



**Point of Grace Christian**

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**STUDENT  
&  
STAFF  
POLICIES**



Point of Grace Christian (POGC) policy letters are written to guide POGC Administration, staff, and family members in regards to school conduct, procedures, methods, and execution of duties. Approved policy letters supersede any previous documents, letters, brochures, pamphlets, or handouts of the same subject. In particular, approved policy letters supersede the POGC Parent-Student Handbook, for matters pertaining to the same subject. The policies set forth in the most recent POGC Parent-Student Handbook are in effect until replaced by a POGC policy letter.

## **Terminology & Definitions**

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

- Elementary School is Kindergarten through 5<sup>th</sup> grade
- Middle School is 6<sup>th</sup> grade through 8<sup>th</sup> grade
- High School is 9<sup>th</sup> through 12<sup>th</sup> grade
- The term parents refers to anyone who is legally responsible for the 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 a POGC student(s).
- POGC Administration refers to the POGC Administrator, the POGC Assistant Administrator, and any person designated by the POGC School Board in an administrative role.

## **Procedures**

POGC policy letters are approved POGC School Board. The POGC School Board is the final authority on all POGC policy letters. POGC Administration and staff are responsible for execution of the policies set forth in these letters. Questions, comments, or concerns regarding POGC policy letters should be addressed to POGC Administration, first. If your needs are not addressed, at this level, then the POGC School Board should be contacted by calling the Crosspoint Baptist Fellowship office at 850-584-5441.

POGC policy letter approval is annotated in the Crosspoint Baptist Fellowship Church Council minutes. The effective date of each policy is the date of board approval. Approved letters will be posted on-line within 72 hours of POGC School Board approval. Amended policies will be approved in the same manner with the exception of a change in the final digit of the policy letter to reflect the subsequent change number. Minor grammatical errors for prior-approved POGC policy letter may be changed without board approval as long as intent or policy is not changed or altered.

POGC parents are responsible for reviewing and abiding by POGC policy letters and monitoring for recent updates, additions, and or changes.

# Point of Grace Christian Policy #001 (11 Sep 2015)

## Admissions and Enrollment Policy

### 1. General and Responsibilities

- 1.1. The POGC admissions and enrollment policy is established by the POGC School Board and is implemented by POGC Administration. Questions regarding this policy should be directed to Administration first and the school board next, if not satisfied.
- 1.2. POGC Administration will make admissions and enrollment decisions based on this policy.
- 1.3. POGC Administration will, in writing, notify parents or guardians of students denied admission of the reasons for denial within 15 days of the decision. POGC Administration will notify the POGC School Board within 5 days of the decision to deny a student admission to POGC.
- 1.4. The POGC School Board reserves the right to amend this policy throughout the school year or as needed.
- 1.5. Parents or guardians who feel they have been denied admissions in violation of this policy must address their concerns to the POGC School Board, in writing, within 45 days of denied admissions.
- 1.6. The POGC School Board will be the final authority on POGC admissions policy, and admissions decisions.

### 2. Admissions Policy

- 2.1. POGC will not deny admission based on race, color, nationality, or ethnic origin or the student applicant or applicant's family members.
- 2.2. POGC reserves the right to deny or accept any student based on previous behavior patterns, records, and or actions.
- 2.3. Student who regularly engage in the following activities can be denied admission:
  - 2.3.1. Tobacco use
  - 2.3.2. Alcohol use
  - 2.3.3. Drug use, selling, buying, etc.
  - 2.3.4. Sexual immorality
  - 2.3.5. Activities which go against Bible doctrine as based on the most current Southern Baptist Convention's *Baptist Faith and Message*.
- 2.4. As a private Christian school, POGC reserves the right to deny admissions to students whose religious beliefs are not compatible for a Christian learning environment.
- 2.5. As a ministry of Crosspoint Baptist Fellowship, Crosspoint members will be given priority enrollment.
- 2.6. Kindergarten students must be 5 years old by December 1<sup>st</sup> of the year admitted.

### 3. Enrollment Policy

- 3.1. All new enrollees must be interviewed before acceptance into POGC. The interview will consist of, as a minimum, the prospective student(s), parents or guardians, and a member of POGC Administration or designated staff member.
- 3.2. The POGC school office will maintain enrollment forms and is the first place for prospective families to contact concerning enrollment.

- 3.3. Returning students accounts must be current or have a written financial repayment agreement with POGC Administration in place before they will be reenrolled.
- 3.4. Reenrollment of current students will begin February 1<sup>st</sup> of each year. Parents of returning students must complete an enrollment packet for each school year—POGC does not automatically reenroll any student(s).
- 3.5. Reenrollment is not automatic and may be denied for: poor attendance, poor academic achievement, behavioral issues, lack of tuition payments, and any of the reasons listed in this polity letter concerning admissions.
- 3.6. Open enrollment begins March 1<sup>st</sup> of each year. Current students who have not registered by March 1<sup>st</sup> will be placed in the open enrollment category and will considered on a space available basis.
- 3.7. The POGC school office will maintain a waiting list for any class which has enrolled the maximum number of students. The waiting list will be managed by POGC Administration.
- 3.8. Once a student is enrolled, all applicable documents (shots, medical records, transcripts, etc.,) shall be given to the school no later than the first day of the school year.

## **Point of Grace Christian Policy #002 (Pending)**

### **Tuition Policy**

The 2017-18 school year tutuion policy is pending POGC School Board approval.

# Point of Grace Christian Policy #003 (1 Aug 2016)

## Attendance Policy

### **1. General and Responsibilities**

- 1.1. The POGC Attendance Policy is established by POGC Administration. Annually, POGC Administration, with coordination of the POGC School Board, will establish, change, and or amend the POGC Attendance Policy.
- 1.1. All questions relating to the attendance policy are to be directed to the school. The concerned party should contact the teacher or school office for clarification first and then, if not satisfied, school administration. The decision of POGC Administration regarding attendance issues shall be final.
- 1.2. Florida Statute 232.10 requires the parent/guardian of a compulsory school attendance age child to report and explain any absence by the child to the teacher or principal. This should be done the first day the child returns to school or the third day of a continued absence at the latest.
- 1.3. Absences and tardies will only be excused with a parent or guardian written note.
- 1.4. POGC Administration will establish an Academic Review Board (ARB), when necessary, consisting of a POGC Administrator, POGC Guidance Counselor, and at least two (2) academic teachers. The POGC ARB must approve all grade promotions for students who have violated POGC attendance policies. The decisions of the AFB are final.

### **2. Absences/Tardies**

- 2.1. Parents/Guardians shall sign in students who are tardy/late and shall explain the tardiness/lateness to the school.
- 2.2. Parents/Guardians shall sign out students who leave school early and shall provide an explanation.
- 2.3. Absences/Tardiness shall be excused only for the following documented reasons:
  - 2.3.1. illness and/or medical care;
  - 2.3.2. death in the family;
  - 2.3.3. legal reasons;
  - 2.3.4. approved religious holidays or events;
  - 2.3.5. financial and/or other insurmountable circumstances;
  - 2.3.6. pre-arranged absences/tardies approved by the administration.
- 2.4. MySchoolWorx will notify parents of absences. However, failure to successfully notify parents/guardians shall not negate the attendance policy.

### **3. Elementary School Attendance (Kindergarten thru 5<sup>th</sup> Grade)**

- 3.1. Excessive absences will be defined as an accumulation of fifteen (15) or more unexcused absences in a semester or thirty (30) or more unexcused absences in a school year.
- 3.2. Excessive tardies will be defined as an accumulation of twenty (20) or more unexcused tardies in a semester or forty (40) or more unexcused tardies in a school year.
- 3.3. Elementary school students who meet or exceed the above requirements (3.1 thru 3.2) require POGC ARB approval for promotion to the next grade.
- 3.4. Elementary school students who miss a cumulative excused and unexcused thirty-seven days (37) or more during the school year require POGC ARB approval for promotion to the next grade.

#### **4. Middle School Attendance (6<sup>th</sup> Grade thru 8<sup>th</sup> Grade)**

- 4.1. Excessive absences will be defined as an accumulation of twelve (12) or more unexcused absences in a semester or twenty-four (24) or more unexcused absences in a school year.
- 4.2. Excessive tardies will be defined as an accumulation of fifteen (15) or more unexcused tardies in a semester or thirty (30) or more unexcused tardies in a school year.
- 4.3. Middle school students who meet or exceed the above requirements (4.1 thru 4.2) require POGC ARB approval for promotion to the next grade.
- 4.4. Middle school students who miss a cumulative excused and unexcused thirty-one days (31) or more during the calendar year require POGC ARB approval for promotion to the next grade.

#### **5. High School Attendance (9<sup>th</sup> Grade thru 12<sup>th</sup> Grade)**

- 5.1. Excessive absences will be defined as an accumulation of twelve (12) or more unexcused absences in a semester or twenty-four (24) or more unexcused absences in a school year.
- 5.2. Excessive tardies will be defined as an accumulation of fifteen (15) or more unexcused tardies in a semester or thirty (30) or more unexcused tardies in a school year.
- 5.3. High school students who meet or exceed the above requirements (5.1 thru 5.2) will receive a maximum grade of 59 (F/no credit), per semester, for each individual class exceeding the limits.
- 5.4. High school students who miss a cumulative excused and unexcused thirty-one days (31) during the school year will receive a maximum grade of 59 (F/no credit), for each individual class exceeding the limits.
- 5.5. High School students who have violated any part of the aforementioned policy may only be awarded credit for applicable classes with recommendation of the POGC ARB and approval of the POGC School Board.

#### **6. Make-up Procedures**

- 6.1. Students with excused absences will be given proper time to make-up school work according to the amount of time given to non-absent students. For example, non-absent students were given 2 days to prepare for a test, excused students will be given 2 days to prepare.
- 6.2. Unexcused absences will be required to make-up any missed work the first day returning to school.



# Point of Grace Christian Policy #004 (1 Jan 2017)

## Dress Code Policy

### 1. General and Responsibilities

- 1.1. Annually POGC Administration will establish, change or amend the POGC dress code.
- 1.2. All questions relating to the POGC dress code are to be directed to the school. The concerned party should first contact the teacher or school office for clarification and if not satisfied contact POGC Administration. POGC Administration decisions regarding dress code issues are final.
- 1.3. POGC Administration reserves the right to amend the POGC dress code throughout the school year on an as needed basis.
- 1.4. POGC Administration is the final authority on POGC dress code questions, violations, exemptions, and changes. POGC Administration will make the final decisions for dress code violation corrective actions and punishment.
- 1.5. Parents and guardians are responsible for ensuring students are properly dressed for school.
- 1.6. The dress code applies to all POGC organized functions, whether on or off school property.
- 1.7. Teachers are responsible for ensuring students in their classrooms are dressed according to the POGC dress code.
  - 1.7.1. When a question exists as to dress code violations, teachers are responsible for bringing this to the attention of POGC Administration.
  - 1.7.2. Dress code violations will be entered into MySchoolWorx on the day of the infraction.

### 2. Dress Code (Applies to boys and girls)

- 2.1. 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 are dressed in a manner that is clean, conservative, and modest. At the same time, the POGC dress code is written as to not put an undue burden on POGC families when purchasing clothes. Without exception, student's clothing must be appropriate for a Christian School.
- 2.2. The official POGC school uniform (when required) consist of:
  - 2.2.1. Shirts: solid black, yellow, or a combination of these colors (e.g. black and yellow striped shirt) with no other markings on the shirt; POGC logo shirt to include locally made, POGC Relay-for-Life shirts, POGC events shirts. ([POGC Uniform Examples](#))
  - 2.2.2. Pants/shorts/skirts: khaki, blue, denim, or black
- 2.3. All students must have at least one POGC school uniform for mandatory uniform days.
- 2.4. Mandatory uniform days. POGC uniforms must be worn on: Chapel days and picture days. They must be worn on field trips and special event days, when designated by POGC Administration.
- 2.5. With the exception of mandatory uniform days (2.4), for all other school days there is no color, pattern, or style restrictions on clothing, as long as all requirements of this policy are adhered to.
- 2.6. Miscellaneous
  - 2.6.1. Inappropriate or offensive logos, words, messages on any clothing are not allowed
  - 2.6.2. Hats will not be worn inside school buildings (e.g., Chapel, classrooms, lunchroom)
- 2.7. Shoes
  - 2.7.1. Tennis shoes, boots, or any type of full fitting shoe
  - 2.7.2. Crocs and croc-style shoes; back strap must be properly worn; must be worn with socks

- 2.7.3. Sandals; must be strapped-on sandals
  - 2.7.3.1. 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.
- 2.7.4. No flip-flops, cleats, Healy's, or girl's heels (unless for special occasions)
- 2.8. Shirts
  - 2.8.1. Shirts are to be neat, modest in appearance, and in good repair
  - 2.8.2. Shirts must not be tight fitting and must not reveal any undergarments
  - 2.8.3. No spaghetti straps, tank tops, side-cutout shirts, or backless shirts
  - 2.8.4. No low-cut revealing shirts (acceptable with an undershirt)
  - 2.8.5. Shirts must have sleeves which cover to at least the arm's edge of the shoulder
- 2.9. Pants
  - 2.9.1. Pants/jeans/Capri's are to be neat, modest in appearance, and in good repair
  - 2.9.2. No holes above the knees
  - 2.9.3. No low-cut jeans, hip huggers, skin-tight style jeans
  - 2.9.4. Spandex-style pants and biker shorts are not acceptable unless worn with shorts or a shirt which extends to or past the fingertips
  - 2.9.5. Exposed undergarments of any kind are not allowed
- 2.10. Shorts (boys & girls); skirts (girls only); skorts (girls only); skirts/dresses (girls only)
  - 2.10.1. Must extend below the fingertips with arms placed naturally at the student's side
  - 2.10.2. No holes in shorts/skirts/skorts are allowed
  - 2.10.3. Swimsuits for POGC functions: boys will wear a t-shirt with swim trunks. Girls can wear a modest one-piece suit or two-piece completely covered by a t-shirt.
- 2.11. Jewelry
  - 2.11.1. Modest jewelry, including rings, bracelets, necklaces are allowed for boys and girls
  - 2.11.2. Modest earrings are allowed for girls only
  - 2.11.3. Lip, nose, tongue or body piercings (except for girl's ears) are not allowed
  - 2.11.4. Non-Christian jewelry, trinkets, attire, etc., are not allowed
- 2.12. Hair
  - 2.12.1. Unnatural hair coloring (includes unnatural shades of red) is not allowed
  - 2.12.2. Faddish styles haircuts are not allowed: e.g., Mohawks; words, designs, letters shaved in the hair; rattails; liberty spikes; devilock
  - 2.12.3. Girls hair should be combed and neatly groomed
  - 2.12.4. Boys hair should be combed, neatly groomed and cut above the collar line, bangs kept above the brow line, and hair should not extend past the middle of the ear lobe
  - 2.12.5. Facial hair, if applicable, will be neat, well-groomed, and no more than ½" in length
- 2.13. Make-up (Girls only)
  - 2.13.1. Should be conservative and modest
  - 2.13.2. Excessive, extreme, "grunge-style" application, or "emo-style" application of make-up is not allowed

## Point of Grace Christian Policy #005 (13 Sep 2015)

### Communications and Grading Policy

#### 1. General and Responsibilities

- 1.1. The POGC communications and grading policy is established by POGC Administration. All questions relating to the *POGC Communication and Grading Policy* are to be directed to the school. The concerned party should contact the teacher or school office for clarification first and then, if not satisfied, school administration. The decision of POGC Administration regarding the *Communication and Grading Policy* shall be final.
- 1.2. POGC Administration reserves the right to amend the *POGC Communication and Grading Policy* throughout the school year on an as needed basis.
- 1.3. POGC Administration, teachers, and office staff are responsible for timely communication with parents and guardians.
- 1.4. POGC teachers are responsible for timely input of student grades, attendance records, and discipline events.
- 1.5. Parents are responsible for communicating their concerns, issues, comments, and questions to the appropriate POGC staff.
- 1.6. MySchoolWorx is the official Student Management System (SMS) utilized by POGC. MySchoolWorx shall be utilized for grades, parent-teacher communications, discipline, attendance, and notes, to the maximum extent possible.
- 1.7. Parents will make sure that the school office has their most current contact information: home phone, cell phone, work phone, and email address.
- 1.8. Parents are to make sure that their MySchoolWorx account is active and working properly. The school office can assist with any MySchoolWorx issues.
- 1.9. All efforts shall be made to utilize MySchoolWorx first. However, parents and guardians can utilize teacher's emails, phone calls to the office, and teacher's phones (outside of class hours) as methods of communications when the situation warrants or MySchoolWorx is impracticable.
- 1.10. This policy deals with routine matters only; emergency situations will utilize the quickest and most practical contact method possible.

#### 2. Communication Policy

- 2.1. Teachers, when contacted through proper channels, will attempt return contact with parents or guardians within 48 hours of initial contact.
- 2.2. 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 the concerns and notifying that contact was attempted but unsuccessful.
- 2.3. Parents should make every effort to contact teachers during non-academic hours.
- 2.4. Emergency situations should be directed to the POGC office who will contact the appropriate POGC staff.
- 2.5. Parents wanting a face-to-face meeting shall 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.

- 2.6. Parents wanting a meeting with the POGC Assistant Administrator can contact the POGC school office.
- 2.7. Parents wanting a meeting with POGC Administrator can contact the Crosspoint Baptist Fellowship Church secretary at 584-5441.
- 2.8. Parents wishing to contact the POGC School Board shall do so by contacting the Crosspoint Baptist Fellowship Church secretary at 584-5441.

### **3. Grading Policy**

- 3.1. Parents and teachers will utilize MySchoolWorx as the primary method of recording and viewing student grades.
- 3.2. Teachers will input grades in accordance with the following schedule:
  - 3.2.1. Homework grades: within 5 school days of turn-in
  - 3.2.2. Quiz grades: within 3 school days of quiz completion
  - 3.2.3. Test grades: within 5 school days of test completion
  - 3.2.4. Research papers (1-2 pp.): within 10 school days of completion
  - 3.2.5. Research papers (3+ pp.): within 15 school days of completion
  - 3.2.6. Projects: within 10 school days of completion
- 3.3. Any deviation to the timeframe in paragraph 3.2 must be approved by POGC Administration.

## **Point of Grace Christian Policy #006 (4 May 2016)**

### **Graduation and Awards Policy**

#### **1. General and Responsibilities**

- 1.1. The POGC graduation and awards policy is established by the POGC School Board and is implemented by POGC Administration. Questions regarding this policy should be directed to POGC Administration first and the school board next, if not satisfied.
- 1.2. POGC Administration will review this policy annually and make recommendations for change to the POGC School Board no later than July of each year.

#### **2. Graduation Policy**

- 2.1. POGC will award standard high school diplomas, based on the current requirements as set forth by the State of Florida's Department of Education and by the Florida Legislature.
- 2.2. A standard high school diploma will be issued to students who meet the following academic requirements:
  - 2.2.1. Four credits in English Language Arts
    - 2.2.1.1. Must be progressive courses: I, II, III, IV
  - 2.2.2. Four credits in Mathematics
    - 2.2.2.1. Must earn one credit in Algebra I and one credit in Geometry
    - 2.2.2.2. Mathematics end-of-course (EOC) assessments will constitute a minimum of 30% of the student's final course grade
  - 2.2.3. Three credits in Science
    - 2.2.3.1. Two of the three credits must have a laboratory component
    - 2.2.3.2. Biology I EOC assessments will constitute a minimum of 30% of the student's final course grade
  - 2.2.4. Three credits in Social Studies
    - 2.2.4.1. One credit in United States History; one credit in World History; ½ credit in Economics; ½ credit in Federal and State Government
    - 2.2.4.2. United States History EOC assessments will constitute a minimum of 30% of the student's final course grade
  - 2.2.5. One credit in Performing Arts, Speech, Debate, or Practical Arts
  - 2.2.6. One credit in Physical Education
  - 2.2.7. Eight credits in Electives
  - 2.2.8. Excluding driver's education, at least one course within the 24 credits required must be completed through online learning.
- 2.3. 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.

### **3. Graduation Awards**

#### 3.1. Valedictorian and Salutatorian

- 3.1.1. Valedictorian and Salutatorian selection will be based on the cumulative, weighted-GPA for high school courses completed. With the exception of 3.1.2, courses counted towards Valedictorian and Salutatorian will include: POGC classes, FLVS, transferred credits, and dual enrollment.
- 3.1.2. Grades issued under the Accelerated Christian Education (A.C.E.) curriculum and/or home-school programs will not be counted for the determination of Valedictorian and Salutatorian.
- 3.1.3. If two or more students have an identical final weighted-GPA, the following criteria, in order, will be used as a tie-breaker: average of all final course grades; average of all dual enrollment final course grades; attendance; community service hours.
- 3.1.4. Valedictorian and Salutatorian will be identified at POGC graduation ceremonies by a gold stole, with black borders, and embroidered with the words Valedictorian or Salutatorian.

#### 3.2. Latin Honors

- 3.2.1. 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.
  - 3.2.1.1. Summa Cum Laude (With Highest Honor): final grade average of 100%+
  - 3.2.1.2. Magna Cum Laude (With Great Honor): final grade average of 96-99.9%
  - 3.2.1.3. Cum Laude (With Praise): final overall grade average of 93-95.9%
  - 3.2.1.4. Latin honors will be identified at POGC graduation ceremonies by a gold cord (Summa Cum Laude); white cord (Magna Cum Laude); navy/dark blue cord (Cum Laude).

#### 3.3. Honors

- 3.3.1. Students will be designated as graduating “with Honors” if they have met the following minimum requirements:
  - 3.3.1.1. Four English honors courses, three Mathematics honors courses, three Science honors courses, two Social Studies honors courses
  - 3.3.1.2. One dual enrollment course
  - 3.3.1.3. Have received no final grades of 69.9% or less
  - 3.3.1.4. Have no incomplete final grades for any course
  - 3.3.1.5. Graduates with honors will be designated at POGC graduation ceremonies by a medallion signifying such honors
- 3.3.2. The minimum requirements per subject area may be waived if an honors course is not available in the applicable subject area.

### **4. Honor Roll**

- 4.1. POGC will recognize students’ academic achievements on an annual and per grading period basis.
  - 4.1.1. All “A” honor roll status will be recognized for students who have achieved a grade of 90% or better in all subjects for the grading period

- 4.1.2. All “A & B” honor roll status will be recognized for students who have achieved a grade of 80% or better in all subjects for the grading period
- 4.1.3. Annual honor roll status is based on individual grading periods--not based on the cumulative grade averages for the year. For example, any student who achieved all grades of 90%+, for all four grading periods, in all subjects, will be recognized as annual all “A” honor roll; any student who achieved 80%+, for all grading periods, in all subjects, will be recognized as annual all “A & B” honor roll.