

Pillar Academy
ONLINE

STUDENT HANDBOOK



SY 2019/20



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ABOUT US

Pillar Academy Online is an innovative program for highly motivated students seeking flexibility in their schedule and learning environment. Imagine being able to access your coursework any day and at any time.

Our students feel comfortable and confident working at their own pace knowing that they have a team of highly qualified and certified teachers supporting them. Additionally, our students have access to Pillar Learning Centers enabling them to receive additional instructional support, complete complex science labs, and simply build lasting friendships with other online students in their community.

OUR MISSION

Pillar Academy Online is dedicated to providing high quality, individualized, technology-assisted, standards-based educational programs and services to students in grades nine (9) through twelve (12) who demonstrate an interest in an alternative and non-traditional educational setting emphasizing business, finance and workplace skills necessary to enter the business/workplace environment and/or continue on to studies at a post-secondary institution.

OUR VISION

Pillar Academy Online will provide a safe, flexible and innovative learning environment in which students can communicate effectively, think critically, solve problems and are technologically literate through a variety of curricular and extra-curricular activities. Through a challenging course of study with high standards, students will become responsible learners who can not only work collaboratively, but also be accountable for their own academic and developmental progress.

Pillar Academy Online students will graduate as lifelong learners who will make valuable contributions to society. Through the collaboration of school, home and community, every Pillar Academy Online graduate will be well prepared for the demands of the 21st century.

OUR BELIEFS

- Student learning is the primary goal of the Academy.
- Student learning and academic growth should be the primary focus of all decisions affecting the Academy.

- Teachers play the most important role in the learning process.
- Students need the flexibility to connect with both teachers and the curriculum in order to grow the skills necessary to succeed.
- Students, parents, teachers, board members and all community stakeholders are responsible for implementing and achieving the Academy's goals.
- A safe and physically comfortable learning environment promotes student learning (both in the home and at the Academy).
- Challenging expectations and a supportive learning environment increase individual student performance.
- Students learn best when they are actively engaged in the learning process.
- All students can learn, achieve and succeed when provided developmentally appropriate learning activities.
- Cultural diversity increases student understanding of different people and cultures.

ENROLLMENT & WITHDRAWAL

Pillar Academy enrollment policies apply to all Online (AOI) students. An enrollment package is available online at www.pillaracademyonline.com or by calling (888) 430-7701.

Enrolling ninth grade students may need proof of eighth grade promotion if the student is not 16 years of age at the time of enrollment. Enrolling 10th – 12th grade students may need to provide official transcripts from previous schools.

Students who have not enrolled in Pillar Academy Online or Pillar Charter Academy of Business & Finance must provide a certified copy of a birth certificate (or other acceptable documentation), an immunization record or exemption to attend one of the learning centers, and proof of Arizona residency (i.e. utility bill, such as gas, electric, water, telephone bill; or a house payment receipt, rent receipt or lease agreement) per ARS §15-808.

Students enrolled in Pillar Academy Online are enrolled in the state student database AzEDS and will receive a state tracking number. Students enroll and withdraw within the state system the same as in any other Arizona state public school.

State and federal laws and regulations require we collect demographic information including ethnicity and home

language. This is for statistical information; Pillar Academy Online does not discriminate with respect to admissions.

ABOUT ONLINE COURSES

Online courses are written and designed specifically for internet-based learning and frequently use multimedia components such as original audio and video files, animated tutorials and interactive activities. Using the internet to its fullest, Pillar Academy Online courses also provide opportunities for online communications between teachers and students and links to national, historic, scientific, and research center digital libraries worldwide. A trained, certified teacher works one-on-one with each learner, ensuring progress, answering questions, and evaluating assignments and tests. The result is an engaging, motivating method for learning.

WHO IS A GOOD CANDIDATE FOR AN ONLINE PROGRAM?

Students should realize that online courses require strong reading skills, personal discipline, and effective time management skills. Students may spend more time on an online course than they typically devote to a traditional high school class.

PARENT RESPONSIBILITIES

Parental support plays a key role in assisting students in completing online coursework. The parent(s) of students enrolled in an online program are required to verify the minutes per week their student spends on coursework. The parent(s) will confirm the accuracy of the weekly activity log by signing the form and returning it to the school.

The Parent(s) may contact Pillar Academy Online's staff at any time with questions regarding the program or student progress.

ONLINE TEACHER RESPONSIBILITIES

The majority of communication with the teacher is done through email, virtual classroom meeting, secured video-conferencing, or by telephone. A student's first communication with the online teacher should be to reply to the online teachers introductory email message.

All online teachers will maintain frequent and consistent communication with the online student throughout the course and will work in a timely manner. Online teachers will check their email frequently and respond within 24-48 hours. Progress reports will be sent to the online student, and parent via email.

COURSES & GRADING SYSTEM

Pillar Academy Online is currently using PLATO as its primary course content provider. Enrolled students will receive a login user ID and password in order to access their courses. Students should not share their user ID or password. At the time of enrollment, the student, parent(s) and staff will plan a course

of study based on Arizona's graduation requirements, academic standards as well as student interest.

Course enrollment and progress is based on content mastery and proficiency. A student may plan their schedule, but should expect to login most weeks for 4-5 hours for each enrolled course. Courses may be completed at your own pace. Students struggling with course content should contact their teacher as soon as possible to prevent significant falling behind that makes it difficult to catch up. Students making little or no progress may be required to attend a learning center to catch up.

Courses requiring a mid-term and/or final exam must be proctored by an approved adult either at a learning center or another pre-approved location. These exams will be arranged for the individual student. While course content may be adapted to accommodate individual student needs, a grade will not be awarded for less than 80% mastery of content.

PROGRESS REPORTS

Progress reports and report cards are available at any time through the PLATO program; Parents with an active email address can request a progress report or report card via email. The online school year begins July and ends June 30 of the following year. Report cards will be generated December 31st and June 30th.

Students not making adequate progress or students not passing a course will be required to attend a learning center for tutoring sessions.

STUDENT RECORDS

Student records are maintained by authorized school personnel. Copies of cumulative file material, registration and parent communications are kept in a working file.

ATTENDANCE PROCEDURES

Arizona Online Instruction (AOI) programs record attendance and absence in different ways than a traditional high school campus. Students taking courses on campus are subject to the regular attendance policy established for that campus. Pillar Academy Online attendance is recorded in hourly units as measured by the student management system within the PLATO program and weekly student time logs. Full-time students enrolled in grades 9-12 must accumulate 900 hours annually (state requirement). A parent, guardian or authorized school staff member will be required to sign a weekly documentation log of school participation.

According to state attendance regulations, there are no "absences" reported in an online school setting since students can "attend any day or time. The student management system captured log-in time; other work time must be recorded on the weekly time-log.

A full-time student must enroll in Pillar Academy Online for a minimum of four (4) core classes. For high school students, an

average of 22 hours per week for 20 weeks will earn one-half (0.5) credit.

All three learning centers are available to AOI students. Learning Centers are open Monday-Friday, 8:00 am – 4:00 pm. Because each Learning Center is located on a school campus, please check with your LC Coordinator for holiday and summer hours. Although not required, students identified as low-performing or who fall short of the minimum time/effort requirement may be required to attend one or more days for tutoring, remediation and/or progress monitoring.

Students may access course work from any internet connection in the world, attendance and progress is monitored by logs of time in and out as well as activity within each registered course and completion of a weekly time-log signed by a parent, guardian or authorized school staff member.

Student progress and attendance will be closely monitored; students not demonstrating minimum attendance requirements will be required to participate in a student/parent and administrative conference. Students not demonstrating minimal activity over a 25 calendar day period may be dropped from “non-attendance”.

DISCIPLINE

Online school conduct is a little different from a traditional campus school. This section details the differences and expectations for online students.

Pillar Academy Online students attending a learning center are guests of the center and are subject to the same rule and regulations on campuses as enrolled students. Failure to abide by any campus regulations or policies may result in the denial of learning center access as a student.

Cell Phones & Electronic Devices

Cell phones, MP3 players, e-readers and other electronic devices used in school are often disruptive to the educational process and are generally not allowed in classrooms. They distract students from learning, wasting teaching and administrative time for discipline. In testing situations, all students may be asked to relinquish their phones and other electronic devices until all tests are completed. Any display of electronic devices in the classroom may result in the item being confiscated and delivered to the administrative office. If a device is used to take unauthorized pictures or capturing video, other consequences may be assigned. Refusal to comply with staff request to relinquish the cell phone or other electronic device will result in an administrative referral and loss of learning center access may be imposed.

Learning Center Dress Code

Maximization of teaching and learning is a primary goal of Pillar Academy Online. Clothing or accessories that cause or are likely to cause material disruption of teaching and learning within the learning center and school campus environment are prohibited. Students are expected to dress in fashions that are appropriate

in an environment focused on the serious business of learning for a successful future.

School staff reserves the right to periodically modify dress expectations in order to continually maintain an environment that is conducive to safety, order and learning.

1. Do not wear any clothing or accessories that will cause or likely to cause a disruption within the learning center and school environment. This includes, but is not limited to:
 - a. Any item or clothing that promotes alcohol, drinking establishments, tobacco, drug use, or that displays or promotes weapons or violence.
 - b. Any item or clothing that contains vulgar, derogatory or suggestive diagrams (silhouettes), pictures, slogans or words that may be interpreted as racially, religiously, ethnically, or sexually offensive.
 - c. Any item or clothing that is symbolic of gangs or groups associated with threatening, harassment, or discriminatory behavior based on race, religion, ethnicity, gender or sexual orientation.
 - d. Any item or clothing that is lewd, indecent or plainly offensive.
2. Also prohibited are:
 - a. “Dog collars”, chains, wallet chains, safety pins, spike jewelry or fishhooks worn as jewelry, accessories or ornamentation.
 - b. Head coverings of any kind, per the discretion of the learning center coordinator.
 - c. Bandanas visible anywhere on one’s person.
 - d. Extra-long coats (trench coats, dusters).
 - e. Tank tops, “spaghetti strap”, tube tops, mesh or sheer tops, halter or bare midriff tops worn as outerwear. Shirts must have necklines not lower than a straight line from the top of the underarm across the opposite underarm. Tops must extend below the top of the pants and not expose the midriff. Undergarments must be covered at all times.
 - f. Pants worn low on the hips so as to reveal skin or underwear.
 - g. Dresses, shorts, skirts or culottes that are shorter than the extended tip of the longest finger with arms hanging naturally at the sides.
 - h. Slippers or sleepwear.
 - i. See-through garments or garments with slits or holes above the knees.
 - j. Any item or clothing that would impair the health and safety of the student during normal school activities.

School staff and administration will enforce the dress code when students are attending the learning center, on campus or at official school activities.

Drug-Free School Policy (Learning Centers)

Pillar Academy Online students have the option of attending the learning center at Paulden Community School. Students who use the Paulden campus are subject to policy in force at that campus.

The following policy is established and implemented to ensure that every student at Paulden Community School understands the importance with which Paulden Community School staff and students value the character traits of responsibility and citizenship. It is also the mission of Paulden Community School and a requirement of the school to provide for a safe, disciplined, and drug-free environment that reinforces work conditions and expectations in the real world of work.

It is our intention to impress upon every student, parent, and the Paulden community that Paulden Community School is seriously dedicated to establishing an environment in which students take responsibility for their actions and adhere openly to the ideal that our school is and shall remain a “drug free zone.” Therefore, the following activities may be a part of daily activities at Paulden Community School.

The non-medical use, possession, or sale of drugs on school property or at school events is prohibited. Students in violation may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution as defined in the Paulden Community School District Policy Manual.

Property

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to the student(s) exists.

Items provided by the Paulden Community School for storage (e.g., lockers, desks) of personal property are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision.

Student lockers, desks, storage areas, etc., may be inspected at any time with or without reason, with or without notice, and without permission of the student or his/her parent/guardian.

Students are responsible for valuables brought to school.

STUDENT EXPECTATIONS

Access to the technology utilized by the Pillar Academy Online AOI Program imposes certain responsibilities and obligations. Appropriate use is ethical and honest, and demonstrates respect for physical and intellectual property, system security protocols, and individuals’ rights to privacy and to freedom from intimidation, harassment, and unwanted annoyance.

Students enrolled in the Pillar Academy Online AOI Program agree to abide by all rules listed in the “Terms and Conditions” which can be found in this document and within the registration packet.

The following procedure will be followed for students who do not or cannot abide by the guidelines listed in this document and/or the “Terms and Conditions”.

- **First Offense:** The student will be given an email warning and his/her parents and an administrator will be notified of the infraction.
- **Second Offense:** Access to all online courses will be suspended until further notice. A student/parent meeting is required to determine if the online learning environment is appropriate for the student.
- **Severe Misconduct:** Regardless of whether the offense is a first or second offense, the student will be removed from the course(s) will no credit awarded. Access to all online courses offered through the Pillar Academy Online AOI Program will also be revoked.

ACCOUNTABILITY

Posting anonymous messages is not permitted unless authorized by the online course instructor. Impersonating another person is also strictly prohibited.

- Use only your own username and password, and do not divulge this information to anyone Do not aid anyone in gaining unauthorized access to password protected courses
- Do not publicly post your personal contact information, or anyone else’s
- Do not publicly post messages that were sent to you privately

INAPPROPRIATE BEHAVIOR

Inappropriate behavior includes (but is not limited to):

- Insults or attacks of any kind against another person
- Use of obscene, degrading, or profane language
- Harassment (continuously posting unwelcome messages to another person) or use of threats

USE OF COPYRIGHTED MATERIALS

All materials in the course are copyrighted and provided for use exclusively by enrolled students. Enrolled students may print or photocopy material from the website for their own use while studying. However, copying or reprinting these materials for use by or distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to online courses.

PLAGIARISM & ACADEMIC INTEGRITY

All work submitted is assumed to have been completed without direct help. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied

on in the composition of their work. Failure to abide by these standards will be reported to the appropriate administrative authorities and may result in loss of credit and loss of access to the online course.

The definition of plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as your original work. Specific examples of plagiarism that will not be tolerated are:

- **Cheating** – giving, using, or attempting to see unauthorized materials, information, notes, study aids, or other devices in any academic exercise including unauthorized communication of information.
- **Fabrication and Falsification** – unauthorized alteration or invention of any information or citation in an academic exercise.
- **Plagiarism** – presenting the work of another as one’s own (i.e., without proper acknowledgement of the source). This includes the use of internet sources. The sole exception to the requirement of acknowledging sources is when the ideas or information is common knowledge.
- **Facilitating Academic Misconduct** – giving or attempting to help another commit an act of academic misconduct.
- **Tampering with Materials, Grades, or Records** – interfering with, altering, or attempting to alter school records, grades or other documents without authorization from an appropriate school official for the purpose of changing, falsifying, or removing the original information found in such records.
- **Copyright Laws** – all applicable copyright laws will be in effect as related to both computer software and printed books and materials.

NET-IQUETTE

The word “NET-iquette” refers to common sense guidelines for conversing with others online. Please abide by these standards:

- Avoid sarcasm, jargon, and slang.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.
- Focus your responses on the questions or issues being discussed, not on the individuals involved. Be constructive with your criticism, not hurtful.
- Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.
- Respect other people’s privacy. Never reveal other people’s email addresses or personal information.

SYSTEM REQUIREMENTS

With no software to install or update, your time is focused on your school's academic programs – rather than maintaining servers and software. PLATO[®] is fully Web-based, which means students, teachers, and administrators can access the system anywhere with an Internet connection.

PLATO[®] system requirements:

- Internet Connection, 64kbps or better
- Flash Player 10, Adobe Reader 6.0 or greater, JavaScript Enabled
- Display - 1024 x 768 or greater 16-bit (thousands) color or greater
- System compatible sound card and headphones*

Supported Browsers:

- IE 7
- IE 8
- IE 9
- Firefox 3.6 (Windows and Mac)
- Safari 5 (Mac)
- Chrome 11 (Windows)
- Firefox 4 (Windows)

** A sound card and headphones are required for our Spanish courses.*

TERMS AND CONDITIONS

The terms and conditions outlined below apply to Pillar Academy Online courses, communication systems, learning management systems, and other technological resources, which include but are not limited to learning center computers, Internet access, network resources, printers, scanners, and cameras.

- Use resources only in order to achieve relevant educational goals.
- Immediately inform staff if inappropriate information is mistakenly accessed.
- Acknowledge that Pillar Academy Online email and other communication tools and resources are not private and may be read and monitored by school-employees as needed.
- Follow guidelines set forth in the Cyber-Safe course, including etiquette standards.
- Families are responsible for the appropriate storage and backup of data.

- Inappropriate use may result in disciplinary action up to and including expulsion.
- Pillar Academy Online provides filtered Internet access at established learning centers. While at home, the parent or legal guardian assumes responsibility for monitoring student activity.

Unacceptable use includes:

- Submitting, displaying, or attempting to retrieve defamatory, inaccurate, abusive, obscene, profane, pornographic, sexually oriented, threatening, racially offensive, or illegal material.
- Posting or revealing student name, home or email address, phone number, photos, or other personal information, unless authorized to do so by staff and with permissions on file.
- Sharing password information with anyone other than parents and staff.
- Disrupting the educational process or negatively affecting students or staff, which includes non-essential use of excessive learning center bandwidth.
- Using resources for financial gain, political lobbying, fraud, or other illegal or activities.
- Attempting to harm, modify, add, or destroy information or devices, access confidential information belonging to students or staff, or in any way interfere with system security.
- Downloading or installing any programs, music, videos, or other files to learning center computers without permission or instructed to do so in course materials.
- Connecting or installing external devices to learning center computers without permission.
- Attempting to gain unauthorized access to or vandalizing files of another user.
- Committing plagiarisms or in any way infringing on copyright or trademark laws.
- Harassing, insulting, or attacking others or using obscene language.

GRADUATION REQUIREMENTS

Beginning with the Class of 2013, the Arizona State Board of Education requires a minimum of 22 credits for graduation.

Pillar Academy Online offers two diploma programs: Standard and College Prep. Students must successfully pass all three AIMS exams before either diploma can be issued. The Standard Diploma Program is issued when the student successfully fulfills the State’s minimum graduation requirements – but, may not satisfy entrance requirements for a college or university.

The College Prep Diploma Program fulfills the State’s minimum graduation requirements and may satisfy most college and university entrance requirements. However, it is very important that each student and their parent/guardian verify each institution of higher learning or post-secondary school’s admission requirements.

Standard Diploma Program	
English/Language Arts	4.0
Mathematics	4.0
Science	3.0
Social Studies	3.0
Fine Arts/Career Technology	1.0
Electives	7.0
Total Credits	22.0

College Prep Diploma Program	
English/Language Arts	4.0
Mathematics	4.0
Science	3.0
Social Studies	3.0
Foreign Language	2.0
Fine Arts/Career Technology	1.0
Electives	5.0
Total Credits	22.0

Students must also pass a state Civics and CPR exam in order to complete the state’s graduation requirements.

TIME & EFFORT REQUIREMENTS

All Pillar Academy Online courses are divided into one or two semesters. Unless specifically noted, each semester course is worth 0.5 credit (if completed successfully). Regardless of the date of enrollment, all students must complete their semester courses within twenty (20) weeks from the date of enrollment. Students are encouraged to work at their own pace, but each course must be completed by the deadline.

Each course contains a combination of lessons, labs, assignments, submissions, mid-terms and final exams. At a minimum, one submission (i.e., an assignment, quiz, test, lab, exams, etc.) must be submitted each week for each course enrolled. However, weeks that are traditionally holidays or breaks are exempt from this requirement.

ASSIGNMENT MINIMUM THRESHOLDS

All student assignments, regardless of content area (i.e., math, science, English, history, electives, etc.), will be required to meet or exceed a minimum 80% passing threshold. The reasoning behind this threshold is to hold our students to a higher proficiency standard and course rigor.

CLOSED CAMPUS

The NWECC Learning Center operates under a closed campus concept. Students are not allowed to leave campus once they arrive, including lunch periods. Students are not allowed to loiter in the parking lot before, during or after school hours. Students are expected to enter the building upon arrival and are not to go outside once they arrive on campus.

AUTHORITY OF SCHOOL

Students are subject to the authority of all faculty and staff members (including NWECC staff) while on campus or when attending school functions such as, meetings, field trips, or any other school events on or off campus. Arizona law places school staff in the same legal position as parent/guardians while students are in school or at any school-sponsored activity.

ZERO TOLLERANCE POLICY

Smoking/Drinking/Drugs

Student use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, over the counter medications, controlled substances, "look-alike" drugs, steroids, or possessing drug paraphernalia on school premises (parking lot, sidewalk, common areas, etc.) or at any school function is strictly prohibited. Minimum penalty for violation of this policy will be suspension from the Learning Center.

Our campus is a smoke free, drug free, and alcohol free environment.

LEARNING CENTER DRESS CODE

A successful student dresses in clothing that is neat, clean and in good condition. This dress code is established to help ensure an atmosphere conducive to learning. Because NWECC is a Kindergarten thru 8th grade school it is important that high school AOI students wear appropriate attire and adhere to the dress code policy so that it is not offensive to any staff member, student, or parent. **All clothing must meet this dress code while students are on campus from the time they arrive on campus until the time they leave the campus to go home.** All students are required to adhere to this dress code during field trips and other school sponsored activities.

IT IS BOTH THE PARENTS' AND THE STUDENTS' RESPONSIBILITY TO ENSURE COMPLIANCE WITH THE DRESS CODE. ALL FINAL DECISIONS REGARDING APPROPRIATENESS OF THE UNIFORM, HAIRSTYLE, HEADWEAR, SHOES, OR APPEARANCE IN GENERAL IS LEFT TO THE LEARNING CENTER COORDINATOR.

The school uniform consists of the following:

SHIRTS:

School issued polo shirt, with logo, must be purchased from the school. (Financial assistance is available for those who qualify) School issued polo shirts come in one color: gray. Shirts must

fit properly. They may not be over-sized or too tight. Female students' shirts must be buttoned to cover cleavage.

UNDERSHIRTS:

If a student chooses to wear an undershirt, it must be a plain white color (No logos) and must be tucked in at all times when students are in the building. During outdoor physical activity a student may wear an undershirt and can remove the uniform shirt during the outside activity. The student however, must put the uniform shirt back on again before re-entering the building.

PANTS:

Pants must be the classic style (i.e., Dockers/ Dickies/French Toast/Levi Jeans – other classic brand names allowed). Colors for all grades are khaki, navy blue, gray, or black. No designs, studs, sequins etc. allowed. Holes, tears, or frayed hems are not permitted. Solid colors only. Pants must sit at the waist and not be over-sized or tight. **NO STRETCH OR CARGO JEANS/UNIFORM PANTS ALLOWED!** Students in the kneeling or squatting position should not be revealing underwear or buttocks. (see belt policy below)

BELTS:

Belts, if worn, may not be more than one size larger than the waist of the student. Belts must be worn at the waist and cannot hang below the waist. The end of the belts must fit into belt loops and may not hang down the front, back or sides of the pants.

Belts must have a buckle and the buckle cannot be larger than a **credit card**. No inappropriate symbols, pictures, slogans or quotes are allowed and Administration will make that determination.

SHORTS AND SKIRTS:

Shorts must be the classic style (i.e. Dockers/ Dickies/French Toast/Levi Jeans – other classic brand names allowed). Colors are khaki, navy blue or black. Solid colors only. No designs, studs, sequins etc. allowed. Holes, tears, or frayed hems are not permitted. Shorts and skirts will be measured from a **sitting position** and the hem must measure no more than five inches from the middle of the knee. Skirts may NOT have slits up the sides, in the back, or front. Shorts and skirts must sit properly at the waist. They may not be oversized or tight. **NO STRETCH OR CARGO SHORTS/SKIRTS ALLOWED!** (See above policy for belts)

SHOES:

Shoes must have closed toes and cover the feet. Appropriate shoes are athletic shoes (laced or Velcro) or dark flat casual shoes. We prefer rubber soled for safety on stairs. **No sandals, flip-flops, platform shoes or military style boots are to be worn.** Athletic shoes must be laced and worn with socks.

JACKETS AND SWEATSHIRTS:

Any jacket or sweatshirt worn inside the building must be of a solid color. Jackets and sweatshirts must fit properly. They may not be oversized or too tight. There cannot be any oversized logos, inappropriate pictures, slogans or quotes on them.

HAIR:

No extreme hairstyles or un-natural hair coloring for either girls or boys. Male students' hair length must not be past the collar in the back, and not hang over the eyes. Male students' facial hair must also be well groomed.

Female students should not have hair hanging in or over the eyes.

JEWELRY:

Jewelry should be minimal, not excessive, worn in good taste and not be distracting.

Male students may wear a watch and/or class ring only. Necklaces are to remain under the shirt and the shirt buttoned up. It may not be visible while on school grounds.

No earrings or other body piercing jewelry may be worn on male students while on school grounds or at school activities.

Female students' earrings are to be worn in the earlobes only. No other piercing jewelry may be worn.

Students may NOT wear leather bracelets, chains or any other extreme jewelry.

Chains attached to wallets are prohibited.

Tattoos and other forms of body decoration are to remain covered at all times while at school or at school sponsored activities.

HATS, CAPS, BANDANAS AND SUNGLASSES:

No hats, caps, bandanas or sunglasses may be worn inside the school building. Hats and caps are to be worn in the proper position, not backwards, sideways or diagonally. Hats, caps and sunglasses are to be removed immediately upon entering the building. These items are to be kept in the locker or cubby during school hours. Students may not wear bandanas at lunch.

MAKE-UP

Female students in grades 9-12 may wear make-up in moderation. The make-up should complement skin tones and be in natural skin tone colors. Black lipstick and excessively dark eye shadow are not acceptable and may not be worn. Make-up should be minimal, worn in good taste and not be distracting.

Male students are not allowed to wear feminine beauty products at any time. These include nail polish, lipstick, eye shadow or other forms of make-up.

MIDTERM & FINAL EXAMS

Students must achieve a minimum of 80% on all midterm and final exams. If a student scores at 77% or below on a midterm or final exam, a remediation plan will be developed between the instructor and student. This remediation plan may include an analysis of test items missed, re-doing selected lessons and

submissions, or assigning a supplemental lesson or project allowing the student to demonstrate proficiency.

The mid-term and final exam may be retaken only once if the student completes a review and remediation plan with their instructor. If either exam is retaken, the higher of the two scores will be used to determine the student's final grade.

ASSESSMENT PROCEDURES

Midterms, Final Exams & State Assessments must be taken in-person at a Learning Center or a proctor must be pre-approved by the Executive Director. Proctors may not be a parent, friend or other family member.

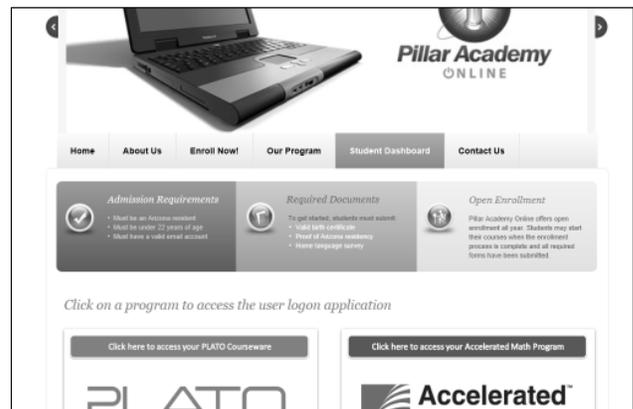
STUDENT DASHBOARD

Pillar Academy currently has a dedicated and secure student dashboard. Students should access this site every time before they login to one of the content delivery systems.

The student dashboard has links to all the content delivery systems, valuable resources, course links, and a variety of forms and supplemental information.

To access the student portal system, go to the following URL:

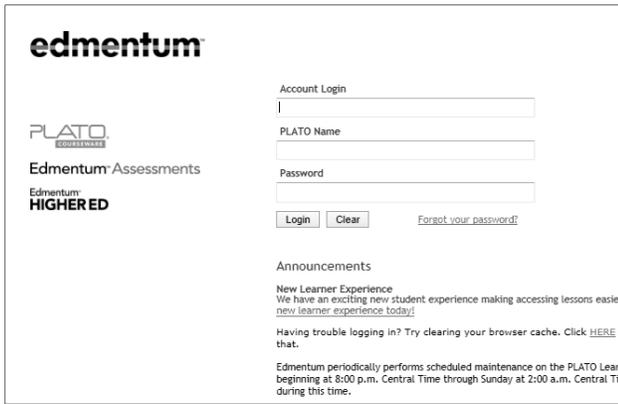
<https://www.pillaracademyonline.com/student-dashboard.html>

**CONTENT DELIVERY SYSTEM**

Pillar Academy currently uses PLATO as its primary content delivery system.

After you have received your user name and password, follow PLATO link on your student portal page or go to the following URL:

<https://ple.platoweb.com/Account/SignIn>



STAR MATH / ACCELERATED MATH

Star Math is Pillar Academy Online’s math placement and benchmark assessment program. All students are required to take the Star Math Assessment at the beginning of each school year or at the time of their enrollment. Based on the assessment’s diagnostic report, a student may be required to enroll in the Accelerated Math Supplemental course to ensure the prerequisite math concepts and skills are strengthened.

All Pillar Academy Online Students are required to take the Accelerated Math Supplemental course until they have achieved a score of Proficient on the Arizona AIMS Math exam.

Students may access the Star/Accelerated Math program by following the link on their student portal page or by going to the following URL:

<https://global-zone08.renaissance-go.com/welcomeportal/2179456>



ACCREDITATION

Pillar Academy Online is accredited nationally by AdvancED.

AdvancED is dedicated to advancing excellence in education worldwide. The North Central Association Commission on Accreditation and School Improvement (NCA CASI), Northwest Accreditation Commission (NWAC), and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) are accreditation divisions of AdvancED.