



ACADEMIC HONOR CODE

Pinnacle Classical Academy students are required to uphold honesty, integrity, and truthfulness in all areas of school life. “Students are not to lie, cheat or steal nor tolerate those who do.”¹

Policy of Academic Honesty

As a community of scholars and learners, Pinnacle Classical Academy expects its students to develop and display a strong sense of academic integrity. As in any community, this school must be governed by regulations; and like the laws of any community, these rules function best when they are fully understood, accepted, and cherished by each and every individual member of the community. Therefore, all students and faculty members are expected to be familiar with and to base their actions upon the following statements regarding academic honesty.

Student Responsibilities

1. Students should recognize that the regulations governing academic integrity exist for the protection of the honest and that dishonesty in an academic setting must not be tolerated, much less condoned.
2. Students are responsible for their own work. Any assignment turned in by a student is assumed to be the work of the student whose name appears on the assignment.
3. Students are ultimately responsible for understanding a teacher’s instructions for any assignment. If instructions are not clear, students must seek clarification from the teacher.
4. Students must understand the definitions of *plagiarism* and *academic dishonesty*.
5. Students should familiarize themselves with the proper use of citations and quotations in order to avoid accidentally passing someone else’s work off as their own.
6. Students are expected to report incidents of academic dishonesty to their teacher(s).
7. Any student who threatens or coerces another student for reporting an Honor Code violation will face disciplinary action.

Teacher Responsibilities

1. Teachers must explain all assignments as thoroughly as is reasonable and should address any extraordinary limitations on outside assistance.
2. Teachers should take reasonable precautions in giving tests to ensure that violations do not occur. The fact that a teacher did not take a specific precaution does not, however, constitute an excuse for any form of academic dishonesty.
3. Faculty must be willing to investigate and, if circumstances warrant, refer students suspected of academic dishonesty.

¹ The PCA Academic Honor Code is derived from Gardner-Webb University’s undergraduate Honor Code.
<http://www.gardner-webb.edu/Assets/gardnerwebb/shared/files/student-life/undergraduate-student-handbook.pdf>

4. Teachers must inform the administration any time that a student is charged with an infraction.
5. Teachers must seek to be fair in their dealings with students, particularly regarding cases of academic dishonesty, and must realize that no student can be convicted on suspicion alone.

Academic Dishonesty and Plagiarism

Academic Dishonesty is the deliberate and knowing misrepresentation of one's academic work. A student is dishonest when two circumstances occur: (1) The student could reasonably be expected to know that his/her teacher would disapprove of some aspect or circumstance of the student's academic work; and (2) the student submits work to the teacher for evaluation while hiding that particular aspect or circumstance from the teacher. To do so is clearly dishonest because the teacher will evaluate the work as what he/she understands it to be. The student has deceived the instructor by misrepresenting the work, and the evaluation has not been rightly earned.

From another perspective, academic dishonesty may be viewed as the use of unauthorized assistance in any work that is to be evaluated –“unauthorized” meaning that the professor would not approve of the form of assistance received and is unaware of its use. The student is being dishonest if he/she deliberately hides this assistance from the teacher while knowing the instructor would not approve of this assistance. If the teacher is unaware of the assistance that has been received he/she will evaluate the work as being entirely the student's own. Thus, the evaluation has not been fairly earned by the student. Furthermore, any student who knowingly gives unauthorized assistance is also guilty of academic dishonesty.

On tests and examinations academic dishonesty occurs when a student receives any assistance that the teacher has not expressly permitted. It may take the form of looking on another student's test paper or bringing into the test site any information or materials not expressly permitted by the teacher. Both of the above definitions of academic dishonesty apply: the student has misrepresented the test as being entirely his/her own work. Furthermore, the student has received unauthorized assistance.

On research papers, reports and other written assignments a form of academic dishonesty is plagiarism, which is the use of someone else's information or exact words without properly “documenting” or identifying that source. Whenever someone else's exact words are used those words must be properly punctuated as a quotation and the source fully identified. Also, any information or ideas that have been taken from a source other than the student's own personal knowledge “book, article, interview, etc.,” must be properly documented, even though the student may be rephrasing the information in his/her own words. A student should not hesitate to consult the teacher about any question or uncertainty regarding proper documentation or research information.

A teacher may often allow and even encourage students to work together on assignments or receive assistance from other students, other faculty members, other staff members, friends, family or others. However, if the teacher has not expressly allowed such assistance and expects the assignment to be done entirely by the student, to do otherwise would be dishonest. The student should consult the teacher if there is any doubt about outside assistance being permitted.



AFTER SCHOOL DRESS CODE

As a college preparatory school of choice, we hold a high standard for students in their dress and appearance. We encourage our students to express pride in themselves and their respect for one another. We strive to be the best school possible, and we expect our students to look and act the part. Attending a school activity such as an athletic event, dance, banquet, or award ceremony, is a privilege that requires great responsibility on the part of students. While the dress code for after school events is not as strict as the dress code for the regular school day, reasonable expectations exist.

Pinnacle Classical Academy expects all of our students to wear normal clothes in a normal manner. If a student attends a school function or activity in clothing that the administration deems inappropriate, the student will be required to change before admission is allowed. If the student chooses not to change, then he/she will not be allowed to enter or will be removed from the activity or event and potentially subject to disciplinary action up to and including out of school suspension.

Students who are denied access to an event, due to dress or other violations, will NOT receive a refund for the cost of admission. Pinnacle Classical Academy administration and staff are NOT responsible for a student missing any event because of being denied access. Parents and students must take the appropriate steps to ensure that the student's attire is acceptable, before arriving at the event.

The school shares in the responsibilities of student dress code and appearance with the parent/legal guardians and the individual student in the areas of health, safety and cleanliness of person and apparel. If there is a question as to whether or not any student's apparel or appearance is appropriate for after school activities, school officials will make the final decision.



ATTENDANCE

All students must be fully enrolled and should attend school regularly. Pinnacle Classical Academy does not accept partial enrollment. Regular attendance is the best way to ensure that students master the curriculum. PCA will make every effort to protect instructional time from interruption and we ask that, whenever possible, parents/guardians schedule appointments (doctor, dentist, etc.) after school hours. For record keeping purposes, a child is marked absent when he or she misses half of the school day which is 11:30 (either coming in after or leaving before that time) or half of the class period in middle and high school.

Mandatory Attendance

Students must attend the first day of school or risk losing their right to admission. If the Headmaster has not been notified of an excused absence, the Headmaster has discretion to reassign the admission spot. If a student misses the first 5 days of the school year (excused or unexcused), or is absent 10 days within the first 20 days of school, his/her admission spot may be reassigned. Openings created by student withdrawal within the first 20 days of school, will be filled with the next student on the waiting list. Openings that occur after the 20th day may be filled at the discretion of the Board of Directors from students on the waiting list.

Truancy Policy

North Carolina Compulsory Attendance law requires that every person from seven (7) to sixteen (16) years of age attend school every day unless otherwise excused by statute or other legitimate authority. Attendance plays a vital role in education. Students who attend school on a regular basis are better able to not experience gaps with the class discussions and complete assignments in a timely manner.

Absence from school for one day, or even from one class period, without acceptable cause, is considered truancy. Acceptable cause may include, with appropriate documentation, but is not limited to: in-school or out of school suspension, required religious observations, hospitalization, doctor's written order for homestay, or death in the immediate family. Other situations may constitute acceptable cause and will be reviewed for approval on a case-by-case basis by the headmaster.

Evidence of habitual truancy includes, but is not necessarily limited to:

- Failure of parent/guardian to ensure that his/her child attends school or classes as

- required by law.
- In grades K-8, ten (10) or more absences from classes during a school year or
 - In grades 9-12, five (5) or more absences from semester classes or ten (10) or more absences from yearlong classes.

When children are not in the classroom, consistent and sustainable learning is impeded. PCA staff and administration will communicate with parents/guardians regarding attendance in the following manner:

- The teacher shall notify the parent, guardian, or custodian of his or her child's excessive absences after the child has accumulated ***three unexcused absences*** in a school year.
- ***After not more than six unexcused absences***, the headmaster or designee shall notify the the parent, guardian, or custodian by certified mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and local boards of education. Once the parents are notified, the school attendance counselor (Dean of Academics & Student Affairs) shall work with the child and the child's family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem.
- ***After 10 accumulated unexcused absences*** in a school year, the headmaster or the headmaster's designee shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and the student's parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the headmaster/designee determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the headmaster shall notify the district attorney and the director of social services of the county where the child resides. If the headmaster/designee determine that the parent, guardian, or custodian has made a good faith effort to comply with the law, the headmaster may file a complaint with the juvenile court counselor (<https://www.ncdps.gov/sbc/sbc.cfm?cty=cleveland-27>) pursuant to Chapter 7B of the General Statutes that the child is habitually absent from school without a valid excuse. Upon receiving notification by the headmaster/designee, the director of social services shall determine whether to undertake an investigation under G.S. 7B-302.

Parents/guardians should notify the school as soon as they know their child/children will be absent. When a child returns to school, a note signed by the parent/guardian must be sent with the child stating the reason and dates for the absence to ensure the absences are recorded appropriately. The note is to be turned in to the child's homeroom teacher.

Students with a combined total of 10 unexcused absences must bring in a doctor's note

for any subsequent absences.

The headmaster and/or other school personnel will follow-up and investigate all unexcused absences including late arrivals and early dismissals. If a student is habitually late or absent, a conference with the parent/guardian will be scheduled with the headmaster or designee to resolve the attendance problem.

Excused Absences

An excused absence is one for which no negative consequence is assessed against the student. Students who are absent from school for a valid reason (medical or other emergency) are required to provide documentation from the doctor's office. Supporting documents may be required by the school and requested from the parent/guardian. Students must bring to the school a written excuse on the day that he/she returns to school. The note must include the date or time and a legitimate reason for the absence. Approval of excused absences is made by the administration, but the student's record is marked to reflect an absence per North Carolina law.

Tardies and Early Release

Students are expected to be in school on time each day and remain in school for the entire school day. Early release from school is approved in the event of a child's illness, a medical appointment, or a death of immediate family member. Parents/guardians must send documentation with their child when they return to school. Parents/guardians will come into the office to sign the student in for late arrivals or out for the day. Early dismissal and tardiness to school do count against the student's attendance record and could result in disciplinary action (see Rule Violation 1, a. Tardiness/Early Release). Four unexcused tardies or four instances of unexcused early release will result in an unexcused absence.

Attendance and Academics

School attendance is one of the strongest indicators of student performance and academic achievement. When a student is absent more than 10 days, attendance will be one of the factors used in determining promotion/retention decision for K-8 grades. Middle School and High School students shall earn a grade of "F" if they exceed 5 absences for the grading period without making the time and work up. (See *Make-up Time* and *Make-up Work* below.) Middle School and High School students shall lose credit for the class with a permanent grade of "F" if they exceed 10 absences for the year. Elementary students shall lose credit with a permanent grade of "F" if they exceed 20 absences for the year. (See *Make-up Time* and *Make-up Work* below.) Additional factors and extenuating circumstances may be considered by the school administration in making a decision on whether to award an "F" as a result of absences that have not been made-up.

Make-up Work

Students are expected to complete all work before leaving or immediately upon their

return from an absence. In the case of illness or other unexpected absence, students or their families should contact their teachers as soon as they return to school to obtain their missed assignments. Make-up work is the responsibility of the student and will be due in accordance to number of days absent (e.g. 1 day absent = 1 day for make-up work; 2 days absent = 2 days for make-up work, etc.). Under extenuating circumstances, teachers may extend the deadline for make-up work. Work that is not completed by the deadline shall be assigned a grade of "0".



EARLY KINDERGARTEN ENROLLMENT POLICY

A student must be five years old by August 31 to be enrolled in kindergarten or that school year. However the North Carolina General Assembly passed legislation and the North Carolina State Board of Education adopted policies regarding the enrollment of certain students who are not yet five years old into kindergarten. If a parent determines that their child may be one of the few who would benefit from early entry to kindergarten, then they will need to become familiar with the information below.

Enrolling a student in kindergarten prior to five years old requires the following process.

The Headmaster or designee shall confer with a committee of professional educators to consider for each child the following factors - *Aptitude, Achievement, Performance, Student Interest,* and *Motivation*. To be considered for early enrollment, each student must meet each of the following:

1. The child shall be precocious in academic and social development and shall score at the 98th percentile on a standard individual test of intelligence such as the Stanford-Binet, The Wechsler Preschool and Primary Scale of Intelligence, the Kaufman Anderson, or any other comparable test administered by a licensed psychologist.
 - a. Parents are responsible for arranging and paying for this test.
 - b. The school cannot provide a recommendation for a psychologist, the parents may obtain this through their pediatrician or family physician.
2. The child shall be functioning from two to three years beyond the child's peers. This means that the child shall score at the 98th percentile on either reading or mathematics on a standard test of achievement such as:
 - a. Metropolitan Readiness Test, the Stanford Early School Achievement Test, The Mini Battery of Achievement, the Woodcock-Johnson, the Test of Early Mathematics Ability (TEMA), the Test of Early Reading Ability (TERA), or any other comparable test administered by a licensed psychologist, a member of the psychologist's professional staff, or a professional educator who is trained in the use of the instrument and who has no conflict of interest in the outcome of the assessment.
3. The child shall be able to perform tasks well above age peers as evidenced by behaviors in one or more areas such as independent reading, problem-solving skills, advanced vocabulary, and some writing fluency.

- a. The parent shall submit a sample of the child's work that shows outstanding examples of ability in any area including, but not limited to, art, mathematics, writing, dramatic play, creative productions, science, or social interactions.
 - b. The Headmaster or designee may also require a teacher to complete an informal reading assessment of the child.
4. The child shall demonstrate social and developmental maturity sufficient to participate in a structured setting for a full school day. The child shall be capable of following verbal instructions and functioning independently within a group.
 - a. The parent shall provide two recommendation letters with specific documentation of physical and social maturity from preschool teachers, child care workers, pediatricians, or others who have direct knowledge of the child.
 - b. Useful documentation checklists include the California Preschool Competency Scale, the Harrison Scale, or any other comparable scale of early social development.
5. The Headmaster or designee shall conduct an informal interview with the child and a more structured interview with the parent to determine if the child displays a thirst for knowledge and seeks new and challenging learning situations.

All testing shall be administered after the April 16th that follows the child's fourth birthday. The Headmaster or designee shall decide whether to grant the parent's request for enrollment within three weeks after receiving this information. The Headmaster or designee may conditionally enroll the child for up to ninety days in order to observe whether the child is able to adjust to the school setting.



ENROLLMENT POLICY

Pinnacle Classical Academy is a tuition free public school. Any child who is qualified under the laws of North Carolina for admission to a public school is qualified for admission to a charter school. To qualify to attend a North Carolina public school, a student must be a resident of North Carolina. County boundaries or school attendance areas do not affect charter school enrollment. Pinnacle Classical Academy does not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry.

During each period of enrollment, Pinnacle Classical Academy will accept applications for new students. Once enrolled, students are not required to enroll in subsequent enrollment periods (as long as they stay enrolled). Open space is determined by the number of current students planning to return. In order to properly plan, the school may routinely inquire with parents in January through Letters of Intent to ascertain if students will return to Pinnacle Classical Academy the following year. Initial Applications for new students are available in the school office and on the school website.

The Initial enrollment application will begin the third Saturday in October and end on the close of the school day (4:00 p.m.) on the first Monday in March. Any late Initial applications will be put on the bottom of the waiting list after the lottery process. The school shall enroll an eligible student who submits an application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. If the number of applications exceeds the number of available spaces, a lottery will be held to fill vacant seats for the next school year. After seats are filled, the drawing will continue to determine the order of a waiting list. Current year waiting lists dissolve at the end of the first academic quarter.

Enrollment Preference:

Pinnacle Classical Academy will utilize a sibling preference on a basis in order to make every attempt to accommodate families at the school. If one student is enrolled via the lottery then their sibling(s) will be given preference on the waiting lists. If the sibling on the waitlist is subsequently selected for entry off of the waitlist, then all siblings are eligible for entry in their respective grade levels, provided there are available spaces. If the sibling on the waitlist is subsequently selected for entry off of the waitlist, then all

siblings are eligible for entry in their respective grade levels, provided there are available spaces. If there are no available spaces, the other siblings will enter on the waitlist. The law increases the definition of a sibling to include “half siblings, step siblings, and children residing in a family foster home.”

If the multiple birth siblings are in different grades, the school will ask the parent to select the grade level to place the name. That affords the parent rather than the school the opportunity to make the selection. If one space remains in the grade span when the multiple birth sibling is selected in the computer-generated process, all of the multiple birth siblings shall be admitted. PCA will then enroll each child. G.S. 115C-238G(g)(6).

Pinnacle Classical Academy will grant enrollment preference for staff children. The law limits that amount to no more than 15% of the school’s total enrollment. This preference includes school’s full-time employees for any year, and children of the initial board (those listed on the charter application) of directors only for the first year of operation. G.S. 115C-238G(g)(6).

In accordance with § 115C-218.45 Pinnacle Classical Academy may grant enrollment preference for

- a student who was enrolled in the charter school within the two previous school years but left the school to participate in an academic study abroad program or a competitive admission residential program or because of the vocational opportunities of the student's parent.
- a student who was enrolled in another charter school in the State in the previous school year that does not offer the student's next grade level, and a student who was enrolled in another charter school in the State in the previous school year that does not offer the student's next grade level and both of the charter schools have an enrollment articulation agreement to accept students or are governed by the same board of directors.
- a student who was enrolled in another charter school in the State in the previous school year.

Notwithstanding any law to the contrary, Pinnacle Classical Academy may refuse admission to any student who has been expelled or suspended from a public school under G.S. 115C-390.5 through G.S. 115C-390.11 until the period of suspension or expulsion has expired.

Lottery Procedure:

Lottery procedures will comply with the NC Open Meeting Law provided in G.S. 143-218.10(a) by publicizing the date and location of the meeting as allowing anyone to attend.

The lottery process will take place at Pinnacle Classical Academy's K-2 gymnasium at 900 S. Post Rd. The guidelines of the process will be posted on the school's website. The process will also be explained on the day of the lottery. Each applicant's name will be listed on a master spreadsheet. The selection process will be completed using computer-generated results, beginning with the kindergarten grade. Upon filling all available positions, the acceptance by lottery will continue, creating a school waiting list. The original master list, the accepted student list including wait list, and the sibling list (if applicable) will all be printed on the spot. The lottery process will then proceed for each subsequent grade if necessary, *i.e.*, first, second, third As openings become available at the applicable grade level, students will be admitted based on computer-generated process. If applicants who are selected for admission decide not to enroll at Pinnacle Classical Academy, the parents of the next child on the waitlist for that grade will be notified.

After completing the acceptance by lottery, Pinnacle Classical Academy will submit an offer of enrollment by mail. Parents/guardians have 10 days to let the school know their decision concerning acceptance. If by the 10th day there has been no response (extenuating circumstances may be taken into account, *e.g.*, hospitalization of parent/legal guardian or child), the school will put the child's name on the bottom of the waitlist.

If a parent/guardian willingly and knowingly provides incorrect information on the Enrollment Application, the child will be in jeopardy of losing his/her position in the grade level at the school. Each case will be addressed individually investigated. Based on the information gathered, the child's position on the enrollment and/or wait list could be terminated.

Once the wait list has been determined, parents/guardians will be called based on their position on the waitlist, starting with the first child and continuing down the list as positions become available.

Enrollment During the School Year:

Pinnacle Classical Academy does not grant enrollment to students after the completion of the first academic quarter. However extreme circumstances and classroom space availability may result in student admission. The Headmaster and administrative team shall examine any request to enroll during the year on a case-by-case basis and determine the most reasonable and appropriate outcome. Students denied entry after the first quarter may request an appeal to the Board of Directors.



GRIEVANCE POLICY

Pinnacle Classical Academy Anti Racism Policy and Grievance Procedures Statement of Policy Regarding Racism in the Workplace:

At Pinnacle we do not discriminate based on nonessentials such as race, gender, nationality, etc. We respect individuals and value the diversity of their backgrounds, experiences and perspectives. We do discriminate based on competency, performance and character.

Pinnacle Classical Academy will ensure that all employees understand and fulfill their responsibilities in implementing the anti-racism policy and these grievance procedures. This will be done through the provision of support and, if necessary, appropriate disciplinary sanctions.

Grievance Procedure Background:

PCA is committed to fair and speedy resolution of all complaints. Wherever possible, they will be resolved at the school level and with the maximum of confidentiality. These guidelines outline the procedures to be used to resolve complaints about racism. They complement the PCA anti-racism policy as stated above. It is intended that these internal procedures will resolve most complaints; however, should there be a failure to resolve the matter at the local level, the matter may be elevated to the Grievance Committee as appointed annually by the PCA Board of Directors for resolution.

Making a Complaint:

Any person or group of people with a complaint should provide a written complaint to the senior-most supervisor on site. The written complaint must, at a minimum, contain the following information:

1. The name of the individual(s) filing the complaint;
2. A description of the alleged racist conduct, including specific dates, times, witnesses and locations;
3. The signature(s) of the individual(s) filing the complaint;
 - a. The person(s) making the complaint should have either directly experienced or observed the alleged racist behavior or practice.
 - b. They may approach any staff member to help them bring their complaint to the Headmaster. A parent/guardian may lodge a complaint on behalf of their child.

The Headmaster will:

1. Verify that the complaint is properly filed in accordance with the guidelines stated herein;
2. Forward the complaint to the BOD within 5 working days of receipt;
3. Inform the person(s) making the complaint of:
 - a. The process by which the complaint will be investigated and the confidential nature of that process;
 - b. Their right to be protected from retaliation for making the complaint;
 - c. Their right to appeal the PCA Grievance Committee Chairperson should the resolution be inconsistent with existing procedure or policy.

Investigating the Complaint:

The Headmaster will promptly, and in no case later than five days following receipt of the complaint, refer the complaint to the BOD for action. The BOD, together with any counsel he/she deems appropriate, will:

1. Interview the person(s) who made the complaint and any other person who may be able to assist the investigation;
2. Interview the person or group against whom the complaint is made and inform them of the investigation process and their rights;
3. Conduct all interviews in a closed forum and treat all documents as confidential.
4. Record testimony via transcription or recording.
5. Consider a solution that attempts to satisfy all parties and that is consistent with the policies of PCA;
6. Prepare a written report for the PCA Board Chairperson.
 - a. This report must be made within 30 calendar days of the contact officer receiving the complaint.
 - b. If circumstances exist that preclude the BOD from making a decision or providing for resolution, the report will include a description of said circumstances and a clear recommendation that the matter be referred to the PCA Grievance Committee for a decision.
7. Advise all parties of the action and the reasons for it in a dated, written letter. The action taken may include:
 - a. Provision of a support program;
 - b. Requiring participation in an anti-racism development program;
 - c. Formal disciplinary action;
 - d. Dismissal of the complaint as groundless.
8. Advise the person(s) who made the complaint and any individual(s) found to have acted in a racist manner of their right to appeal and how to do so;
9. Monitor the situation in an ongoing manner including ordering the Headmaster to provide a written progress report to the BOD after 90 calendar days.

Appeals:

Should the person(s) making the complaint, or the person(s) found to have acted in a racist manner allege that the decision of the BOD was procedurally flawed or violates existing policy, they may appeal to the chairperson of the PCA Grievance Committee

within twenty calendar days of the date of the BOD's written decision by submitting a written letter that clearly states the basis for the appeal and includes the sentence "I/We appeal the decision of the BOD". The Grievance Committee will:

1. Convene the committee and review the appeal within 30 calendar days of receipt of the appeal;
2. Review all the available material;
3. Listen to the recording of or review the transcript of any testimony;
4. Determine whether or not the decision of the Headmaster was procedurally flawed or whether it violated existing policy;
5. Make a decision within 60 calendar days of the appeal;
6. Decide whether to uphold or overturn the decision of the BOD. If the BOD's decision is deemed to be procedurally flawed or in violation of existing policy, the matter shall be returned to the Headmaster for consideration within the scope of existing procedure and policy.
7. Advise all parties of the committee's decision and the reason for it.

Confidentiality and Protection of Employees

Filing Complaints

Any staff member following procedure to file a complaint against any other employee for any conduct construed as breaching policies and/or procedures outlined in this staff handbook is protected from retaliation that may threaten job security at PCA.

Making a Complaint:

Any person or group of people with a complaint must provide a written complaint to the senior-most supervisor on site (the Headmaster). The written complaint must, at a minimum, contain the following information:

1. The name of the individual(s) filing the complaint;
2. A description of the alleged conduct, including specific dates, times, witnesses and locations;
3. The signature(s) of the individual(s) filing the complaint;

The person(s) making the complaint should have either directly experienced or observed the alleged behavior or practice. They may approach any staff member to help them bring their complaint to the Contact Officer.

The Contact Officer will:

1. Verify that the complaint is properly filed in accordance with the guidelines stated herein;
2. Forward the complaint to the CEO within 2 working days of receipt;
3. Inform the person(s) making the complaint of:
 - a. The process by which the complaint will be investigated and the confidential nature of that process;
 - b. Their right to be protected from retaliation for making the complaint;

- c. Their right to appeal to the PCA Grievance Committee Chairperson should the resolution be inconsistent with existing procedure or policy.



OUTSIDE EMPLOYMENT / PRIVATE BUSINESS RELATIONSHIPS

Employees may hold outside jobs as long as the outside employment does not, in the opinion of the employee's supervisor, compromise or otherwise diminish their ability to meet performance standards of their job with Pinnacle Classical Academy. All employees will be judged by the same performance standards and will be subject to Pinnacle Classical Academy's scheduling demands, regardless of any existing outside work requirements.

If Pinnacle Classical Academy determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Company as they are modified from time to time, the employee may be asked to terminate outside employment if he or she wishes to remain with Pinnacle Classical Academy.

Employees of Pinnacle Classical Academy (Regular Full Time, Part Time, and Temporary) may not enter into a private business relationship with the students or student families of Pinnacle Classical Academy. Private business relationships with students or parents while being an agent of the school as well as outside employment that constitutes a conflict of interest and is prohibited. Employees may not receive any income or material gain from individuals outside Pinnacle Classical Academy for materials produced or services rendered while performing their jobs.



PERSONAL APPEARANCE POLICY

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the professional image Pinnacle Classical Academy presents to its students, parents, and visitors.

During business hours, including remote learning, employees are expected to present a clean and neat appearance and to dress in business professional attire. Employees who appear for work inappropriately dressed may be sent home and directed to return to work in proper attire, and may face additional disciplinary action. Under such circumstances, employees will not be compensated for the time away from work.

Gentlemen: Professional dress includes suits, dress shirts with ties, polo shirt, dress slacks, and other non-casual clothing. Dress shoes or tennis shoes must be worn with socks. No sandals, nor beach type flip-flops, are permitted without a doctor's note for special requirements. Facial hair must be neatly trimmed and maintained. ***Cargo pants, shorts, sweat suits, spandex/lycra clothing and t-shirts are strictly prohibited. Jeans are only permitted on Spirit/College days.***

Physical Education teachers and coaches may wear chino shorts/pants with a collared shirt during the school day and for games and competitions. Athletic shoes may be worn.

Ladies: Professional dress includes dresses/skirts, women's business suits, and other non-casual clothing. Leggings may be worn under a dress/skirt that is no shorter than 3 inches above the knee. Appropriate dress shoes, dress sandals, or shoes must be worn. No beach type flip-flops are permitted. ***Sundresses, narrow "spaghetti" straps, skirts that are no shorter than 3 inches above the knee, shorts, sweat suits, spandex/lycra clothing, and clothing that in any way are tight or revealing are strictly prohibited. No leggings/jeggings are permitted as pants. Jeans are only permitted on Spirit/College Days.***

Physical Education teachers and coaches may wear chino shorts/pants with a collared shirt during the school day and for games and competitions. Athletic shoes may be worn.

*Any offensive tattoos or body piercings (administrative discretion) must be covered at all times, no ear gauges are permitted.

On Spirit Days/College T-Shirt days staff may wear jeans with a professional dress shirt. Jeans must not have holes and should look clean and presentable. Jeans that are tight or revealing are strictly prohibited. Jeggings are not allowed.

On workdays faculty/staff may wear casual clothing (unless otherwise directed) which includes but is not limited to: jeans, appropriate t-shirts, polo shirts, blouses, knee length shorts, sneakers, etc. that are not excessively tight or revealing.



SOCIAL MEDIA POLICY

The widespread availability and evolving expectations and use of social media applications bring opportunities to understand, engage, and communicate with stakeholders in new and exciting ways. It is important that employees of Pinnacle Classical Academy are able to use these technologies and services effectively and flexibly, especially in an ever-changing social and educational dynamic. Likewise, it is important to ensure that the school balances these opportunities with our duties to our school, and our legal responsibilities and reputation.

The Pinnacle Social Network Policy aims to protect the balance between flexibility, individuality, and innovation while safeguarding the school and its reputation. The policy applies to all members of the school faculty, staff, administration, and other official entities of the school.

The purpose of the policy is to:

- Protect the school from legal risks.
- Ensure that the reputation of the school and its staff is protected.
- Safeguard all students.
- Ensure that any users are able clearly to distinguish where information provided via social media is legitimately representative of the school.

Scope

All members of the faculty, staff, administration, and other official entities should bear in mind that information they share through social networking applications, even if they are on private spaces and accounts, are still subject to copyright, data protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006 and possibly other legislation.

Within this policy, there is a distinction between the use of school-sanctioned social media for professional educational purposes, and personal use of social media.

Official Social Media

- All official school online presence must include both a school administrator and a board member as a page admin and should be marked as an 'official' page. All

- other pages or groups should be labeled 'not official page', and may not use any proprietary logos (including the Pinnacle Classical Academy logo or the official athletics logo), photographs or images.
- Teachers, staff, and administrators should only post school information to official pages. Faculty and staff are encouraged to post links on official pages to announcements placed on the school website or teacher pages, rather than posting directly to the several social media outlets when possible.

Practice

- Members of the school staff are strongly advised to set privacy settings to the highest possible levels on all personal social media accounts.
- Staff are advised to be cautious in accepting as a friend, follower, subscriber or similar circumstance, parents and other school stakeholders.
- Staff are advised that sharing student information on social media or any other platform is a direct violation of FERPA.
- Only official school social media accounts can distribute school information or request information. Staff may re-post, re-tweet, etc. any official school social media posts.
- All email communication between staff and members of the school community on school business must be made from an official school email account.
- Staff should not use a personally owned electronic device (cell phone, smart phone, web cam, etc.) to communicate with any student unless prior approval is given for virtual, club or team communications.
- Staff should not use their professional (school) email address for social media activities, rather, employees should use a personal e-mail address that is completely separate.
- Social media posts should not occur during the school day unless they are of an official nature.
- Staff are also advised to consider the reputation of the school in any posts or comments related to the school on any social media accounts.
- Staff should not accept any current pupil of any age (or any ex-pupil of the school under the age of 18) as a friend, follower, subscriber or similar circumstance on any personal social media account.
- Staff should not make representations that their personal social media sites, posts, etc. speak in an official school capacity.



UNIFORM & DRESS CODE

Students must present a modest, clean, and neat appearance at all times, including free dress days, and regular school days. All clothing must be clean, appropriately sized, and worn correctly. Pants/shorts/skorts must be worn at the waist, shirts must be buttoned and tucked in, shoes must be tied or fastened, clothing must be worn right-side-out, appropriate undergarments must be worn, etc. Clothing shall not be excessively worn or have holes. Uniforms are to be of appropriate size – not oversized or undersized.

No “low-riding” of pants or shorts will be allowed. No sweatshirt “hoodies” will be allowed inside or outside. Rain jackets with hoods or heavy outerwear with hoods can be worn outdoors but must be removed inside the school building.

Shirts/Sweaters

All shirts/sweaters must be purchased from an approved vendor. Approved vendors include: Norris Merchandise, Casper’s Closet and frenchtoast.com

- White Camp shirt (Peter Pan/blouse) or Oxford Shirt
- White, black or red polo shirt-mandatory embroidery
- White, black or red button-up or pullover sweater-mandatory embroidery
- White, black or red cardigan-mandatory embroidery
- Black V-neck sweater vest-mandatory embroidery
- White, black or red sweatshirts-mandatory embroidery

Shirts must remain tucked in at all times while on campus or attending any off-campus school activities.

Knit shirts, Oxford shirts or camp shirts must be worn underneath sweatshirts and sweaters with the collar pulled out. Other shirts must not be visible under the waist of the sweatshirt.

Shorts, Pants, Scooters, & Jumpers

All shorts, pants, scooters, and jumpers must be purchased from an approved vendor. Approved vendors include: Norris Merchandise, Casper’s Closet and frenchtoast.com.

- Khaki or black shorts or pants
- Khaki, black or plaid scooters *
- Khaki, black, & plaid jumpers *

- Safari dress and jumpers for K-5

*Plaid items are only available through Casper's Closet and Norris Merchandise.

Skorts, scooters, jumpers, and shorts may not be shorter than 3" above the knee.

Shorts must be worn under uniform dresses

Coats and Jackets

Coats and jackets may be purchased at one of the approved vendors or at a store of your choice. Coats and jackets should be solid red or solid black. They may have a small logo in school colors not greater than 1 1/2 inches. This can include monogrammed initials.

Coats and jackets should not have sleeves with stripes, other markings, or colors. Solid black jackets that have a red zipper, or solid red jackets that have a black zipper are permitted.

PCA Letter Jackets available from Bradley's Sporting Goods and the school approved sports jacket available from Norris Merchandise is also approved. This sport jacket has a mixture of red, black, and white and can have any of our approved school logos or athletic logos embroidered.

Heavy winter coats or rain jackets with hoods shall be removed during the school day for security purposes. Heavy winter coats shall be removed during the school day.

Sweatshirt "Hoodies" cannot be worn to school. No hooded clothing shall be worn indoors at anytime for security purposes.

High School Letter Jackets may be purchased from Bradley's Sporting Goods. The Letter must be earned and awarded by the school. These Jackets may be worn with or without the letter awarded from the school but a jacket with a non-official letter, a letter that has not been earned and awarded by the school, may **NOT** be worn to school.

Socks & Accessories

All socks and accessories may be purchased at one of the approved vendors or at a store of your choice.

- Socks – Solid white, solid red, solid black or white with school plaid trim. A small logo is permitted, not to exceed 1" -must be worn daily
- Tights - Solid red, solid white or solid black tights. 6th-12th grade may wear flesh colored stockings.

- Leggings - Solid black leggings can be worn under skorts or dresses
- Belts - Solid black or plaid belt -**must be worn daily**
- Jewelry must be school colors (red, white, or black) or gold, brass or silver tones.
- Earrings should be limited to 2 pair and not greater than 1” in length. No other body piercings are permitted.
- Hats, scarves, and gloves may be any combination of red, black and/or white. They must be removed during the school day except for religious reasons.
- Undershirts must have short sleeves and may be white or the appropriate color may be worn under the same colored shirt (ie. black under black). Long sleeve shirts may not be worn under polos.
- Cosmetics should be modest.
- Purses may be any combination of school colors
- Hair - Students may not wear mohawks, spikes or similarly unusual hairstyles.
- Hair may not cover the eyes.
- Hair accessories must be school colors only (red, black, or white).
- Blankets, pillows, and wraps may not be brought to school.

Shoes

All shoes may be purchased at one of the approved vendors or at a store of your choice.

- Athletic shoes are required on gym days. Athletic shoes must be black, white, red or any combination of those colors.
- Patterns or mixed colors are not permitted, but an accent logo of white, black or gray is permitted.
- Dress shoes should be soft soled, and be solid white or black. Black and white saddle oxfords are also permitted. Heels may not be over 1” high.
- Students may not wear sandals, flip-flops, clogs, Crocs, Toe-Shoes, mules or boots.
- Shoes must be kept clean and polished, as needed. Shoes must completely cover the foot, must be securely tied at all times and must fit properly.

Backpacks & Lunch Bags

All backpacks and lunch bags may be purchased at one of the approved vendors or at a store of your choice.

- Backpacks and lunch bags must be school colors in any combination of red, black, and white. No characters are permitted. Any logos must be school

colors and blend in with the backpack. (Subject to Headmaster's/Deans' discretion.)

- Parents may choose to have student's initials put on backpacks or lunch boxes for easy identification. It is not advised to put students' full names on book bags for safety purposes as these items are also used off school grounds. Backpacks, lunch boxes and purses should not have inappropriate writing, dangling keys, key chains and/or chains.
- Rolling book bags are not permitted unless there is a documented medical reason.

Spirit Wear

Spirit Wear is any clothing item with one of our official sports or clubs logos.

- Spirit Wear / Official Athletic Apparel is **not** appropriate for daily school wear and does not meet dress code requirements.
- Spirit Wear/ Official Athletic Apparel may be worn on designated spirit days or when jacket items, similar to other school approved jackets, are permitted to be worn indoors.

Field Trip Attire

The uniform code remains in place for all field trips. The Administration may make exceptions to outerwear and shoes based on weather conditions. The parents of a student participating in the field trip, will be notified by the teacher of dress expectations and needs during school outings.

Special Performance Attire

T-shirts or any special clothing item that has been approved by the uniform committee for Band, Choir, or any other school club or activity shall not be considered appropriate daily school attire. The items are approved only for the specific function they were designed for. These items may be worn on uniform 'free days.'

Norris Merchandise

2011 South Lafayette Street

Shelby, NC 28152

Phone: (704) 482-8464

Fax: (704) 482-8478

www.norrismerchandise.com

French Toast (Use School Code: **QS5IJGE**)

Phone: (800) 373-6248

Fax: (888)296-4966

www.frenchtoast.com

Casper's Closet (Apluseveryday)

2270 U.S. 74 Alt,

Forest City, NC 28043

(828) 245-7715

www.casperscloset.net

info@casperscloset.net

Bradley's Screen Printing*

2522 W Dixon Blvd

Shelby, NC 28152

(704) 484-2077

The Sewing Center

937 S. Morgan St.

Shelby, NC 28152

(704) 484-0977

**Letter Jacket Vendor*



TECHNOLOGICAL RESOURCES POLICY

The information available on the internet and resultant electronic communications are a constantly evolving and changing environment. The school recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. School personnel shall take precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose.² Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h)(5)(B)-(C), 254(l).

All school technological resources are under the control of the Board, including hardware, software and data and any files stored on the computer. The use of the school network and technological resources is a privilege, not a right, and may be revoked if abused. Users should not assume files stored on servers and hard drives of individual computers will be private.

In accordance with goals established in Board policy, the Board, Headmaster, and school administration will maintain a safe and comprehensive technological environment for all students.

School Technology Goals:

- To support, enrich, and enhance the implementation of the school curricula.
- To enhance student learning opportunities by focusing on the application of skills in information retrieval, searching strategies, research skills, and critical thinking.
- To encourage appropriate career development.
- The Acceptable Use Policy addresses the ethical and appropriate use of our technology resources, the security of our network, and the safety of our students, administrators, faculty and staff.
- Reasonable precautions to limit access to controversial and/or offensive materials by:
 - Using software and hardware filters that may block certain materials;
 - Providing adult supervision;
 - Training students to appropriately use technology.

² The policies presented herein should not be viewed as all-inclusive.

Pinnacle Classical Academy is committed to the use of electronic resources and technology to enhance the administrative, teaching and learning opportunities for students, administrators, faculty and staff. Therefore, students, administrators, faculty and staff are encouraged to utilize these resources within the guidelines set forth in this policy.

Acceptable Use:

Pinnacle Classical Academy's networks and technology resources are to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives of Pinnacle Classical Academy. General school rules for behavior and communications apply as outlined in the Student Code of Conduct.

Acceptable use and network rules include, but are not limited to, the following:

1. Be polite – rudeness is never acceptable.
2. Use appropriate language—swearing, using vulgarities, or any other abusive language is inappropriate.
3. Never provide any personal information (such as address, telephone number, social security number, or checking/savings account numbers).
4. Do not disrupt network functions or attempt to gain unauthorized access to system programs or computer equipment.
5. Do not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
6. Do not use resources on the PCA network or violate another person's rights by harassing, defaming, sending messages, transmitting text files, documents, posting messages, or other material that may be considered obscene, profane or harmful to minors or any individual.
7. Users are prohibited from cyber bullying and other harassing activities conducted through PCA networks.
8. Any use that violates state or federal law is strictly prohibited.
9. Assume all communications and information accessible via the network are private property and copyrighted.
10. Students are only permitted to use computers during class when authorized to do so by a faculty member and only for the purpose stated by the faculty member.
11. Accidental access to inappropriate sites or information must be reported to the instructor immediately so that such sites can be blocked from further access. This is not a request; it is a responsibility.
12. Promptly report the receipt of any communication that is threatening to the safety and security of persons or property of the school community, or that contains content that is otherwise prohibited.
13. Violation of acceptable use may result in disciplinary action including suspension.

Teachers shall monitor and supervise students' use of the internet during instructional time, to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.

Unacceptable Use:

This includes but is not limited to the following:

- Violating copyright laws.
- The use or attempted use of anonymous proxies to circumvent content filtering and/or the firewall.
- Sending electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
- Transmission of any material in violation of any federal or state regulation.
- Using another person's account or password (with or without their knowledge and permission).
- Using peer-to-peer file-sharing programs.
- Accessing non-school email (e.g. Yahoo mail), chat rooms, and other forms of direct electronic communications (e.g. instant message services) except those set up and/or approved by school administration.
- Forwarding personal communications without the author's prior consent.
- Using threatening or obscene material.
- Distributing material protected by trade secret.
- Utilizing the network for commercial purposes.
- Using offensive or harassing statements or language including profanity, vulgarity, and/or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, and religious or political beliefs.
- Sending or soliciting sexually oriented messages or images.
- Sending chain letters or soliciting money for any reason.
- Changing settings on computers.
- Disrupting the use of the network or attempting to change any network settings or try to join a Wireless network besides the school's.
- Accessing programs, computer equipment, software, or proxy websites not designated for student use, including "hacking" and other unlawful activities to circumvent the firewall or network security.
- Providing political or campaign information.
- Non-Instructional use of network, computer and internet resources, or making sound recordings or taking photographs without the consent of all persons being recorded and as part of a class assignment.
- Any unacceptable use of technology may result in disciplinary action including suspension.

Off-Campus, Social Media, and Cyberbullying:

The school reserves the right to address online material that substantially disrupts the school environment. When a student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the school, the student may be disciplined. This includes uses that are likely to cause substantial disruption or material interference with the school's educational objectives or operations.

- School administrators will investigate and determine facts that rise to the level of substantial disruption or interference.

The school prohibits cyber-bullying. Cyberbullying may involve any of these behaviors:

- Accessing, producing, posting, sending, or displaying material that is offensive in nature on the Internet.
- Harassing, insulting, or attacking others on the Internet.
- Posting personal or private information about other individuals on the Internet.
- Posting information on the internet that could disrupt the school environment, cause damage, or endanger students or staff.
 - Concealing one's identity in any way, including the use of anonymization tools or another individual's credentials/online identity, to participate in any of the behaviors listed above.

School administrators will determine whether or not specific incidents of cyberbullying have impacted the School's educational environment, and appropriate consequences will be issued.

- The school is not responsible for electronic communication that originates off-campus but retains the right to impose discipline, where appropriate, for off-campus communication or conduct that substantially disrupts the educational environment.

Personal Electronic Devices:

Cell phones and all other personal electronic devices (including but not limited to smart watches, MP3 players, personal computers/laptops, video games, tablets, etc.) are NOT allowed at school during the school day. Any personal electronic device found during the day will be confiscated.

Consequences -

- 1st offense - Student's personal electronic device will be taken and turned into the front office for a parent/guardian to pick-up.
- 2nd offense - Student's personal electronic device will be taken and turned into the front office for a parent/guardian to pick-up. Student will also receive a one day suspension.
- 3rd offense and beyond - Student's personal electronic device will be taken and turned into the front office for a parent/guardian to pick-up.

Students will also receive a three day suspension. Repeated violations may result in longer suspensions, up to long-term suspension.

The possession of such electronic devices at school constitutes the consent to the search (either in the presence of the students possessing the device(s) or outside that students' presence) and confiscation of the device(s) by school personnel.

Responsibilities of Students:

At various times, all students will have access to Chromebooks and other technology, and with this privilege comes student responsibility. The ultimate responsibility for a student's actions rests with the student and his/her parent/guardian(s). Students will:

- Learn and follow the Acceptable Use Policy set forth by Pinnacle Classical Academy.
- Return a permission form signed by the student and a parent or guardian stating they agree and will adhere to all guidelines and policies and assume responsibility for their own actions
- Students must...
 - keep the device secure and damage free;
 - not loan the device to another student;
 - not leave the device unattended;
 - not eat or drink while using the device or have food or drink items in close proximity;
 - not place the device on the floor, ground, or on a sitting area;
 - not leave the device near desk or table edges;
 - place objects on top of the device;
 - not place objects (i.e. fingers, pencils, etc.) inside the device.

Fees, Damage, Etc.:

There is an annual, non-refundable \$25 technology user fee for each student in grades 4-12, or for any student who will be taking a Chromebook home in the case of virtual learning. There will be a charge for any repairs associated with accidental or intentional damage to assigned school technology.

- First incident \$25.00
- Second incident \$35.00
- Third incident \$50.00

Intentional damage to or loss of assigned school technology may result in the actual repair/replacement cost. Repeated intentional damage may result in disciplinary action including suspension and actual repair/replacement cost.

Please see "Student and Parent/Guardian Laptop Agreement" for further details.

Disclaimer:

Pinnacle Classical Academy will not be responsible for any damages suffered by the user, including loss of data resulting from delays, operator error, hardware failures non-deliveries, network interruptions or inaccurate information. The user accepts personal responsibility for any information obtained or delivered via the network, including the sharing of personal information such as home address, checking account and credit card information.

Statutory References:

Legal Reference: 17 U.S.C. 101, 102, 106, 107,108, 110, 117; G.S. 115C-523, -524
Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Family Educational Rights and Privacy Act, 20 U.S.C. 1232g

PCA Student & Parent/Guardian Laptop Agreement

- 1) I understand the device is the property of the school and is assigned to me for educational use.
- 2) I will use the device appropriately for school purposes.
- 3) I will care for the device assigned to me and not leave it unsupervised or in unsecured locations.
- 4) I will not loan the device to another individual.
- 5) I will not use the device near food or drinks.
- 6) I will not disassemble any part of the device or attempt any repairs.
- 7) I will take necessary precautions to protect the device while carrying between classes.
- 8) I will not place stickers, drawings, markers, etc. on the device, nor will I deface the serial number sticker on the device.
- 9) I understand that the device and its contents may be inspected at any time because it is school property.
- 10) I agree to keep the device in good working condition.
- 11) I will follow the policies, procedures, and guidelines outlined in the PCA Technological Resources Policy at all times.
- 12) I understand the technology User Fee is an annual, non-refundable fee of \$25.
- 13) I understand that there will be cost associated with any repairs required due to accidental damage.
 - a) First incident: \$25.00
 - b) Second incident: \$35.00
 - c) Third incident: \$50.00
- 14) I understand intentional damage to or loss of the device may result in the actual repair/replacement cost and the school filing vandalism charges with local law enforcement.
- 15) If a personal communication device is brought onto campus, whether intentionally or not, I give consent to a search of the device.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Staff use only:

Student received device Date _____ by _____ (initial)	
\$25 User Fee paid date _____ Rec by _____	Chromebook asset #