmarks for each grade level and core curriculum content. In the primary and elementary schools, our social development subscales are designed to assess social pragmatic language, conversational skills, relationship development constructs, and Theory of Mind development.

Individual Education Plan (IEP)

The IEP outlines the student's present levels of academic and functional performance, provides measurable annual goals, including academic and functional goals, documents the child's progress toward meeting the annual goals, and identifies special education services, related services, program modifications and supplementary aids to be provided to the student. Teachers will report student progress 3 times a year via a meeting or documented report.

Goals and objectives may be revised at any time during the year.

CLASSROOM PLACEMENT

Classroom placement will be determined based on student performance, need for modifications and accommodations, supports available, teacher to student ratio, and faculty recommendation. Faculty and administration reserve the right to determine appropriate placement and make placement changes to best meet the student's educational and developmental needs at any time during the school year.

Registration does not "guarantee" a class assignment, but rather an individualized educational program that aligns with the Pinnacle Academy mission and philosophy and the student's specific, educational goals.

SCHOOL RULES & POLICIES

VISITORS

All visitors (including parents) must sign in at the front desk and present a valid driver's license or state issued ID to obtain a visitor's pass. This pass must be worn throughout the duration of the visitor's time on campus. Visitors should sign out at the front desk before leaving campus. To alleviate disruptions, eating lunch with your child will be reserved for birthday celebrations. Please make arrangements ahead of time with your child's teacher and be sure to sign in at the front office.

DELIVERIES

Deliveries for students will not be accepted. This includes and is not limited to floral deliveries, balloons, food, etc. The school enforces a policy where parents are kindly asked not to deliver special lunches (except on their child's birthday), ensuring equitable treatment of all students.

SNACK/LUNCH

Snacks

Students Pre K- grade 2 have snack daily in the lower school. Parents are encouraged to provide healthy snack choices. No candy or sweets allowed and food may not be shared. Drinks should be water and natural juices only.

Lunch

Pre K -12: Pinnacle Academy does not provide lunch. Parents are encouraged to provide healthy lunch choices. No candy or sweets allowed and food may not be shared. Drinks are encouraged to be water and natural juices only. The school enforces a policy where parents are kindly asked not to deliver special lunches (except on their child's birthday), ensuring equitable treatment of all students.

ONLY WATER PERMITTED IN CLASSROOMS.

BIRTHDAYS/CELEBRATIONS

Primary & Lower School Only

Students are welcome to bring in cupcakes or other small treats to class on their birthday. For planning purposes, please inform your child's homeroom teacher in advance (a note or email) and remember to inquire about any food allergies so that all children can participate. Please include napkins, plates or any necessary utensils. Feel free to include small waters, but please no soda or juice. Parents/Guardians are warmly invited to join a lower school student for lunch on his/her birthday. If your child has a summer birthday you may arrange with your child's homeroom teacher to come on another day. Please do not ask your child's teacher or front office staff to distribute invitations to parties, even if the whole class is invited.

FRONT OFFICE HOURS

8:00 am – 4:00 pm, Monday-Friday

BATHROOM POLICY

Based upon legislative changes in the law, if you enter a multi-stall bathroom on campus designated for the opposite biological sex and refuse to immediately leave when asked, there may be a criminal penalty for anyone age 18 and above under F.S. 553.865. In addition, school discipline may be imposed for all students. All single-stall bathrooms on campus are uni-sex and marked as such. Single-stall bathrooms are available for anyone with privacy concerns.

FIELD TRIPS

Some of our classes will participate in off campus field trips. These experiences are designed with an educational purpose and enrich our program with hands-on experiences. Parents are informed about the details of the trips in advance and encouraged to help participate. For liability, siblings may not be included in class field trips. Occasionally a fee will be required for some activities. To participate in field trips, a student must have a signed parental permission slip on file at the school. Parents will be encouraged to chaperone and provide transportation for field trips whenever possible.

All parent drivers must:

- Be at least 21 years old
- Have a valid driver's license
- Have completed the School District Volunteer Driver Checklist (this form checks the above and asks for insurance and driving record information)
- Understand that the vehicle's liability insurance is primary
- Have received a copy of the Guidelines for Volunteer Field Trip Chaperones
- Are provided all relevant field trip information

Pre-trip training for both students and chaperones should include the following topics:

- Behavior expectations, including the fact that school behavior and discipline rules apply on field trips
- Activities the students will be participating in
- Acceptable areas for the student to enter at the facility
- Special hazards that have been identified
- An itinerary of the trip
- A general map of the area
- The importance of washing hands after activities (especially if handling toxic substances or petting animals)
- The importance of staying with the group
- What to do if separated from the group
- Procedures for walking in high traffic areas
- Use of the buddy system
- Other related information

HOMEWORK

Homework is not intended to be excessive and is developed to provide opportunities for review and practice. Completion of homework assignments is important and the amount of homework varies with maturity, level of course, and teacher. Homework should have different purposes at different grades: younger students to foster positive habits; older students it should facilitate the acquisition of knowledge. Homework is to be the product of each student, not parents. Students who present with significant challenges in a specific subject area should be supported outside of school to complete assignments to align with the research that indicates that frequent exposure and review can enhance performance and memory. Failure to complete assignments will be addressed in a teacher-parent conference.

CLASSROOM VISITORS AND PROFESSIONAL OBSERVATION

Faculty will encourage an open door policy at the Pinnacle Academy, which allows for parents to feel comfortable on the campus. However, we recognize that excessive classroom observations may pose a problem. Therefore, faculty is supported in following these procedures to ensure that observations are conducted for their intended purpose and limit ongoing disruptions to the classroom setting.

Conditions of visitations/observations:

All visitors must report to the front office, sign in, and receive an approved Visitor Badge to wear at all times while on the campus.

- Classroom visitors shall consist of no more than two parents or legal guardians at any one time.
- Parents may request to have a designated, appropriately qualified professional observe when the educational team (including parent and involved professionals) has identified a need for a classroom observation during an IEP meeting wherein all parties were in attendance. This may include:
 - Completion of assessment paperwork which requires observation across various settings.
 - Concern related to target behavior across settings (observation will follow team meeting and professional review of behavioral documents and data).
- Planned parent activities (parties, field trips, volunteer projects) will be scheduled with the classroom teachers.
- Visits shall not exceed one hour at a time in an area in which the child is receiving instruction or participating in a learning activity. Formal observations in a classroom are limited to no more than two per month.
- The observer is to refrain from distracting the teaching staff or students in the classroom. If questions arise, the parent may request a teacher conference at another time.
- Parents are not permitted to video tape in the classroom.
- Longer or more frequent observations must have the approval of Administration.
- Observations may not be appropriate in grades 7-12 and will need the approval of Administration.

COMMUNICATION

Each classroom will establish a formal means of communication between home and school, including a weekly curriculum update and class summary. In an effort to reduce paper usage, most communication will be sent to parents via email and Blackbaud K-12. Parents should address concerns or questions directly with the classroom teacher. If a resolution is not established, then concerns may be brought to Administration and a team meeting may be convened.

MESSAGES

If parents should need to leave a message for the teacher or Administration, they may contact the main office phone. **Parents should refrain from contacting faculty via their personal cell phone.** Parents should respect the faculty's personal time and adhere to communication during the hours of 8:00 a.m. to 4:00 p.m. Email messages will be responded to within 24 hours (M-F). Faculty will only respond to information regarding scheduling and general questions via a school assigned email address. Any information regarding student performance, school incidents, or behavior should be discussed during a scheduled meeting. Parents may request a meeting with the teacher and/or administration at any time that there are concerns.

MEDICAL APPOINTMENTS AND EARLY DISMISSALS

Doctor and dentist appointments should be scheduled after school hours if at all possible. If a student must leave school during the day, an email or phone call/message from a parent must be received by the front office no later than the morning of the day the student will be out of school. The email/message should indicate the expected time of departure from and return to school. To avoid disruption of classes and to ensure the student signs out, children will only be released to parents from the front office, unless specific exceptions are needed. **Students will not be dismissed during the last 30 minutes of the school day unless it is an emergency.** Please plan your pick up time accordingly.

SCHOOL CLOSURE

In the event of hurricane/storm/flood watch or warning, faculty and parents are encouraged to monitor the local television, radio stations and school social media accounts. Calls will be placed to the faculty, an email will go out to notify parents of school closure and a notice will be placed in your parent/student portal. If the School District closes due to inclement weather conditions, local television and radio stations will be notified and will post this information. **If the Manatee County School District is closed, then Pinnacle Academy will be closed.**

REQUESTS FROM PARENTS TO SELL MERCHANDISE

Pinnacle periodically receives requests from parents and student family members to sell merchandise from their own businesses on the school property or to the school community. This type of situation may pose a conflict of interest and therefore, will be avoided altogether. In-kind donations of goods and services are always appreciated and allow for the Pinnacle Academy and its PTO to provide its students with enhanced opportunities.

STUDENT RECORDS AND TRANSFERS

Student records of grades, assessment, and transcript are securely maintained for faculty and administrative use only. These files are updated on a continual basis.

If parents should choose to apply to another school, records should be formally requested from the prospective school via fax or email. A Release of Records waiver must be signed by the parent and received by our Administration prior to the sharing of student information with another school or professional. Records/transcripts will not be released if there is an outstanding balance on the student's account. Please allow 48-72 hours to process records/transcripts. Senior final transcripts will be ready by June 1st. After April 1, the parent/guardian acknowledges the financial obligation to the Academy and agrees to the terms provided in the registration contract. Once the student has been registered at the Academy, all tuition and related fees are considered obligatory and non-refundable for the annual school year term. Any outstanding balance to the student's account may be subject to late fees and/or collections/attorney fees.

TUTORING AND THERAPUTIC SUPPORT SERVICES

Students who are listed in the School District contract with Pinnacle Academy and are in the Pre-K to Kindergarten program will be provided with 60 minutes per week of occupational therapy and speech therapy. Other students will be eligible for consultation as determined necessary by the educational team. Observations, additional assessments, and administrative behavioral support are available on campus as needed for an additional fee.

Individual, private therapy and tutoring services are available through the on-site clinic. These services are available at an additional cost to the parent. Pinnacle Pediatric Therapy of Lakewood Ranch is in-network with various insurance companies and services are provided on site for convenience. Students in grades pre-K through 2 may receive "pull-out" services if recommended by the educational team. More information is available on the school website. The use of clinic services are not required and are simply provided for parent convenience and the intent of providing multi-disciplinary service support.

HEALTH/MEDICAL

SCHOOL HEALTH RECORDS

A physical exam, signed and stamped by a licensed provider and dated within one year prior to registration, is required for each student initially entering a Florida school (DH3040). A physical exam is recommended every three years thereafter. Up-to-date immunizations are required, and all immunization dates must be on Florida Certificate of Immunization (DH680). A Florida physician will transfer out of state immunizations to DH680 form or Department of Health.

IMMUNIZATION REQUIREMENTS

Pre-Kindergarten

- 4 DTPs
- 3 Polio
- 1 MMR
- 3 Hepatitis B
- 1 Varicella

Grades K-6

- 5 DTPs
- 4 Polio
- 2 MMRs
- 3 Hepatitis B
- 2 Varicella

Grades 7-12

- 5 DTPs
- 4 Polio (last dose on/after 4th birthday)
- 2 MMRs
- 3 Hepatitis
- 1 TDaP
- 2 Varicella for grades 7,8,9, and 10
- 1 Varicella for grades 11-12

Each school year, a parent/guardian will complete and update all health information and consents on Blackbaud K-12. It is the responsibility of the parent/guardian to notify the school office about any changes in the student's health status during the school year, including reasons for absence or tardiness or changes in medication.

MEDICATION POLICY

When at all possible, we encourage parents to schedule so that medications may be given at home under their direct supervision. When this is not possible, the Medication Authorization Form must be completed by the student's parent and medical doctor before a medication is given. A separate form is necessary for each medication request and for an Epi pen.

Prescription medication must be in the original pharmacy container. The written instructions on the pharmacy label will be followed. Dosage will not exceed instructions on the label regardless of parent instructions. Pinnacle Academy does not employ a nurse on the campus. Therefore, medications will be administered by non-medical personnel.

Parents are required to inform the child's teacher of any changes in medication, so that surveillance may be provided related to potential side effects (i.e. tics, seizures). This includes medication administered both at home and at school. For the safety of your child, you may be asked to maintain a medication log for continuous communication.

Procedure

Parental Procedures and Responsibilities

The parent/guardian must:

1. Complete and sign the following forms: (a) *Permission to Dispense Medication*, (b) *Waiver and Release*, and (c) *Medication Dispensing Information*;
2. Deliver all medication to the front office in its original prescription bottle. Where appropriate, parents shall count out the number of pills/tablets delivered to the Pinnacle Academy in the presence of a faculty member as a form of confirmation of total amount of pills in the school's possession. Prescription medication shall be in the original prescription bottle with label intact. Non-prescription medication shall be in the original unopened bottle which includes the person's name, medication, dosage, and time of day medication is to be given.
3. Communicate with faculty regarding specific instructions for medication including self-administration where appropriate and any changes to the medication, including increases, decreases, or termination. Changes in medication should be authorized by the prescribing medical doctor.

All faculty will participate in training regarding the administration of an Epi pen. Epi pens will be secured in a quick-release cabinet in the selected building and will accompany students during off-campus activities.

Students in grades 7-12 are permitted to carry/self-administer inhalers and epi-pens with the written permission of a parent.

SCHOOL ILLNESS POLICY AND PROCEDURES

If a student is not feeling well, they should inform the classroom teacher and ask to be excused to go to the main office. Students will be released from school for medical reasons only with permission from the parent/guardian or from the person designated on the student's emergency list.

The Board of Health shall be notified when a student is sent home because of a communicable disease. In case of absence due to the reportable communicable disease, a release card from the Board of Health or a letter from the family physician indicating that the Board of Health regulations have been fulfilled must be presented when the student returns to school.

The Florida Department of Health RECOMMENDS that a child be kept home from school for two reasons:

- When they have a contagious disease;
- When they feel too sick to meet the demand of the school day.

Also, parents/guardians are encouraged to keep a student home at the beginning of an illness. Resting at the onset of an illness conserves energy and bolsters resistance, so students can recover and miss less time from school.

Pinnacle Academy policy on illness requires that a student be free from fever, vomiting and/or diarrhea for at least 24 hours, without the use of medication, before returning to school. In addition, a sick child prescribed antibiotics by a physician must take the antibiotics for at least 24 hours before returning to school.

DOCTOR'S NOTE (see also Attendance Policy)

Students who are absent from school for the following reasons require a physician's statement confirming the student/employee's ability to return to school and any necessary limitations or restrictions:

- Measles, mumps, chicken pox, shingles, ringworm, scarlet fever, strep infection, impetigo, mononucleosis, hepatitis, meningitis, avian flu, H1N1 virus (swine flu) and/or pink eye.
- Absence due to an extended illness or surgery

EMERGENCY CONTACTS

If a parent cannot be reached, the office will contact those persons on the child's emergency list. Please be prepared for such situations and make arrangements ahead of time. Please keep all emergency and work numbers current.

EMPLOYEE ETHICAL CODE AND MANDATORY REPORTING

The Pinnacle faculty shall comply with standard practices and ethical conduct toward students, professional colleagues, parents, and members of the community and shall safeguard the dignity of the profession, respect and obey the law, demonstrate personal integrity, and exemplify honesty. Each faculty member will recognize and adhere to the Code of Ethics as outlined in the Florida Code of Conduct. All employees have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect to the State hotline as mandated by the law.

DRUG-FREE, SMOKE-FREE AND TOBACCO FREE CAMPUS

Pinnacle Academy is a drug-free, smoke-free and tobacco-free campus. The possession or use of any kind of tobacco, electronic cigarettes/vapes, alcohol, or drugs by students, staff or visitors is prohibited at all times and at all student activities, on and off campus.

TECHNOLOGY POLICY

BLACKBAUD K-12 (STUDENT/PARENT PORTAL)

In an effort to protect our environment and to streamline communication between school and home, we have adopted a web-based student information system, Blackbaud K-12. Blackbaud allows for parents and students to log in to a secured portal to view class news, important notifications, photos, calendars, assignments, grades, report cards (graded classes 3-12), and transcripts. Faculty and Administration will communicate with student caregivers via Blackbaud when school-wide or class-wide notifications are sent out. Please be sure to access your Blackbaud account, become familiar with navigating Blackbaud, and check your student's portal weekly to remain informed and abreast of important school news.

Purpose of technology use:

The Pinnacle Academy is pleased to offer students access to a computer network, as well as the Internet. We believe that this service offers considerable and diverse resources to our student's education. Our goal is to facilitate engaged learning, resource sharing, and communication. The student's use of the school's technology network is directed by the faculty and is offered to promote academic growth.

Opportunities and risks of technology:

Internet access enables the exploration of thousands of libraries, databases, and other sources of information around the world. Families should be aware that some materials on the Internet may contain items that are illegal, defamatory, or potentially offensive. While the purpose of the school is to use the Internet for constructive, educational goals, students may still find ways to access unauthorized information. We believe that the educational value of the Internet outweighs the disadvantages. The Pinnacle Academy is committed to use filtering software and to promote the use of computers in a manner that is responsible and appropriate. We respect each family's right to decide whether to allow their child access to the school's Internet; however, internet usage and access are required for Upper School classes. Students will not be provided with an email account. Parents of students 5th grade and up need to make a Gmail account with the following format FirstnameLastName@gmail.com example johnsmith@gmail.com. The password to this account should be given to the student's homeroom teacher. Faculty reserves the right to review communications and files to maintain system integrity and to ensure that the network is being used responsibly. Students may not access TikTok, Snapchat, Discord or any other social media accounts while at school.

Network etiquette:

Network etiquette and unacceptable use is reviewed with each student and is posted in the computer lab.

- Adhere to the rules of copyright law and assume that all software is copyrighted (unless labeled "freeware" or "public domain").
- Be responsible at all times for the proper use of access privileges.
- Close any URL (site) that has inappropriate material. Report the site to a teacher.
- Be respectful of the care and proper use of technology materials.
- Do not download any unauthorized software programs or files.

- Students shall make no attempts to circumvent the school’s network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security. This includes using cellular data to bypass Wi-Fi network security.
- Students shall not distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video on social media)

BYOD is a Privilege, not a Right

The use of technology to access educational material is not a necessity or a right but a privilege. A student does not have a right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit from the learning environment as a whole. Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, as well as all technology policies:

- The technology is allowed for educational purposes and only to enhance the classroom experience.
- Teachers will decide when it may be used and for what purpose(s). The technology may only be used to access files on computer or Internet sites which are relevant to the classroom curriculum.
- Connecting devices to smart TVs or speakers is prohibited, unless authorized by a teacher for academic purposes.
- When authorized for use by the classroom teacher, devices will remain visible.
- The technology may not be used to cheat on assignments or tests.
- The technology may not be used for non-instructional purposes (such as making personal phone calls and text/instant messaging). If a student needs to make a call they may go to the front office.

Disciplinary action:

Failure to comply with the school’s policies regarding the use of technology may result in disciplinary action and/or reimbursement for causing damage to equipment.

School Liability Statement

Students bring their devices to use at Pinnacle Academy at their own risk. It is their duty to be responsible in the upkeep and protection of their devices. Pinnacle Academy is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

CHROMEBOOK CHECKOUT/POLICY

To borrow/checkout a school Chromebook for the school year, please place a request with the front office. Parents and students must fill out and sign the following form located in their portal:

A school device is being loaned to the student for academic purposes.

It is the responsibility of the student to care for the equipment and ensure it is maintained in a safe environment.

If the computer is lost, stolen, or damaged while in the Student's possession, the Parent/Guardian is responsible for the replacement/repair.

When borrowing the computer, the student understands that:

1. Only authorized educational programs may be used on the computer and that Students are not to download, install or play games, video, music, or photos unless they are directly related to classroom instruction.
 2. S/He is responsible for proper care of the computer and may NOT:
 - personalize it with stickers or decals
 - deface any serial numbers
 - have food or beverages near the computer
 - delete any school-installed software
 3. The computer may not be loaned to another individual
 4. S/He is to interact with others in a respectful, courteous, and school-appropriate manner while using the computer.
 5. S/He will adhere to the Technology Acceptable Use Policy (signed with enrollment) at all times.
-

Receiving your Chromebook

A. Acknowledgment of this document

The contract should be signed by both parent and student (logged into their individual accounts) upon completion of reading the guidelines set forth.

B. A \$30, non-refundable, rental fee is to be paid prior to receiving device. Payment is made here: <https://bngn.blackbaud.school/?id=h5kzmemcv3o#/home/>

C. Distribution Chromebooks are assigned to a student to be picked up at the front desk. Students must return the same fully functional Chromebook, to avoid incurring repair or replacement costs. Chromebooks remain the property of Pinnacle Academy.

Returning your Chromebook

A. End of the Year

At the end of the school year, students will turn in their Chromebooks, chargers, and cases (if applicable) in working condition. Cases or covers that were added by the student must be removed prior to returning the Chromebook. Failure to turn in the same items that were issued may result in the student being charged up to the cost of the device.

B. Transferring/ Withdrawing Students

Students that transfer out of or withdraw from Pinnacle Academy must turn in their Chromebooks and chargers prior to their last day of attendance. Failure to turn in the same items that were issued may result in the student being charged up to the cost of the device.

Repair

A. If the Chromebook is not working or damaged; students should notify their teacher and take it to the office immediately for repair.

B: Students may be issued another Chromebook if they leave their school-issued Chromebook for repair in the Technology office. (if available)

C: A notification detailing the damage and cost will be sent home to the parent/guardian.

D: Repairs and maintenance should only be conducted by Pinnacle personnel; do not attempt to repair or take the Chromebook to an outside vendor for repair.

Estimated Cost

The following are estimated costs of parts and replacements that will be assessed in the event of loss or damage:

1. Chromebook Replacement \$300
2. Chromebook Screen \$75
3. Chromebook Keyboard/touchpad \$50
4. Chromebook Charger \$35
5. Chromebook Charging or Headphone Port \$200

Privacy

A. Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. Pinnacle Academy may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

B. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

CELL PHONE/TECHNOLOGY POLICY

K-8th Grades

Cell phones are not allowed for students in grades K-8.

All technology devices (including cell phones, iPods, iPads, personal computer, or other electronic device) are to be powered off unless the student is given explicit permission by the faculty to use a device for educational purposes. If the electronic device is on or in use without permission, it will be confiscated by the instructor immediately. The electronic device will not be returned to the student at the end of the day without a parent present. Any and all devices are subject to confiscation and search under the suspicion of improper use.

Failure to comply with the school's policies regarding the use of technology may result in disciplinary action and/or reimbursement for causing damage to equipment.

9th-12th Grades

Phones are available for student use in the Front Office. All cell phones should be located in backpacks during the school day and powered off. Parents should not contact their children during school hours; if a message needs to be given to your student, please contact the office. Please see Behavior Matrix pg 29.

AI POLICY

As technology, best practices, and our understanding of implementing AI in the classroom continue to evolve, this policy will undergo regular reviews and updates to ensure its alignment with the dynamic landscape of educational technology.

Purpose:

This policy aims to establish guidelines and expectations for the responsible and ethical use of Artificial Intelligence (AI) by students at Pinnacle Academy. Integrating AI technologies in educational settings aims to enhance learning experiences, foster innovation, and promote digital literacy.

Privacy and Data Security:

- a. **Data Protection:** Users must be mindful of the collection and storage of personal data when utilizing AI technologies. Any data collected must adhere to relevant privacy laws, and consent must be obtained when required.
- b. **Secure Access:** Users should ensure that AI systems are accessed securely and that login credentials are kept confidential. Unauthorized access to AI systems is strictly prohibited.

Responsible Use:

- a. **Educational Purpose:** AI tools and applications should primarily be used for educational purposes, including but not limited to research, learning enhancement, and skill development.
- b. **Ethical Considerations:** Users must exercise ethical judgment and respect for others when utilizing AI technologies. This includes avoiding any activities that may compromise the privacy, dignity, or well-being of individuals.
- c. **Compliance with Laws:** All AI usage must comply with local, state, and federal laws, as well as the school's acceptable use policies.

Students under 13:

Option 1: "Students under the age of 13 are prohibited from using AI technologies within the school setting, in adherence to terms of use and federal regulations. This policy aims to ensure the safety, privacy, and age-appropriate digital experiences for younger students."

Option 2: Due to terms of use and federal laws, students under the age of 13 are not permitted to have individual access to AI technology and tools, ensuring compliance with age-specific regulations and safeguarding their online experiences."

Option 3: Some variation on the above.

AI in the classroom for students 13 and older:

Teachers have the authority to determine if and how AI technologies will be used in school work. This decision will be based on educational objectives, pedagogical considerations, and the suitability of AI tools for specific learning outcomes. They will use the red, yellow, and green statements as outlined below when assigning work.

Green Light Statement

Teacher Instructions: Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) on this assignment if that use is properly documented and credited. Failure to acknowledge the AI-generated contributions will be treated as a violation of Pinnacle Academy's academic integrity code.

Students: I acknowledge and embrace the responsible use of Artificial intelligence (AI) as a tool for assistance in this assignment. I commit to utilizing AI in a manner that upholds academic integrity and originality, ensuring that my work reflects my own understanding and efforts. I understand that any undocumented use of AI in my assignment may lead to academic consequences.

Yellow light statement:

Teacher Instructions: Students may use AI tools to help prepare for this assignment (eg. XXX). Students must explain how AI tools informed their process and are responsible for the accuracy of the ideas that are used. Failure to acknowledge the AI-generated content will be treated as a violation of (.....).

Student: I understand and commit to using AI tools responsibly for XXX in this assignment. I will maintain academic integrity by ensuring that my content reflects my originality while appropriately crediting and citing any AI-generated contributions. I recognize that any violation of these principles may result in academic consequences.

XXX= Examples must be provided

Red Light Statement:

Teacher Instructions: Students are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) on this assignment. Each student is expected to complete each assignment without any assistance from others, including automated tools. Any violation will be addressed in accordance with (.....)

Student: I affirm that I will not utilize Artificial intelligence (AI) tools or applications for any aspect of this assignment. I understand that the use of AI in my assignment is strictly prohibited and that any violation of this policy may result in academic consequences. I commit to completing my assignment through my own efforts, ensuring the academic integrity of my work.

Violation Consequences:

- Initial Violation:
 - Upon the first violation of the school's AI Usage Policy, the student will receive a warning from the teacher. The student will be required to resubmit the assignment without the unauthorized use of AI, and additional guidance on responsible AI usage will be provided.
- Second Violation:
 - In the event of a second violation, the student will face a more serious consequence, such as a reduction in the assignment grade or an alternative disciplinary action as deemed appropriate by the teacher and school administration.
- Subsequent Violations:

Subsequent violations may result in escalating consequences, including but not limited to parent/guardian notification, a meeting with school administrators, and further academic penalties.

DRESS CODE

Grades PK-8:

Uniform shirts are mandatory at the Academy in white, grey, shades of blue and shades of green. These may be ordered, or purchased in person, at Salty Printing ([link on website](#)).

Sweatshirts, hoodies, and other outerwear are permitted in outdoor areas only.

On Fridays, students may wear Pinnacle Academy spirit wear t-shirts, including but not limited to: House shirts, Pinnacle Friday shirts, TSA shirts, Pinnacle Farms shirts, and band shirts.

Students attending Pinnacle Academy should be neatly and appropriately dressed. All bottoms must be no shorter than 2" above the knee.

To provide appropriate support and safety during daily outdoor activities closed toed shoes are required. Sandals, flip flops, and Crocs are not permitted at school.

In addition, the following are violations of the school dress code:

- Cutoff pants/shorts or clothes with frayed ends
- Holes in clothing, included and not limited to ripped jeans
- Hoods may not be worn on campus. Hats may be worn for outdoor activities.
- Clothing that exposes the midriff or undergarments. Midriff/undergarments must not be visible when student raises or moves their arms above their head.
- Any clothing, jewelry, or hair styles that may pose a distraction to self or others (including facial piercing, hair colors that are unnatural, henna or other visible body art)
- Leggings are not permitted for students in grade 7-12

Dress code violations:

1st violation - Written warning and loaner shirt provided (\$5 charge if loaner shirt is not cleaned and returned the following day)

2nd violation - Parents will be called to bring appropriate clothing to school.

Grades 9-12:

Tops:

Students are permitted to wear a button down shirt or collared shirt for tops. Solid colors are permitted. Button up shirts must be buttoned; they may not be worn open over another shirt. On Fridays, students may wear Pinnacle Academy spirit wear t-shirts, including but not limited to: House shirts, Pinnacle Friday shirts, TSA shirts, Pinnacle Farms shirts, and band shirts. Midriff/undergarments must not be visible when the student moves or raises their arms above their heads.

Bottoms:

Students may wear slacks, khakis, and jeans with no holes, rips, or frays. Students may wear shorts or skirts that are mid-thigh or longer. No sweatpants, athletic wear, basketball shorts or leggings are permitted. When students sit or bend, bottoms must continue to cover undergarments and skin.

Outerwear:

Sweatshirts, hoodies, and other outerwear are permitted in outdoor areas only.

Footwear:

Students must wear closed toed shoes. No sandals, flip flops, slides, slippers, or Crocs are permitted.

Head coverings:

Hats are not to be worn inside any school buildings. Students may wear hats for outdoor activities. *Exceptions may be made by the Head of School for head coverings worn for religious purposes.*

General:

Student clothing must cover the midriff and all undergarments. Any clothing, jewelry, or hair styles that may pose a distraction to self or others (including facial piercing, hair colors that are unnatural, henna or other visible body art) are not permitted.

Identification Badges:

Students in 9th-12th grades are required to wear identification badges, at all times, while on campus. Lost or broken ID badges must be replaced immediately. A \$5.00 fee will be charged to your student account for each replacement ID issued.

Dress code violations:

1st violation - Written warning and loaner shirt provided (\$5 charge if loaner shirt is not cleaned returned the following day)

2nd violation - Parents will be called to bring appropriate clothing to school.

TUITION/FEES

TUITION AND FEE BILLING/PAYMENT/COLLECTION POLICIES

Tuition and fees are set on an annual basis and are communicated to families through the Tuition Contract. The School has contracted with Tuition Management to provide tuition management and billing services. This partnership with Tuition Management is expected to provide our families with direct access to their tuition billing accounts through the single sign on process through the Blackbaud K-12 (portal) page. It will also provide our families with more convenient options for making tuition and fee payments to the School. Various payment options and methods are available for the convenience of our families.

Pinnacle Academy accepts the following methods of payment through Tuition Management: automated debit from a checking account, credit card (MasterCard, Visa, American Express and Discover. Credit cards fee does apply), cash, or check. The School provides a 9-day grace period for receipt of payment. If payment has not been received within this grace period, late fees will be assessed.

***Please note that we no longer accept tuition payments at the school location. All payments must be made online or mailed to Tuition Management for processing.**

Payment Plan 1: Single payment for annual tuition due on September 15th.

Payment Plan 2: \$50 administration fee. Two payments for annual tuition and fees due in September and January.

Payment Plan 3: \$100 administration fee. Three payments for annual tuition and fees due in September, November and January

Payment Plan 4: \$125 administration fee. Four payments for annual tuition and fees due in September, November, January and March.

Payment Plan 5: \$150 administration fee. Five payments for annual tuition and fees due in September, November, January, March and May.

Monthly Plan: \$250 administration fee. Monthly payments for annual tuition and fees due on the 15th of each month (September-May).

Parents will be responsible for paying tuition by the due date(s). In the event a family is delinquent in the payment of tuition and fees, the School retains the right to:

- Prohibit classroom attendance
- Accelerate tuition payments
- Hold progress reports, report cards, transcripts, and diplomas
- Utilize a collection attorney

Families that require “two payer family” accounts will be required to pay for an additional tuition billing account in the amount of \$50.00 annually. This need must be communicated directly to the billing office prior to the first billing month (August).

Scholarship information can be found in your portal and on the school website.

ARRIVAL AND DEPARTURE

The objective of the school is to ensure that each student masters the required subject matter in preparation for advancement to the next grade level. Missed class time is impossible to replicate and is an impediment to student achievement.

TRAFFIC PLAN

PRIMARY AND ADMINISTRATION BUILDINGS

Enter through the main entrance only, park in designated spot and exit through the North Drive exit. Pay careful attention to students crossing in the parking lot.

For the safety of our students, families and staff you are required to remain in your vehicle until a teacher approaches your vehicle to pick up or drop off your child.

Please refer to instructions from your child's teacher regarding pick up and drop off times as it may vary by student/classroom.

LOWER SCHOOL BUILDING AND COTTAGES

Enter through the South Drive entrance only, join the car line at your designated drop off and pick up time and exit through the main entrance only. Pay careful attention to students crossing and vehicles in the Main entrance parking lot.

Families will be designated a drop off and pick up time window. Be sure to enter the car line during your designated window or you will be asked to loop back around at your assigned time.

Please refer to instructions from your child's teacher regarding pick up and drop off times as it may vary by student/classroom.

Please remain in your vehicle and have your student sit in the rear passenger side seat for exiting. Please have the student ready to exit with all of their belongings when arriving to school.

UPPER SCHOOL BUILDING

Drop Off:

Enter through the Main entrance driveway only and enter the carline loop. Students are to exit the car on the building side of the driveway (passenger side of the car) only. Please exit through the North Drive exit and pay careful attention to students crossing in the parking lot. If you must exit your vehicle, please park in front of the Administration Building. Do not leave your vehicle unattended in the drop off line.

Students arriving after 8:15am are to be dropped off at the front office to sign in as tardy. The student will then walk to class with their belongings. For safety reasons, parents are to exit the parking lot through the main entrance and not drive through the primary parking lot or drive their student to their building.

Pick Up:

Enter through the Main entrance driveway only and enter the carline loop. Please pull forward as much as possible to allow room for all vehicles entering campus. If you must exit your vehicle, please park in front of the Administration Building. Do not leave your vehicle unattended in the pickup line. Students may enter the vehicle only when it is between the orange cones. Students are not permitted to walk down car line or to another part of campus to be picked up in another location. Please exit through the North Drive exit and pay careful attention to students crossing in the parking lot.

Arrival 7:45am, Class Begins 8:15am, Pickup 3:00pm

Students in grades 7-12 are not to arrive to campus earlier than 7:45 a.m.

TARDY ARRIVAL/LATE PICK UP

PRIMARY, ADMINISTRATION, LOWER & COTTAGES

Students that arrive after classes have entered the building will be required to sign in at the front office to obtain a tardy pass. An adult must accompany a student in grades Pre-K-6 to the office to obtain the tardy pass. Frequent disruptions to the class due to tardiness will impact the student's ability to meet educational learning goals. Students are to leave food and non-educational items (toys, technology devices) outside of the classroom upon entrance. Students must be picked up from class on time. If late pick up becomes a problem, a meeting will be required by administration and fees may be assessed (\$1.00 per minute).

UPPER SCHOOL

Staff will be on duty to supervise beginning at 8:00 am. Classes will begin promptly at 8:15 am. Students arriving after 8:15am are to be dropped off at the front office to sign in as tardy. The student will then walk to class with their belongings. For safety reasons, parents are to exit the parking lot through the main entrance and not drive through the primary parking lot or drive their student to their building.

Frequent disruptions to the class due to tardiness will impact the student's ability to meet educational learning goals. All students must be picked up by 3:15 pm unless they are attending an after school program or club. If late pick up becomes a problem, a meeting will be required by administration and fees may be assessed (\$1.00 per minute). Students that have parental permission to walk off campus must have a note on file with the office.

We expect our student drivers to arrive at school on time. Excessive tardies will result in disciplinary action and revocation of a parking pass. Student drivers who arrive between 8:15 am and 8:35 am will have to wait in the office until 8:40 am before they will be able to drive through campus and park in student parking. This is for the safety of other students being dropped during this time period.

WALKERS/BIKE RIDERS/STUDENT DRIVERS

WALKERS/BIKE RIDERS

A form must be on file in the office for all students considered walkers and bikers. For safety reasons, walkers and bikers will not be dismissed until car line is cleared. A bike rack is located behind the Elementary Building.

STUDENT DRIVERS

Due to a limited number of student parking spaces, student parking passes will be issued to high school seniors on a first come, first serve basis. Preference will be given to students that leave campus for a work/study program. Junior students may apply if spaces are available. All student drivers must complete the Student Parking Application form. Proof of license and insurance must be provided to register the vehicle. The form may be requested from the front office. Student drivers are not permitted to go to their vehicle during the school day.

EARLY SIGN-OUT FOR STUDENT DRIVERS

Once students arrive on campus, they may not leave early without prior written parent/guardian permission to the office. Written permission must be provided to the office no later than 8:30 a.m. on

the day of the early dismissal. Student drivers must sign out in the office if they are leaving early. Students who fail to sign out before leaving will receive an infraction, which may result in loss of on-campus parking.

Students who do not want to participate in school day events will need parental permission to leave early. Written permission to leave early will need to be provided to the office no later than 4:00 PM the day before the event. Students who do not have prior written permission to leave early on event days will not be allowed to call home to leave early

Leaving campus without permission will result in disciplinary consequences, including suspension/revocation of parking privileges.

EXTENDED DAY PROGRAM

Before care is available from 7:45 am -8:15 am, Monday-Friday. This program is offered to students 2nd-6th grades. The fee is \$25/week. Statements are invoiced monthly. 30 days notice is required to end services.

Extended care is available from 3:00 pm -5:00 pm Monday-Friday as “After Care.” This program is offered to students 2nd-12th grades. Students will complete their homework. After homework and time is complete, students will participate in activities and play time. After Care is available Monday through Friday throughout the school year with the exception of holidays and school breaks. The fee is \$75/week. A late fee of \$1/minute is assessed for any student picked up after closing. Invoices will go out monthly. 30 days notice is required to end services.

There are a minimum number of students required for all programs in order to offer these services.

ATTENDANCE

ATTENDANCE POLICY

Attendance is a critical component for your child's success in the classroom. Florida Law requires each parent of a child under 18 years of age to be responsible for the child's school attendance.

Please be aware that parents are only allowed to call a student in absent nine (9) times for the school year. After the 9th absence, documentation is required for an excused absence.

Students in all grades who miss a total (excused & excused) of 12 days of school in a semester must meet with administration to create a plan for regular attendance.

Students who miss a total (excused & excused) 22 or more days of school in a semester will need to show proficiency in grade-level standards.

High or middle school students taking high school classes will not receive credit for classes if they miss more than 22 days (excused & excused) of class in a semester.

State scholarships have their own attendance policies. It is the responsibility of every parent/guardian to be aware of their scholarship policies. The school is required to report all absences (excused and unexcused) to scholarship organizations.

Students are expected to be on time and in school for the entire day each school day. On the day of the student's absence, the parent should call or email the school office to report the absence by 10:00am. When leaving a message for an absence please state the child's name and reason for the absence. **Please do not contact the teacher via cell phone or email to report school absences. Teachers are not able to excuse an absence, only the front office is able to.**

State law requires all absences to be unexcused unless they fall into one of the following documented reasons:

- An absence for religious instruction or for a religious holiday;
- An absence due to sickness, injury or other insurmountable condition;
- An absence due to participation in an academic class or program;
- A subpoena or a forced absence by any government agency (documentation required);
- An appointment with a doctor or dentist (documentation required); or
- A school approved activity.

Attendance Required for Participation in School Activities

No student will be permitted to participate in school activities on any day that he/she has been absent from school for more than one-half of the school day. Suspended students are not eligible to be on campus and/or participate in any school activities during the time of suspension.

MIDTERM AND FINAL EXAM ATTENDANCE

Midterm and Final Examinations are routinely scheduled for approximately the last seven (7) days of each semester. Please make every effort to be sure your child is present on exam days. **Unexpected family emergencies and documented illness are the only reasons that will be accepted for "excused absences" that allow for an exam make-up.** Requests based on early travel out of town for holidays will not be viewed as excused absences. **Families are strongly encouraged not to make plans that would require their student(s) to miss a midterm or final exams.**

STUDENT CODE OF CONDUCT/DISCIPLINE

PRIMARY/LOWER SCHOOL

Structure, consistency, and motivation are our key elements to creating a productive learning environment. Our faculty understands that children may experience difficulty adjusting to a new environment, increased demands, and novel sensory stimuli. For this reason, we may increase transition strategies, with the intention of fading these supports over time. We expect parents to recognize the importance of consistency and to support effective in-school interventions while outside of school to ensure each student's success. Our learning environment is driven by positive reinforcement and motivation. When we implement these core components of behavior support, desired learning responses naturally increase.

We believe in treating behaviors according to their function. Our faculty is trained in the development and implementation of functional behavior assessment and behavior support planning. Though we do not advocate for the use of traditional "time out", our students will be encouraged to use self-assessment and problem solving strategies to demonstrate emotional self-regulation if necessary. Our classes are equipped with auditory and visual cues to encourage independence at an early age. Sensory integration techniques are embedded throughout the day in age appropriate activities to improve attention to instruction throughout the grades.

If the student's behavior does not respond to the existing positive supports in the classroom setting, then a functional assessment will be conducted. Parents will be notified at the onset of this process.

A functional behavior assessment (FBA) is warranted when any of the following are applicable:

- The student's behavior is disruptive to his/her ability to function or progress in the learning environment.
- The student's behavior is disruptive to the class' ability to function or progress in the learning environment.
- The student's behavior places self or others at risk for harm.

Following the FBA, a behavior intervention plan (BIP) will be developed and reviewed with the parents. Parents are expected to follow through with this plan outside of school to ensure consistency and overall success.

If the student's behavior poses a significant and consistent disruption to the learning environment, is considered a safety concern, or results in the student's inability to perform in the classroom setting, the faculty and administrative team reserve the right to recommend an alternative placement where the student's needs may be attended to with additional support.

UPPER SCHOOL

The Pinnacle Academy strives to provide a learning environment where students and families feel safe, confident, and understood. Although we are an educational setting that provides positive behavior support, we reserve the right to implement consequences and/or deny acceptance to a student based on excessive or disruptive behavior. Discipline in the school setting may include consequences or loss of privileges. *Parents will be responsible for any damage to the school's property, as caused by the student.*

Student Removal from Class

Classes at the Academy provide a low ratio and intimate learning environment designed for students who desire to engage in learning. Chronic disruptions to the classroom are unfair to the class and will not be tolerated. If a student is removed from class following an initial warning, disciplinary action will be taken by Administration.

BULLYING

Pinnacle Academy is committed to protecting its students from bullying, harassment, or discrimination for any reason and of any type. Bullying will not be tolerated and shall be cause for disciplinary action. Faculty will establish what actions a student should take to gain adult assistance and report bullying in the school setting.

Bullying occurs when a person is exposed, repeatedly and over time, to negative actions on the part of one or more other persons. Bullying is considered threatening behavior that involves unwanted, negative actions.

CYBER-BULLYING

Cyber-bullying involves the use of technology to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. Cyber bullying occurs when a student is threatened, harassed, humiliated, embarrassed, or otherwise repeatedly targeted by another person.

BEHAVIOR MATRIX UPPER

Pinnacle Academy expects all students to come to school and learn in a safe school environment. The staff will make every effort to work with students to accomplish this goal. Student discipline will be fair and consistent, given the breach of conduct. Parent contact occurs at every opportunity to assist with problems that occur. Students must fulfill the disciplinary consequences.

Discipline Consequences

Verbal warning (VW)

- The classroom teacher will give the student a verbal warning and redirect disruptive behavior.

Counsel & Written Warning (C&W)

- A discussion with the student explaining the infraction and the consequence if the violation occurs again, it is documented in the portal.

Parent Contact Portal (PCP)

- The parent is contacted via the portal system and advised of the disciplinary infraction.

Parent Contact Call (PCC)

- The parent is contacted via a phone call and advised of the disciplinary infraction.

Parent Meeting (PM)

- The parent is required to have a meeting with teachers and/or administration.

Parent Pick Up (PPU)

- Applies to electronic devices and prohibited dress items such as hats. Parents may pick up unauthorized materials in the front office after 2:25 on or after the day of confiscation. Early pickups are not allowed.

Lunch Detention (LDT)

- The student eats lunch in the front office and is not to talk or interact with other students.

After School Detention (ASD)

- After school detentions occur for 30 minutes in the front office on Tuesdays. Students are expected to bring schoolwork. Detentions may be rescheduled with a parent note submitted before noon (12:00 PM) on the day of the detention.

Community Service (CS)

- The student is assigned to a campus beautification project.

In School Suspension (ISS)

- Students report to ISS in the front office, where they complete their schoolwork without following their regular bell schedule. Students are responsible for checking the portal and emailing teachers for any work missed in ISS, and students are required to submit any work missed while in ISS.

Out of School Suspension (OSS)

- Suspended students are not allowed on Pinnacle Academy campus for any reason during their suspension. Students are responsible for checking the portal and emailing teachers for any work they miss while on OSS. Students are required to turn in any work missed while on OSS.

Restitution Required (\$)

- The student must monetarily or materially compensate the school for any damaged, stolen, or vandalized property.

Offense	First	Second	Third	Fourth	Fifth
Cell phone use	VW/student pick up	C&W/PPU	LDT/PPU	LDT/PPU No phone at school for 1 week	ASD/PPU No phone at school the rest of the semester
Class disruption	VW	C&W/PCP	Meeting with Admin PCC	CS /PCP	LDT/PM
Disrespect to peers	VW	C&W And written apology note to peer	CS & PCP	CS & PCC	LDT/CS/PM
Dress code violation	VW	C&W	PCC Parent will need to bring appropriate clothes	LDT/PCC	LDT/PCC
Failure to have ID	VW	C&W	CS/PCP	CS/PCP	LDT/PCC
Failure to properly sign in/out	C&W	CS/PCP	LDT/PCC	ASD/PCC	ISS/PM
Inappropriate comments	VW	C&W And written apology note	CS & PCP	CS & PCC	LDT/CS/PM
Out of area	C&W	CS/PCP	LDT/PCC	ASD/PCC	ISS/PM
Parking without a permit	C&W	LDT	LDT	ASD	ISS
Sleeping	VW	C&W And written apology note	CS & PCP	CS & PCC	LDT/CS/PM
bullying/harassment	C&W	CS/PCP	LDT/PCC	ASD/PCC	ISS/PM
Leaving campus without permission	LDT/PCC	ISS/PM	OSS/PM		
Offensive comments	C&W	CS/PCP	LDT/PCC	ASD/PCC	ISS/PM
Physical aggression	LDT/PCC	ISS/PM	OSS/PM		

Destruction of school property	CS/PCP \$	LDT/CS/PCC \$	ASD/PM \$	ISS/PM \$	OSS/PM \$
Theft	CS/PCP \$	LDT/CS/PCC \$	ASD/PM \$	ISS/PM \$	OSS/PM \$
Disrespect to teachers/staff	C&W	CS/PCP	LDT/PCC	ASD/PCC	ISS/PM
False accusation	CS/PCP	ASD/PCC	Admin TBD		
Parking rule violation	C&W	LDT	LDT	ASD	ISS
Alcohol/tobacco/ drug use	OSS & PC	OSS Parent meeting in person Behavior contract	Expulsion		
Hacking, compromising, or sharing of school computer property or passcodes	Admin TBD				
Bringing inappropriate computer games, programs, magazines, pictures, or books to school (includes text messages, emails, and social network applications)	Admin TBD				
· Statements expressing intended violence	Admin TBD				

UPPER SCHOOL GENERAL INFORMATION

LOCKERS

Lockers will be assigned for students in grades 9-12 only. Students may not purchase locks for the locker and must refrain from defacing lockers with stickers or other permanent markings. Faculty reserves the right to inspect lockers and remove locker privileges if not utilized appropriately.

COURSE RECOVERY

Students in grades 9-12 that miss more than 10 days (excused or unexcused) from any class will need to complete course recovery work in order to earn credit for that class.

STANDARDIZED TESTING

In the Fall, students in Grades 7-12 will be administered several formative and summative assessments to provide data to support academic goals and objectives. Please refer to the school calendar for semester exam dates. Students who do not take semester exams will receive an 'Incomplete' grade for the course.

POST SECONDARY TESTING

Each year, students in grades 9-11 will be administered the PSAT on campus, in order to introduce them to the SAT format and project possible outcomes or highlight deficiencies within a class. Students will participate in test preparation, practice simulations, and resources to prepare for post secondary testing. Parents will be responsible for scheduling students to take SAT/ACT testing.

TRANSCRIPTS

Transcripts are provided to other schools when a written request is received. No transcripts or final report cards will be released unless accounts are paid in full.

ADVISORY PROGRAM

All students in Grades 7-12 are assigned a faculty advisor who guides lessons in character development and post-secondary planning and leads discussions to promote problem-solving and team building among the student body. Through daily contact, the advisor helps students with their academic, social, and emotional development and encourages a student to take initiative and responsibility and to uphold the school's core values. The advisor serves as a willing listener and resource to enable a student to clarify concerns, to identify resources, and to devise possible solutions.

COMMUNITY SERVICE

Community Service is essential for developing an understanding of the interdependent nature and needs of our community. Pinnacle Academy believes it is important that students contribute to their community by serving others. Therefore, students are encouraged to participate in group and individual community service activities in our local communities. On occasion, these activities may be under the supervision of faculty and staff or a participation effort of the school community.

Upper School students are required to complete 25 volunteer hours per school year. It should be noted that to be eligible for the Florida Bright Futures Scholarship a student must complete one hundred (100) hours of documented community service during their high school career. Students are responsible for obtaining signatures for service projects and record their hours in the Blackbaud K-12 portal. Community service hours will be recorded on the student's transcript for graduation.