



**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:

- The term “Elementary School” is Kindergarten through 5<sup>th</sup> grade
- The term “Middle School” is 6<sup>th</sup> grade through 8<sup>th</sup> grade
- The term “High School” is 9<sup>th</sup> grade through 12<sup>th</sup> grade
- The term “parent or 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).
- The term “POGC staff/faculty/member or members” refers to any individual who is a contracted, paid employee, or authorized volunteer of POGC.
- The term “POGC volunteer or volunteers” refers to any person who voluntarily provides services for POGC with no financial compensation or expectations of compensation.
- The term “POGC Administration” refers to the POGC Administrator, 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 POGC 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 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 POGC’s faith, doctrine, practice, policy and discipline, POGC’s Senior Pastor is the 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 POGC, and to provide a biblical role model to POGC students and the community, it is imperative that all persons employed by POGC in any capacity or are students of POGC, 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 POGC. (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**

POGC 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 POGC or its employees.

## **POGC Policy #01: Admissions and Enrollment Policy (1 August 2024)**

### **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 1<sup>st</sup> 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.
  - i) Parents are responsible for providing all a student's prior school information and discipline information. Failure to provide complete and accurate information may result in denial of admissions or removal from POGC, if discovered after enrollment acceptance.
- 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 1<sup>st</sup> 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 1<sup>st</sup> to March 1<sup>st</sup> 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 2<sup>nd</sup> will be placed in the open enrollment category and considered on a space-available basis.
- f) Open enrollment begins March 1<sup>st</sup> 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 2025)**

### **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 12<sup>th</sup> grade-- 8:00 a.m. to 2:55 p.m.
  - iii) Early dismissal days begin at 8:00 a.m. and end at 12:30 p.m. for grades K-12.
  - iv) 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.
  - v) There are no after school services on early release days.

### **2) Absences**

- a) POGC's Student Management System (SMS) 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. For students violating 2) b) of this policy, an Academic Review Board will review and make an expulsion decision. See POGC Policy #05, para. 1.
- c) 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.
- d) Middle and high school students (6th thru 12th grade) will be considered absent if they miss more than 15 minutes of a class.
- e) 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 three 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
  - ii) Excuse notes determine if students can make up missed work and how long they have to do so.
  - iii) Excuse notes serve as important documentation if a student violates the excessive absence days and requires Academic Review Board approval for grade promotion consideration. \* Please note that submitting excuse notes does not automatically guarantee ARB approval of grade promotion but will be considered in their final decision.
- f) POGC will not distinguish between "excused" or "unexcused" absences for excessive absences purposes. 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) Students may not be signed in tardy after 10:50 unless they were at a medical appointment and have a doctor's excuse note.
- d) 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 a tardy.
    - (1) Excuse notes must be received within three 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) Tardiness 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 tardies approved by the administration
- e) 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) For students to be signed out of school early, one of the following must apply:
  - i) Parents, guardians, or anyone on the student's sign-out list may stop in the school office.
  - ii) Parents, guardians, or anyone on the student's sign-out list for students legally old enough to drive, may call, email, or send an SMS message to the school office for the student(s) to self-sign out.
  - iii) Parents, guardians, or anyone on the student's sign-out list for students not legally old enough to drive, may call, email, or send an SMS message to the school office for the student(s) to self-sign out, but must clearly state who the student is allowed to leave with.
  - iv) POGC high school students, who have a current school year *Parent Permission to Leave Campus Form* can leave campus during their assigned lunch period regardless of 5) a) requirements.
- b) Regardless of the reason for leaving early, 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 must 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 2024)

### 1) General Information and Responsibilities

- a) The POGC dress and appearance policy applies to students, POGC staff, POGC volunteers, and POGC visitors.
- b) POGC staff must wear appropriate professional, semi-professional, or casual office work attire.
- c) The POGC dress and appearance policy applies to all POGC organized functions, whether on or off school property.
- d) 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, 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 if 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, tobacco, alcohol, or drugs of any kind.
  - 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, if the decency requirements of this policy are met.
- d) Shoes
  - i) Tennis shoes, boots, or any full fitting shoe, crocs and croc-style shoes, sandals, are allowed.
  - ii) No 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.
  - vi) Shirts must extend to the beltline and below, and there must be no exposed skin in the midriff-belly button area or exposed undergarments.
- 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) **Leggings are unacceptable unless worn with shorts or a shirt extending past the fingertips. To be worn, leggings also must not be able to be seen through.**
  - v) Exposed undergarments of any kind are not allowed; for example, racy or provocative style stockings/hose, fish-net stockings, etc.
- 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, such as water slide days at POGC: boys can wear swim trunks and a t-shirt. Girls can wear a modest one-piece or a two-piece swimsuit with a t-shirt.
  - iv) Swimsuits for POGC functions, such as field trips to the beach, etc.: boys can wear swim trunks. Girls can wear a modest one-piece or modest two-piece swimsuit.
- 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) Offensive or inappropriate 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.
- j) Make-up (girls only)
  - i) Boys are not allowed to wear make-up at school.
  - ii) Should be conservative and modest.
  - iii) Excessive, extreme, “grunge-style” application or “emo-style” application of make-up is not allowed.
- k) Backpacks
  - i) POGC students are allowed to bring and have backpacks at school.
  - ii) In the interest of student safety, POGC reserves the right to:
    - (1) Temporarily ban backpacks during heightened security measures.
    - (2) Inspect students’ backpacks to include the full interior and any pockets.

## POGC Policy #04: Tuition Policy (1 August 2025)

### 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 2025-2026 tuition rates and fees are as follows:

Item	Fee/Cost
K-3 <sup>rd</sup> Grade Tuition (Full Year) / per student	\$8,369.00
4 <sup>th</sup> -8 <sup>th</sup> Grade Tuition (Full Year) / per student	\$7,767.00
9 <sup>th</sup> -12 <sup>th</sup> Grade Tuition (Full Year) / per student	\$7,611.00
Unique Abilities Tuition (Full Year) / per student	\$8,000.00
Technology Fee	\$25.00
Testing Fee	\$25.00
Textbook Fees	\$350.00
Textbook Fees (Seniors)	Dependent upon course load
Returned check fees (per returned check)	\$25.00 per returned item

## **POGC Policy #05: Cell Phone & Internet Policy (1 August 2025)**

### **1) General Information and Responsibilities**

- a) This policy establishes guidelines for the appropriate use of cell phones and the internet on school grounds during school hours. These guidelines are necessary to ensure a safe and productive learning environment for all students and staff.
- b) All school staff are responsible for enforcing this policy. Violations of this policy will be handled according to the POGC Discipline Policy.
- c) POGC bears no responsibility for damage, loss or theft of any personally owned electronic device brought to school by a student.

### **2) POGC Cell Phone Policy**

- a) Students are not allowed to have their cell phones, air pods, or headphones during their academic class time.
- b) Students must place their cell phones in the classroom's cell phone holder before class starts and not retrieve them until the class is over. If they opt to do so, students may also keep their cellphones in their lockers.
- c) Kindergarten through 5th-grade students may use their cell phones at their teacher's discretion during class, free time, lunch, and recess.
- d) 6th-12th-grade students will have their phones between classes and during lunch and may use them during these times.
- e) Students must not use cell phones to cheat or plagiarize.
- f) Students must not use cell phones to bully, harass, or intimidate others.
- g) Students must not use cell phones to access inappropriate websites or content.
- h) Students must not use their cell phones to take pictures or videos of other students or staff without the express permission of the people being filmed or the objects in the picture.
- i) Students must not use their cell phones during class to call their parents. The front office phone may be used for this purpose.

### **3) Internet Policy**

- a) Use of the electronic information resources in the school shall be to improve and support the educational process by providing access to global information and improving communication between students, employees POGC, and parents.
- b) The use of the Internet and technology equipment within POGC is a privilege not a right.
- c) All Internet or technology equipment use shall be consistent with the vision and mission of POGC. It is imperative that users of the Internet or technology equipment conduct themselves in a responsible, ethical, moral, and polite manner. All users must abide by all local, state, and federal laws. The Internet user accepts the responsibility of adhering to high standards of conduct and the terms and conditions set forth in all parts of this policy.
- d) POGC reserves the right to monitor and review any material on any POGC device at any time for the school to determine any inappropriate use of technology resources. The staff will make a reasonable attempt to supervise student use of technology equipment, in a manner that is appropriate to the students' age, circumstances of use, and classroom objectives.
- e) The following uses of the Internet & computer equipment are prohibited:
  - i) Any violation of posted computer lab rules, applicable school policy, or public law by such use.
  - ii) Any activity that is immoral or contrary to high moral standards must be maintained in an educational setting.
  - iii) Any use of proxies, VPNs, mobile hot spots, or other means to bypass the security systems while on campus.
  - iv) Accessing or transmitting of immoral, obscene, pornographic, profane, lewd, vulgar, rude, defaming, harassing, bullying, threatening, disrespectful, or otherwise inappropriate images or information, or receiving such information from others by any means.
  - v) Any commercial use, product advertisement, display of personal information, or promotion of political candidates.
  - vi) Any violation of copyright, trade secret or trademark laws.
  - vii) Any attempt to damage, disrupt or interfere with the use of any computer or electronic information resource.

- viii) Any attempt to access information beyond the users authorized access to any electronic information resource.
- ix) Any destruction, defacement, theft, or altering of school equipment.
- x) Any storing of illegal, inappropriate, or obscene material on school owned electronic equipment.

## **POGC Policy #06: General Academic Policy (1 August 2025)**

### **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 semester I & II 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.
- (1) An ARB review is not automatic for high school students who have violated the POGC attendance policy. The student or their parent(s) must request the review due to extenuating circumstances, e.g., sickness, death in the family, etc.

### **2) Grading Policy**

- a) Teachers will utilize POGC's SMS as the primary method of recording student attendance, discipline, and grades.
- b) Parents are encouraged to maintain their SMS account as this will be the primary method of communicating student attendance, discipline, and grades.
- c) Grading 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 two times per course. A student who does not receive a passing grade after two 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 semester 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 semester.
- 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 semester.
- d) Annual honor roll status is based on individual semesters--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 applicable punishment 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 applicable punishment 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 to create work for turn in.

## **6) Transcripts**

- a) Official student transcripts are maintained electronically in POGC’s SMS.
  - 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 #07: Supplemental Education Policy (1 August 2025)**

### **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, BBTC, and NFC supersedes this POGC policy letter. If POGC policies conflict with the BBTC- or NFC-POGC articulation agreement, the articulation agreements take 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 established between POGC, NFC, and BBTC annually and are available by contacting the POGC Guidance Counselor.
- 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) Students must be fourteen 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) Florida School Choice Scholarship students are required to pay for their FLVS courses. 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 financial commitment form and return to the POGC Guidance Counselor.

## **POGC Policy #08: Graduation and Awards Policy (1 August 2024)**

### **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.
  - 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 #09: Communications and Social Media Policy (1 August 2025)**

### **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 SMS account is active and working properly.
  - iii) The POGC school office is the point-of-contact for any SMS 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) POGC's SMS shall be utilized for grades, parent-teacher communications, discipline tracking, attendance records, and student notes.
- b) POGC's SMS 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 POGC's SMS is impracticable.
  - ii) Teachers shall attempt to return contact with parents or guardians within two school days of initial contact.
  - iii) If direct contact (phone call) is requested and cannot be made within two school days, 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 the 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) POGC's SMS 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 POGC's SMS is impracticable.
  - ii) Teachers will attempt to return contact with students within two school days from 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 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.
- b) 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 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 #10: 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](http://www.wunderground.com), [www.weather.com](http://www.weather.com), [www.weatherbug.com](http://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

## POGC Policy #11: 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 1<sup>st</sup> 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 #12: 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 #13: Drug, Alcohol, and Tobacco Policy (1 August 2024)**

### **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 or 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; except for 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.

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 #14: Discipline Policy (1 August 2024)**

### **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 POGC's SMS 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 #15: Discipline Matrix Policy (1 August 2024)

### Notes

1. For any punishment that states “School board & administration expulsion decision,” the student will be in ISS until the final school board decision.
2. For any punishment that states “Expulsion,” the expulsion is automatic. Expulsion decisions must be appealed to the POGC School Board. The student will remain expelled until the board hears the appeal.
3. Punishments listed in this matrix are the recommended punishments only. POGC Administration reserves the right to modify punishments if the situation warrants.
4. Offenses highlighted in yellow apply through a student’s POGC tenure; they do not reset at the start of a new school year.
5. Unless otherwise noted, the offenses listed here apply to POGC property, possessions, or POGC-sponsored off-campus events.
6. POGC Administration reserves the right to change this policy on an as needed basis.

Offense	Elementary -- K-5	Middle & High School -- 6-12
<b>Aggression</b>	<ol style="list-style-type: none"> <li>1. Teacher discretion; Parent &amp; administration notification</li> <li>2. Teacher discretion; Parent &amp; administration notification</li> <li>3. Parent &amp; administration conference; 3-day loss of playtime</li> <li>4. Parent &amp; administration conference; 3-day ISS</li> <li>5. School board &amp; administration expulsion decision</li> </ol>	<ol style="list-style-type: none"> <li>1. Teacher discretion; Parent &amp; administration notification</li> <li>2. Parent &amp; administration notification; 1-day ISS</li> <li>3. Parent &amp; administration conference; 5-day ISS</li> <li>4. School board &amp; administration expulsion decision</li> </ol>
<b>Alcohol/Tobacco</b> <sup>1,2</sup>	<ol style="list-style-type: none"> <li>1. Parent &amp; administration conference; 5-days ISS</li> <li>2. Parent &amp; administration conference; 10-days ISS</li> <li>3. Expulsion</li> </ol>	<ol style="list-style-type: none"> <li>1. Parents &amp; administration conference; 10-days ISS</li> <li>2. Expulsion</li> </ol>
<b>Bullying</b> <sup>3,4,5</sup>	<ol style="list-style-type: none"> <li>1. Teacher discretion; Parent and administration notification</li> <li>2. Parent &amp; administration conference; 3-days ISS</li> <li>3. Parent &amp; administration conference; 5-days ISS</li> <li>4. Expulsion</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent &amp; administration conference; 5-days ISS</li> <li>2. Parent &amp; administration conference; 10-days ISS</li> <li>3. Expulsion</li> </ol>

<sup>1</sup> POGC will contact the appropriate city, county, or state agencies necessary for tobacco and vape-related offenses. Students expelled for alcohol or tobacco infractions may be readmitted to POGC if they petition the school only after successful drug therapy, counseling, or suitable intervention.

<sup>2</sup> The sale of tobacco, e-cigs, vapes, or vape products will be punished according to the appropriate Illegal Drugs punishments.

<sup>3</sup> Bullying is defined as the repeated and habitual use of force, coercion, hurtful teasing, or threat to abuse, aggressively dominate, or intimidate another student or students.

<sup>4</sup> If warranted, POGC will contact the appropriate city, county, or state agencies necessary for bullying-related offenses.

<sup>5</sup> POGC will investigate all incidents and forms of bullying (in-person or cyber). However, we cannot fully address incidents after school hours and off campus, particularly cyber incidents. We will consider off-campus incidents in the overall pattern of a student’s behavior. Nevertheless, we cannot legally ask for or access a student’s electronic devices, text messages, or online accounts.

<b>Cell Phone Misuse/Disruption</b>	<ol style="list-style-type: none"> <li>1. Teacher discretion; Parent &amp; administration notification</li> <li>2. Parent and administration notification; Teacher confiscation of phone (return at the end of the day)</li> <li>3. Parent and administration; Office confiscation of phone (parent must pick up from the office)</li> <li>4. Parent &amp; administration conference; office confiscation of phone &amp; 3-day ISS</li> <li>5. School board &amp; administration expulsion decision</li> </ol>	<ol style="list-style-type: none"> <li>1. Teacher discretion; Parent &amp; administration notification</li> <li>2. Parent and administration; Office confiscation of phone (parent must pick up from the office)</li> <li>3. Parent &amp; administration conference; office confiscation of phone &amp; 5-day ISS</li> <li>4. School board &amp; administration expulsion decision</li> </ol>
<b>Cheating <sup>6</sup></b>	<ol style="list-style-type: none"> <li>1. Teacher discretion; Parent &amp; administration notification</li> <li>2. Teacher discretion; Parent &amp; administration notification</li> <li>3. Parent &amp; administration notification; 5-days loss of playtime</li> <li>4. Parent &amp; administration conference; 3-days ISS</li> <li>5. School board &amp; administration expulsion decision</li> </ol>	<ol style="list-style-type: none"> <li>1. Teacher discretion; Parent &amp; administration notification</li> <li>2. Parent &amp; administration conference; 5-days ISS</li> <li>3. Parent &amp; administration conference; 10-days ISS</li> <li>4. School board &amp; administration expulsion decision</li> </ol>
<b>Disrespectful Behavior</b>	<ol style="list-style-type: none"> <li>1. Teacher discretion; Parent &amp; administration notification</li> <li>2. Teacher discretion; Parent &amp; administration notification</li> <li>3. Parent &amp; administration notification; 5-days loss of playtime</li> <li>4. Parent &amp; administration conference; 3-days ISS</li> <li>5. School board &amp; administration expulsion decision</li> </ol>	<ol style="list-style-type: none"> <li>1. Teacher discretion; Parent &amp; administration notification</li> <li>2. Parent &amp; administration conference; 5-days ISS</li> <li>3. Parent &amp; administration conference; 10-days ISS</li> <li>4. School board &amp; administration expulsion decision</li> </ol>
<b>Disruptive Behavior <sup>7</sup></b>	<ol style="list-style-type: none"> <li>1. Teacher discretion; Parent &amp; administration notification</li> <li>2. Teacher discretion; Parent &amp; administration notification</li> <li>3. Parent &amp; administration conference; 3-days loss of playtime</li> <li>4. Parent &amp; administration conference; 3-days ISS</li> <li>5. School board &amp; administration expulsion decision</li> </ol>	<ol style="list-style-type: none"> <li>1. Teacher discretion; Parent &amp; administration notification</li> <li>2. Teacher discretion; Parent &amp; administration notification</li> <li>3. Parent &amp; administration conference; 5-days ISS</li> <li>4. Parent &amp; administration conference; 10-days ISS</li> <li>5. School board and administration expulsion decision</li> </ol>
<b>Dress Code</b>	<ol style="list-style-type: none"> <li>1. Teacher discretion; Parent &amp; administration notification</li> <li>2. Parent &amp; administration notification; Change of clothes required</li> <li>3. Parent &amp; administration conference; Change of clothes required</li> <li>4. Parent &amp; administration conference; Change of clothes required</li> <li>5. School board and administration expulsion decision</li> </ol>	<ol style="list-style-type: none"> <li>1. Teacher discretion; Parent &amp; administration notification</li> <li>2. Parent and administration notification; Change of clothes required</li> <li>3. Parent and administration conference; Change of clothes required; 3-days ISS</li> <li>4. Parent and administration conference; Change of clothes required, 5-days ISS</li> <li>5. School board and administration expulsion decision</li> </ol>

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

<sup>7</sup> May include, but not limited to sleeping in class, disrupting class, and lunchroom misbehavior.

<b>Fighting</b>	<ol style="list-style-type: none"> <li>1. Parent &amp; administration notification; 5-days loss of playtime</li> <li>2. Parent &amp; administration conference; 3-days ISS</li> <li>3. Parent &amp; administration conference; 10-days ISS</li> <li>4. School board &amp; administration expulsion decision</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent &amp; administration conference; 5-days ISS</li> <li>2. Parents &amp; administration conference; 10-days ISS</li> <li>3. School board &amp; administration expulsion decision</li> </ol>
<b>Foul Language <sup>8</sup></b>	<ol style="list-style-type: none"> <li>1. Teacher discretion; Parent &amp; administration notification</li> <li>2. Parent &amp; administration notification; 5-days loss of playtime</li> <li>3. Parent &amp; administration conference; 3-days ISS</li> <li>4. Parent &amp; administration conference; 5-days ISS</li> <li>5. School board &amp; administration expulsion decision.</li> </ol>	<ol style="list-style-type: none"> <li>1. Teacher discretion; Parent &amp; administration notification</li> <li>2. Teacher discretion; Parent &amp; administration notification</li> <li>3. Parent &amp; administration conference; 5-days ISS</li> <li>4. Parent &amp; administration conference; 10-days ISS</li> <li>5. School board and administration expulsion decision</li> </ol>
<b>Illegal Drugs <sup>9,10</sup></b>	<ol style="list-style-type: none"> <li>1. Parent &amp; administration conference; 10-days ISS</li> <li>2. School board &amp; administration expulsion decision</li> </ol>	<ol style="list-style-type: none"> <li>1. Expulsion</li> </ol>
<b>Leaving School/Class Without Permission</b>	<ol style="list-style-type: none"> <li>1. Teacher discretion; Parent &amp; administration notification</li> <li>2. Teacher discretion; Parent &amp; administration notification</li> <li>3. Parent &amp; administration conference; 3-days loss of playtime</li> <li>4. Parent &amp; administration conference; 3-days ISS</li> <li>5. School board &amp; administration expulsion decision</li> </ol>	<ol style="list-style-type: none"> <li>1. Teacher discretion; Parent &amp; administration notification</li> <li>2. Parent &amp; administration conference; 3-days ISS</li> <li>3. Parent &amp; administration conference; 5-days ISS</li> <li>4. School board and administration expulsion decision</li> </ol>
<b>Making Threats of Violence Against School/Staff/Other Students <sup>11</sup></b>	<ol style="list-style-type: none"> <li>1. Parent &amp; administration conference; 10-days ISS</li> <li>2. School board &amp; administration expulsion decision</li> </ol>	<ol style="list-style-type: none"> <li>1. Expulsion</li> </ol>

<sup>8</sup> Includes, but is not limited to, language that is offensive, rude, shocking, indecent, profane, swear words, sexually provocative, or sexual innuendos. Includes any manner foul language is used at school: spoken, written, electronic, on clothing, etc.

<sup>9</sup> POGC will contact the appropriate city, county, or state agencies necessary for drug-related offenses. Students expelled for drug infractions may be readmitted to POGC if they petition the school only after successful drug therapy, counseling, or suitable intervention.

<sup>10</sup> Includes the use of, possession of, sale of, and associated paraphernalia of any illegal drug defined in the most current Florida and Federal Statutes. Prescription medicines will be treated as unlawful unless the student possessing the medicine has a valid prescription.

<sup>11</sup> POGC will contact the appropriate city, county, or state agencies necessary for threats of violence-related offenses.

<b>Weapons Possession</b> <sup>12,13</sup>	1. School board & administration expulsion decision	1. Expulsion
<b>Vandalism/Stealing</b> <sup>14</sup>	1. Parent & administration conference; 5-days ISS 2. Parent & administration conference; 10-days ISS 3. School board & administration expulsion decision	1. Parents & administration conference; 10-days ISS 2. Expulsion
<b>Vehicle Incidents</b> <sup>15</sup>	N/A	1. Teacher discretion; Parent & administration notification 2. Parent & administration conference; loss of parking privileges for 1 week 3. Parent and administration conference; loss of parking privileges for 1 month; 5-days ISS 4. Parent and administration conference; loss of parking privileges for 1 school year; 10-days ISS 5. Expulsion

<sup>12</sup> POGC will contact the appropriate city, county, or state agencies necessary for weapons-related offenses.

<sup>13</sup> Weapons are defined as any designed item whose primary purpose is to harm, injure, or kill (including, but not limited to, clubs, guns, large-blade knives, and swords). Pocket knives with a blade of 4 inches or less are not considered weapons. However, students will have their pocketknives confiscated if they misuse them.

<sup>14</sup> POGC will contact the appropriate city, county, or state agencies necessary for vandalism-related offenses. 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.

<sup>15</sup> Vehicle incidents may include, but are not limited to, excessive speed in the parking lot/school grounds, spinning tires, excessively loud or inappropriate music, parking in unassigned parking, speeding or inappropriate driving on Courtney Road, aggressive driving, any unsafe driving actions or behavior.



**Point of Grace Christian**  
**Policy Letters #16, 17, 18, 19, 20**  
**Are Fore Internal School Use Only**

**Please contact POGC Administration if you have any  
questions concerning these policy letters.**



**FOR INTERNAL  
USE ONLY**