

# *Crowsnest Consolidated High School*



## **Pinnacle Guidelines and Procedures**

Crowsnest Consolidated High School uses an on-line grading and assessment program – Pinnacle. The following guidelines are to help students, parents and staff have meaningful timely conversation about student success.

### **Guidelines**

1. All students and parents have access through a log-in available from the school office.
2. Teacher e-mail addresses can be found in Pinnacle or on the Crowsnest Consolidated High School web page:

[www.lrsd.ab.ca/school/crowsnest](http://www.lrsd.ab.ca/school/crowsnest)

3. Teachers will present a course outline in the first week of classes that will present how a students' grade is derived and reported on pinnacle.
4. The following symbols have special meaning:
  - "X" denotes and omitted task and does not have any bearing on the students' grade. The task does not have to be completed by the student.
  - "Z" means the student has not handed-in the task and therefore cannot receive a grade until the task is handed-in, counts as a zero for grade calculation.

5. Minor tasks will be graded and reported on Pinnacle within 3 school days from due date.
6. Major tests, projects or essays will be graded and reported on Pinnacle within 5 school days from due date.
7. Attendance is vital for student success and is reported and recorded on a daily basis on classroom teachers.
8. Assessment and grading processes will align with LRSD  
ADMINISTRATIVE PROCEDURE 360: ASSESSMENT & REPORTING OF  
STUDENT ACHIEVEMENT

Through parent, student, and staff collaboration it is our intent to ensure that students achieve to a high level. Pinnacle enables this conversation to take place with current information at many points within the school year.