



Point of Grace Christian

**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 5th grade
- Middle School is 6th grade through 8th grade
- High School is 9th through 12th 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 by the 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. Approved policies will be posted on-line within 72 hours of POGC School Board approval. 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, students, and staff 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 (1 July 2017)
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 denial decision. POGC Administration will notify the POGC School Board within 10 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.
 - 1.5.1. Denied admissions due to full classes, lack of class space, etc., will not be addressed by the POGC School Board.
- 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 of the student applicant or applicant's family members.
- 2.2. POGC reserves the right to deny any student based on previous behavior patterns, records, incidents, expulsions and or egregious actions. POGC will consider all sources of information when making these decisions to include, but not limited to: school records, police reports, peer interviews, teacher interviews, Youth Pastor/Senior Pastor interviews, family member input, etc.
- 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 with a Christian learning environment.
- 2.5. As a ministry of Crosspoint Baptist Fellowship, Crosspoint members will be given priority enrollment, during open enrollment season.
- 2.6. Kindergarten students must be 5 years old by December 1st 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 the school 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 1st 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 policy letter concerning admissions.
- 3.6. Open enrollment begins March 1st of each year. Current students who have not registered by March 1st 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 (1 Jul 2017)

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 5th 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-eight days (38) or more during the school year require POGC ARB approval for promotion to the next grade.

4. Middle School Attendance (6th Grade thru 8th 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-two days (32) or more during the calendar year require POGC ARB approval for promotion to the next grade.

5. High School Attendance (9th Grade thru 12th 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 days (30) 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 #003 (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 #004 (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:
 - 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 #005 (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.

Point of Grace Christian Policy #006 (1 Jul 2017)

Dual Enrollment Policy

1. General and Responsibilities

- 1.2. The POGC Dual Enrollment Policy is established by POGC Administration. Annually, POGC Administration will establish, change, and or amend the POGC Dual Enrollment Policy.
- 1.3. All questions relating to the Dual Enrollment policy are to be directed to the school. The decision of POGC Administration regarding dual enrollment issues shall be final.
- 1.4. The POGC Guidance Counselor shall administer the POGC Dual Enrollment program in accordance with this policy letter, the Dual Enrollment Articulation Agreement with North Florida Community College (NFCC), and state statutes concerning dual enrollment.
- 1.5. The POGC Guidance Counselor shall be responsible for informing students of dual enrollment opportunities.
- 1.6. The POGC Guidance Counselor is responsible for verifying students have met the minimum requirements, have the required scores and are eligible for dual enrollment. Students wishing to dual enroll must meet with the POGC Guidance Counselor before contacting NFCC. Students who wish to withdraw from a class must contact the POGC Guidance Counselor. Students who do follow this procedure will be ineligible for dual enrollment.
- 1.7. Students/parents are responsible for scheduling and cost of any placement exams required for entry into NFCC (ACT, SAT, PERT, CPT). The POGC Guidance Counselor may help with which test is needed.
- 1.8. Students/parents are responsible for applying for NFCC admission, meeting admission requirements, and paying NFCC registration costs.
- 1.9. Students/parents are responsible for the cost of textbook(s), instructional materials, and other course fees required for dual enrollment courses.
- 1.10. POGC is responsible for tuition cost, in accordance with this policy letter.

2. Dual Enrollment Eligibility

- 2.1. Students must have earned four (4) high school credits prior to dual enrollment
- 2.2. Achieved and maintained an unweighted 3.0 high school grade point
- 2.3. Have zero attendance policy violations within the last full semester prior to dual enrollment
- 2.4. Have no major discipline infractions within the last full semester prior to dual enrollment
- 2.5. Have no letter grade(s) of D or F within last full semester prior to dual enrollment
- 2.6. Have no dual enrollment course grades of D, F, or WF, in the prior dual enrollment semester. Students who have earned a dual enrollment course grade of D, F, or WF, must sit out one full semester before being considered for further dual enrollment courses.
- 2.7. Students may not be over the age of 19 by the first day of NFCC's fall semester.

3. Dual Enrollment Procedures

- 3.1. Eligible students with seven (7) or more high school credits may enroll for one (1) NFCC dual enrollment course per NFCC fall - spring semesters and two (2) per NFCC summer semester.
- 3.2. Eligible students with thirteen (13) or more high school credits may enroll for two (2) NFCC dual enrollment course per NFCC fall - spring semesters and three (3) per NFCC summer semester.

Point of Grace Christian Policy #007 (1 Jul 2017)

Drug, Alcohol and Tobacco Policy

1. General and Responsibilities

- 1.1. The POGC Drug, Alcohol and Tobacco 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. The POGC drug, alcohol and tobacco prevention program will be controlled and managed by POGC Administration and the POGC Guidance Counselor.
- 1.3. 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.
- 1.4. The use, sale or possession of drugs, alcohol and tobacco (to include chewing and smokeless) are strictly forbidden on POGC property or at POGC sanctioned off-campus events.

2. Drug Prevention Procedures

- 2.1. 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.
- 2.2. The objectives of POGC's drug and alcohol policy are:
 - 2.2.1. Prevent injury, illness, and harm resulting from the use of illegal or performance-enhancing drugs or alcohol
 - 2.2.2. Help enforce a drug-free educational environment
 - 2.2.3. Deter student use of illegal and performance-enhancing drugs or alcohol
 - 2.2.4. Give students a valid reason to resist peer pressure to use illegal drugs or alcohol
 - 2.2.5. Educate students regarding the harm caused by the use of illegal and performance-enhancing drugs or alcohol

3. Drug Searches

- 3.1. 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.
 - 3.1.1. Students suspected of drug possession will be immediately taken to the school office with all their possessions.
 - 3.1.2. Students searches will be conducted by no less than two personnel in an office room equipped with a security camera (speech lab, guidance office, printer room).
 - 3.1.3. At no time and under no circumstances will a search of the student's person involve removing of the student's clothing; with the exception of jackets, coats, or emptying of pockets, shoes, boots.
 - 3.1.4. If illegal drugs are found:
 - 3.1.4.1. Law enforcement will be notified immediately
 - 3.1.4.2. 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.

- 3.1.4.3. Parents will be notified as soon as possible
- 3.1.4.4. Drugs will be confiscated by the Perry Police Department
- 3.1.4.5. The decision to press charges will be at the sole discretion of POGC Administration or their designee.

3.2. POGC, in conjunction with local law enforcement, will conduct occasional, random, and unannounced searches for drugs with trained dogs.

- 3.2.1. POGC reserves the right to have police dogs search persons, personal items, backpacks, purses, or vehicles parked on POGC property.

4. Drug Testing

4.1. POGC will conduct unannounced and random drug testing on all high school students on an annual basis.

- 4.1.1. Refusal to submit to a drug test under this policy is grounds for immediate expulsion.
- 4.1.2. 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.
- 4.1.3. Drug test results will be maintained in a double locked filing cabinet, accessible only by POGC Administration. Drug test results will only be known to POGC Administration and the POGC Guidance Counselor, with no exceptions.
- 4.1.4. 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.
- 4.1.5. 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.
- 4.1.6. Results of tests shall only be reported to the student, parents/guardians of the student involved.
- 4.1.7. Licensed professionals will conduct testing and lab work will be done at a certified lab.
- 4.1.8. 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.
- 4.1.9. 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.
- 4.1.10. Parents can also request to be in attendance during the collection of their student's samples for testing.
- 4.1.11. Within 72 hours of being notified of a test result, parents/guardians of any student testing positive will have an opportunity to request a conference with POGC Administration, at which time the student or parents/guardians may offer an explanation of the positive result.
- 4.1.12. 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.
- 4.1.13. Within the 72-hour time period, the parents/guardians of the student may request a retest of the sample collected. Upon such a request, the sample shall be retested by the same lab and

method as the previous test. If the retest is negative, the student will remain in good standing. If the retest is positive, the parents/guardians are responsible for the cost of the retest, and the student shall be subject to expulsion.

4.1.14. If a parent fails to make a request for a retest within 72 hours of receiving notice of a positive test result, the appeals process will be waived and the second sample will not be tested.

4.2. 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

5.1. 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 immediately suspended from school, per the POGC discipline policy.

5.2. 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.

5.2.1. POGC personnel will adhere to the requirements of paragraph 3 when conducting such searches.

5.2.2. 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.

Point of Grace Christian Policy #008 (1 Jul 2017)

Discipline Policy

1. General and Responsibilities

- 1.1. The POGC Discipline Policy is established and implemented by POGC Administration. Questions regarding this policy should be directed to POGC Administration or the POGC Guidance Counselor.
- 1.2. 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.
- 1.3. 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 academically, socially, and emotionally.
- 1.4. POGC students, parents, and guardians are responsible for reading and understanding the POGC Discipline Policy and Discipline Matrix.

2. Discipline Procedures

- 2.1. 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 good classroom management are the keys to prevent student discipline problems.
- 2.2. 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.
- 2.3. POGC staff will use an approved Student Management System (SchoolWorx, Class Dojo, etc.) to annotate student behavioral incidents.
 - 2.3.1. Students who have repeated 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.
- 2.4. POGC staff and administration will utilize the POGC Discipline Matrix, when necessitated by student behavior.
- 2.5. To ensure consistent and fair punishment for disciplinary incidents, POGC staff and Administration shall adhere to the punishments listed in the POGC Discipline Matrix, as much as possible. POGC Administration reserves the right to alter punishment(s), only on an a minimal but as needed basis. Factors such as severity of the incident, underlying causes, outside influences, etc., may be considered when altering punishment.



Point of Grace Christian

Offense	Primary K-2	Elementary 3-5	Middle School 6-8	High School 9-12
Aggression/Fighting	<ol style="list-style-type: none"> One-day loss of playtime Two-day loss of playtime Parent/Admin conference 	<ol style="list-style-type: none"> Two-day loss of playtime Parent/Admin conference; five-day loss of playtime One-day out-of-school suspension (OSS)¹ Expulsion 	<ol style="list-style-type: none"> Parent/Admin conference; one-day in-school suspension (ISS)² Three-day OSS Expulsion 	<ol style="list-style-type: none"> Parent/Admin conference; three-day ISS Five-day OSS Expulsion
Illegal Drugs ³ (use, possession, sale, sharing, etc.)	<ol style="list-style-type: none"> Expulsion 	<ol style="list-style-type: none"> Expulsion 	<ol style="list-style-type: none"> Expulsion 	<ol style="list-style-type: none"> Expulsion
Alcohol/Tobacco ⁴ (use, possession, sale, sharing, etc. To include snuff, chewing tobacco, e-cigs, etc.)	<ol style="list-style-type: none"> Parent/Admin conference; loss of privileges Five-day OSS Expulsion 	<ol style="list-style-type: none"> Parent/Admin conference; three-day OSS Ten-day OSS Expulsion 	<ol style="list-style-type: none"> Parent/Admin conference; ten-day OSS Expulsion 	<ol style="list-style-type: none"> Parent/Admin conference; ten-day OSS Expulsion

¹ OSS: Out-of-school suspension; zero credit for any missed work (quizzes/test/homework); attendance will be credited as ‘excused absence’; student may not participate in any extracurricular school activities during this time (sports/field day/field trips/etc.).

² ISS: In-school suspension; student will be in office for entire school day; work will be completed in office and given appropriate grade/credit; attendance will be credited as ‘present’; student may be required to perform menial task around the school; student will participate in school extracurricular activities as approved by POGC Administration.

³ POGC will contact state/county authorities, when appropriate and necessary, to include but not limited to any of the following organizations: Department of Child Services, Taylor County Sheriff’s Office, or the Perry Police Department. Student’s expelled for drug infractions may be readmitted to POGC after successful drug therapy, counseling or intervention.

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

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

Offense	Primary K-2	Elementary 3-5	Middle School 6-8	High School 9-12
Weapons Possession ⁵ (on school property to include: parking lot, buildings or any school related off-campus function)	<ol style="list-style-type: none"> 1. Parent/Admin conference; confiscation of item 2. Three-day OSS 3. Expulsion 	<ol style="list-style-type: none"> 1. Parent/Admin conference; confiscation of item; five-day OSS 2. Five-day OSS 3. Expulsion 	<ol style="list-style-type: none"> 1. Parent/Admin conference; confiscation of item; ten-day OSS 2. Expulsion 	<ol style="list-style-type: none"> 1. Parent/Admin conference; confiscation of item; ten-day OSS 2. Expulsion
Bullying ⁶	<ol style="list-style-type: none"> 1. Admin/student conference; parent notification⁷; one-day ISS 2. One to three-day ISS 3. Three to five-day OSS 4. Expulsion 	<ol style="list-style-type: none"> 1. Admin/student conference; parent notification; one-day ISS 2. One to three-day ISS 3. Five-day OSS 4. Expulsion 	<ol style="list-style-type: none"> 1. Admin/student conference; parent notification; three-day ISS 2. Three to five-day OSS 3. Expulsion 	<ol style="list-style-type: none"> 1. Admin/parent conference; three-day ISS 2. Five to ten-day OSS 3. Expulsion
Foul Language (inappropriate language, jokes, sexual innuendos, etc.)	<ol style="list-style-type: none"> 1. Admin/student conference; parent notification 2. Three to five-day loss of playtime 3. One to three-day ISS 	<ol style="list-style-type: none"> 1. Admin/student conference; parent notification; one day loss of playtime 2. Three to five-day loss of playtime 3. One to three-day ISS 	<ol style="list-style-type: none"> 1. Admin/student conference; parent notification; one-day ISS 2. Three to five-day ISS 3. Five to ten-day OSS 4. Expulsion 	<ol style="list-style-type: none"> 1. Admin/student conference; parent notification; one-day ISS 2. Five-day ISS 3. Ten-day OSS 4. Expulsion
Cheating ⁸	<ol style="list-style-type: none"> 1. One-day loss of playtime 2. Admin/student conference; parent notification; three-day loss of playtime 3. Parent/Admin conference; one to three-day ISS 	<ol style="list-style-type: none"> 1. Three-day loss of playtime 2. Admin/student conference; parent notification; five-day loss of playtime 3. Parent/Admin conference; three-day ISS 	<ol style="list-style-type: none"> 1. Admin/student conference; parent notification; one-day ISS 2. Parent/Admin conference; three-day ISS One to three-day OSS 3. Expulsion 	<ol style="list-style-type: none"> 1. Admin/student conference; parent notification; one-day ISS 2. Parent/Admin conference; one-day OSS 3. Three to five-day OSS 4. Expulsion

⁵ POGC will contact state/county authorities, when appropriate and necessary, to include but not limited to any of the following organizations: Department of Child Services, Taylor County Sheriff's Office, or the Perry Police Department.

⁶ POGC will contact state/county authorities, when appropriate and necessary, to include but not limited to any of the following organizations: Department of Child Services, Taylor County Sheriff's Office, or the Perry Police Department.

POGC may require counseling/treatment, anger-management, etc., as a precondition for a student's return from OSS.

⁷ Parent notifications will be made by POGC administration staff (POGC Office/Administrator/Guidance Counselor)

⁸ Students caught cheating, to include plagiarism, will automatically be given a 0% for the assignment in question, in addition to the applicable punishment listed.

Offense	Primary K-2	Elementary 3-5	Middle School 6-8	High School 9-12
Vehicle Incidents	N/A	N/A	N/A	<ol style="list-style-type: none"> 1. One-week loss of school parking privileges; parent notification 2. Two-week loss of school parking privileges; Admin/student conference; one-day ISS 3. Parent/Admin meeting; permanent loss of school parking privileges; three-day OSS
Dress Code	<ol style="list-style-type: none"> 1. Inform student of violation 2. Parental notification 3. Parental notification; student required to change clothes as soon as brought to school 4. Parental notification; student will remain in office until change of clothes arrive 	<ol style="list-style-type: none"> 1. Inform student of violation 2. Parental notification 3. Parental notification; student required to change clothes as soon as brought to school 4. Parental notification; student will remain in office until change of clothes arrive 	<ol style="list-style-type: none"> 1. Inform student of violation 2. Parental notification 3. Parental notification; student required to change clothes as soon as brought to school 4. Parental notification; student will remain in office until change of clothes arrive 	<ol style="list-style-type: none"> 1. Inform student of violation 2. Parental notification 3. Parental notification; student required to change clothes as soon as brought to school 4. Parental notification; student will remain in office until change of clothes arrive
Disruptive/Disrespectful Behavior ⁹	<ol style="list-style-type: none"> 1. One-day loss of playtime 2. Admin/student conference; parent notification; three-day loss of playtime 3. Admin/parent conference; one-day ISS 4. Three to five-day ISS 	<ol style="list-style-type: none"> 1. Two-day loss of playtime 2. Admin/student conference; parent notification; five-day loss of playtime 3. Admin/parent conference; three-day ISS 4. Three to five-day OSS 	<ol style="list-style-type: none"> 1. Admin/student conference 2. Parent notification; one to three-day ISS 3. Admin/parent conference; one-three OSS 4. Expulsion 	<ol style="list-style-type: none"> 1. Admin/student conference 2. Parent notification; one-three day ISS 3. Admin/parent conference; three to five-day OSS 4. Expulsion

⁹ May include, but not limited to: sleeping in class, disrupting class, disrespectfulness to any POGC staff, disrespectfulness to peers, lunchroom misbehavior, public displays of affection (PDA).

Offense	Primary K-2	Elementary 3-5	Middle School 6-8	High School 9-12
Vandalism/Stealing ¹⁰	<ol style="list-style-type: none"> Admin/student conference; parent notification; three-day loss of playtime Admin/parent conference; one-day ISS; five-day loss of playtime Three-day OSS 	<ol style="list-style-type: none"> Admin/student conference; parent notification; five-day loss of playtime Admin/parent conference; one-day ISS; ten-day loss of playtime Five-day OSS 	<ol style="list-style-type: none"> Admin/student conference; parent notification; one-day ISS Admin/parent conference; three to five-day ISS Five-day OSS 	<ol style="list-style-type: none"> Admin/student conference; parent notification; one-day OSS Admin/parent conference; three to five-day OSS Expulsion
Skipping School Leaving School/Class Without Permission ¹¹	N/A	N/A	<ol style="list-style-type: none"> Admin/student conference; parent notification; one-day ISS Admin/parent conference; three-day OSS Expulsion 	<ol style="list-style-type: none"> Admin/student conference; parent notification; three-day ISS Admin/parent conference; five-day OSS Expulsion
Cell Phone Misuse/Disruption	<ol style="list-style-type: none"> Confiscate phone and teacher return at end of day Admin/student conference; phone must be picked up by parent Admin/parent conference; phone must be picked up by parent; three-day loss of playtime 	<ol style="list-style-type: none"> Confiscate phone and teacher return at end of day Admin/student conference; phone must be picked up by parent Admin/parent conference; phone must be picked up by parent; five-day loss of playtime 	<ol style="list-style-type: none"> Confiscate phone and teacher return at end of day Admin/student conference; phone must be picked up by parent Admin/parent conference; phone must be picked up by parent; one-day ISS 	<ol style="list-style-type: none"> Confiscate phone and teacher return at end of day Admin/student conference; phone must be picked up by parent Admin/parent conference; phone must be picked up by parent; three-day ISS
Making Threats of Violence Against School/Staff/Other Students ¹²	<ol style="list-style-type: none"> Admin/parent conference; three to five-day ISS Expulsion 	<ol style="list-style-type: none"> Admin/parent conference; five to ten-day ISS Expulsion 	<ol style="list-style-type: none"> Admin/parent conference; contact law enforcement; expulsion 	<ol style="list-style-type: none"> Contact law enforcement; expulsion
Notes:	<ol style="list-style-type: none"> Punishments listed in this matrix are the minimum punishment to be administered per incident. POGC Administration reserves the right to add additional punishment as the situation warrants. POGC Administration reserves the right to change this policy on an as needed basis. 			

¹⁰ POGC will contact state/county authorities, when appropriate and necessary, to include but not limited to any of the following organizations: Department of Child Services, Taylor County Sheriff's Office, or the Perry Police Department. POGC students/families will be held financially responsible for damages/theft/etc. In certain circumstances, with approval of the POGC School Board, students will be allowed to work off their debt.

¹¹ Punishments listed here do not influence or override the attendance policy. That is, if a student's skipping school/class puts them over the allowable days missed, the punishment listed here will be in addition to receiving a zero credit for classes affected by the POGC attendance policy.

¹² POGC will contact state/county authorities, when appropriate and necessary, to include but not limited to any of the following organizations: Department of Child Services, Taylor County Sheriff's Office, or the Perry Police Department.

POGC Tuition

Please contact the school office (850-584-5445) for:

- Most current tuition information**
- Book/testing/technology fee information**
 - Scholarship information**
 - Payment plan options**
- Current balance information**

Point of Grace Christian Policy #901 (1 Jul 2016)

Financial Controls

1. General and Responsibilities

- 1.1. The POGC Financial Controls 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. The POGC School Board reserves the right to amend the POGC financial policy throughout the school year or as needed.
- 1.3. The POGC School Board will create and adopt an annual POGC budget in accordance with the Crosspoint Baptist Fellowship by-laws.
- 1.4. POGC Administration will operate the school financially within the margins of the approved annual budget.
- 1.5. The POGC Office will collect, record, and deposit all POGC financial transactions.
- 1.6. POGC Administration will maintain the POGC budget.
- 1.7. The Crosspoint Baptist Fellowship Secretary will be responsible for POGC staff payroll, payroll taxes, utilities payments, etc. POGC will transfer funds to Crosspoint Baptist Fellowship to pay for these expenses.

2. Annual POGC Budget

- 2.1. The POGC budget year is July 1st to June 30th.
- 2.2. POGC Administration will prepare a preliminary annual budget no later April 1st of each year or upon request of the POGC School Board.
- 2.3. POGC Administration or designated individual will take part in the Crosspoint Baptist Fellowship budget planning process.
- 2.4. POGC Administration or designated individual(s) will be present for the monthly Church Council/School Board meeting and able to answer questions on the POGC budget.
- 2.5. POGC Administration will monitor the POGC budget on a monthly basis and will brief the POGC School Board on a monthly basis or as needed if discrepancies, deficiencies or any other issues of concern arise within the budget.

3. Financial Policy

- 3.1. In order to perform uninterrupted, normal, day-to-day operations of the school, POGC Administration will be allowed to:
 - 3.1.1. Obligate, purchase, spend, or authorize any payment of funds for items, within the limitations of the budget, necessary for routine school operations.
 - 3.1.2. Obligate, purchase, spend, or authorize any payment of funds for service, which are necessary for student/staff safety, maintenance of property, or repair of facilities.
 - 3.1.3. Obligate, purchase, spend, or authorize any payment of funds for items, within the limitations of the budget, necessary for teacher development and staff training.
- 3.2. POGC Administration will adhere to the following financial restrictions:
 - 3.2.1. POGC Administration will not enter into any annual-recurring or long-term (12-months or more) contracts without POGC School Board approval.

- 3.2.2. POGC Administration will not obligate the school to any personnel contracts without POGC school board approval.
- 3.2.3. POGC Administration will notify the POGC School Board of any single-item purchase(s) of \$2,500 or more, at the next available School Board meeting. Note: annual book orders and wash-thru line items (e.g., fundraisers) are exempt from this requirement.
- 3.2.4. Single-item purchases of \$5,000 or more require POGC School Board approval prior to purchase. Note: annual book orders and wash-thru line items (e.g., fundraisers) are exempt from this requirement.
- 3.2.5. One-time bulk or bundled purchases of \$10,000 or more require POGC School Board approval prior to purchase. Note: annual book orders and wash-thru line items (e.g., fundraisers) are exempt from this requirement.
- 3.2.6. POGC Administration will brief the POGC School Board, monthly, on any purchased items which could not be categorized to an established budget line item and placed in the “Miscellaneous/Unbudgeted” line item.
- 3.2.7. All POGC purchases will be made with check/money-order/credit card; at no time, will “cash” payments be used unless specifically authorized by the POGC Administration.
 - 3.2.7.1. Cash payments, when authorized by POGC Administration, require two people, designated by POGC Administration to retrieve and disburse funds.
 - 3.2.7.2. Cash payments will be logged into QuickBooks. A receipt(s) must be provided by the reimbursee before disbursement of cash funds.
 - 3.2.7.3. Cash payments totaling over \$250.00 to one person in a 30-day timeframe require notification and approval of the POGC School Board before disbursement is made.
 - 3.2.7.4. Cash payments, when authorized by POGC Administration, will be for school related expenses and reimbursements for school related expenses only; POGC funds will not be used for “check cashing” purposes.

4. Tuition/Fee Financial Controls & Procedures

- 4.1. Funds (cash/coins/checks) collected by POGC will be deposited immediately in the school safe.
- 4.2. All funds collected by POGC will be entered into QuickBooks, by personnel designated by POGC Administration.
- 4.3. POGC Administration will designate four (4) personnel responsible for the POGC safe keys. The safe requires two keys to be opened: AT NO TIME will a single POGC employee be in possession of both keys.
- 4.4. The safe will remain locked at all times, except for retrieval of funds.
- 4.5. Two people will be present at all times when the safe is opened and funds are out of the safe.
- 4.6. POGC funds will be counted/deposited weekly during the school year and bi-weekly during the summer months. POGC Administration may waive these requirements for holidays (e.g., Christmas break) and during weeks when no deposits are made (summer weeks).
- 4.7. Two people, as designated by POGC Administration, will perform the weekly collection, counting, and transferring of funds to the bank: AT NO TIME will a single POGC employee be left alone with POGC funds.

- 4.8. Florida Tax Credit (Step Up For Students) check procedures:
 - 4.8.1. FTC checks, once received, will be secured at all times, in either a locked cabinet or maintained in the school office while manned.
 - 4.8.2. The school office will notify parents after checks are received, for signature. FTC checks must be signed in the school office; at no time, will FTC checks leave the school office, other than for deposit to the bank.
 - 4.8.3. POGC Office personnel will positively identify (personal recognition or a photo identification when needed) the person signing the check. At no time, will an individual not listed on the FTC check be allowed to sign.

5. Supplies & Material Requests

- 5.1. POGC Administration will create and maintain a “Supply & Material Request Form” for use by POGC Staff.
- 5.2. All POGC Staff request for supplies or material will be routed to and approved by POGC Administration.
- 5.3. POGC Staff personal school purchases will only be reimbursed with prior approval and must include a copy of all applicable receipts.