



*Providing quality higher education
with a “student-centered” focus*



STUDENT HANDBOOK

Effective October 1, 2011

This student handbook reflects the regulations, policies, procedures, programs and fees for Pinnacle Career Institute as of September 1, 2011.

Pinnacle Career Institute reserves the right to adopt, amend, and implement its policies and procedures as it deems appropriate and necessary. Under certain circumstances, Pinnacle Career Institute may grant exceptions to its policies and procedures in individual cases when it is determined, in the sole and absolute discretion of the institution, that such action would be appropriate to further the mission and purposes of the institution. The provisions of this student handbook are not to be regarded as a contract between the student and Pinnacle Career Institute. The institution also reserves the right to correct any clerical errors as necessary. Prospective students should contact admissions for information regarding any such possible changes. Currently enrolled students should consult the campus Director of Education, school Executive Director, or other appropriate administrators for additional information.

LOCATIONS

Campuses

Pinnacle Career Institute
1001 E. 101st Terrace, Suite 325
Kansas City, MO 64131
816-331-5700

Pinnacle Career Institute – North Kansas City
Branch Campus of Pinnacle Career Institute
11500 Ambassador Drive, Suite 221
Kansas City, MO 64153
816-270-5300

Pinnacle Career Institute – Lawrence
1601 W. 23rd, Suite 200
Lawrence, KS 66046
785-841-9640

Learning Sites

Pinnacle Career Institute -- Online Education
8880 Ward Parkway, Suite 200
Kansas City, MO 64114

Professional Fitness Institute
A Division of Pinnacle Career Institute
6375 S. Pecos Road, Suite 119
Las Vegas, NV 8912

Administrative Offices

Pinnacle Career Institute – System Administration
8880 Ward Parkway, Suite 200
Kansas City, MO 64114
816-268-3450

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WELCOME

We are pleased that you have chosen Pinnacle Career Institute (PCI) to pursue your career goals. The intention of this handbook is to acquaint you with some of the policies and procedures of PCI.

For more information, you are encouraged to consult the official policies and procedures outlined in the current school catalog, or contact the campus director or director of education at your campus. Additional information pertaining to your academic program is included in this Student Handbook. Such information and all subsequent additions or modifications of such material or this handbook are considered part of this handbook. PCI may modify this handbook at any time with or without advance notice.

This Student Handbook includes, and in some cases summarizes, information contained in the PCI catalog. In the event any discrepancy exists between the two publications, the PCI Catalog will be controlling.



GENERAL CAMPUS INFORMATION

Campus Hours and Parking

Kansas City campuses:

Doors	Days	Open Access
Main Entrance	Monday-Thursday	8:00AM-10:30PM
	Friday	8:00AM-4:00PM

At the South Kansas City campus, there is ample student parking located on the north side of the building. The spaces in front of the north entrance to the building are open spaces reserved for visitors. Any students parked in these spaces will be asked to move their vehicle and park in the area designated for students.

Student parking at the North Kansas City campus is located on the far east end of the south parking lot. All students are required to park in this designated area.

Lawrence campus:

Doors	Days	Open Access	Code Required*
Main Entrance - South	Monday-Thursday	8:00AM-8:00PM	8:00PM-10:00PM
	Friday	8:00AM-4:00PM	N/A
	Saturday	8:00AM-3:00PM	3:00PM-5:00PM
North	Monday-Thursday	N/A	9:00AM-10:00PM
	Friday	N/A	9:00AM-4:00PM
	Saturday	N/A	9:30AM-5:00PM

* Each PCI-Lawrence student will be issued an identification/security badge that includes an access code to the building.

Student parking at the Lawrence campus is limited to the south side of the building. The spaces in front of the north entrance to the building are reserved for the other tenants of this complex. Students that park in these spaces will be asked to move their vehicle to the area designated for students south of the building or risk being towed.

System Administration Offices:

Doors	Days	Open Access
Main Entrance	Monday-Friday	8:00AM-5:00PM

Designated visitor parking is located in the parking garage next to the System Administration building.

Sign-in/Sign-out and Messages

To assist in knowing who is in the building, students are required to sign in and/or sign out at the front desk if they come to class late, leave early, or are in the building outside of their normal class time. In the event the school is contacted about a student emergency, the student will be notified immediately during class. Other messages of critical importance only will be posted on the door to the student’s classroom with only the student’s name visible for privacy.

Open Lab Hours

Computers are available in open computer labs, classrooms not in use, and the Learning Resource Center for student use only on school assignments during normal building hours. Please see the

Internet Use Agreement in this publication for more computer use information.

Professional Dress Code on Campus

In preparation for upcoming careers, students are asked to adhere to a standard of professional dress. In many programs, uniforms are provided for students. The development of a professional wardrobe takes time, but with effort and planning, this process is rewarding.

Dress Code:

All programs:

- Hair must be pulled back off shoulders in all Health & Fitness and Medical programs
- Nails must be short and clean; only French manicure or clear polish allowed
- Jewelry: Only one ring per hand; no body piercings other than earlobes allowed while in class

- Excellent hygiene practices expected, including wearing a clean uniform daily



Alternative Energy

Wind Turbine Technician:

- School-issued uniform shirt
- Jeans or khakis – must be clean with no holes or frays
- Clean shoes with closed toes

Wind Turbine Technician Field Work:

- School-issued hard hat
- School-issued safety goggles
- Electrical safety rated composite toe boots
- Leather work gloves
- Ear protection

Business

Business Administration

- Business casual attire, including dress pants, blouses, and collared shirts
- Dress shoes

Health & Fitness

Massage Therapy:

- School-issued tee-shirt or scrub top
- School-issued scrub pants
- Black or khaki dress pants
- Clean shoes with closed toes

Personal Trainer:

- School-issued tee-shirt
- Workout pants or shorts
- Tennis shoes
- Gym training attire

Medical

Health Information Technician

- School-issued scrubs
- Clean shoes with closed toes
- Business casual attire, including dress pants, blouses, and collared shirts
- Dress shoes

Medical Assistant:

- School-issued scrubs
- Clean shoes with closed toes

Medical Billing and Coding:

- School-issued scrubs
- Clean shoes with closed toes
- Business casual attire, including dress pants, blouses, and collared shirts
- Dress shoes



Trades and Technical

Electronics Technology

- Work-appropriate, clean shirt
- Jeans or khakis – must be clean with no holes or frays
- Clean shoes with closed toes

HVAC Technician

- School-issued uniform shirt
- Jeans or khakis – must be clean with no holes or frays
- Clean shoes with closed toes

Information Technology

- Work-appropriate, clean shirt
- Jeans or khakis – must be clean with no holes or frays
- Clean shoes with closed toes

Prohibited Clothing and Accessories:

- Flip-flop sandals
- Shorts
- Tank tops
- Torn clothing
- Sweat pants/tops, except where specified

- Jeans or corduroys, except where specified
- Hats or head coverings
- Visible body piercings, other than in the ears
- Visible tattoos are strongly discouraged, as they are not accepted in many professions, especially in Allied Health careers

PCI has daily contact with the public and prospective students, and we are proud of the professional image projected by our students. Occasionally campuses have “dress down” days when uniforms are not required and students may dress more casually. On those days, acceptable attire will be defined. On days uniforms are not required, students working in the massage clinic or other public areas are still required to be in uniform.

Inclement Weather

Pinnacle Career Institute may close due to snow or other severe weather, and each campus makes that decision independently at the campus level. Local television and radio stations are notified, and it is necessary to look for each campus designation for accurate information:

[Pinnacle Career Institute-South Kansas City](#)

[Pinnacle Career Institute-North Kansas City](#)

[Pinnacle Career Institute-Lawrence](#)

Meeting with Faculty and Administration

To speak with a faculty member or administrator, please check in at the front desk for availability or to make an appointment. During your class period, please check availability before the start of class or during a scheduled break. Faculty members are not available during their scheduled class periods.

In all cases, please get permission from your instructor before leaving class. If you leave class without the instructor’s permission or knowledge, that time will be counted as time absent from class.

Food and Drink

Each campus has a student break room with vending machines, refrigerator, microwave ovens, and dining area. Please be sure to remove all personal food and containers weekly, as the refrigerator is cleaned out periodically. Any remaining food or drink items, including food containers, may be disposed of without notice.

No food is permitted in any of the classroom, lab, or clinic areas. Drinks with closeable lids are allowed in the classrooms. Only water bottles are allowed in the computer labs and no drinks are allowed in the Medical



Assistant lab areas. Students are free to take food outside the building. Please be sure to use trash receptacles or bring trash inside to dispose.

Smoking Areas



NO SMOKING

All campuses are located in non-smoking buildings. Designated smoking areas are located at the south end of the Kansas City campus buildings, and at the east end of the Lawrence campus building. **Absolutely no smoking is allowed near the front entrances of the buildings.** Make sure all smoking materials, i.e. matches, cigarette butts, and packaging are placed in the outside cigarette receptacles. Other trash materials are a fire hazard in these containers and must be placed in standard trash receptacles.

Cell Phone Use

Cell phones must be on vibrate at all times. **Absolutely no text messaging or talking on cell phones is allowed during class time.**

Music

Music is not allowed during class, unless it is approved by the instructor as part of the learning experience.

Student Right-To-Know Information

Drug-Free Workplace

Purpose

Student and employee safety is of paramount concern to the Board of Directors of Manufacturer's Technical Institute, Inc. Employees under the influence of alcohol, drugs, or controlled substances are at serious risk to themselves, to students, and to other employees. Therefore, the Board of Directors shall not tolerate the unlawful manufacture, use, possession, sale, distribution, or being under the influence of alcohol/drugs by an on-duty employee.

This instruction establishes the Corporate Policy and the procedures to be adhered to by all Manufacturers Technical Institute of Kansas, Inc. Corporate staff, management personnel, and employees in support of and in compliance with the Drug Free Workplace Act as enacted into law on November 18, 1988.

Policy

Any employee/student who violates this policy will be subject to disciplinary action, which may include employment termination or student expulsion.

Each employee/student of Manufacturers Technical Institute, Inc. is hereby notified that as a condition of employment or enrollment, they must abide by the terms of this policy, and will notify the Chief Executive Officer of any criminal drug violations occurring in or on the premises of this school.

Such notification must be made by the employee to the Chief Executive Officer as soon as possible.

Definitions

As applicable to this provision:

1. **Controlled Substance**—A controlled substance as defined in schedule I through V of Section

2020 of the Controlled Substance Act (21 U.S.C. 8120 and as further defined in Regulation 21, CFR 1308.15 and the Narcotic Drug Act).

2. **Conviction** —A finding of guilt, to include a plea of nolo contendere, or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of Federal or State criminal drug statutes.
3. **Criminal Drug Statue**—A Federal or Non-Federal criminal statute involving the manufacturing, distribution, dispensing, possession, or use of any controlled substance.
4. **Drug Free Workplace**—A site for the performance of work done at which employees/students of Manufacturers Technical Institute, Inc. are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.
5. **Employee**—Any Employee of Manufacturers Technical Institute, Inc. directly engaged in the performance of work at any of the Manufacturers Technical Institute, Inc. divisions.

Statement

The potential dangers of illegal substance abuse in the workplace cannot be overemphasized. The unlawful use, manufacture, distribution, dispersion, or possession of a controlled substance represents a severe health hazard to the individual and to the lives of those to which the offender affiliates. The effects of the use of a controlled substance on the user and those in association with or otherwise in contact with are widely publicized. It is therefore the policy of Manufacturers Technical Institute, Inc. that a Drug-Free Workplace will be maintained at all Manufacturers Technical Institute, Inc. facilities.

Procedures

1. The unlawful manufacture, distribution, dispersion or possession, or use of a controlled substance in the workplace is enacted law, is strictly prohibited, is a criminal offense, and will be enforced by Manufacturers Technical Institute, Inc.

Employees/students found to have engaged or are engaging in such activities shall be subject to disciplinary action to include termination or expulsion and notification of said offenses to the State and Local Law Enforcement Agencies.

2. As a condition of employment/enrollment each prospective person shall acknowledge the conditions and provisions of the Drug Free Workplace Act and certify that they are not engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance. Falsification shall result in immediate termination or expulsion and the reporting of said offense to the appropriate Law Enforcement Agency.
3. Each employee/student shall further acknowledge that, as a condition of employment/enrollment, they will abide by the terms of this statement and will report the occurrence of any criminal drug statute conviction of a violation occurring in the workplace within five (5) days following said conviction. As with the foregoing, falsification or failure to report said offenses will result in immediate termination/expulsion and the appropriate Law Enforcement Agency will be notified.

Responsibilities

A Drug-Free Workplace environment shall be the concerted effort of the Corporate Officers with the overall administration of the program vested in the Director of Operations who shall, through the Corporate Officers, establish a corporate posture and implement said programs at each contract facility and disseminates the corporate policies, in conjunction with the Drug Free Workplace Act.

1. Establish contact with Federal, State and Local Health, Law enforcement and other appropriate agencies to determine the availability of the drug abuse assistance, counseling and rehabilitation programs in the immediate area and disseminate said to all Manufactures Technical Institute of Kansas, Inc. employees and students.
2. Report the occurrences of any criminal drug statute conviction for a violation occurring in

the workplace within ten (10) days of notice following said conviction to the Chief Executive Officer.

After receipt of the above notification, the company will take appropriate disciplinary action, which may include termination or a requirement that the employee/student participate satisfactorily in a drug abuse assistance or rehabilitation program and complete said program and any recommended aftercare or follow up that the rehabilitation institution recommends. The employee/student needs to provide the employer with a drug-free release.

Each employee/student will attend a company drug-free awareness program at which employees/students will be informed about the dangers of drug abuse in the workplace, available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees/students for drug abuse violations occurring in the workplace.

The Board of Directors recognizes that employees/students who have a drug abuse problem would be encouraged to seek professional assistance. An employee/student who requests assistance shall be referred to a treatment facility or agency in the Community if such facility or agency is available. Request for assistance will be held confidential with the exception of the legal requirements that must be followed.

When it is evident that an employee/student has consumed alcoholic beverages or illegal drugs off school property, the staff member or student will not be allowed on school property while under the influence. Employees/students who violate this regulation will be subject to the same penalties as for possession or consumption on school property.

The Board of Directors hereby commits itself to a continuing good faith effort to maintain a drug-free workplace. This policy shall be communicated

in writing to all present and future students and employees.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Pinnacle Career Institute is committed to providing members of the campus community and visitors with the safest and most secure environment possible.

Each year, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Pinnacle Career Institute makes available the Annual Campus Safety and Crime Report. This report is published to inform the students, faculty, staff and citizens of our crime statistics, policies, procedures and general safety on the campus at Pinnacle Career Institute. Additional copies of this report may be obtained by contacting the office at 816-270-5300.

In 1990, the federal "Crime Awareness and Campus Security Act" was enacted requiring universities and colleges to:

Provide timely notice to the campus on crimes that are considered threats to safety. Publish and distribute annual campus security report that contains the most recent calendar year and the two preceding calendar years of campus crime statistics, policy statements and program descriptions, and procedures to be followed in sex offenses. Inform prospective students and employees about the report.

In 1998, this act became known as the "Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act", through oversight of the Department of Education.

This report describes security practices and procedures at Pinnacle Career Institute for the most recent calendar year and the two preceding calendar years. Each year the college disseminates

information on the status of campus security to all current students and employees. The report is also available upon request by other persons.

The 2008 edition of the Campus Safety and Crime Report lists yearly statistics for the crimes of murder, sexual offenses, robbery, aggravated assault, burglary, arson, motor vehicle thefts, and "hate crime" offenses, as well as statistics for arrests and disciplinary referrals for alcohol, drug and weapon violations. These crimes are defined in this report.

The administrative section of Pinnacle Career Institute has prepared this report using internal crime reports and other statistical data information provided by the Kansas City, Missouri and, Lawrence, Kansas Police Departments. Please take time to review the information in the report and if you have questions please do not hesitate to contact us.

2011 Campus Security Report - October 1, 2011

The security and access to Pinnacle Career Institute facilities are at all times controlled by the campus Executive Director and Director of Education. Please refer to the Campus Hours and Access section of this handbook for more information.

Pinnacle Career Institute and Pinnacle Career Institute – North Kansas City campuses are located within the city limits of Kansas City, MO; therefore all crimes of any nature will be reported to the Kansas City, MO police department. Pinnacle Career Institute – Lawrence campus is located within the city limits of Lawrence, KS; therefore all crimes of any nature will be reported to the Lawrence, KS police department.

In addition to the report made to the appropriate police department, any student or staff member, while on Pinnacle Career Institute property or functions and are involved in any way, as a witness

or as a victim, in crimes dealing with murder, rape, robbery, possession, liquor law violations or drug abuse violations shall report this to the proper authority at Pinnacle Career Institute in order to comply with the federal government's requirement of reporting campus crime. Regardless of when the crime is perpetrated it should be immediately reported to the appropriate police department and to the Institute authority. Upon receipt of a written incident report from a victim or witness, the Director of Education will determine if it necessary to conduct an internal investigation or rely on the police report. Incident report forms may be obtained from the Director of Education.

This policy is issued to each student at their orientation prior to classes beginning and for all new employees in the new hire packet that is given to them their first day of their employment.

Annual notification to students is given to them by their instructors and staff and faculty members receive this with their pay checks on October 1of each year.

Special emphasis should be placed on the theft of personal property such as books, supplies and depending on the program, any parts that are issued and test equipment. Students and staff should be reminded that any type of theft will not be tolerated. Staff members should warn students when the staff sees situations that encourage theft and try to correct this as soon as possible.

Pinnacle Career Institute does not have any agreements with the local police agencies to investigate alleged crimes that may occur on campus.

2011 STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY REPORT

The following tables give statistics concerning crime on Pinnacle Career Institute campuses during the present year to date, and for the two preceding years.

Pinnacle Career Institute – South Kansas City Campus	ARRESTS – ON CAMPUS AND REPORTED BY KANSAS CITY POLICE DEPARTMENT		
	2008	2009	2010
Crime			
Weapons: carrying, possessing, etc.	0	0	0
Liquor law violations	0	0	0
Drug law violations	0	0	0

Pinnacle Career Institute – South Kansas City Campus	DISCIPLINARY ACTIONS – ON CAMPUS AND REPORTED BY KANSAS CITY POLICE DEPARTMENT		
	2008	2009	2010
Crime			
Weapons: carrying, possessing, etc.	0	0	0
Liquor law violations	0	0	0
Drug law violations	0	0	0

Pinnacle Career Institute – South Kansas City Campus	HATE CRIMES – ON CAMPUS AND REPORTED BY KANSAS CITY POLICE DEPARTMENT		
	Occurrences of Hate Crimes		
Criminal Offense			
Murder/Non-negligent manslaughter	0	0	0
Sex offenses - forcible	0	0	0
Sex offenses – non-forcible (incest, statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
d. Arson	0	0	0
f. Simple assault	0	0	0

Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Pinnacle Career Institute – South Kansas City Campus **CRIMINAL OFFENSES – ON CAMPUS**

Criminal Offense	Total Occurrences		
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses - forcible	0	0	0
Sex offenses – non-forcible (incest, statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Pinnacle Career Institute – South Kansas City Campus **CRIMINAL OFFENSES – REPORTED BY KANSAS CITY POLICE DEPARTMENT**

Criminal Offense	Total Occurrences		
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses - forcible	0	0	0
Sex offenses – non-forcible (incest, statutory rape)	0	0	0
Robbery	0	2	0
Aggravated assault	0	0	0
Burglary	0	1	0
Motor vehicle theft	0	1	0
Arson	0	0	0

Pinnacle Career Institute – North Kansas City Campus **ARRESTS – ON CAMPUS AND REPORTED BY KANSAS CITY POLICE DEPARTMENT**

Crime	2008	2009	2010
Weapons: carrying, possessing, etc.	NA	NA	0
Liquor law violations	NA	NA	0
Drug law violations	NA	NA	0

Pinnacle Career Institute – North Kansas City Campus **DISCIPLINARY ACTIONS – ON CAMPUS AND REPORTED BY KANSAS CITY POLICE DEPARTMENT**

Weapons: carrying, possessing, etc.	NA	NA	0
Liquor law violations	NA	NA	0
Drug law violations	NA	NA	0

Pinnacle Career Institute – North Kansas City Campus **HATE CRIMES – ON CAMPUS AND REPORTED BY KANSAS CITY POLICE DEPARTMENT**

Criminal Offense	Occurrences of Hate Crimes		
Murder/Non-negligent manslaughter	NA	NA	0
Sex offenses - forcible	NA	NA	0
Sex offenses – non-forcible (incest, statutory rape)	NA	NA	0
Robbery	NA	NA	0
Aggravated assault	NA	NA	0
Burglary	NA	NA	0
Motor vehicle theft	NA	NA	0
d. Arson	NA	NA	0
f. Simple assault	NA	NA	0
Larceny-theft	NA	NA	0
Intimidation	NA	NA	0
Destruction/damage/vandalism of property	NA	NA	0

Pinnacle Career Institute – North Kansas City Campus

CRIMINAL OFFENSES – ON CAMPUS AND REPORTED BY KANSAS CITY POLICE DEPARTMENT

Criminal Offense	Total Occurrences		
Murder/Non-negligent Manslaughter	NA	NA	0
Negligent Manslaughter	NA	NA	0
Sex offenses - forcible	NA	NA	0
Sex offenses – non-forcible (incest, statutory rape)	NA	NA	0
Robbery	NA	NA	0
Aggravated assault	NA	NA	0
Burglary	NA	NA	0
Motor vehicle theft	NA	NA	0
Arson	NA	NA	0

Pinnacle Career Institute – Lawrence Campus

ARRESTS – ON CAMPUS AND PUBLIC PROPERTY

Crime	2008	2009	2010
Weapons: carrying, possessing, etc.	0	0	0
Liquor law violations	0	0	0
Drug law violations	0	0	0

DISCIPLINARY ACTIONS – ON CAMPUS AND PUBLIC PROPERTY

Crime	2008	2009	2010
Weapons: carrying, possessing, etc.	0	0	0
Liquor law violations	0	0	0
Drug law violations	0	0	0

Pinnacle Career Institute – Lawrence Campus

HATE CRIMES – ON CAMPUS AND PUBLIC PROPERTY

Criminal Offense	Occurrences of Hate Crimes		
Murder/Non-negligent manslaughter	0	0	0
Sex offenses - forcible	0	0	0
Sex offenses – non-forcible (incest, statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
d. Arson	0	0	0
f. Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Pinnacle Career Institute – Lawrence Campus

CRIMINAL OFFENSES – ON CAMPUS AND PUBLIC PROPERTY

Criminal Offense	Total Occurrences		
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses - forcible	0	0	0
Sex offenses – non-forcible (incest, statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Pinnacle Career Institute will enforce all local, state, and federal laws concerning the sale or use of alcoholic beverages and the sale, use, or possession of drugs on institute property or institute facilities.

Timely Warning Policy

In addition to yearly statistics provided in this booklet, Pinnacle Career Institute will make periodic reports, or Crime Alerts, to the campus community of recent crimes that may affect the quality of life in the campus area. These reports may include crime prevention recommendations and are intended to raise awareness regarding criminal activity so that the community can increase or implement personal safety strategies.

Emergency Situations

In the case of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, administrative personnel will direct students and staff on how to proceed to safety. Every classroom has a posted escape route. In the event of an emergency situation that would warrant leaving the building, these escape routes should be followed and students and staff should relocate to the area designated by your campus Executive Director.

Your Role in Preventing Crime

A high percentage of campus crimes are incidents of opportunity. Often, faculty, staff and students unknowingly contribute to crimes of opportunity by placing themselves or their property at risk. Prevention efforts can be effective in reducing the opportunities for criminal activity. You play a key role in crime prevention efforts. Be cautious, careful, and alert to your own safety and protective of your possessions and college property.

In addition to preventing crime, considerable effort is devoted to crime intervention.

Prevention Tips

- Do not hesitate to call police when confronted.
- When parking, remove valuables from view and lock your vehicle.
- Engrave your valuables with your driver's license number and record serial numbers.
- Make copies of credit cards and other valuables in your wallet.
- Report all losses to the appropriate staff member immediately.
- Stay in control. Do not allow the abuse of alcohol or other substances to put you at risk.
- Do not leave personal property unattended.
- Be aware of your surroundings and what is going on around you.
- Do not hesitate to report suspicious individuals or activity to the appropriate staff member.

Pinnacle Career currently does not have any safety or crime prevention programs at the campus. This is currently under review and these programs may be implemented at a later date. The school is located in a private building along with other tenants.

Campus Sexual Offense Policy Statement

Pinnacle Career Institute (PCI) strongly denounces sexual offenses, forcible or non-forcible, in any form and advocates the immediate reporting of any incident to the Executive Director or Director of Education.

PCI will offer their assistance within its resources to victims of sexual offenses. Confidentiality will be maintained to the extent provided by rules, regulations and legislation.

Individuals, groups and organizations that desire information on programs that address sexual offenses, forcible or non-forcible, and how to prevent such incidents should contact the Student Services office or the local police department.

Victims of sex-related crimes off campus should contact their local police department. Pinnacle Career Institute will gladly assist the individual in contacting the appropriate agency.

PCI will assist student victims of sex-related crimes with changes in their academic scheduling and living arrangements, as is reasonable within the school's control.

All disciplinary procedures are the responsibility of the Executive Director or Director of Education.

Within the guidelines of the student conduct procedures, the accuser and the accused shall be informed of the school's final determination and any sanctions concerning the alleged incident.

The school may, upon final determination and confirmation of an alleged infraction (forcible or non-forcible), impose sanctions ranging from counseling to expulsion.

Any student needing counseling, mental health or other services relating to victims of sex offenses may contact the Student Success Coordinator for a listing of various agencies that will provide sexual assault programs and services.

Sexual Harassment Policy

Pinnacle Career Institute uses information, education and guidance to increase awareness of the problem of sexual harassment.

It is the policy of the Pinnacle Career Institute, in accordance with providing a positive, discrimination-free environment, that sexual harassment in the workplace or the educational environment is unacceptable conduct. Sexual harassment is subject to discipline—up to and including separation from the institution.

Sexual harassment is defined for this policy as either:

- Unwelcome sexual advances or requests for sexual activity by a campus employee in a position of power or authority to a campus employee or a member of the student body.

- Other unwelcome verbal or physical conduct of a sexual nature by a campus employee or a member of the student body to a campus employee or a member of the student body. This happens when:
 - Submission to or rejection of such conduct is used explicitly or implicitly as a condition for academic or employment decisions.
 - The purpose or effect of such conduct is to interfere unreasonably with the work or academic performance of the person being harassed.
 - The purpose or effect of such conduct to a reasonable person is to create an intimidating, hostile or offensive environment.

This policy also prohibits retaliation against any person who brings an accusation of discrimination or sexual harassment or who assists with the investigation or resolution of sexual harassment. Notwithstanding this provision, the campus may discipline an employee or student who has been determined to have brought an accusation of sexual harassment in bad faith.

Registered Sex Offender Information

Registered sex offender information can be accessed through the Kansas Bureau of Investigation (KBI): Offender Registry website. Registered sex offenders throughout the state are posted along with their name, address, date of birth and a photo to identify the offender. Information about the offense is also available.

Kansas:

http://www.accesskansas.org/kbi/offender_registry/

Please call the KBI: Offender Registration Unit if you have questions about the offenders in your area at 785-296-2841.

Missouri: www.MSHP.DPS.MISSOURI.GOV

Please feel free to call the hotline number if you have questions about the offenders in your area at 888-767-6747.

Telephone numbers for information on registered sex offenders by county are:

- Jackson County sexual offender's data is 816-524-4302.
- Platte County sexual offender's data is 816-858-2424.
- Cass County sexual offender's data is 816-380-5200.
- Clay County sexual offender's data is 816-792-7614.

To search for offenders anywhere in the United States, try searching the National Sex Offender Registry at: www.nsopr.gov

number of it its first time entering freshman students who entered the institution during a specific period of time and of that first time, freshman students, how many of those students completed their respective programs.

It should be noted that the definition of first time, freshman students are those who have never attended any institution of higher education.

The following numbers are the freshman who entered Pinnacle Career Institute-North Kansas City during the period of September 2009 and August 2010.

Completion Rates Disclosure

All schools that participate in the Student Financial Aid Programs must disclose to all of their current and prospective students every July 1, the total

STUDENT RIGHT TO KNOW DISCLOSURE FOR COMPLETION RATES

	First time, first year entering freshman	Graduates within 150% of length of program	Withdrawals within timeframe	Completion Rate:
North Kansas City campus	309	85	57	81.55%
South Kansas City campus/ Online Education	1658	400	620	62.61%
Lawrence campus	199	86	64	67.84%

Civic Rights and Opportunities

Pinnacle Career Institute strongly encourages all students to appreciate the opportunity to participate in both your local and national government process. PCI offers opportunities at campus locations to be able to register to vote if they have previously not been registered. We also encourage students to vote and if unable to vote prior or after class, a student may make arrangements to leave class to vote. Please

contact your Program Coordinator or Director of Education to receive this approval.

Pinnacle Career Institute also recognizes Constitution Day each year on September 17. Various events are planned at each campus to celebrate this important day to our country.

Pinnacle Career Institute Internet Acceptable Use Agreement

Internet access is available to students and teachers at Pinnacle Career Institute. PCI believes

that the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to

- Electronic mail (e-mail) communication with people all over the world
- Public domain software and graphics of all types for school use
- Discussion groups on topics ranging from the latest innovations in the medical field, computer science and more
- Many University Library Catalogs, the Library of Congress, and ERIC, a large collection of relevant information to educators and students
- The World Wide Web, the newest and most exciting access tool on the Internet

These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a PCI user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet Use —Terms and Conditions

Acceptable Use

The use of your account must be in support of education and research and consistent with the educational objectives of the. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation

of any national or state regulation is prohibited. This includes-but is not limited to-copyrighted material, threatening or obscene material, or material protected by trade secret .

Privileges

The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The faculty and staff of PCI may request the system administrator to deny, revoke, or suspend specific user accounts.

Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette: be polite, do not swear, do not use inappropriate language, note that illegal activities are strictly forbidden, and do not reveal personal information. Messages relating to or in support of illegal activities may be reported to the authorities. Do not use the network in such a way that you would disrupt the use of the network by other users. All communications and information accessible via the network should be assumed to be private property.

Warranties

PCI makes no warranties of any kind, whether expressed or implied, for the service it is providing. PCI will not be responsible for any damages you suffer. Use of any information obtained via the internet is at your own risk. PCI specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security

If you have identified a security problem on the internet, you must notify an instructor, a PCI staff member, or the school system administrator. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to logon to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history

of problems with other computer systems may be denied access to Internet.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above-listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses or other malicious software. Vandalism will result in cancellation of privileges.

Pornography

Accessing pornographic sites or distributing pornographic materials via the internet will result in cancellation of privileges; school disciplinary action may be taken, and/or appropriate legal action.

SCHOOL POLICIES AND PROCEDURES

Attendance

The student's attendance record is one of the prime factors in successful job placement upon graduation. Students with good grades but poor attendance will often find it difficult to enter into and succeed in their new career. Pinnacle Career Institute requires student attendance in each class and has strict requirements for attendance.



Traditional Delivery - 100% On-Ground

Normal class hours are from 8:30 a.m. to 1:10 p.m. for the day programs and 6:00 p.m. to 10:30 p.m. for evening programs, Monday through Thursday. For the Lawrence Campus, the Evening classes begin at 5:30 p.m. and end at 10:00 p.m. All students are expected to attend the entire session

as scheduled. Arriving late or leaving early will be reflected in the student's attendance record. Please schedule all "outside" appointments after 1:10 p.m. for day students and early enough to be finished before the beginning of class for evening students.

Students are expected to attend every class in which they are enrolled. PCI acknowledges that there are days when a student cannot attend school, or arrives late for a class due to unavoidable circumstances. However, students must attend a minimum of 75% of all contact hours in each class to receive credit. If absences exceed 25% of the total classroom hours for the course, the student will receive an "F" and be required to repeat the course.

Flex-Education Delivery

Flex-Education is a hybrid delivery format where courses are taught in both on-ground and online components. It is critical for students to participate in **both** components of the course to successfully pass the course.

Normal on-ground class hours are from 8:30 a.m. to 1:10 p.m. for day programs, and 6:00 p.m. to 10:30 p.m. for evening programs. For the Lawrence Campus, the Evening classes begin at 5:30 p.m. and end at 10:00 p.m. twice a week or nine (9) hours on Saturday. Students are expected to attend class on campus every week and must attend 75% of all contact hours on-campus in each class to receive credit. If absences exceed 25% of the total classroom hours for the course, the student will receive an "F" and have to repeat the course.

For the Online component of the course, students must meet the online attendance policy in order

to be considered present for the online portion of the class. Students who do not meet this minimum requirement will receive an “F” and have to repeat the course. **NOTE: Logging into the LMS without doing any academic work will not count as attendance for the online component of the flex-ed courses.**

Online Education Delivery

Online Expectations

Pinnacle Career Institute delivers its online programs via the Internet. Students and faculty members interact with one another in virtual classroom environments via presentations, videos, simulations, assignments, labs, weekly participation in forums with faculty and other students, quizzes and tests. Success depends upon the individual student’s self-motivation, ability to undertake self-directed study and determination to meet all assignment deadlines. At PCI, we find our most successful students dedicate on average more than 25 hours per week to their studies and access their online classroom daily. Keeping pace weekly with participation and homework assignments is essential to successful course and program completion. Interaction with other students and faculty each week is an important element of each course.



Students enrolled in online classes will be expected to complete a significant portion of their course work independently. Due to the nature of online learning, the instructor’s role is that of a facilitator and guide. In that role, the instructor will provide the student with guidelines and learning activities and will offer feedback and evaluation as well as guided forum discussions as the student proceeds with the course.

Attendance - Online

The institution’s philosophy on attendance supports its mission for preparing students in allied health, business, and technical careers and professional related fields. Students are expected to attend their class for each four week module and complete all academic activities assigned throughout each academic week. An academic week begins at 12:00 am CST Monday through 11:55 pm Sunday CST. Attendance for each week is documented through the submission of a minimum of one graded activity per week in the registered module. A student who does not

submit a minimum of one graded activity per week in the module will receive an attendance warning. A student, who does not submit a minimum of one graded activity for two consecutive weeks (14 days), will be considered to have administratively

withdrawn from the institution. Graded activities are defined as any activity, quiz, paper, lab, etc., excluding forums.

In addition, a student may only receive one attendance warning per module. A student who does not submit a minimum of one graded activity per week for two non-consecutive weeks within the module will automatically receive an “F” and will be required to repeat the class. **NOTE:**

Logging into the LMS without doing any academic work will not count as attendance.

First Time Students - Online

The start of one’s online studies is of high importance to their academic success at Pinnacle Career Institute. All first-time students are required to complete a minimum of one graded activity per week within the module. Attendance warning is not an option for the first two weeks of the mod. A student who does not submit a minimum of one graded activity (not including forums) for the first two consecutive weeks (14

days) will not be considered to have entered the institution. **There will be no attendance waivers for extenuating circumstances during the first module.**

Professional Conduct

Pinnacle Career Institute is dedicated, not only to the training and advancement of workplace skills, but also the development of ethically sensitive and responsible citizens. Students have the responsibility to conduct themselves in a manner that does not impair the welfare or educational opportunities of others in the Pinnacle Career Institute community. Students must act as responsible members of the academic community and their respective future professional communities; respect the rights, privileges, and dignity of others; and refrain from actions that interfere with normal PCI functions.

The following principles should be followed when communicating and interacting online with other students, instructors, and faculty.

- Remember, the people you are communicating with are real.
- Adhere to the same standards of behavior online that you follow in real life.
- Respect other people's time and privacy.
- Share expert knowledge.
- Be forgiving of other people's mistakes.
- Portray yourself in a positive light to other students and instructors

If a student has been administratively withdrawn due to unprofessional conduct, they may appeal in writing to the Executive Director of the campus. Any documentation that supports their appeal should be attached to the request form. An appeal committee consisting of the campus Executive Director, the Director of Education, and the Chief Academic Officer will review the student's appeal, any documentation provided and provide a resolution to the student in writing.

Should the student be dissatisfied with the resolution provided, the student may appeal to the President of Pinnacle Career Institute. That resolution will be final.

Academic Dishonesty

Cheating and academic dishonesty comprises all student behavior intended to gain unearned academic advantage or interfere with another's academics by fraudulent and/or deceptive means.

Examples of inappropriate student conduct that can lead to the imposition of sanctions include, but are not limited to, the following:

Taking Information

- Copying graded homework assignments from another person;
- Unauthorized collaborative efforts on take home exams or graded homework;
- Looking at another student's paper during an examination;
- Unauthorized use of text materials or notes during an examination.
- Unauthorized use of cell phone, BlackBerry, or any other personal handheld device to obtain notes or information during an examination.

Providing Information

- Giving one's work to another to be copied, paraphrased, or plagiarized;
- Giving answers to another student during an examination;
- After having taken an examination, passing information concerning the examination on to students who still must take it;
- Providing a required writing assignment for another student;
- Taking an exam, writing a paper, or doing a project for another student.

Plagiarism

- Unauthorized copying of all or parts of an article, paper, book, published work or other proprietary source including documents from the World Wide Web and submitting all or parts of the article or paper as one's own work, without proper citations or attribution;

- Submitting a paper acquired from a “research” or term paper service;
- Failing to give credit for ideas, statements of fact, or conclusions derived by another author;
- Failure to use quotation marks when quoting directly from another source, whether it is a paragraph, a sentence, or part thereof (except in some informal writing assignments, such as reading responses or reader’s logs/journals, when the instructor has specified different guidelines);
- Retyping a paper not originally written by the student and handing it in for credit;
- Claiming credit for work done by someone else.

Other Examples of Inappropriate Academic Conduct:

- Conspiring with one or more fellow students to engage in any form of academically dishonest conduct;
- Lying to an instructor to improve one’s grade;
- Having another student take one’s exam, do one’s computer program, or lab experiment;
- Submitting a paper that is substantially the same for credit in two different courses without the approval of both instructors;
- Altering a graded exercise after it has been returned, then submitting the exercise for re-grading, (unless permissible under the guidelines of the assignment);
- Removing tests from any location without the instructor’s approval;
- Stealing exams or other course materials from an instructor or his/her agent;
- Stealing or altering an instructor’s grade book or other academic records;
- Using spell-check or grammar-check software on a writing assignment when expressly prohibited from doing so;
- Accessing, changing, or using any information or data from a computer system to gain academic advantage for one’s self or any other student.

General Statement of Student Responsibility

The student has full responsibility for both the content of academic assignments submitted for evaluation and the integrity with which all academic work submitted for evaluation has been done. **Ignorance of an express rule regarding inappropriate student conduct does not excuse one from adhering to appropriate ethical standards in the completion of academic assignments.** When in doubt as to the appropriateness of any action, students are to ask their instructors for clarification and guidance.

Academic Censure

Offenders are subject to academic censure which may include failure of an assignment, failure of a course, or termination from school.

FERPA – Family Educational Rights and Privacy Act of 1974, Amended Statement of Compliance

General Policy

Under the authority of the Family Educational Rights and Privacy Act of 1974, as amended (“Act”), a student has the right to examine certain records concerning the student which are maintained by the school. The school must permit the student to examine such records within 45 days after the school receives a written request from the student. A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student’s right of privacy. In the event the school refuses to so amend the records, the student may, after complying with the Student Complaint/Grievance Procedure, request a hearing. If the outcome of the hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record. A student has the

right to file a complaint concerning the school's alleged failure to comply with the Act with the:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Education Records

Education Records are maintained by the school and contain information directly related to the student. Examples of education records are the student's education, career services, and financial files. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

Exemptions

The following records are exempt from the Act:

- Financial records of the student's parents;
- Confidential letters and recommendations relating to admission, employment or honors to which the student has waived his or her right to inspect;
- Records about the student made by faculty or administrators which are maintained by, and accessible only to faculty or administrators;
- Employment records for school employees who are current or former students;
- Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing treatment;
- Records that only contain information about an individual after he or she is no longer a student at the school.

Review of Records

It is the policy of the school to monitor educational records to insure that they do not contain information which is inaccurate, misleading or otherwise inappropriate. At its discretion, the school may destroy records which it

determines are no longer useful or pertinent to the student's circumstances.

Directory Information

Directory Information is defined as information contained in a student's education record which would generally not be considered harmful or an invasion of privacy if disclosed. This information may be unconditionally released without the student's consent, unless the student specifically requests in writing that such information may not be released. The school requires that such request must:

- (1) Specify what categories of Directory Information are to be withheld by the student.
 - (2) Delivered to the Executive Director within 15 days after the student starts classes.
- Any such request must be renewed annually by the student.

Directory information includes, but is not limited to, the student's name, address(es); telephone number(s); electronic mail address(es); photograph, grade level, enrollment status (e.g., full-time or part-time); date and place of birth; program of study; credentials and awards received.

Access without Student Consent

The school may release a student's education records without written consent of the student to:

- Other school and Pinnacle Career Institute officials who have a legitimate educational interest;
- Other schools where the student has applied for admission;
- Authorized representatives of the U.S. Department of Education, state and local education authorities;
- Providers of financial aid for which the student has applied or received, including, without limitation, lenders, Veterans Administration, state vocational rehabilitation agencies and collection agencies;

- State and local authorities where required;
- Accrediting agencies;
- Any court in which the school initiates a legal action against the student or a parent of the student, but only with respect to the student's education records that are relevant for the school to prosecute the legal action;
- Any court in which the student or a parent of the student initiates a legal action against the school, but only with respect to the student's education records that are relevant for the school to defend itself;
- Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is deemed necessary by the school under the circumstance;
- Any person, if the education records disclosed are Directory Information of the student;
- The student or the student's parents if the student is less than 18 years old;
- A parent of the student regarding the student's violation of any federal, state, or local law or any rule or policy of the school concerning the use or possession of alcohol or a controlled substance, if the student is under the age of 21.

The school will obtain the written consent of the student prior to releasing the student's education records to any other person, organization, except with respect to Directory Information.

Restricted Areas

The Family Educational Rights and Privacy Act (FERPA) require that access to areas containing

student-sensitive materials be posted as restricted and that access be limited to PCI employees or appropriate federal agencies or authorized individuals. Students are permitted limited or no access to the following areas.

- The faculty lounge and work area. (These areas are strictly for faculty. Students are not permitted.)
- Instructors' computers, desks, and file cabinets. (Absolutely no access by students.)
- Any room or area posted as restricted. (Absolutely no entry by students, supervised or otherwise.)

Administrative Offices are restricted unless the student has received direct permission by the administrator to be there. The student may not enter any administrative office without that administrator or an authorized PCI employee being present.

Other Policies

Please see the school catalog for the following:

- Online Education Policies
- Satisfactory Academic Progress Policy
- Graduation Requirements
- Tuition and Fee Policies
- Book and Material Return Policy

ACKNOWLEDGMENT, AGREEMENT, and RELEASE PERMISSIONS

I acknowledge that I have received copies of the following documents and information pertaining to Pinnacle Career Institute:

- PCI Catalog
- Drug and Alcohol Prevention Program
- Family Educational Rights and Privacy Act Policy
- Sexual Offense Policy Statement
- Campus Security and Crime Disclosure
- Student Right-To-Know Disclosure for Completion Rates
- Student Complaint/Grievance Procedure (PCI Catalog)

Print Name

Signature

Date

Pinnacle Career Institute Internet Use Agreement

I understand and will abide by the Internet Use Agreement. I further understand that any violation of the regulations stated is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

Signature

Date

Media & Press Release Permission

We at Pinnacle Career Institute are proud of our students and enjoy recognizing them for their accomplishments. Periodically we use photographs of students and information related to student achievements for the purpose of recognition of the students' accomplishments and promoting Pinnacle Career Institute. Please sign your name and date below if we have permission to use this information.

Signature

Date