



Point of Grace Christian

**Parent/Student Handbook
of School Policies and Procedures**

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Greetings from the POGC School Board

Dear Point of Grace Christian Family,

On behalf of the Point of Grace Christian School Board and faculty, let me welcome you to POGC. We are thankful that you have chosen to be a part of our Christian school family. Our philosophy is that education is a joint effort between the school and the home. Moreover, your child's spiritual upbringing is something that should start at home and continue to be developed at school. Therefore, we look forward to working with you in a team effort to provide your children with the best education and Biblical foundation possible.

The following policy letters provide guidance and structure and allow for our school's safe and efficient operation. These policies are reviewed regularly and updated as needed. While we have tried to be thorough and encompass all areas of school operations, there may be times when a particular situation is not covered by an established policy. In these situations, POGC Administration will make the best decision based on the information at hand. We do ask that POGC family members be familiar with the school policies. Please feel free to discuss these policies or address any questions regarding these policies with the POGC staff.

We understand the commitment it takes to enroll your children in a private Christian school. We promise to honor your commitment by doing all that we possibly can to glorify the Lord Jesus Christ. Our goals will always be to provide your children with a first-rate education and foster your child's spiritual growth. We strive to prepare your children for successful adulthood. More importantly, we will strive to grow your child spiritually so they may come to a saving relationship with Jesus Christ as their Lord and Savior.

God Bless,

WESLEY E. GRANT

Chairman, Point of Grace Christian School Board

Terminology & Definitions

For these policy letters, the following terms and definitions apply:

- Elementary School is Kindergarten through 5th grade
- Middle School is 6th grade through 8th grade
- High School is 9th through 12th grade
- The term parents refer to anyone legally responsible for an enrolled POGC student(s). This term, in these policy letters, is interchangeable with guardian, grandparent, custodian, or any other person who has legal responsibility for POGC student(s).
- POGC staff/faculty/members refers to any individual who is a contracted or paid employee of POGC.
- POGC volunteers refers to any person who voluntarily provides services for POGC with no financial compensation or expectations of compensation.
- POGC Administration refers to the POGC Administrator, the POGC Assistant Administrator, and any person designated by the POGC School Board in an administrative role.

Purpose & Objectives

The policies contained within the Point of Grace Christian (POGC) *Parent/Student Handbook of School Policies and Procedures* are intended to provide guidance and structure to the daily operation of the school. Families whose children are enrolled in the school are expected to support and abide by the policies. Parents understand and acknowledge they are entering into a partnership with Point of Grace Christian to teach these principles and biblical values. **It is the responsibility of each parent to review the handbook and be familiar with the policies.** Questions and clarifications regarding any policy can be forwarded to your child's teacher and/or the administrative staff.

POGC's Mission Statement

POGC's mission is in accordance with Proverbs 22:6 "Train up a child in the way he should go, and when he is old, he will not depart from it." As a Christian school, POGC will strive to train the whole child spiritually and academically.

POGC will help equip each child with a Biblical worldview. The academic goal is to train youth in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, high-quality academics, and good citizenship. POGC's spiritual objective is salvation for each student, development of Christian character, and development of a Christian attitude.

POGC's Vision

To build a safe, secure, Christian school community which is fully engaged and invested in developing student growth, learning, and spiritual maturity.

Statement of Unity

POGC strives to nurture a unified community of God-centered individuals who are known and valued for whom God distinctly created them to be. We recognize, respect, and celebrate our cultural differences, rejoice in our similarities, and love ALL individuals as image-bearers of God.

Statement of Faith

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Point of Grace Christian's faith, doctrine, practice, policy and discipline, our Senior Pastor is POGC's final interpretive authority on the Bible's meaning and application.

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. (Gen 1:26-27)

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. (Gen 2:18-25; 1 Cor 6:18; 7:2-5; Heb 13:4)

We believe that any form of sexual immorality (e.g., adultery, pornography, homosexual behavior, etc.) is sinful and offensive to God. We believe that to preserve the function and integrity of Point of Grace Christian, and to provide a biblical role model to POGC students and the community, it is imperative that all persons employed by Point of Grace Christian in any capacity or are students of Point of Grace Christian, abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16, 15:18-20; Philippians 2:14-16; 1 Thessalonians 5:22; 1 Cor 6:9-10)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Point of Grace Christian. (Mark 12:28-31; Luke 6:31)

Procedures

The POGC School Board is the final authority on all POGC policy letters. POGC Administration and staff are responsible for composition and execution of these policies. Address POGC policy letter questions or concerns to POGC Administration. If your needs are not addressed by the POGC Administration, then the POGC School Board should be contacted by calling the Crosspoint Baptist Fellowship office at 850-584-5441.

Notice of Disclaimer

Point of Grace Christian reserves the right to change or add any policy at any time when, in the discretion of the Board/Administration, it is determined to be in the best interest of the school. This handbook is in no way contractually binding on Point of Grace Christian or its employees.

POGC Policy #01: Admissions and Enrollment Policy (1 August 2023)

1) General Information and Responsibilities

- a) POGC Administration will make admissions and enrollment decisions based on this policy.
- b) POGC Administration will notify parents or guardians, in writing, of students denied admission and the reason(s) for denial within 15 days of the denial decision. POGC Administration will notify the POGC School Board within 30 days of all denial decisions. (Note: inability to accept students based on a lack of classroom seat availability does not constitute a denial of admissions.)
- c) Parents or guardians who feel they have been denied admission in violation of this policy must address their concerns to the POGC School Board, in writing, within 45 days of denied admissions.
 - i) The POGC School Board is the final authority on POGC admissions decisions.

2) Admissions Policy

- a) Kindergarten students must turn five-years old no later than September 1st of the school year admitted.
- b) POGC will not deny admission based on race, color, nationality, or ethnic origin of the student applicant or applicant's family members.
- c) POGC may use, but is not limited to, the following as sources of information for admissions decisions: school records, police reports, peer interviews, teacher interviews, Youth Pastor/Senior Pastor interviews, family member input, etc.
- d) POGC reserves the right to deny any student based on previous behavior patterns, records, incidents, expulsions, and egregious actions.
- e) Students who regularly engage in the following activities may be denied admission to POGC:
 - i) Tobacco use, alcohol use, drug use (selling, buying, etc.), sexual immorality.
 - ii) Activities which go against Bible doctrine.
 - iii) As a private Christian school, POGC reserves the right to deny admissions to students whose religious beliefs are not compatible with a Christian learning environment.

3) Enrollment Policy

- a) POGC Administration reserves the right to interview prospective students before acceptance into POGC.
- b) The POGC school office maintains enrollment forms and is the point of contact concerning enrollment.
- c) Current students will not be allowed to reenroll until their accounts are current or they have a written financial repayment agreement with POGC Administration before re-enrollment.
- d) Current students will be allowed to reenroll starting on February 1st of each year (closed enrollment period). POGC does not automatically re-enroll student(s). Parents of returning students must complete the reenrollment decision form each year.
- e) Closed-enrollment, for currently enrolled students, is from February 1st to March 1st of each year.
 - i) Parents/guardians who wish to reenroll their student(s) for the next school year must return their decision forms during the closed-enrollment period.
 - ii) Reenrollment is not automatic and may be denied for: poor attendance, poor academic achievement, behavioral issues, overdue balance, or any of the reasons listed in paragraph 2.e of this policy letter.
 - iii) Active students who have not registered by March 2nd will be placed in the open enrollment category and considered on a space-available basis.
- f) Open enrollment begins March 1st of each year.
- g) The POGC school office will maintain a waiting list for classes which have enrolled the maximum number of students.
- h) Once a student is enrolled, all applicable documents (vaccination, medical records, transcripts, etc.,) shall be given to the school no later than the first day of the school year or risk forfeiting their enrollment spot.

POGC Policy #02: Attendance Policy (1 August 2023)

1) General Information and Responsibilities

- a) The POGC academic school day hours are as follows:
 - i) Drop-off time is from 7:30 a.m. to 8:00 a.m. (Students may only be dropped off before 7:30 a.m. with prior permission from the school office.)
 - ii) Kindergarten to 5th grade-- 8:00 a.m. to 2:45 p.m.
 - iii) 6th grade to 12th grade – 8:00 a.m. to 2:55 p.m.
 - iv) Early dismissal days begin at 8:00 a.m. and end at 12:30 p.m. for grades K-12
 - v) Students who have not been picked up by 3:15 p.m. will be sent to after-school, and the parent/guardian will be liable for the after-school charges.
 - vi) There are no after school services on early release days.

2) Absences

- a) MySchoolWorx will notify parents or guardians of student absences. However, failure to successfully notify parents/guardians shall not negate the attendance policy.
- b) Students who violate the attendance policy for two consecutive semesters will be subject to expulsion from POGC. The POGC School Board, POGC Administration, and the student's teacher(s) will conduct an expulsion meeting to determine the student's status at POGC.
- c) POGC will not distinguish between "excused" or "unexcused" absences for attendance policy purposes.
- d) Elementary students (Kindergarten thru 5th grade) must be present at least four and a half (4 ½) hours of a school day to be counted as present for the whole day.
- e) Middle and high school students (6th thru 12th grade) will be considered absent if they miss more than 10 minutes of a class.
- f) Florida Statutes require parents/guardians of a compulsory school attendance age child to report and explain any absence by the child to the teacher or school administration.
 - i) A **written note** from a parent, guardian, or medical staff is mandatory to excuse an absence.
 - (1) Excuse notes must be received within two school days of the students' return to school to be considered valid. The excuse must contain the student's name, dates absent, valid reason for absence, and parent/guardian or medical staff signature.
 - (2) Absences will be excused only for the following **documented** reasons:
 - (a) illness or medical care
 - (b) death in the family
 - (c) legal reasons
 - (d) financial or other insurmountable circumstances
 - (e) pre-arranged absences approved by school administration
- g) Excessive absences are defined as:
 - i) Seventeen (17) or more absences in a semester (Semester I – grading periods 1&2 / Semester II – grading periods 3-4).
 - (1) Kindergarten through 5th grade students will lose one letter grade from their final semester grades for every absence of seventeen days or more in a semester. Students will continue to lose a letter grade for each subsequent absence over seventeen days.
 - (2) Middle and high school students will lose one letter grade from their final semester grade for each class with seventeen absences. Students will continue to lose a letter grade for each subsequent absence over seventeen days.

3) Tardies

- a) POGC will not distinguish between "excused" or "unexcused" absences for attendance policy purposes.
- b) Students arriving at POGC after 8:00 a.m. are considered tardy and must sign in at the school office before class.
- c) A written note from a parent, guardian, or medical staff is mandatory to excuse a tardy.
 - i) Tardiness will be excused only for the following **documented** reasons:
 - (1) illness or medical care

- (2) death in the family
 - (3) legal reasons
 - (4) financial or other insurmountable circumstances
 - (5) pre-arranged tardies approved by the administration
- d) Excessive tardiness are defined as:
- i) Twenty-one or more tardies in a semester.
 - (1) Kindergarten through 5th grade students will lose one letter grade from their final semester grades for every tardy of twenty-one days or more in a semester. Students will continue to lose a letter grade for each subsequent tardy over twenty-one days.
 - (2) Middle and high school students will lose one letter grade from their final semester grades for each class with a tardy of twenty-one or more days in a semester. Students will continue to lose a letter grade for each subsequent tardy over twenty-one days.

4) Make-up Policy

- a) Students with excused absences/tardies will be given proper time to make-up schoolwork according to the amount of time given to non-absent students.
- b) Unexcused absences/tardies will be required to make-up any missed work the first day they return to school.

5) Sign-out Procedures

- a) Parents must visit the school office to sign out students who leave school early.
 - i) For students who are legally old enough to drive, parents may call, email, or send a SchoolWorx message to the school office for their student(s) to self-sign out reasons listed in paragraph 2.f.i.(2) of this policy letter.
- b) POGC high school students, who have a current school year Parent Permission to Leave Campus form, are allowed to leave campus during their assigned lunch period only.
 - i) Students must sign out in the school office prior to leaving campus.

6) Visitors

- a) POGC welcomes parents, family members, and guests during the school day. However, the safety and security of our students is a primary concern. Therefore, all visitors must sign in in the school office immediately upon arrival on campus and must sign out in the school office when leaving.
 - i) Visitors who are unknown to the office staff will be required to show a minimum of one form of government-issued identification before being allowed access to the school.
 - ii) Visitors are allowed only in the areas of the school identified during sign in.
 - iii) Visitors are required to display their visitor badge during the entire duration of their visit.
 - iv) Visitors will adhere to the POGC dress code in POGC Policy #03.
- b) Visitors to Chapel and special event days (e.g., fall festival, etc.) will be checked in by school staff at the event.
- c) Extended classroom visits are generally discouraged as they are a distraction to the teaching staff and the students. Visitors who request extended classroom visits or observations must receive prior permission from POGC Administration.

POGC Policy #03: Dress & Appearance Policy (1 August 2023)

1) General Information and Responsibilities

- a) The POGC dress and appearance policy applies to students, POGC staff, POGC volunteers, and POGC visitors.
 - i) Note: while the POGC dress and appearance policy applies to POGC staff and volunteers, it is designed for the more casual attire worn by students. POGC staff are encouraged to wear appropriate professional, semi-professional, or casual office work attire.
- b) The POGC dress and appearance policy applies to all POGC organized functions, whether on or off school property.
- c) Homeroom teachers are expected to be the first staff responsible for ensuring students in their classrooms adhere to the POGC dress and appearance policy. Nevertheless, all POGC staff are required to uphold the POGC dress and appearance policy and are required to identify dress and appearance infractions to the student's homeroom teacher or to school administration.

2) Dress Code (Applies to boys and girls; applies to students, staff, volunteers, visitors)

- a) The POGC dress code is based on the biblical principles of dress and appearance: modesty, neatness, and appropriateness. Therefore, the goal of the POGC dress code is to ensure our students dress in a manner that is clean, conservative, and modest. Without exception, student's clothing must be appropriate for a Christian School.
- b) There are no color, pattern, or style restrictions on clothing as long as the decency requirements of this policy are met.
- c) Miscellaneous
 - i) Inappropriate or offensive logos, words, messages on any clothing are not allowed. This prohibition includes implied inappropriate messages or logos.
 - ii) The wearing of hats during POGC Chapels is prohibited. Hats are allowed in the classrooms at the teacher's discretion.
 - iii) Clothing items that are culturally designed for sleeping (e.g., pajamas, etc.) or sexually suggestive (e.g., bustier, lingerie, etc.) are not allowed. Exception: teachers, with school administration approval, may host a "pajama day" as a reward or for a class/school function.
- d) Shoes
 - i) Tennis shoes, boots, or any full fitting shoe, crocs and croc-style shoes, sandals, are allowed.
 - ii) No flip flops, cleats, Heelys (or similar type shoes), or girl's high heels (unless for special occasions).
 - iii) POGC highly recommends closed-toed shoes for use on the playground, recess, and P.E. POGC is not liable for incidents arising from students wearing sandals or any open-toed type footwear.
- e) Shirts
 - i) Shirts are to be neat, modest in appearance, and good repair.
 - ii) Shirts must not be tight-fitting and must not reveal any undergarments.
 - iii) No spaghetti straps, tank tops, side-cutout shirts, racerback shirts/dresses, or backless shirts.
 - iv) No low-cut, revealing shirts (acceptable with an undershirt).
 - v) Shirts must have sleeves which cover to at least the arm's edge of the shoulder.
- f) Pants
 - i) Pants/jeans/capris are to be neat, modest in appearance, and good repair.
 - ii) Holes in jeans are acceptable, but the holes must be below the fingertips with arms placed naturally at the person's side.
 - iii) No low-cut jeans, hip huggers, skin-tight style jeans.
 - iv) Spandex-style pants and biker shorts are not acceptable unless worn with shorts or a shirt which extends to or past the fingertips.
 - v) Exposed undergarments of any kind are not allowed.
 - (1) Racy or provocative style stockings/hose (e.g., fish-net stockings, etc.) are not allowed.
- g) Shorts (boys & girls); skirts (girls only); skorts (girls only); skirts/dresses (girls only)
 - i) Must extend below the fingertips with arms placed naturally at the person's side.
 - ii) No holes in shorts/skirts/skorts are allowed.

- iii) Swimsuits for POGC functions: boys will wear a t-shirt with swim trunks. Girls can wear a modest one-piece (can wear a modest two-piece swimsuit with a t-shirt).
- h) Jewelry
 - i) Modest jewelry, including rings, bracelets, earrings, and necklaces are allowed for boys and girls.
 - ii) Ear, nose, and lip “gauges” are not allowed.
 - iii) Lip, cheek, tongue, or eyebrow piercings are not allowed.
 - iv) Non-Christian jewelry, trinkets, attire, etc., are not allowed
- i) Hair
 - i) Modest hair coloring is allowed; no more than three separate hair colors are allowed.
 - ii) Faddish styles haircuts are not allowed: e.g., mohawks over 3”; words, designs, letters shaved in the hair; rattails; liberty spikes; devilock.
 - iii) Facial hair, if applicable, will be neat, well-groomed, and no more than 3” in length.
- j) Make-up (girls only)
 - i) Should be conservative and modest.
 - ii) Excessive, extreme, “grunge-style” application or “emo-style” application of make-up is not allowed.

POGC Policy #04: General Academic Policy (1 August 2023)

1) Academic Review Board (ARB)

- a) When necessary, POGC Administration will establish an ARB consisting of the POGC Administrator, Assistant Administrator, Guidance Counselor, and two (2) academic teachers.
- b) The duties of the POGC ARB are:
 - i) approve grade promotions for K-8 students who have violated the POGC attendance policy.
 - ii) approve grade promotions for K-8 students who have received two (2) or more failing grades on their final grade averages.
 - iii) recommend grade promotion or retention for K-8 students whose teacher has recommended they be retained in their current grade level.
 - iv) award or deny course credit for high school students who have violated the POGC attendance policy.

2) Grading Policy

- a) Teachers will utilize MySchoolWorx as the primary method of recording student attendance, discipline, and grades.
- b) Parents are encouraged to maintain their MySchoolWorx account as this will be the primary method of communicating student attendance, discipline, and grades.
- c) Timelines:
 - i) Homework grades: within ten school days of turn-in.
 - ii) Quiz grades: within seven school days of quiz completion.
 - iii) Test grades: within ten school days of test completion.
 - iv) Research papers or projects: within fifteen school days of completion.
 - v) Teachers are required to notify POGC administration if they will violate these requirements.

3) Grade Forgiveness

- a) Grade forgiveness policies for required and elective courses are limited to replacing a grade of “F” with a grade of “D” or higher that is subsequently earned in the same or comparable course with POGC administrative approval.
- b) Students in grades 9-12 may retake high school credit classes if they received an “F”. If the new grade is a “D” or better, the old grade will be removed from the GPA calculation. The course will stay on the transcript and be “flagged” so it is clear the class was repeated.
- c) In all cases of grade forgiveness, only the new grade shall be used in the calculation of the student’s grade point average, however all courses completed by the student will appear on the high school transcript. Any course not replaced according to this forgiveness policy shall be included in the calculation of the cumulative grade point average required for graduation.
- d) Grade forgiveness may be attempted a maximum of three times, per course. A student who does not receive a passing grade after three course attempts will not be allowed to graduate from POGC.
- e) Grades granted under this forgiveness policy will not negate the Valedictorian/Salutatorian, Latin Honors, or Honors requirements.

4) Honor Roll

- a) POGC will recognize students’ academic achievements on an annual and per grading period basis.
- b) All “A” honor roll status will be recognized for students who have achieved a grade of 90% or better in all subjects for a grading period.
- c) All “A & B” honor roll status will be recognized for students who have achieved a grade of 80% or better in all subjects for a grading period.
- d) Annual honor roll status is based on individual grading periods--not based on the cumulative grade averages for the year.

5) Academic Integrity

- a) Cheating is a serious offense and undermines academic integrity. Students who are caught cheating on tests, quizzes, graded projects, papers, etc. will receive a “0” on the assignment and/or ISS, according to the POGC Discipline Policy.

- b) Plagiarism which is blatantly committed by a student will be considered cheating and will receive a “0” on the assignment and/or ISS, according to the POGC Discipline Policy.
 - i) Plagiarism is defined as:
 - (1) Using someone else’s words or ideas, presented as your own.
 - (2) Failure to acknowledge use of an author’s words by quotation marks.
 - (3) Failure to thoroughly paraphrase an author’s words by using one’s own words and syntax.
 - (4) Failure to properly cite or acknowledge the sources for your work.
 - (5) Use of Artificial Intelligence (AI) software, such as ChatGPT, to create work for turn in.

6) Transcripts

- a) Official student transcripts are maintained electronically in MySchoolWorx.com, POGC’s student management system.
 - i) Unofficial paper copies of transcripts may be provided upon student request but will not be signed nor be officially stamped by POGC.
 - ii) Official paper copies of transcripts that are signed and officially stamped may be provided upon student request or request by an accredited educational institution. Official transcripts will be placed in a sealed envelope identified as containing official transcripts, with a statement that the records are not official if the seal is broken.
 - iii) Official signed copies of transcripts may be faxed or emailed to an accredited educational institution.
 - iv) Former and current POGC students may request a copy of their transcripts or request copies to be sent by contacting the school office via email, phone, or in person.
 - v) In the event that POGC terminates academic operations, according to Florida Statute 1002.42(3)(b), all permanent information contained in the student records, to include paper transcripts, will be delivered by POGC Administration to the Taylor County School District.
- b) Official transcripts may only be accessed, viewed, or edited by the POGC Guidance Counselor or POGC Administration.
 - i) Students transferring into POGC must provide their prior school’s contact information so that transcripts and academic records may be requested.
 - ii) The POGC Guidance Counselor will use previous academic records to transfer acceptable credits into the POGC transcript system.
 - (1) Credits will be accepted when:
 - (a) They are from an accredited educational institution, any U.S. public school system, and DoDDS schools.
 - (b) Homeschool programs that were completed under a properly registered home school education plan.
 - (c) FLVS and other accredited online school programs.
 - (d) Credits that do not meet the above requirements must be reviewed and approved by POGC Administration.
 - iii) As official records, transcripts will only be edited when an identifiable error is found.
 - (1) The POGC Guidance Counselor will notify POGC Administration and request permission to edit a prior finalized transcript.
 - (2) POGC Administration will investigate the cause of the transcript error and allow or disallow the editing of a prior finalized transcript.

POGC Policy #05: Supplemental Education Policy (1 August 2023)

Dual Enrollment

1) Responsibilities

- a) The POGC Guidance Counselor shall administer the POGC Dual Enrollment program in accordance with this policy letter, applicable dual enrollment articulation agreements, and state statutes.
 - i) The POGC Guidance Counselor is responsible for verifying students have met the minimum requirements, have the required scores, and are eligible for dual enrollment.
 - ii) Students wishing to dual enroll must meet with the POGC Guidance Counselor before contacting the postsecondary school.
 - iii) Students who wish to withdraw from a class must contact the POGC Guidance Counselor.
 - iv) Students who do not follow these procedures may be ineligible for future dual enrollment courses.
- b) Students/parents are responsible for scheduling and the cost of any placement exams required for entry into dual enrollment institutions: ACT, SAT, PERT, ACCUPLACER.

2) Dual Enrollment Eligibility and Procedures

- a) The dual enrollment articulation agreement between POGC and NFC supersedes this POGC policy letter. If POGC policies conflict with the NFC-POGC articulation agreement, the articulation agreement takes precedence. Copies of the articulation agreement are available upon request to the POGC Guidance Counselor.
- b) Students seeking dual enrollment opportunities are required to start their enrollment process by speaking with the POGC Guidance Counselor before contacting the postsecondary school.
- c) Dual enrollment eligibility requirements are:
 - i) Students must have an unweighted 3.0 high school GPA and show evidence of readiness for college-level work.
 - ii) Students must have an appropriate score on a common placement test (ACT, SAT, PERT, ACCUPLACER) before they begin the enrollment process.
 - iii) Have zero attendance policy violations within the last full semester prior to dual enrollment.
 - iv) Have zero major discipline infractions within the last full semester prior to dual enrollment.
 - v) Have no letter grade(s) of D or F within the last full semester prior to dual enrollment.
 - vi) Have no dual enrollment course grades of D, F, of WF, in the prior dual enrollment semester. Students who have earned a dual enrollment course grade of D, F, or WF, must sit out one full semester before being considered for further dual enrollment courses.
 - vii) The maximum age for participation in dual enrollment is 19. Students must not be over age 19 by the first day of the fall semester to participate in dual enrollment for that academic year.
- d) The maximum course load allowable will be according to the applicable articulation agreement.

Cooperative Education Program

3) Responsibilities

- a) The POGC Guidance Counselor and POGC Cooperative Education Program Instructor shall administer the POGC Cooperative Education Program Policy program in accordance with this policy letter and Florida State Department of Education statutes and guidelines.
 - i) POGC Administration may, when necessary, waive the requirements of this policy and assist in the waiver of state policies on a case-by-case basis.
 - ii) All questions relating to the Cooperative Education Program policy are to be directed to the school. The decision of POGC Administration regarding this program shall be final.
 - iii) POGC Administration will work with local businesses to establish partnership opportunities for the POGC Cooperative Education program.
- b) Students wishing to enroll in the cooperative education program must contact the POGC Guidance Counselor before any employment (e.g., applying, accepting employment) actions are taken. Failure to do so may result in non-acceptance into the cooperative education program.

4) Cooperative Education Enrollment Eligibility and Procedures

- a) Students must contact the POGC Guidance Counselor prior to implementing cooperative education procedures.
- b) Cooperative education eligibility requirements are:
 - i) Student must be sixteen years old and hold a valid Florida driver's license.
 - ii) Achieved and maintained an unweighted 2.5 high school grade point average.
 - iii) Have zero attendance policy violations within the last full semester prior to applying for the cooperative education program.
 - iv) Have no major discipline infractions within the last full semester prior to applying for the cooperative education program.
- c) Cooperative education procedures are as follows:
 - i) Students may earn up to two elective credits per school year through the cooperative education program.
 - ii) Students must complete 135 work hours for one complete credit.
 - iii) The students' academic-work schedule must be approved by the Cooperative Education Instructor.
 - iv) There will be no difference between student school attendance and student work attendance. Students who work on days with an unexcused school absence will not be allowed to count those hours towards their credits.
 - v) Students who do not report to work for their scheduled work hours will be counted as absent according to the POGC attendance policy.
 - vi) Parents/students are responsible for providing their own transportation to and from work.

Florida Virtual School (FLVS)

5) Responsibilities

- a) Florida Virtual School is a public education provider which serves Florida students in public and private schools and as such, FLVS is required to comply with Florida Department of Education policies and Florida Statutes. Compliance with such supersedes any POGC policies.
- b) POGC students who want to take FLVS courses must start their enrollment process by speaking with the POGC Guidance Counselor.
- c) Students who wish to take an FLVS course to supplement their POGC credits must meet the following requirements:
 - i) Florida Tax Credit scholarship students are only allowed to take two FLVS courses per school year.
 - ii) Florida Empowerment Scholarship (FES) students are required to pay for their FLVS courses. FES students will be required to fill out a financial commitment form prior to enrolling in their FLVS courses.
- d) Students who wish to take an FLVS class in lieu of an existing POGC class require POGC Administration approval. Students and their parents must fill out an In Lieu of Credit Form and return to the POGC Guidance Counselor.

POGC Policy #06: Graduation and Awards Policy (1 August 2023)

1) Graduation Policy

- a) POGC will award standard high school diplomas to all students who satisfactorily attain 24 high school credits according to the following academic requirements:
 - i) Four credits in high school english language arts. (Must be progressive courses: I, II, III, IV.)
 - ii) Four credits in high school mathematics. (Must include one credit in Algebra I and one credit in Geometry.)
 - iii) Three credits in high school science. (Must include two credits with a laboratory component.)
 - iv) Three credits in high school social studies. (Must include one credit in United States History; one credit in World History; ½ credit in Economics; ½ credit in Federal and State Government.)
 - v) One credit in high school performing arts, speech, debate, or practical arts.
 - (1) Technical college courses may substitute for performing arts, speech, debate, or practical arts.
 - vi) One credit in high school physical education.
 - (1) POGC may award physical education credit for the following:
 - (a) Participation in interscholastic sports at the high school level. Participation in a full season of interscholastic sports (e.g., soccer season, football season, etc.) counts toward ½ credit.
 - (b) Participation in JROTC at the high school level. Satisfactory completion of one semester of JROTC counts toward ¼ credit.
 - vii) Eight credits in high school electives.
- b) Students who have failed a high school course for academic or attendance violations can only apply four full recovery credits to their graduation requirements.
- c) POGC Administration will present degree audits to the POGC School Board prior to graduation. The POGC School Board is the final certifying authority on the completion of all requirements for high school graduation.
- d) Students who have not completed the required credits for graduation but are within two credits of graduation requirements will be allowed to “walk” for graduation, with POGC Administration approval. In such cases, the remaining credits must be completed before the first day of school the following school year or students will have to enroll in POGC to complete their remaining credits.

2) Graduation Awards

- a) Valedictorian and Salutatorian candidates must meet the following requirements:
 - i) Weighted Grade Point Average (WGPA) of 3.50 or higher.
 - ii) Complete at least one dual enrollment course.
 - iii) Complete at least five honors courses.
 - iv) Have received no letter grade(s) of D (69.9 or lower) or less in any credited course.
 - v) Have not withdrawn from any honors, FLVS, or dual enrollment courses after the designated time to withdraw.
- b) Valedictorian and Salutatorian selection will be based on the cumulative, weighted-GPA for high school courses completed. Courses counted towards Valedictorian and Salutatorian will include: POGC classes, FLVS or equivalent online learning courses, credits from a transfer high school, and dual enrollment courses.
 - i) Grades issued under Accelerated Christian Education (A.C.E.) or similar curriculum and/or home-school programs will not be counted for the determination of Valedictorian and Salutatorian.
 - ii) A student must complete two (2) semesters of course work at POGC to be eligible for Valedictorian or Salutatorian.
- c) Valedictorian and Salutatorian will be identified at the POGC graduation ceremonies by a gold stole with black borders and embroidered with the words Valedictorian or Salutatorian.

3) Latin Graduation Honors

- a) Latin honor requirements are based on the average of all final course grades, for all high school courses to include: POGC classes, FLVS, transferred credits, A.C.E, home-school, and dual enrollment.
- b) Latin honors requirements are as follows:
 - i) Summa Cum Laude (With Highest Honor): final overall GPA of 4.0 and above
 - (1) Identified by a gold graduation cord.

- ii) Magna Cum Laude (With Great Honor): final overall GPA of 3.8 to 3.9
 - (1) Identified by a white graduation cord.
- iii) Cum Laude (With Praise): final overall GPA of 3.5 to 3.7
 - (1) Identified by a navy/dark blue graduation cord.

4) Honors

- a) Students will be designated as graduating “With Honors” if they have met the following minimum requirements:
 - i) Three english honors courses, two mathematics honors courses, two science honors courses, two social studies honors courses (NFC dual enrollment courses are considered honor courses).
 - ii) One dual enrollment course.
 - iii) Have received no final grades of 69.9% or less in any credited class.
 - iv) Have no incomplete final grades for any credited course.
 - v) Have not withdrawn from any honors, FLVS, or dual enrollment courses after the designated time to withdraw without a grade or withdrawal penalty.
- b) Graduates with honors will be designated at POGC graduation ceremonies by a medallion signifying such honors.
- c) The minimum requirements per subject area may be waived if an honors course is not available in the applicable subject area.

5) Key Club Medallion

- a) Graduates who served on the POGC Key Club will be designated at POGC graduation ceremonies by a Key Club medallion if they have met the following minimum requirements:
 - i) Honorably completed two or more years on the POGC Key Club.
 - ii) Received no disciplinary actions as a member of the POGC Key Club.
- b) Students who meet the above requirements and served at least a one-year term as Key Club President are authorized to wear the blue Key Club graduation stole in addition to the Key Club graduation medallion.
- c) Students who serve as Key Club officers at the district or state level are authorized to wear the blue Key Club graduation stole in addition to the Key Club graduation medallion.

POGC Policy #07: Communications and Social Media Policy (1 August 2023)

1) General Information and Responsibilities

- a) POGC Administration, teachers, and office staff are responsible for timely communication with parents and guardians.
- b) POGC teachers are responsible for timely input of student grades, attendance records, and discipline events.
- c) Parents are responsible for communicating their concerns, issues, comments, and questions to the appropriate POGC staff member(s).
 - i) Parents will make sure the school office has their most current contact information: home phone, cell phone, work phone, and email address.
 - ii) Parents will make sure that their MySchoolWorx account is active and working properly.
 - iii) The POGC school office is the point-of-contact for any MySchoolWorx issues.
- d) This policy deals with routine communication matters only; emergency situations will utilize the quickest and most practical contact method possible.

2) Teacher-Parent Communications

- a) MySchoolWorx is the official Student Management System (SMS) utilized by POGC. MySchoolWorx shall be utilized for grades, parent-teacher communications, discipline tracking, attendance records, and student notes.
- b) MySchoolWorx should be the primary method of contact between POGC staff, parents, and guardians.
 - i) Parents or guardians can utilize teacher's email or phone calls to the office as methods of communications when the situation warrants or if MySchoolWorx is impracticable.
 - ii) Teachers shall attempt to return contact with parents or guardians within 48 hours of initial contact.
 - iii) If direct contact (phone call) is requested and cannot be made within 48 hours, teachers shall message, email, or text the parent or guardian addressing their concerns.
- c) Emergency situations should be directed to the POGC office who will contact the appropriate POGC staff.
- d) Parents wanting a face-to-face meeting should schedule ahead of time. Due to the pace of a day's teaching, no-notice walk-in meetings are discouraged and impractical. The POGC school office can arrange for one-on-one meetings.
- e) Parents wanting a meeting with POGC Administration can contact the school office at 850-584-5445.
- f) Parents wishing to contact the POGC School Board shall do so by contacting the Crosspoint Baptist Fellowship Church secretary at 850-584-5441.

3) Teacher-Student Communications

- a) MySchoolWorx should be the primary method of contact between POGC staff and students.
 - i) Students can utilize teacher's email or phone calls to the office as methods of communications when the situation warrants or if MySchoolWorx is impracticable.
 - ii) Teachers will attempt to return contact with students within 48 hours of initial contact.
- b) POGC staff members and students shall not communicate through social media message platforms (e.g., Facebook Messenger, Instagram Messaging, or any similar messaging programs).
- c) If a student uses a social media messaging system to contact a POGC staff member, the student shall be told to use the appropriate messaging channels for contacting POGC staff. If the same student uses a social media messaging system to contact a POGC staff member a second time, the POGC staff member is responsible for informing POGC Administration so that the situation can be handled through the school office.

4) Social Media

- a) POGC staff members who utilize social media accounts need to be aware that these accounts reflect on POGC as well as the staff member's Christian witness.
 - i) As staff members of a Christian school, POGC staff members' social media accounts which reflect negatively on the member or the school are grounds for punishment up to and including dismissal.
 - ii) POGC staff members' social media accounts should not post material that contains or promotes things that are not compatible with a Christian witness. While not all inclusive, POGC staff members' social media should not include provocative photographs, sexually explicit messages, content showing or promoting the excessive or irresponsible consumption of alcohol or use of drugs, racist or hate material, or any activity students are

legally prohibited from doing. Reminder: even with privacy settings in place, your content could be seen by students or parents or find its way into the public realm.

- b) The POGC school board and administration recognize the role that communication and collaboration between employees and students plays in the educational process and experience. The advancement of electronic communication and social media technologies creates greater opportunity for interactions between employees and students. Nevertheless, the following procedures are written for POGC staff members' and POGC students' protection.
 - i) Under no circumstances will POGC staff members accept, request, or be associated with students on any social media platform that is designed to delete messages, posts, or information after a set amount of time. This specifically applies to Snapchat or any similar social media platform that is designed to delete messages, posts, or information after a set amount of time.
 - (1) Although POGC staff are allowed to associate with POGC students on social media applications that do not violate paragraph 4(b)(i) of this policy letter, such as Facebook or Instagram, this does not negate the prohibition of using the messaging function of these systems to communicate with POGC students.
 - ii) POGC staff members are never under any obligation to accept friend or follower requests from any student, or to use personal social media accounts to engage with students or participate in school projects. In addition, you should bear in mind that unless your account has privacy settings correctly configured, everything you post may be publicly accessible to your students whether you are connected to them or not.
 - iii) POGC staff members must exercise great care in connecting with students on any social media channels. Do not solicit permission-based friend or follower requests to students, for example Facebook friend requests. However, you may accept any permission-based friend or follower requests received from students, if you choose to do so, and remain in compliance with the requirements of this policy letter.
 - iv) It is recommended that if a POGC staff member decides to accept friend or follower requests received from students, that they should accept all such requests, and not selectively limit their interactions to what could be perceived as a few preferred individuals.
 - v) Any employee-student interactions via social media should be of an appropriate professional nature and have content that is appropriate for both the communications medium and the audience addressed. With each interaction, ask yourself if it's something you would feel comfortable being printed in the newspaper, read by parents, colleagues, or the School Board.
 - vi) As with content, always assume any interaction can easily end up in the public realm.
 - vii) POGC staff members who are connected to students via social media must understand they may be granting those students access to all content in their personal social media profiles and should consider the guidelines the district has provided to ensure students are protected from exposure to inappropriate content or content that might compromise the employee's professional reputation.
 - viii) POGC staff members are also responsible for ensuring any interaction with the student is kept professional in its nature. Staff members shall immediately report to POGC Administration any inappropriate communications or interactions received from a student. Any content or communication generated either by a POGC staff member or by a student which would be inappropriate in the classroom, should also be considered inappropriate when shared via social media.
 - ix) There may be certain limited exceptions to these guidelines, such as a student being a family member or relative, or in those instances where an employee's interaction with a student is a result of certain extra-curricular activities such as Boy Scouts, Girl Scouts, religious organizations, or other similar relationships.
- c) POGC does not closely monitor material, interaction between students, or commentary that is posted on social media sites. However, there are times when students post things that are contradictory to our school's code of conduct as well as our mission statement. When inappropriate material is posted by a student and is brought to the attention of the administration, the administration will respond accordingly. Posting of the following is considered inappropriate use of social media and are grounds for disciplinary action:
 - i) Negative or derogatory comments directed at school employees or the school itself.
 - ii) Negative or threatening comments directed toward another student while on campus during school hours or involving school activities.

- iii) Comments or pictures that contain sexual content, inappropriate language or gestures, immoral activity or racial slurs or language.
 - iv) Viewpoints or lifestyles that directly contradict or undermine the Biblical teachings of Jesus Christ.
 - v) Pictures or videos taken at school which are non-academic. Taking pictures, videos, or audio recordings during school hours without permission is strictly prohibited.
 - vi) Behavior that is deemed embarrassing to the school or damaging to the reputation of the school or its employees.
- d) Conflict between students, gossip, or teenage drama, which takes place on social media pages off campus and after school hours may not be addressed by the school and are usually parental matters. If this type of thing does spill over and becomes disruptive during the school day, it may be necessary for the school counselor to get involved. We encourage parents to heavily monitor what their children are posting on social media pages so that issues concerning social media will be few.

POGC Policy #08: Discipline Policy (1 August 2023)

1) General Information and Responsibilities

- a) POGC employees, students, parents, and guardians are responsible for reading and understanding the POGC Discipline Policy and Discipline Matrix.

2) Discipline Procedures

- a) The primary discipline policy goal is to create and foster a safe learning environment where everyone has access to achieve their greatest potential. A safe environment will allow all students the opportunity to grow spiritually, academically, socially, and emotionally.
- b) POGC's belief is that consistent, fair, and respectful discipline is essential to the educational process. Discipline must be taught just as any other content matter.
 - i) POGC staff are expected to be fair, consistent, and respectful in their handling of discipline-related matters. Most discipline issues should be handled in the classroom. Good planning, active and engaging learning, and effective classroom management are the keys to prevent student discipline problems.
- c) Discipline is most effective when administered as closely to the behavioral incident as possible. POGC staff shall make every effort, with minimal class interruption, to correct a student's behavioral infractions when they happen.
- d) POGC staff will use the Student Management System MySchoolWorx to annotate student behavioral incidents.
 - i) Students who have recurring discipline problems often require a coordinated effort between home and school; POGC teachers will make every effort to coordinate communications for repeated behavior problems with POGC Administration and the student's parents/guardians.
- e) To ensure consistent and fair punishment for disciplinary incidents, POGC Administration and staff shall adhere to the punishments listed in the POGC Discipline Matrix. POGC Administration reserves the right to alter punishment(s), only on a minimal, but as needed basis. Factors such as severity of the incident, underlying causes, outside influences, etc., may be considered when altering punishment.
- f) Unless otherwise noted, the POGC Discipline Matrix applies to POGC students anytime they are on the POGC campus, on dual-enrollment school campuses, at POGC-sponsored off-campus events, or at TAYCO public school events (sporting events, dances, etc.).
- g) The TAYCO public school discipline matrix will be used to determine eligibility for POGC students who participate in TAYCO school activities.

POGC Policy #09: Drug, Alcohol, and Tobacco Policy (1 August 2023)

1) General Information and Responsibilities

- a) The POGC drug, alcohol, and tobacco prevention program will be controlled and managed by POGC Administration and the POGC Guidance Counselor.
- b) POGC teachers and staff are responsible for monitoring students in their care and alerting POGC Administration when students are suspected of drug/alcohol/tobacco use or possession, on or off school property.
- c) The use, sale or possession of drugs, alcohol, and tobacco (to include chewing and smokeless) are forbidden on POGC's campus, on dual-enrollment school campuses, at POGC-sponsored off-campus events, or at TAYCO public school events (sporting events, dances, etc.,).

2) Drug Prevention Procedures

- a) POGC will adhere to a zero-tolerance drug policy; students found in possession of or use of illegal drugs, on or off school property, will be immediately expelled from school, per the POGC discipline policy.
- b) The objectives of POGC's drug and alcohol policy are:
 - i) Prevent injury, illness, and harm resulting from the use of illegal or performance-enhancing drugs or alcohol.
 - ii) Help enforce a drug-free educational environment.
 - iii) Deter student use of illegal and performance-enhancing drugs or alcohol.
 - iv) Give students a valid reason to resist peer pressure to use illegal drugs or alcohol.
 - v) Educate students regarding the harm caused by the use of illegal and performance-enhancing drugs or alcohol.

3) Drug Searches

- a) POGC Administration reserves, when reasonable drug use or possession is suspected, the right to search student's person and all personal property located at POGC.
- b) Students suspected of drug possession will be immediately taken to the school office with all their possessions.
 - i) Student searches will be conducted by no less than two personnel in an office room equipped with a security camera (speech lab, guidance office, printer room).
 - ii) At no time and under no circumstances will a search of the student's person involve removing of the student's clothing; with the exception of jackets, coats, or emptying of pockets, shoes, boots.
- c) If illegal drugs are found:
 - i) Parents will be notified as soon as possible.
 - ii) Law enforcement will be notified, when appropriate.
 - iii) Student and all possessions will be retained in the office; students in this situation will not be allowed around campus without POGC Administration approval and an escort.
 - iv) Illegal drugs will be confiscated by the Perry Police Department.
 - v) The decision to press charges will be at the sole discretion of POGC Administration or their designee.
- d) POGC, in conjunction with local law enforcement, will conduct occasional, random, and unannounced searches for drugs with trained dogs.
 - i) POGC reserves the right to have police dogs search persons, personal items, backpacks, purses, or vehicles parked on POGC property.

4) Drug Testing

- a) POGC will conduct unannounced and random drug testing on all high school students.
 - i) Refusal to submit to a drug test under this policy is grounds for immediate expulsion.
 - ii) All information relating to testing or the identification of persons as illegal drug users shall be protected by POGC as a confidential student record, unless otherwise required by law or authorized in writing by the student or the student's parent/guardian.
 - iii) Initial drug test results, from the testing source, will only be sent to POGC Administration, with no exceptions.
 - iv) Information regarding the results of drug tests shall not be disclosed to criminal or juvenile authorities absent legal compulsion to do so by valid and binding subpoena or other legal process, which POGC shall not solicit.

- v) In the event of service of any such subpoena or legal process, the student and the student's custodial parent or guardian shall be notified before POGC responds if permitted to do so by law.
 - vi) Results of tests shall only be reported to POGC Administration, the student tested, and the parents/guardians of the student involved.
 - vii) Licensed professionals will obtain the appropriate samples for testing. Testing of these sample will be conducted at a certified laboratory.
 - viii) Students will be required to produce an industry accepted biological sample, which may include urine, hair, saliva, or some other biological substance that may be reliably tested to determine illegal drug usage.
 - ix) Students and/or parents/guardians will have the opportunity to provide information concerning prescription medication being taken by the student, which might lead to an erroneous positive result.
 - x) Parents can also request to be in attendance during the collection of their student's samples for testing.
 - xi) Within forty-eight hours of being notified of a test result, parents/guardians of any student testing positive may request a conference with POGC Administration, at which time the student or parents/guardians may offer an explanation of the positive result.
 - xii) Parents/guardians may provide any doctor's prescriptions of any drugs that the student was taking that might have affected the outcome of the test.
- b) Non-high school students reasonably suspected of drug use will be required to submit a drug test under the above-mentioned procedures. Refusal to submit to a drug test under this policy is grounds for immediate expulsion.

5) Alcohol and Tobacco

- a) POGC will adhere to a zero-tolerance alcohol and tobacco policy; students found in possession of or use of alcohol or tobacco, on or off school property, will be dealt with according to the POGC discipline policy.
- b) POGC Administration reserves, when reasonable alcohol or tobacco possession is suspected, the right to search student's person and all personal property located at POGC.
 - i) POGC personnel will adhere to the requirements of paragraph 3 when conducting such searches.
 - ii) POGC may also use breathalyzer equipment, either school purchased, or law enforcement provided, when a student is suspected of being under the influence of alcohol on POGC property or at a POGC sanctioned function.

POGC Policy #10: Discipline Matrix Policy (1 July 2022)

Offense	Primary K-2	Elementary 3-5	Middle School 6-8	High School 9-12
Aggression/Fighting	<ol style="list-style-type: none"> 1. Teacher discretion. 2. Teacher discretion; parent & office notification. 3. 1-day loss of playtime. 4. 3-days loss of playtime; parent/admin conference. 5. 1-3 days ISS¹; parent/admin conference. 6. Admin/school board expulsion decision. 	<ol style="list-style-type: none"> 1. Teacher discretion. 2. Teacher discretion; parent & office notification. 3. 3-5-days loss of playtime. 4. 1-5 days ISS; parent/admin conference. 5. Admin/school board expulsion decision. 	<ol style="list-style-type: none"> 1. 1 day ISS; parent notification. 2. 2-5 days ISS; parent/admin conference. 3. Admin/school board expulsion decision. 	<ol style="list-style-type: none"> 1. 1-5 days ISS; parent/admin conference. 2. Admin/school board expulsion decision.
Illegal Drugs ² (use, possession, sale, sharing, etc.)	<ol style="list-style-type: none"> 1. Admin/parent conference. 2. Admin/school board expulsion decision. 	<ol style="list-style-type: none"> 1. Admin/parent conference. 2. Admin/school board expulsion decision. 	1. Expulsion.	
Alcohol/Tobacco ³ (use, possession, sale, sharing, etc. To include snuff, chewing tobacco, e-cigs, vapes, etc.)	<ol style="list-style-type: none"> 1. 1 day ISS; parent/admin conference. 2. 3-5 days ISS; parent/admin conference. 3. Admin/school board expulsion decision. 	<ol style="list-style-type: none"> 1. 3 days ISS; parent/admin conference. 2. 5 days ISS; parent/admin conference. 3. Admin/school board expulsion decision. 	<ol style="list-style-type: none"> 1. 10 days ISS; parent/admin conference. 2. Expulsion. 	

¹ ISS: In-school suspension; student will be in office for entire school day; work will be completed in office and given appropriate grade/credit; attendance will be credited as ‘present’; student may be required to perform menial task around the school; student will participate in school extracurricular activities as approved by POGC Administration.

ISS is the minimum punishment, but may be given as OSS if the situation warrants it. OSS: Out-of-school suspension; zero credit for any missed work (quizzes/test/homework); attendance will be credited as ‘excused absence’; student may not participate in any extracurricular school activities during this time (sports/field day/field trips/etc.).

² POGC will contact state/county authorities, when appropriate and necessary, to include but not limited to any of the following organizations: Department of Child Services, Taylor County Sheriff’s Office, or the Perry Police Department. Students expelled for drug infractions may be readmitted to POGC after successful drug therapy, counseling or intervention.

³ POGC will contact state/county authorities, when appropriate and necessary, to include but not limited to any of the following organizations: Department of Child Services, Taylor County Sheriff’s Office, or the Perry Police Department.

Offense	Primary (K-2)	Elementary (3-5)	Middle School (6-8)	High School (9-12)
Weapons Possession ⁴ (on school property to include: parking lot, buildings or any school related off-campus function)	1. Admin/school board expulsion decision.		1. Expulsion.	
Bullying ⁵	1. Teacher discretion; parent & office notification. 2. 1-3 days ISS; admin/parent conference. 3. 5 days ISS; admin/parent conference. 4. Admin/school board expulsion decision.	1. 1-5 days ISS; admin/parent conference. 2. 5-10 days ISS; admin/parent conference. 3. Admin/school board expulsion decision.	1. 5 days ISS; admin/parent conference. 2. 10 days ISS; admin/parent conference. 3. Admin/school board expulsion decision.	
Foul Language (inappropriate language, jokes, sexual innuendos, etc.)	1. Teacher discretion. 2. Teacher discretion; parent & office notification. 3. 3-days loss of playtime; parent/admin conference. 4. 1-3 days ISS; parent/admin conference. 5. Admin/school board expulsion decision.	1. Teacher discretion; parent & office notification. 2. 3-5-days loss of playtime. 3. 3-5 days ISS; parent/admin conference. 4. Admin/school board expulsion decision.	1. Teacher discretion; parent & office notification. 2. 1-3 days ISS; parent/admin conference. 3. Admin/school board expulsion decision.	1. Teacher discretion; parent & office notification. 2. 3-5 days ISS; parent/admin conference. 3. Admin/school board expulsion decision.

POGC may require substance abuse counseling/treatment, medical intervention, drug testing, or follow-up drug testing as a precondition for a student’s return from OSS.

⁴ POGC will contact state/county authorities, when appropriate and necessary, to include but not limited to any of the following organizations: Department of Child Services, Taylor County Sheriff’s Office, or the Perry Police Department.

⁵ **Bullying can include off-campus incidents, such as online bullying.** POGC will contact state/county authorities, when appropriate and necessary, to include but not limited to any of the following organizations: Department of Child Services, Taylor County Sheriff’s Office, or the Perry Police Department. POGC may require counseling/treatment, anger-management, etc., as a precondition for a student’s return from ISS/OSS.

Cheating ⁶	<ol style="list-style-type: none"> 1. Teacher discretion. 2. Teacher discretion; parent & office notification. 3. 1-3 days loss of playtime. 4. 3-4 days loss of playtime; parent/admin conference. 5. 1-3 days ISS. 6. Admin/school board expulsion decision. 	<ol style="list-style-type: none"> 1. Teacher discretion. 2. Teacher discretion; parent & office notification. 3. 3-5 days loss of playtime; parent/admin conference. 4. 3-5 days ISS. 5. Admin/school board expulsion decision. 	<ol style="list-style-type: none"> 1. Teacher discretion; parent & office notification. 2. 1-3 days ISS; parent/admin conference. 3. Admin/school board expulsion decision. 	<ol style="list-style-type: none"> 1. Teacher discretion; parent & office notification. 2. 3-5 days ISS; parent/admin conference 3. Admin/school board expulsion decision.
Offense	Primary (K-2)	Elementary (3-5)	Middle School (6-8)	High School (9-12)
Vehicle Incidents	N/A	N/A	N/A	<ol style="list-style-type: none"> 1. 3-4 days loss of school parking privileges; parent notification. 2. 5-15 days loss of school parking privileges; 1-3 days ISS; parent/admin conference. 3. Permanent loss of school parking privileges; admin/school board expulsion decision.
Dress Code	<ol style="list-style-type: none"> 1. Student notification. 2. Student & parent notification. 3. Required to change clothes (as soon as brought to school); parent/admin conference. 4. Required to change clothes (will remain in office); parent/admin conference. 5. Admin/school board expulsion decision. 	<ol style="list-style-type: none"> 1. Student notification. 2. Student & parent notification. 3. Required to change clothes (as soon as brought to school); parent/admin conference. 4. Required to change clothes (will remain in office); parent/admin conference. 5. Admin/school board expulsion decision. 	<ol style="list-style-type: none"> 1. Student notification. 2. Student & parent notification; required to change clothes (as soon as brought to school); parent/admin conference. 3. Required to change clothes (will remain in office); parent/admin conference. 4. Admin/school board expulsion decision. 	

⁶ Students caught cheating, to include plagiarism, will automatically be given a 0% for the assignment in question, in addition to the applicable punishment listed.

Disruptive/Disrespectful Behavior ⁷	<ol style="list-style-type: none"> 1. Teacher discretion. 2. Teacher discretion; parent & office notification. 3. 1-day loss of playtime. 4. 3-days loss of playtime; parent/admin conference. 5. 1-3 days ISS; parent/admin conference. 6. Admin/school board expulsion decision. 	<ol style="list-style-type: none"> 1. Teacher discretion. 2. Teacher discretion; parent & office notification. 3. 3-5-days loss of playtime. 4. 1-5 days ISS; parent/admin conference. 5. Admin/school board expulsion decision. 	<ol style="list-style-type: none"> 1. Teacher discretion. 2. Teacher discretion; parent & office notification. 3. 1 day ISS; parent notification. 4. 2-5 days ISS; parent/admin conference. 5. Admin/school board expulsion decision. 	<ol style="list-style-type: none"> 1. Teacher discretion. 2. Teacher discretion; parent & office notification. 3. 1-5 days ISS; parent/admin conference. 4. Admin/school board expulsion decision.
Offense	Primary (K-2)	Elementary (3-5)	Middle School (6-8)	High School (9-12)
Vandalism/Stealing ⁸	<ol style="list-style-type: none"> 1. Teacher discretion; parent/office notification. 2. 1-3 days ISS; parent/admin conference. 3. 3-5 days ISS; parent/admin conference. 4. Admin/school board expulsion decision. 	<ol style="list-style-type: none"> 1. Teacher discretion; parent/office notification. 2. 3-5 days ISS; parent/admin conference. 3. Admin/school board expulsion decision. 	<ol style="list-style-type: none"> 1. 3-5 days ISS; parent/admin conference; admin/school board expulsion decision. 2. 5-10 days ISS; parent/admin conference. 3. Admin/school board expulsion decision. 	
Leaving School/Class Without Permission	N/A		<ol style="list-style-type: none"> 1. Teacher discretion. 2. Admin discretion. 3. 1-3 days ISS; parent/admin conference. 4. 3-5 days ISS; parent/admin conference. 5. Admin/school board expulsion decision. 	
Cell Phone Misuse/Disruption	<ol style="list-style-type: none"> 1. Teacher discretion. 2. Teacher discretion; parent & office notification. 3. 1-days loss of playtime. 4. 3-days loss of playtime; parent/admin conference. 5. 1-3 days ISS; parent/admin conference. 	<ol style="list-style-type: none"> 1. Teacher discretion. 2. Teacher discretion; parent & office notification. 3. 1-3 days loss of playtime. 4. 3-5 days loss of playtime; parent/admin conference. 5. 3-5 days ISS; parent/admin conference. 	<ol style="list-style-type: none"> 1. Teacher discretion. 2. Teacher discretion; parent & office notification. 3. 1-3 days ISS; parent/admin conference. 4. 3-5 days ISS; parent/admin conference. 5. Admin/school board expulsion decision. 	

⁷ May include, but not limited to: sleeping in class, disrupting class, disrespectfulness to any POGC staff, disrespectfulness to peers, lunchroom misbehavior, public displays of affection (PDA).

⁸ POGC will contact state/county authorities, when appropriate and necessary, to include but not limited to any of the following organizations: Department of Child Services, Taylor County Sheriff's Office, or the Perry Police Department. POGC students/families will be held financially responsible for damages/theft/etc. In certain circumstances, with approval of the POGC School Board, students will be allowed to work off their debt.

Making Threats of Violence Against School/Staff/Other Students ⁹	1. 1 day ISS; parent/admin conference. 2. 3-5 days ISS; parent/admin conference. 3. Admin/school board expulsion decision.	1. 3 days ISS; parent/admin conference. 2. 5 days ISS; parent/admin conference. 3. Admin/school board expulsion decision.	1. 10 days ISS; parent/admin conference; admin/school board expulsion decision. 2. Expulsion.
Notes:	1. For punishments that reach the level of “admin/school board expulsion decision,” the student(s) will be placed in either ISS or OSS at school administration’s discretion until a decision is reached. 2. Punishments listed in this matrix are the recommended minimum punishment to be administered per incident. POGC Administration reserves the right to add additional punishment as the situation warrants. 3. POGC Administration reserves the right to change this policy on an as needed basis. 4. Offenses highlighted in yellow are applicable throughout a student’s entire POGC tenure, and do not “reset” from year to year. For example, a student bullies another student in their 8 th grade year will receive strike 1, then they bully a student in their 10 th grade year, they will receive strike 2, and so on. The non-yellow offenses reset each school year.		

⁹ POGC will contact state/county authorities, when appropriate and necessary, to include but not limited to any of the following organizations: Department of Child Services, Taylor County Sheriff’s Office, or the Perry Police Department.

POGC Policy #11: Staff Discipline Policy (1 August 2023)

1) General Information and Responsibilities

- a) POGC Administration is tasked with operating the school in a safe, efficient, and professional manner. The POGC Administrator or Assistant Administrator are responsible for disciplining staff members whose actions are contrary to the safe, efficient, and professional running of the school.
- b) The POGC School Board is responsible for disciplining the POGC Administrator or Assistant Administrator, if necessary.
- c) POGC staff members who feel unjustly or unreasonably punished are responsible for filing a written appeal with the POGC School Board within fourteen days of their formal punishment. The POGC School Board is the final authority on POGC Staff discipline decisions.

2) Discipline Categories

- a) POGC staff discipline areas are divided into four categories:
 - i) Minor infractions (non-criminal) examples (but not limited to): repeated late to work (one to ten minutes), dress & appearance violations, improper language, leaving work early without permission, failure to follow minor procedures and policies, etc.
 - ii) Moderate infractions (non-criminal) examples (but not limited to): habitually recurring minor infraction of the same offense; multiple minor infractions of a varying nature; disrespectful behavior towards staff, students, or family members; sowing discord, discontent, or gossiping about students, faculty, parents etc., etc.
 - iii) Major infractions (non-criminal) examples (but not limited to): insubordination; sexual immorality (non-student involvement); public display of drunkenness during non-school hours; any overt act that endangers students, staff, or family members; willful shunning of assigned duties; under the influence of alcohol during a school-related event; lack of spiritual reverence or willful blasphemy of the Holy Spirit; etc.
 - iv) Major infractions (criminal) examples (but not limited to): sexual misconduct involving a student, drunk or under the influence of alcohol during school hours, illegal drug use (on or off duty), etc.
 - (1) POGC is legally obligated to report and will report any of the criminal violations listed in 2(a)(iv) of this policy to the appropriate state and or local authorities.
 - (2) POGC may take separate disciplinary actions against POGC staff member regardless of the actions of state and local authorities. Likewise, POGC disciplinary actions will not negate state or local authority legal actions.

3) Discipline Procedures

- a) POGC staff members who commit discipline infractions are subject to progressive counseling and discipline by POGC Administration (or by the POGC School Board, when necessary).
 - i) Except where specifically assigned to the POGC School Board, the punishments below are administered by the POGC Administrator or Assistant Administrator. There is no lower-level delegation of punishment authority.
- b) Punishment actions:
 - i) Minor infractions (non-criminal)
 - (1) First and second level of disciplinary actions:
 - (a) Verbal counseling.
 - (2) Third level of disciplinary actions:
 - (a) Verbal counseling with a filed memorandum of counseling and notification to the POGC School Board.
 - (i) The memorandum will be retained in the employee's Personal Information File (PIF) for eighteen months and destroyed pending no further infractions.
 - (3) Fourth level of disciplinary actions:
 - (a) Written letter of reprimand and notification to the POGC School Board.
 - (i) The reprimand will be retained in the employee's PIF for thirty-six months and destroyed pending no further infractions.

- (4) Forth level of disciplinary actions:
 - (a) None, progress to moderate infraction discipline actions, paragraph 3(b)(ii)(2).
- ii) Moderate infractions (non-criminal)
 - (1) First level of disciplinary actions:
 - (a) Written letter of reprimand and notification to the POGC School Board.
 - (i) The reprimand will be retained in the employee's PIF for forty-eight months and destroyed pending no further infractions.
 - (2) Second level of disciplinary actions:
 - (a) Written letter of reprimand, suspension up to 15 days without pay, notification to the POGC School Board.
 - (i) The reprimand will be retained permanently in the employee's PIF.
 - (3) Third level of disciplinary actions:
 - (a) Termination of employment determination by the POGC School Board.
 - (b) Records of the termination of employment hearing will be kept permanently in the employee's PIF regardless of the outcome of the hearing.
 - (4) Forth level of disciplinary actions:
 - (a) None, progress to major infractions (non-criminal) discipline actions, paragraph 3(b)(iii)(1).
 - (5) When in the best interest of POGC, the POGC Administrator or Assistant Administrator may place employees on work suspension, up to five workdays without pay, for any level of moderate infractions, and notify and seek the school board's approval withing seven calendar days of the decision.
- iii) Major infractions (non-criminal)
 - (1) First level of disciplinary actions:
 - (a) Termination of employment determination by the POGC School Board.
 - (i) The POGC School Board will determine if the employee shall remain on duty until the hearing or if the employee shall be placed on paid or unpaid administrative leave.
 - (ii) POGC Administration, in absence of the School Board's ability to immediately act on an incident, may make the determination allowed in the paragraph above and notify and seek the school board's approval withing seven calendar days of the decision.
 - (b) Records of the termination of employment hearing will be kept permanently in the employee's PIF regardless of the outcome of the hearing.
- iv) Major infractions (criminal)
 - (1) First level of disciplinary actions:
 - (a) Report made to the appropriate law enforcement or governmental agency.
 - (b) Termination of employment determination by the POGC School Board.
 - (i) The POGC School Board will determine if the employee shall remain on duty until the hearing or if the employee shall be placed on paid or unpaid administrative leave.
 - (ii) POGC Administration, in absence of the School Board's ability to immediately act on an incident, may make the determination allowed in the paragraph above and notify and seek the school board's approval withing seven calendar days of the decision.
 - (c) Records of the termination of employment hearing will be kept permanently in the employee's PIF regardless of the outcome of the hearing. Any legally allowable documents from civil criminal actions will be kept permanently in the employee's PIF.

POGC Policy #12: Medical & Sickness Policy (1 August 2023)

1) General Information and Responsibilities

- a) The POGC school office is responsible for the emergency care of injuries and sudden illnesses that occur while the student is at school.
- b) Parents/guardians are responsible for identifying any serious medical conditions that their students may have, for example, allergies, asthma, diabetes, seizures, etc.
 - i) EpiPens, inhalers, or similar medical equipment may be kept in the school office or the classroom if needed. However, each of these items require a current medical note or prescription.
- c) Parents/guardians are responsible for retrieving any unused prescription medicines at the end of the school year. Prescription medicines not picked up by July 1st will be properly disposed of by school staff.
- d) The school office is responsible to ensure that all students have the proper immunizations as required by Florida law.
- e) Parents/guardians are responsible for getting their children the proper immunizations as required by Florida law.
- f) The school office is responsible for scheduling the annual scoliosis screening for middle school students.

2) When to Stay Home

- a) Parents/guardians shall keep their children at home under the following medical conditions:
 - i) A fever of 100.0 degrees or higher. The students shall remain home for at least twenty-four hours after their temperature returns to normal.
 - ii) If the student has vomited or had diarrhea two times in a twenty-four-hour period. The student shall remain home for twenty-four hours after the last episode.
 - iii) If the student has a rash of unknown origin. Student may return upon clearance from a medical staff member.
 - iv) If the student has symptoms of Pink Eye (red, watery, pus drainage). Student may return upon clearance from a medical staff member.
- b) Parents/guardians should call the school office if their child is kept home for any of the above-mentioned reasons. This will allow the school to monitor for similar illnesses in the classroom.

3) Medications

- a) At no time will classroom teachers, teacher’s aides, or any non-office staff give medication to students without prior approval from the school office. (With the exception of their own children.)
- b) Students may be given over-the-counter medications if their parents/guardians have authorized the administration of these medicines on the school enrollment form.
- c) Prescription medicines will only be administered with a valid and current prescription. The student’s printed name and appropriate medical label on the medicine will fulfill this requirement.

4) Common Illnesses

- a) The following chart is not all inclusive but does contain most of the common illnesses that affect POGC students. The school office in conjunction with parents/guardians will use this chart to determine when students are allowed to return to school after a common illness.

Disease	Incubation Period	School/Parent Actions
Chickenpox	10-21 days, usually 14 to 16 days	Students should remain home until six days after rash began or sooner if all the blisters have dried into scabs.
Common Cold	Up to 10 days	No restrictions if no symptoms of other illnesses.
COVID-19	Varies	Student should remain home for five days from onset of symptoms. Return to school after five days when fever-free 24 hours and symptoms are improving.
Fifth Disease	4 to 21 days, usually 4 to 13 days	Student can return with medical doctor clearance.
Influenza	Up to 10 days	Return to school when fever free 24 hours and no symptoms of other illnesses.
Impetigo	1 to 10 days	Student can return with medical doctor clearance or 24 hours after initiation of oral antibiotics.

Mononucleosis	4 to 6 weeks	Student can return with medical doctor clearance.
Monkeypox	6 to 10 days	Student can return after a full healing of symptoms or with medical doctor clearance.
Lice	Varies	Student can return once lice and nits are adequately treated, removed, or dead. The school office will check students for active lice or nits upon return to school.
Pink Eye	24 to 72 hours	Student can return with medical doctor clearance or 24 hours after antibiotics treatment begins.
Strep Throat	2 to 5 days	Student can return with medical doctor clearance or 24 hours after antibiotics treatment begins.
Cold Sores	2 to 14 days	No restrictions.

POGC Policy #13: Law Enforcement & DCF Policy (1 August 2023)

1) General Information and Responsibilities

- a) The POGC School Board recognizes that all employees have an affirmative duty to cooperate with law enforcement agencies and DCF, and comply with investigations relating to child abuse, abandonment and neglect, or an alleged unlawful sexual offense involving a child. Similarly, POGC has the responsibility to parents for the welfare of the students while they are in the care of the school. It is paramount that the rights of the school, home, civil authorities, and individuals be clearly understood and protected.
- b) Every POGC employee who, in connection with his/her position, knows or has reasonable cause to suspect child abuse, abandonment, or neglect must immediately report that knowledge or suspicion online (<https://abuse-report.bc.dcf.state.fl.us/AbuseWebReport/AddReporterinfo.aspx>) or by calling the abuse hotline (1-800-962-2873). If the situation constitutes an emergency, the employee should call 911 first and then call the abuse hotline number.

2) Law Enforcement/DCF Investigations

- a) When law enforcement and/or DCF arrive at POGC and wish to interview a student or investigate an alleged violation of law, they must first contact the POGC school office, indicate the nature of their investigation (if allowed) and express their desire to question and/or take into custody a student(s).
 - i) POGC shall require such authorities to fully identify themselves. Each person shall be asked to produce credentials from his/her agency and to sign-in to the office using the appropriate sign-in methods.
 - ii) Upon verification that the individual or individuals are acting as authorized agents of the State, the POGC office personnel shall record their names, agencies, badge numbers, name of the student(s) to be interviewed and/or removed from the school, and the date and time. POGC Administration will be notified, as soon as possible.
 - iii) POGC Administration will not attempt to contact parents (or parental/custodial figures) unless asked to or expressly told to do so by the investigator or DCF personnel.
- b) In non-emergency situations, law enforcement officials will not be allowed to detain, or remove students from school property without the consent of the student's parent or guardians or POGC Administration.
- c) If law enforcement authorities or DCF agents state their investigation involves exigent circumstances involving the immediate health, safety, or welfare of an individual or individuals, POGC Administration shall honor their request.
 - i) When time is of the essence, prompt response to the emergency is critical. However, it is essential that POGC Administration still verify the identity or identities of the law enforcement authorities before allowing them access to a student or students. In exigent circumstances, verification may initially be limited to requiring that the investigators provide credentials from his/her agency. The names of the investigators shall be documented. Following the response to the emergency, POGC Administration shall contact the agency or agencies involved to obtain additional information regarding the identities of the authorized agents of the state who were physically present on campus.
- d) In the event law enforcement and or DCF authorize contact with parents (or parental/custodial figures) prior to the interview, the parents (or parental/custodial figures) shall be notified prior to the questioning. In the event POGC is unsuccessful in contacting parents (or parental/custodial figures) POGC Administration or a designated POGC employee shall request to remain in the room during questioning of the student.
- e) Questioning of students shall be done in private.
 - i) If POGC Administration or the designated POGC employee is present during questioning of the student, they shall not participate in the questioning and shall maintain confidentiality.
- f) Notification and Release of Records
 - i) No school official may release personally identifiable student information in education records to the police without prior written permission of the parent, a lawfully-issued subpoena, court order, or a health/safety emergency declaration.

POGC Policy #14: Financial Controls Policy (1 August 2023)

1) General Information and Responsibilities

- a) The POGC School Board will approve an annual POGC budget in accordance with the Crosspoint Baptist Fellowship by-laws.
- b) POGC Administration will operate the school financially within the margins of the approved annual budget.
- c) The POGC Office will collect, record, and deposit all POGC financial transactions.
- d) POGC Administration will maintain and monitor the POGC budget.
- e) The Crosspoint Baptist Fellowship Secretary will be responsible for utilities payments and miscellaneous shared expenses. POGC will transfer funds to Crosspoint Baptist Fellowship to pay for these expenses.

2) Annual POGC Budget

- a) The POGC fiscal year is July 1st to June 30th.
- b) POGC Administration will prepare a preliminary annual budget no later May 30th of each year or upon request of the POGC School Board.
- c) POGC Administration or designated individual(s) will be present for the monthly Church Council/School Board meeting to answer questions on the POGC budget.
- d) POGC Administration will monitor the POGC budget monthly and will brief the POGC School Board monthly or as needed if discrepancies, deficiencies, or any issues of concern arise within the budget.
- e) Budget changes (e.g., increases/decreases to line items, addition/deletion of line items, etc.,) will be approved by the School Board before changes are made.

3) Financial Policy

- a) In order to perform uninterrupted, normal, day-to-day operations of the school, POGC Administration will be allowed to:
 - i) Obligate, purchase, spend, or authorize any payment of funds for items, within the limitations of the budget, necessary for routine school operations.
 - ii) Obligate, purchase, spend, or authorize any payment of funds for service, which are necessary for student/staff safety, maintenance of property, or repair of facilities.
 - iii) Obligate, purchase, spend, or authorize any payment of funds for items, within the limitations of the budget, necessary for teacher development and staff training.
 - iv) Disburse POGC staff pay, substitute staff pay, and non-contracted staff (janitorial services, staff augmentation, etc.) according to contracts or hours worked times the annually approved hourly rate.
 - v) Disburse teacher supply checks, within the limits of the approved applicable budget line item, according to teacher needs as determined by POGC Administration.
 - vi) Disburse bonus checks, within the limits of the approved applicable budget line item, by equal disbursement of funds or with POGC School Board approval for special circumstances.
- b) POGC Administration will adhere to the following financial restrictions:
 - i) POGC Administration will not enter into any annual-recurring or long-term (six-months or more) contracts without POGC School Board approval.
 - ii) POGC Administration will not obligate the school to any personnel contracts without POGC school board approval.
 - iii) POGC Administration will notify the POGC School Board of any single-item purchase(s) of \$3,500 or more, at the next available School Board meeting. Note: annual book orders and wash-thru line items (e.g., fundraisers) are exempt from this requirement.
 - iv) Single-item purchases of \$7,500 or more require POGC School Board approval prior to purchase. Note: annual book orders and wash-thru line items (e.g., fundraisers) are exempt from this requirement.
 - v) One-time bulk or bundled purchases of \$10,000 or more require POGC School Board approval prior to purchase. Note: annual book orders and wash-thru line items (e.g., fundraisers) are exempt from this requirement.
- c) POGC Administration will brief the POGC School Board monthly on any purchased items which could not be categorized to an established budget line item and placed in the "Miscellaneous/Unbudgeted" line item.

- d) POGC purchases should be made with check/money-order/credit card; at no time, will “cash” payments be used unless specifically authorized by the POGC Administration.
 - i) POGC checks will be signed by two people, one of which must be POGC Administration.
 - ii) Cash payments, when authorized by POGC Administration, require two people, designated by POGC Administration to retrieve, and disburse funds.
 - (1) Cash payments will be logged into QuickBooks. A receipt(s) must be provided by the reimbursee before disbursement of cash funds.
 - (2) Cash payments totaling over \$300.00 to one person in a 30-day timeframe require notification and approval of the POGC School Board before disbursement is made.
 - (3) Cash payments, when authorized by POGC Administration, will be for school related expenses and reimbursements for school related expenses only; POGC funds will not be used for “check cashing” purposes.

4) Tuition/Fee Financial Controls & Procedures

- a) Funds (cash/coins/checks) collected by POGC will be deposited immediately in the school safe.
- b) All funds collected by POGC will be entered into QuickBooks by personnel designated by POGC Administration.
- c) POGC Administration will designate four (4) personnel responsible for the POGC safe keys. The safe requires an A & B key to be opened:
 - i) AT NO TIME will a single POGC employee be in possession of both the A & B safe key.
 - ii) AT NO TIME will POGC employees who are related be in possession of an A & B key.
- d) The safe will remain locked at all times, except for retrieval of funds.
- e) Two people will be present at all times when the safe is opened and funds are out of the safe.
- f) POGC funds will be counted/deposited weekly during the school year and monthly during the summer months.
 - i) POGC Administration may waive these requirements for holidays (e.g., Christmas break) and during weeks when no deposits are made (summer weeks).
- g) Funds ready for deposit will not be taken from the POGC office until two people have counted, recorded, and prepared the appropriate documentation and deposit slip. A copy of the deposit slip must be left with POGC Administration before the deposit leaves the office. The retained deposit slip must be verified with the bank’s printed deposit slip.
- h) The POGC checking account will be reconciled monthly within 15 business days of statement date.
 - i) Bank reconciliations must be verified by two people, one of which must be POGC Administration.
 - ii) The completed monthly reconciliation will be provided to the POGC School Board.
- i) The POGC credit card account will be reconciled monthly within 20 business days of statement date.
 - i) Credit card reconciliations must be verified by two people, one of which must be POGC Administration.
 - ii) The monthly credit card statement will be provided to the POGC School Board.
- j) Florida Tax Credit (FTC) or similar scholarship program (FES, etc.) paper check procedures:
 - i) FTC checks, once received, will be secured at all times, in either a locked cabinet or maintained in the school office while manned.
 - ii) The school office will notify parents after checks are received, for signature. FTC checks must be signed in the school office; at no time, will FTC checks leave the school office, other than for deposit to the bank.
 - iii) POGC Office personnel will positively identify (personal recognition or a photo identification when needed) the person signing the check. At no time, will an individual not listed on the FTC check be allowed to sign.
- k) Florida Tax Credit (FTC) or similar scholarship program (FES, etc.) ACH procedures.
 - i) School office personnel will receive and verify the applicable scholarship reports indicating which students are approved for payment.
 - ii) POGC Administration (or designated persons) in conjunction with school office personnel will accept the ACH payments in QuickBooks and ensure the payments are credited to the appropriate student account.

5) Supplies & Material Requests

- a) All POGC Staff requests for supplies or materials will be routed to and approved by POGC Administration.
- b) POGC employees’ personal school purchases will only be reimbursed with prior approval and must include a copy of all applicable receipts.

6) Payroll

- a) All POGC employees (contract, non-contract, part-time, full-time, etc.,) will utilize the main office time clock for clocking in and out of work.
- b) POGC Administration will monitor employee time sheets monthly.
 - i) Employees will receive a monthly time sheet showing time-off used, time-off available, and compensation time accumulated.
- c) Contract employees will be paid monthly, between the first and fifth of every month.
- d) Non-contract employees will be paid monthly, as a minimum, or at the discretion of POGC Administration or the employee.
 - i) Non-contract employees may be considered independent contractors for the purposes of federal taxes (IRS form 1099), unless the POGC School Board has authorized taxes to be withheld from the employee's pay.
 - ii) Non-contract employees will be paid an hourly wage as established by the POGC School Board prior to the beginning of each school year.
- e) POGC employees who finish the school year with negative time off will have their end of year paycheck (or final multiple paychecks, if needed), prorated to deduct the necessary amount of payback.
 - i) The prorated amount will be determined by: $(\text{employee base salary}/365) / (8) * (\text{negative hour amount}) = \text{amount to withhold}$.
- f) POGC employees may donate their unused vacation time to another POGC employee if the employee receiving the vacation time meets the following criteria:
 - i) Not for a normal pregnancy or common illness (cold, minor surgery, sprain, etc)
 - ii) Has a serious illness or injury (such as cancer, serious accident, major surgery, heart attack, etc.) that poses a threat to life and/or requires inpatient, hospice, or residential health care and the employee needs time off.
 - iii) Is providing care for an immediate family member (parent, spouse, child, step-child, etc) who has a serious illness or injury (such as cancer, serious accident, major surgery, heart attack, etc.) that poses a threat to life and/or requires inpatient, hospice, or residential health care and the employee needs time off.
 - iv) Has exhausted all their paid time off before receiving donated vacation time under this policy. However, the receiving employee may initiate the vacation donation request process in anticipation of exhausting their accrued paid time off.
- g) The requesting and donating employee must complete a Leave Donation Request form. The Leave Donation Request form shall be approved by POGC Administration and the Chairman of the school board (or designated representative).

7) Travel and Per diem

- a) Travel and per diem will be provided to POGC employees for training, conferences, or seminars which takes them outside the Perry city limits for school-related business.
- b) Per diem for all applicable employees will be based on the following formula (rates obtained from www.gsa.gov)
 - i) Employees who are authorized by POGC Administration to use their POV for such travel will receive mileage reimbursement based on $\frac{1}{2}$ of the current government mileage rate (obtained from www.gsa.gov).
 - ii) First and last day of travel 75% of authorized government per diem rate for location traveling to or location lodging overnight.
 - iii) Per diem per day will be 100% of the government per diem rate for location staying (subtract 25% for each meal provided).
 - iv) Lodging will be reimbursed at cost.
 - (1) Lodging arrangements and costs must be approved by POGC Administration prior to booking.
- c) POGC employees who are authorized to use their personal vehicles for school business, such as travel to pick up school supplies, will receive mileage reimbursement based on $\frac{1}{2}$ of the current government mileage rate (obtained from www.gsa.gov).

8) Conflict of Interest

- a) The purpose of the conflict-of-interest policy is to protect POGC's tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the school or might result in a possible excess benefit transaction. This policy is intended to supplement but not

replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

- b) Definitions:
 - i) Interested Person: Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
 - ii) Financial Interests: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - (1) Ownership or investment interest in any entity with which POGC has a transaction or arrangement,
 - (2) A compensation arrangement with POGC or with any entity or individual with which POGC has a transaction or arrangement, or
 - (3) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which POGC is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- c) A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the POGC School Board declares that a conflict of interest exists.
- d) Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the POGC School Board or delegated powers considering the proposed transaction or arrangement.
- e) Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the POGC School Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining POGC School Board members shall decide if a conflict of interest exists.
- f) Procedures for Addressing the Conflict of Interest:
 - i) An interested person may make a presentation at the POGC School Board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - ii) The POGC School Board Chairman shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - iii) After exercising due diligence, the POGC School Board shall determine whether POGC can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - iv) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the POGC School Board shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in POGC's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
- g) Violations of the Conflicts of Interest Policy:
 - i) If the POGC School Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - ii) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
- h) The minutes of the POGC School Board and all committees with board delegated powers shall contain:
 - i) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the POGC School Board or committee's decision as to whether a conflict of interest in fact existed.

- ii) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
- i) Compensation:
 - i) A voting member of the POGC School Board who receives compensation, directly or indirectly, from POGC for services is precluded from voting on matters pertaining to that member's compensation.
 - ii) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from POGC for services is precluded from voting on matters pertaining to that member's compensation.
 - iii) No voting member of the POGC School Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from POGC, either individually or collectively, is prohibited from providing information to any committee regarding compensation.
- j) Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:
 - i) Has received a copy of the conflicts of interest policy,
 - ii) Has read and understands the policy,
 - iii) Has agreed to comply with the policy, and
 - iv) Understands that POGC is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
- k) To ensure POGC operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
 - i) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
 - ii) Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

POGC Policy #15: Tuition Policy (1 August 2023)

1) General Information and Responsibilities

- a) Parents/guardians are responsible for timely payment of tuition, book fees, registration, or any other fees associated with enrollment at POGC.
- b) The POGC school office is responsible for the receipt, billing, and monitoring of all payments due to POGC. All payments or payment questions must be directed to the POGC office.
- c) POGC accepts the Florida Tax Credit scholarship (FTC), Florida Empowerment Scholarship for Educational Options (FES-EO), Florida Empowerment Scholarship with Unique Abilities (FES-UA; formally PLSA/Gardiner), and the Florida Hope Scholarship. Parents who feel they are eligible for any of the above scholarships are responsible for applying to an appropriate Scholarship Funding Organization: Step Up For Students (<https://www.stepupforstudents.org/>) or Academic Achievement Accessible (<https://www.aaascholarships.org/parents/florida/>).
- d) The Bobby Hunt Scholarship (BHS), available through Crosspoint Baptist Fellowship, is administered by POGC Administration. Contact the school office for further information.

2) Tuition Rates

- a) POGC’s 2023-2024 tuition rates and fees are as follows:

Item	Fee/Cost
K-3 rd Grade Tuition (Full Year) / per student	\$8,006.00
4 th -8 th Grade Tuition (Full Year) / per student	\$7,361.00
9 th -12 th Grade Tuition (Full Year) / per student	\$7,300.00
Unique Abilities Tuition (Full Year) / per student	\$7,300.00
Registration Fee	\$25.00
Technology Fee	\$60.00
Testing Fee	\$40.00
Textbook Fees	\$300.00
Textbook Fees (Seniors)	Dependent upon course load
Returned check fees (per returned check)	\$25.00 per returned item

POGC Policy #16: Weather Policy (1 August 2023)

1) General Information and Responsibilities

- a) POGC Administration is responsible for the safety of POGC staff and students regarding severe and inclement weather. POGC Administration shall monitor the weather daily and be prepared to initiate applicable actions regarding weather and safety.
- b) POGC Administration is responsible for weather-related school-closure decisions and when to safely reopen the school after weather-related incidents.
 - i) While POGC typically follows the TAYCO public school's lead in weather-related school closures, this does not mean that POGC will always be closed for weather-related incidents when the public school closes.
- c) All POGC staff are required to use their best judgment regarding student safety and severe weather.

2) Hurricanes and Tropical Storms

- a) POGC Administration will monitor hurricanes and tropical storms which may impact the Taylor County area.
- b) Closure and reopen notifications will be posted on the school's website, FB page, and will be mass texted.

3) Daily Weather

- a) POGC staff are responsible for using the internet (www.wunderground.com, www.weather.com, www.weatherbug.com, etc.) to monitor and check the weather conditions.
- b) POGC staff shall adhere to the following restrictions for daily activities:
 - i) Hot weather
 - (1) 92–96 degree heat index
 - (a) Monitor students for heat stroke/stress conditions
 - (b) Monitor and encourage fluid intake
 - (c) No more than 30 minutes of rigorous outdoor activity at a time (with at least a one-hour air-conditioned break in between)
 - (2) 97-102 heat index
 - (a) Monitor students for heat stroke/stress conditions
 - (b) Monitor and encourage fluid intake
 - (c) No more than 15 minutes of rigorous outdoor activity at a time (with at least a two-hour air-conditioned break in between)
 - (3) 103+ heat index
 - (a) No outdoor recreation activities
 - ii) Cold weather
 - (1) 48-42 degrees (include wind-chill if applicable)
 - (a) Monitor students for appropriate clothing (long-sleeved shirt, etc.)
 - (b) No more than 45 minutes of outdoor activity (with at least a one-hour break in between)
 - (2) 41-34 degrees (include wind-chill if applicable)
 - (a) Monitor students for appropriate clothing (long-sleeved shirt, jacket, coat, etc.)
 - (b) No more than 20 minutes of outdoor activity (with at least a one-hour break in between)
 - (3) 33 and below
 - (a) No outdoor recreation activities
 - iii) Lightning
 - (1) No recreational or outdoor activities when lightning is within seven miles of POGC
 - (2) No switching of classes when lightning is within three miles of POGC
 - iv) Tornado warning or watch
 - v) The Fellowship Hall and Chapel are designated tornado shelters for POGC