

Dear Pinnacle Families,

As we join in on a collective effort to stop the spread of COVID 19, like all other educational communities, we are faced with a new and challenging landscape. At this time, Florida schools will remain closed until April 15th. Knowing that the health and safety information is changing daily, we will continue to inform you of changes via Gradelink emails and postings on our school website (see COVID 19 tab). **Please read this information carefully and in its entirety.**

Our faculty and Administration are committed to providing an e-learning platform that allows for us to deliver an educational curriculum and will keep teachers and students connected with daily interactions to ensure the effective delivery of lesson plans and use of technology resources. The educational team at Pinnacle is currently undergoing training and planning curriculum using virtual and remote learning resources that are user-friendly and age appropriate. It is challenging to compartmentalize the daily face-to-face interactions and personalized instruction that are found in our classes into a digital platform. I can assure you that our teachers would rather be in the classrooms. However, we will be prepared to collaborate and remain steadfast to keep a constant focus on the most important people, our Pinnacle students.

Below, you will find more detailed information about what to expect in the days ahead regarding schedules, routines, office hours, and answers to questions. You will also find contact information for Administration, Department Heads, and faculty in both the lower and upper school. You will receive a personal contact on Wednesday March 25th, called a “check-in”. At this time, your child’s teacher will answer your specific questions and walk through the process of our e-learning plan with you. Your feedback throughout this time will be essential in helping us to monitor and modify our programming over the next weeks.

I know that I speak for all of us at Pinnacle when I say that this situation leaves an empty space in my heart. As educators, we have chosen this career path because we genuinely love to teach. Nothing gives me greater joy than to walk the campus and experience the excitement and social engagement in our classrooms. It is difficult to find ourselves in a global situation that will prevent us from doing what we love every day. We also recognize that school closures, however temporary they may be, have significant implications to you as caregivers. Please feel free to reach out to any member of our Administration team directly if we may be helpful or supportive to you and your family in the coming days and weeks. I feel personally grateful to be supported by such a committed and dedicated group of faculty and families. This strong sense of school community full of caring people is what makes our Pinnacle “family” so exceptional.

Thinking of you all,

Dr. Kirstina Ordetx

Answers to Questions

When will the e-learning program begin?

Our e-learning program will officially launch on Monday March 30th. On this day, students will follow their class e-learning routine and participate in remote learning lessons, live classes, and “check-ins” as outlined in their daily schedule. Here is what will transpire in the meantime:

- **Wednesday March 25th**- Teachers will conduct their initial “check-in” to walk through the e-learning plan and answer questions to prepare for the transition. Appointments for future “check-ins” will be scheduled at this time.
- **Thursday March 26th**-Homeroom teachers will host a virtual class with students to troubleshoot technology connections and bring students together remotely.
- Student schedules and lessons will be made available via Grade Link.
- **Friday March 27th**-Teachers will “check-in” to review Gradelink and conduct a walk-through of accessing curriculum. Please have your student and a computer ready for this phone/video conference meeting.
- **Monday March 30th**-E-learning begins with the daily schedule.

How much time will my child spend in e-learning each day?

Students in grades 2-6 will have e-learning schedules from 9:00-2:00 pm Monday through Thursday (Friday is teacher planning day). Each student will have a 1:1 “check-in” with the homeroom teacher each day.

Students in grades 7-12 will attend virtual classes via Zoom with their teacher in each class on their block schedule each day Monday through Thursday (Friday is teacher planning day). Students should be on time for class and prepared for discussing and learning.

Students in Pre-K through grade 1 will receive personalized schedules from the homeroom teacher.

What are “check-ins”?

“Check-ins” are scheduled appointments for the teacher to connect with you and/or your student to ensure that a continuum of learning is occurring and to provide assistance during e-learning. The check-in times are 1:1 personalized contact either by phone or video conference with the teacher and are designed to provide the following:

- Answer questions related to schedules or e-learning lessons
- Troubleshoot technology and access to resources
- Provide individual attention and support within subject area learning to ensure that the student comprehends the content and format
- Assess and monitor the student’s response to the e-learning plan
- Assist the student with executive functions to help with planning, prioritizing, time management, and organization

- Provide continuous communication between school and home

What if a student does not have a device to support e-learning?

Please let the teacher know during your initial “check-in” if your student will require to loan a school device. A pick up time will be arranged for you. Information regarding free internet services will be sent with our E-Learning Guide on Tuesday.

How will attendance be taken? Do I need to report my student’s absence?

Since the e-learning program is intended to provide a continuation of learning over the next weeks, attendance will be taken and recorded daily during face-to-face and 1:1 contacts with the teachers. If your student is unable to participate in a day of learning, please notify the School Office as you normally would (advanced notice preferred) and try to keep your “check-in” appointment to receive support for missed school work.

Will the School Office be open?

All of our faculty and Administration will be working and available daily to answer any questions and to provide continuous support to our students and families. You may connect with School staff via the contact list provided below. The School Office phone messages will be checked throughout the day, as well. The School Office will not be open to visitors and specific contact rules will apply for faculty planning visits.

How can my student access help with an assignment or specific subject area?

Your student’s teacher will check email and respond daily to your questions. Lower school students will have daily “check-ins” and can provide assistance with any lessons or content when needed. Upper School students may request support from a specific subject-area teacher either in the virtual class or during “check-ins”. Teachers will be communicating daily within the Department and will notify another teacher of the student’s request for help. A response will be provided within 24 hours with subject-area support.

Can we still access tutoring or clinic services?

The Therapy and Reading clinic is currently open and providing individual services to clients. If your student receives support services during the school day and you would like to schedule for a continuation of these services, please contact the School Office to speak with the Director of Clinical Services, Rhonda Pafford-Thacker. Many of our teachers will continue to provide tutoring services via virtual tutoring. Depending on the child’s attention and focus, this can be a very effective way to deliver tutoring instruction and a to maintain a continuum of critical subject-area progress. If you would like to begin virtual tutoring services for your Pinnacle student or a sibling, please contact Dr. Ordetx at kordetx@verizon.net to assess the child’s needs and review this format of instruction further.

Pinnacle Academy Contact List

Main Office Number	941-755-1400
School Updates	http://thepinnacleacademy.com/covid19/
Renee Hoppe	thepinnacle@outlook.com
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