

GCA

Georgia-Cumberland Academy

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accredited by:

Southern Association of Colleges and Schools,
Georgia Private School Accreditation Council, and
Adventist Accrediting Association

Name: _____

Address: _____

Phone Number: _____

Grade: _____

TO KNOW, TO LOVE, TO SERVE

FACULTY & STAFF

Administration

Gregory Gerard, EdD	Principal
Don Short, MAT	Vice Principal
Deborah Theus, BS	Treasurer
Derrick Collins, MA	Guidance & Testing
Nancy Gerard, EdD	Alumni and Development Director
Durward Hass, BS	Student Labor Director
Janet Naus	Girls Dean
Doug Nesmith, MEd	Boys Dean
Briggett Pangkey, MA	Director of Marketing & Recruiting
Patti Speer	Registrar

Instruction

Bruce Boggess, BA	English, Gymnastics, History
Dori Boggess, BA	English, Learning Resources
Marty Briggs, PhD	Chemistry, Geology/Ecology, Physical Science, Physics
Derrick Collins, MA	Religion
Melanie DiBiase, MA	Anatomy & Physiology, Biology I & 11
Wally Fox, MAT	Driver's Education, Fitness, Freshman PE & Health, Tennis
LeAnn Garipey, BA	Drama, Religion IV
Serge Garipey, BS	Mathematics
Greg Hudson, MDiv	Chaplain, Religion
Patricia Muriel, BS	English, Spanish
Doug Nesmith, MEd	Computer Skills
Candace Nesmith, MMus	Choral Music Director
Don Short, MAT	Government, US History
Laura Short, BA	ESL, Photography
Carrie Staats, BS	Mathematics
Martin Surrige, MA	English
Mark Torsney, BA	Instrumental Music Director

Support Staff

Christine Bliven	Food Service Assistant
Gerald Bliven	Food Service Director
Linda Bray	Food Service Assistant
Terri Britt	Business Office Assistant
Sarah Chase	Assistant Girls Dean
Woodrow Davis	Assistant Boys Dean
Mary Ellen Fox, BS	Librarian
Durward Hass, BS	Assistant Boys Dean
Erin Hass	Food Service Assistant
Todd Hunt, BS	Accountant
Kelli Lambertson, RN	School Nurse
Jeanette Oblander	Alumni/Development Secretary
Charles Schmidt	Grounds Director
Ernest Staats, MS	IT Director
Tom Sterndale, BA	Maintenance Director

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GENERAL INFORMATION

HISTORY

Georgia-Cumberland Academy (GCA) is a Seventh-day Adventist Christian school, offering coursework to boarding and day students in grades nine through twelve. The campus is located on 510 acres, five miles from Calhoun, Georgia. The rural setting offers beautiful views of the Chattahoochee National Forest.

The current property was purchased in 1908 as a result of personal instruction from Ellen White. For a time it was the site of the Hurlbutt Sanitarium, School, and Farm.

GCA opened in 1965 because of the commitment and generosity of the Georgia-Cumberland Conference constituency and leadership. One of the most memorable activities was the Penny Campaign to construct the music building.

In 1997 the *Blueprint for the 21st Century* campaign provided for completely renovating the dormitories and the computer lab.

More than 7,000 students have enrolled at GCA, with recent enrollments of over 240.

Located near the rapidly developing I-75 corridor between Chattanooga, Tennessee, and Atlanta, Georgia, GCA maintains a commitment to students from the Calhoun area, the Georgia-Cumberland Conference, and the world church.

GCA is part of the Seventh-day Adventist educational system which currently has more than 1 million students attending some 6,000 schools in more than 100 countries.

Georgia-Cumberland Academy is accredited by SACS (Southern Association of Colleges and Schools), GAPSAC (Georgia Private School Accreditation Council), and the Adventist Accrediting Association

2004 ACADEMY OF EXCELLENCE

GCA was recognized by the Alumni Award Foundation as The Academy of Excellence in 2004.

OUR MISSION

The mission of Georgia-Cumberland Academy is to foster an educational environment of excellence where students, faculty and staff pursue a shared quest:

- To know Jesus as Savior and Friend
- To love God and those He brings into our lives
- To serve the church and society

CORE VALUES

We endeavor to pursue our mission in the context of a positive Christian environment with shared values that include:

- Spiritual growth
- Commitment to academic integrity
- Respect for God, people, and our world
- Following a healthy, drug-free lifestyle

PARENTS IN SUPPORT OF GCA (PSGCA)

This organization is made up of parents of past, current, and future students of GCA, and others who have a strong interest in the success of GCA. All parents of current students are automatically members. This group provides an avenue for parents who are willing to share their time, abilities, and other resources with the school for the purpose of enhancing the program and making the quality of GCA life better for the students and the faculty.

PSGCA also helps to keep the parents of GCA students informed and involved in the events at the Academy. Formal group leaders have been appointed by the GCA Board. Any person willing to volunteer time, effort, or resources should contact the PSGCA leaders or the Development Office.

PSGCA MISSION STATEMENT

To support Georgia-Cumberland Academy, the students, and the faculty, utilizing our time and other resources to attain the highest academic and spiritual standards, and to enhance the program for our children.

ACCREDITATION

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- Adventist Accrediting Association

APPEAL OF DECISION

At GCA, policies and decisions are generally made by staff and/or student committees. Academic policies are generated by the Curriculum

Committee and administrative policies are generated by the Administrative Council. There may be times when you feel these decisions are unfair. You have the right to appeal decisions. In the case of a decision made by an individual teacher, the decision may be appealed in person to the principal or vice principal. In the case of policies or judgments rendered by a committee, an appeal may be made in person to the chairman of the committee, or in writing to the committee as a whole. In the event that the conflict isn't resolved on these levels, the issue may be appealed to the Academy Board.

ASBESTOS MANAGEMENT

An approved inspection and management plan for asbestos-containing building materials, required by the federal government, is on file in the school office and is available for review upon reasonable notice.

CAMPUS GUESTS AND VISITORS

In an effort to protect our students, Georgia-Cumberland Academy operates a closed campus. Guests, visitors and former students must make arrangements to visit the campus, or our students, prior to coming to campus. Guests coming to campus during regular class hours (Monday-Friday, 8 a.m.-5 p.m.) should stop at the school office before visiting other parts of the campus.

Guests, visitors, or former students wishing to visit campus during evenings or weekends must make arrangements in advance with academy administration. The Academy will restrict the frequency of visits of non-students to campus. Parents of current students are welcome to visit their children without prior arrangements.

PRIVACY

Georgia-Cumberland Academy will release student academic and contact information (which may include the student's social security number) to the State of Georgia (as required under Georgia Hope Scholarship policy) and to Seventh-day Adventist colleges and universities. If parents and/or students do not wish to have this information distributed they must contact the GCA registrar.

By enrolling as a student at Georgia-Cumberland Academy, parents and students understand that their picture and/or image may be used on our website or other publications and advertisements. If parents and/or students do not consent to the use of their picture or image they must contact the principal prior to enrollment. Application and enrollment will constitute consent to the use of pictures and images of students.

TEXTBOOKS

Textbooks constitute an important part of the curriculum. Some of the textbooks adopted may have factual errors and others may have differing opinions on important philosophical or religious issues. By using these books the school is not necessarily condoning their ideas and will make necessary explanations.

ADMISSIONS

Applicants to GCA must submit the application form completely filled out and two satisfactory recommendations to the registrar's office, and satisfy one of the following conditions at the time of enrollment:

- Graduate from elementary school (grade eight) with passing grades in English and math and have a composite score of at least 35% on either the Iowa Test of Basic Skills (ITBS) or the Test of Achievement and Proficiency (TAP).
- Transfer from an approved secondary school, with a minimum grade point average (GPA) of at least 1.67 and have a composite score of at least 35% on either the ITBS or the TAP.
- Be at least 14 years of age before August 15 of the current school year, completed grade eight in a homeschool environment and have a composite score of at least 35% on either the Iowa Test of Basic Skills (ITBS) or the Test of Achievement and Proficiency (TAP).

ACCEPTANCE POLICY

Georgia-Cumberland Academy accepts students regardless of race, gender, religion, or national origin, whose principles and interests are in harmony with the ideals and standards of the Academy as expressed in its mission and policy statements.

Although religious affiliation is not a requirement for admission, all students are expected to abide by the policies and standards of the Academy. It is expected that all students shall live in harmony with these standards, whether on or off campus.

Students are required to attend dormitory worship, vespers, Sabbath school, church service, and to act in harmony with the holiness of the services.

Georgia-Cumberland Academy is not equipped to handle young people who have major behavioral, health, or scholastic problems.

ACCEPTANCE ON ACADEMIC PROBATION

Students who do not meet the academic acceptance requirements may at times be accepted on academic probation. Often this probation will last at least one semester. Students with a personal history of failing grades, achievement text composite percentile rank scores below 35, who have received exceptional student (sometimes called special education) public or private school services, or who have had an Individualized Educational Plan (IEP) may be considered for acceptance on academic probation. The

admissions committee or administrative council will make final decisions as to whether or not a student will be accepted on a probationary basis.

By accepting a student on academic probation, GCA is not making assurance of the ability of the academy to meet the needs of the probationary student. GCA does not offer special education services and is not always able to meet the specific needs of the students with established Individualized Educational Plans. Academic success on the part of the individual students will determine whether or not the student will be allowed to remain at the academy and whether or not they are removed from probation.

GCA provides a regular high school academic program which is designed for those students who are able to perform at a standard academic level or above, and reserves the right to require non-performing students to withdraw.

APPLICATION PROCESS

Applicants and their parents must

- read the GCA Bulletin and other policy materials,
- sign an agreement to uphold Academy policies, and
- complete a financial plan that covers expenses for the year.

Before the application is taken to the Admissions Committee, the registrar must receive

- the student's application form completely filled out and properly signed,
- two recommendation forms completely filled out and signed,
- applicant's standardized test scores,
- applicant's transcript from previous school(s),
- applicant's discipline and attendance records from previous school(s),
- copy of applicant's social security card,
- copy of applicant's birth certificate, and
- financial contract.

The Admissions Committee will review the applicant's file and make their decision. The applicant will be notified of the decision by mail.

The application process will require some time and must be completed before a student will be allowed to move into the dorm or attend classes.

DOCUMENTS REQUIRED ON OR BEFORE REGISTRATION

All students must have the following on file at the Academy on or before registration

- ✓ an up-to-date immunization certificate,
- ✓ a report of a recent physical examination,
- ✓ I-9 form—Employment Eligibility Verification (*International students must present a copy of their valid US Visa and I20 form.*)

IMMUNIZATIONS

Georgia law requires all students to have the following immunizations up to date:

- ✓ DPT—5 doses
- ✓ Diphtheria, Tetanus—booster every 10 years
- ✓ OPV—4 doses
- ✓ MMR—2 doses
- ✓ Varicella—2 doses or history of chicken pox
- ✓ Hepatitis B—3 doses
- ✓ PPD Test & Reading

By law, your child has 30 days to update his/her immunization record or be excluded from attendance at school.

REGISTRATION AND LATE REGISTRATION

Students are expected to register on the day indicated in the school calendar and begin regular classes and work at the opening of the school year.

Those who must register more than one week late for either semester will be permitted to carry full coursework only at the discretion of the Curriculum Committee. Courses and extracurricular activities may be limited for those enrolling late. Those more than one week late may be denied admission.

Students who receive full credit for make-up or completion work will be expected to pay full tuition.

SCHOOL PHYSICAL EXAMINATION

All students entering GCA are required by Georgia law to have a school physical examination on file at the academy. New students must provide a medical report that was completed no more than 12 months prior to registration. This requirement must be met for continued class attendance and enrollment.

STUDENT PLEDGE

Each student who applies for admission to the Academy thereby pledges to willingly observe all its regulations, maintain a positive attitude, and uphold the Christian principles upon which the school is founded. By enrolling at GCA, students and their parents agree to support all rules, regulations and policies, including random drug and/or alcohol screening and testing of the student.

ACADEMIC INFORMATION

ACADEMIC CREDIT

GCA grants academic credit on the basis of the Carnegie Unit. A Carnegie Unit is equivalent to 180 days of 40-minute class periods. GCA is currently using 80/85-minute class periods.

ACADEMIC PROBATION

Students receiving poor grades will be placed on probation according to the following system:

Academic Probation:

- One F

Critical Academic Probation:

- Two or more F's

Students on academic probation may be required to modify their academic program or drop extra courses/activities. Their membership or participation in any touring group or team will be in jeopardy. Students who remain on academic probation beyond one grading period, or who receive failing grades for two or more grading periods cannot miss classes and will be dropped from touring groups or teams.

Students on critical academic probation will be dropped from touring groups or teams and will not be allowed to miss classes. Students who fail classes will lose all GCA financial aid and continued failing grades may result in the student being asked to withdraw.

ADDING/DROPPING COURSES

Student program changes must begin in the registrar's office and may include permission from parents. Students may add or transfer courses within the first two weeks of each semester. Students may drop a class without receiving a WP or WF through the first quarter of each semester.

Requests to add or drop courses outside this policy will be referred to the Curriculum Committee.

Stipulations for performing groups may differ from these policies.

CLASS MEMBERSHIP

Class membership is determined by the number of units the student has earned in high school.

Seniors—to be eligible to join and continue in the senior class the student must meet the following:

- Graduation requirements must be met by the end of the senior year.

- Official transcripts from schools previously attended must be recorded in the registrar's office.
- Correspondence work must be completed and the transcript on file in the registrar's office.

Juniors, Sophomores, and Freshmen—

- Be taking enough coursework to have earned at least 16, 10, or 5 units by the end of the Junior, Sophomore, or Freshman year respectively.
- Have completed all major coursework appropriate for the grade.
- Have official transcript of previous coursework on file in the registrar's office (including all correspondence coursework).

CORRESPONDENCE COURSES & SUMMER SCHOOL

GCA students must receive prior permission from the Curriculum Committee before sending for, or applying for, a correspondence course, or summer classes.

The Academy may choose not to accept correspondence, summer school or other nonresident credit taken by any enrolled student unless the work has been previously approved by the Curriculum Committee.

Correspondence courses, summer school, etc. may not be taken in place of regular courses offered by the Academy. Correspondence courses taken during the summer should be completed before fall registration.

Correspondence courses taken in the final year must be completed by the beginning of the second semester or the student must take the second semester at GCA.

When, due to unavoidable conflict in a student's program, a correspondence course is approved, it will count as part of the regular course load.

COURSE CREDIT BY EXAMINATION

A student may, at the discretion of the Curriculum Committee, take a proficiency examination in selected subjects. Academic credit and a grade may be given. An examination fee may be charged.

COURSE LOAD

A full course load is six units per year. Students desiring to register for more than seven courses must petition the Curriculum Committee. Should the request be granted, the student must maintain a satisfactory scholastic average. A minimum of four units must be taken each school year.

GRADE REPORTS

The academic year is divided into two semesters. Only semester grades are recorded on the student's permanent transcript. Grades are sent home each four and one-half weeks.

- Four and one-half week and quarter grades indicate the current level of academic performance and may guide the student in completing the course requirements. These grades are not recorded on the permanent record nor do they affect the cumulative GPA.
- The grades earned at the semester are recorded on the student's transcript. It is from these grades that the student's cumulative GPA is figured.

GRADE SCALE

Percentages used in calculating grades:

A=94-100	A-=90-93	B+=87-89
B=83-86	B-=80-82	C+=77-79
C=73-76	C-=70-72	D+=67-69
D=63-66	D-=60-62	F=below 60

Grades points used in calculating the GPA:

A= 4.0	A-=3.7	B+=3.3
B=3.0	B-=2.7	C+=2.3
C=2.0	C-=1.7	D+=1.3
D=1.0	D-=.7	F=0

GRADUATING WITH HONORS

Students with a cumulative GPA of 3.0-3.49 through the first semester of their senior year will be graduated with honors. Those with a GPA of 3.5 or higher will be graduated with high honors.

GRADUATION ACCELERATION

The general policy at Georgia-Cumberland Academy is to require four years of education on the secondary level for graduation. Exception may be made to accommodate outstanding academic ability as well as social maturity.

Permission to accelerate is requested through the Curriculum Committee. To qualify, a student must have a GPA of at least 3.5 and a composite score of at least the 85th percentile on TAP, ITBS or ACT PLAN & EXPLORE.

The student must meet all GCA requirements for graduation.

HOME SCHOOL CREDITS

Home-schooled students must provide information showing that they have completed the eighth grade level. Such data should be recorded on a transcript or a Course Verification Sheet (available from the academy registrar) and may also include standardized achievement test scores, report cards, evidence of teacher lesson plans, portfolios, list of textbooks used, correspondence courses, etc.

The Academy has the authority to administer tests to determine a student's knowledge and may reduce the amount of accepted credit. Grades from home schools may be recorded as passing with no letter grade applied.

TESTING

GCA is a designated Sunday Test Center for the SAT and ACT. Freshmen and sophomores are required to take the EXPLORE/PLAN tests. Seniors are required to take the ACT in the fall.

The following tests are available at an extra cost per test:

PSAT—in October;

SAT—in November, December, May

ACT—in October, December, February

AP examinations—in May

GRADUATION REQUIREMENTS

	College Preparatory Diploma (minimum GPA: 2.6)	Standard Diploma
Religion (One unit per year in attendance at an SDA secondary school)	4 units	4 units
English	4 units	4 units
Mathematics	4 units (Algebra I, II, Geometry & Pre-calculus or Statistics)	4 units (Algebra I, plus 3 additional math courses)
Science	4 units (Biology I, Physical Science, Chemistry & one additional advanced science)	4 units (Biology I, Physical Science, plus two additional science courses)
Social Studies	3 units (World History, US History, Government & Economics)	3 units (World History, US History, Government & Economics)
Foreign Language	2 units (Two years of one foreign language)	0 units
Computer Skills	1 unit	1 unit
Health & Physical Ed.	1.5 units	1.5 units
Fine Arts	1 unit	1 unit

Georgia Residents will want to be acquainted with HOPE Scholarship Requirements. Those requirements are subject to change by the State of Georgia and may be reviewed at www.gacollege411.org

COURSE DESCRIPTIONS

Computer Education Courses

Computer Skills

1 unit

Society is moving forward in a direction that will soon make it impossible to do jobs without computer knowledge. This class prepares students with many of the most commonly used computer programs. Students will learn the different programs in Microsoft Office 2010, including Word, Excel, Access, Outlook, PowerPoint, and Publisher. Students will also learn the basics of Windows and the Internet. Students will spend time becoming familiar with Apple programs. Students will be introduced to Photoshop, Dreamweaver, video editing, and hopefully basic instruction on making Apps. The projects of this course are done in collaboration with other classes. The skills learned in this class will prepare students to more easily complete homework and projects for other classes. This class is required for graduation.

English Courses

English I

1 unit

Instruction is given in language structure and usage, paragraph development, short story, Shakespearean drama, poetry, and the novel. Public speaking and creative writing skills are also emphasized.

English II

1 unit

Advanced instruction is given in correct grammar and punctuation usage in preparation for technical and creative writing. World literature is studied extensively. Public speaking and creative writing receive detailed attention.

English III

1 unit

This course includes an in-depth study of the major periods of American literature. Students are encouraged to develop self-expression through composition both of poetry and prose. Students are also encouraged to develop the ability to analyze and critique literature.

English IV

1 unit

An advanced course of writing is given covering the areas of analysis, research, comparison, exposition and persuasion. English literature is combined with vocabulary and writing in preparing the student for a working knowledge of English in higher education and the work place.

AP English Literature and Composition

1 unit

This one-year advanced placement course engages college-bound seniors in the careful reading and critical analysis of classic and contemporary American and European literature. Through the active reading of a rigorous selection of texts, students will deepen their understanding of the ways writers use language to provide both meaning and pleasure for their readers. Writing assignments focus on the critical analysis of literature, including expository, analytical, and argumentative essays. Toward that end, writing instruction focuses on developing coherence, unity, precision, structure, and stylistic maturity. This course is designed to prepare students to take the AP English Literature and Composition exam at the end of the school year.

\$100 non-refundable fee

Applied English I

1 unit

Applied English I is designed for freshman students who need to develop better reading, writing, and organizational skills before merging into our standard English program. Students will read a variety of material including drama, short stories, poetry, and novels.

Applied English II

1 unit

Applied English II is designed to help students strengthen their reading, writing, and organizational skills. Students will read a variety of material including drama, short stories, poetry, essays, and novels. Student responses will include writing assignments, class discussions, and oral presentations. Grammar reinforcement and writing skills will be incorporated throughout the year.

ESL (English as a Second Language)

The ESL course is especially designed for international students who want to spend time in the United States or American students for whom English is a second language. The ESL class strives to help these students become more fluent in English.

Students will also be enrolled in other courses in the regular curriculum. These may be on an audit or credit basis depending upon skill level and recommendation of the ESL director.

Conversation, Reading & Composition

1-2 units

This course focuses on basic conversational skills, practice in speaking, reading and writing in the English language. Daily life skills vocabulary and conversational phrases are also emphasized. Students are also introduced to everyday living, cultural differences, and the general geography of America. Students will move from this course into regular English courses as their English skills improve so they can perform adequately in the regular curriculum as recommended by the ESL director.

Fine Arts Courses

Art

1 unit

This introductory course is designed for beginning artists with the goal of establishing a lifelong love of artistic self-expression. During this course students will be introduced to various mediums including sketching and drawing with pencil and pastel; painting with acrylic and oil; the use of scratchboard; and sand painting. Special emphasis is placed on shading, perspective, composition, color theory and careful observation of the natural world. Students will also be introduced to art history with an emphasis on the paintings of the great masters.

Drama “Testify”

.5 units/semester

Testify Christian Theater is an IN-reach ministry designed to help bring people into a closer relationship with God through the art of theater. Members will perform skits and mimes for church services and various youth events. In addition to being an in-reach ministry, Testify is also a class at Georgia Cumberland Academy. Therefore, members will learn some basic theater terminology of and some basic dramatic techniques. Each member will also be required to write and direct his or her own skit at some point during the school year. Students will be given grades based on their attendance, participation, memorization, improvement, assignments and class projects.

Music

Any of the courses from the music section also qualify as fine arts.

Photography

.5 units/semester

This course provides an introduction to digital photography. Students will be required to rent camera equipment unless they own their own approved equipment.

Foreign Language Courses

Spanish I

1 unit

This course is the first step to becoming fluent in Spanish. Instruction is given in speaking, hearing, writing and reading Spanish. Using Spanish in daily speech is encouraged both in class and out. Class activities are geared to give students the ability to communicate in Spanish with confidence.

Spanish II

1 unit

A continuation of Spanish I. Communication skills are improved and vocabulary and grammar bases are broadened. The class is taught in Spanish, and students speak mostly Spanish in class.

Prerequisite: Spanish I

Health & Physical Education Courses

Gymnastics

.5 units/semester

This course is designed for students with a previous background in gymnastics or students who adapt quickly to the gymnastics program of skills. The gymnastic team is usually limited for a traveling team of skill and Christian witnessing. Fee charged for uniform and Acrofest.

Health & Wellness

.5 units

This course includes principles of health and their meaning to the individual and the community; counsel in the writings of Ellen G. White; acquaintance with current advances in health knowledge and healthful living. (Required course for freshman year.)

Physical Education I

.5 units

Physical education is a required course for freshmen. The program consists of the rules, fundamental skills and participation in team sports and promotion of physical fitness.

Physical Education II

.5 units/semester

This is a coeducational class offering training of advanced skill in tennis and badminton or fitness and weight training.

Driver Education

.5 units

This course consists of 30 hours of classroom instruction and six hours of behind-the-wheel instruction. The student must purchase a textbook and a workbook, plus pay the additional fee as listed in the GCA bulletin.

Every student must obtain financial clearance from the GCA Business Office, be at least 15 years of age and have a learner's permit or license on the first day of class—no exceptions.

History & Social Studies Courses

American Government

.5 units

This course is an introduction to the background, origins, development and operation of the government of the United States. Following an introduction to modern political philosophy, the course deals with political participation and the Constitution. Students explore the three branches of the Federal Government. A unit on civil liberties emphasizes First Amendment rights.

Economics

.5 units

As an introduction to the world of economics, this course uses an online multimedia presentation of economic situations to help the student learn and understand the importance of financial literacy in everyday life. The course is designed to prepare the student to be an informed consumer, a wise investor, and a responsible steward of available resources. Related areas of study include economic implications of current events and the increasingly global nature of economic activity.

United States History

1 unit

A survey course covering pre-colonial times to the present. Deals with ideas, trends, events and leaders in political, military, social, cultural, and religious history. Considers the relevance of history to the present and future. Recognizes the contributions of a wide variety of cultures in the American experience.

AP United States History

1 unit

Advanced Placement option available. Request through teacher.

\$100 non-refundable fee.

World History

1 unit

A survey of the past considering the origin and growth of Western Civilization and its place in the broader world. Special emphasis is placed on the origin and development of Christianity, and its role in shaping history.

Mathematics Courses

Algebra I

1 unit

This course introduces algebraic concepts such as the theory and application of variables, graphing, linear equations, inequalities, basic exponent properties, and polynomial operations.

Prerequisite: Minimum grade of A in Basic Math or GCA Placement Test Score

Algebra II

1 unit

This course is an extension of Algebra I which emphasizes polynomials, exponent manipulations, matrices, functions, and an introduction to trigonometry.

Prerequisite: Minimum grade of C in Algebra I

AP Calculus

1 unit

This course is an advanced placement course designed to help prepare students in passing the AP Calculus AB exam. This course covers limits, derivatives, application of derivatives, integrals, and techniques of integration. A cash fee is required to apply for the AP exam.

Prerequisite: Pre-Calculus

\$100 non-refundable fee.

Consumer Math

1 unit

This course covers problem-solving strategies in consumer-oriented situations dealing with budgets, checking and savings accounts, risk management, debt management, investments, mortgages, income taxes and deductions.

Geometry

1 unit

This course covers relationships between figures, figure measurements, and the classification of figures. Deductive and inductive reasoning are used to justify properties and theorems.

Prerequisite: Minimum grade of C in Algebra I

Pre-Algebra**1 unit**

This course is intended for students who need further preparation for Algebra I and aims to develop fluency with rational numbers and proportional relationships. Topics covered include percents, basic operations, solving equations and inequalities, measurements and data, probability, and basic geometry.

Prerequisite: GCA Placement Test Score

Pre-Calculus**1 unit**

This course is an extension of Algebra II which emphasizes polar graphing, trigonometric identities, decomposition of fractions, and an introduction to limits.

Prerequisite: Minimum grade of C in Algebra I, Geometry, and Algebra 2

Statistics**1 unit**

This is a course in which students will be introduced to the major concepts of data description, probability, interpretation of data, and statistical problem solving. Students will learn the course concepts through hands-on experimentation and investigation. They will analyze existing data as well as data collected through surveys, observational study or experiment. They will then display the data in different ways, analyze it, and draw conclusions based on the results. The four main components of the course are: exploring data, data collection, probability, and inference.

Prerequisite: Passing grade in Algebra II.

Music Courses

The music department usually conducts a major tour each year during the April break. The groups going from year to year will usually rotate between the major choral and instrumental organizations.

Camerata Singers**.5 units/semester**

Provides opportunities to develop performance skills and knowledge in ensemble singing. Limited to 16-20 performers and may include any style period. Covers performance and production, analysis and theoretical studies, historical and cultural influences, creative aspects of music and appreciation of music. Stresses balance of individual progress and group success. Because of the size and the touring involved, members are required to remain in the group the entire year. Uniform and tour fee are required. Private voice lessons may be required for those belonging to this organization. Students must pass an audition to be considered for this select ensemble. Also a current minimum GPA of 2.7 is required upon

entrance, and must be maintained throughout the school year. Students must be enrolled in the GCA Chorale.

Concert Band **.5 units/semester**

Selected by audition, this organization provides opportunity for those interested in improving their skills on wind and percussion instruments to participate in performances for special occasions here on campus and on tours throughout the conference. The band serves both as a witnessing and a public relations organization for GCA. Because of the touring involved, members are expected to remain in the group for entire semester, and preferably the entire year. Uniforms are required, and a touring fee may be required. Private instrumental lessons are encouraged and may be required for some students.

GCA Chorale/Mixed Chorus **.5 units/semester**

Provides opportunities to develop performance skills and knowledge in mixed choral singing. Covers performance, production, and basic conducting. Stresses individual progress and group experiences. Performances on campus and within the Georgia-Cumberland Conference are included during the school year.

Private Lessons **.25 units/semester**

Private instruction in keyboard, voice, string, and band instruments is available to the student desiring to either begin or improve skills on an instrument or voice. Lesson charges vary based on the instructor.

String Orchestra **.5 units/semester**

Selected by audition, this ensemble provides opportunities to develop performance skills in string ensemble repertoire. The String Orchestra serves both as a witnessing and as a public relations organization for GCA. Several performances and tours are scheduled each year. The group often goes on tours combined with another group, such as Cantabile Ringers. Students should plan to be in the group for the entire year, maintain a cumulative GPA of at least 2.0, and stay off critical academic probation. Uniforms are required and a touring fee may be required.

Religion Courses

Religion I (Freshman Bible) **1 unit**

1st Semester (Genesis). 1st Quarter: An introduction to the purpose of the Bible, the various versions, how it is organized, and how to study it. Also addresses the origin of all things including creation, God's purpose for the

Sabbath, and His response to sin. 2nd Quarter: Emphasizes God's grace for the human family through Adam, Noah, the Tower of Babel, and Abraham. Also considers Biblical principles revealed in the stories of Jacob and Joseph with applications to teen relationships and their families.

2nd Semester (The Life of Christ). 3rd Quarter: An introduction to the gospel story studying the chosen land, the chosen people, and the early years of Jesus' life. Also covers the early ministry and teachings of Jesus from His baptism through the proclamation of a new kingdom. 4th Quarter: Deals with the later ministry of Jesus' life and the mounting rejection by the Jewish leaders and people. Also studies the ministry of Jesus' final days to His betrayal, trial, crucifixion, and resurrection.

Religion II (Sophomore Bible)

1 unit

1st Semester. 1st Quarter (Old Testament Survey). A general survey of the history of God's people from the Exodus through the period between the Old and New Testaments. 2nd Quarter (Acts). A study of the development of the early Christian Church according to the New Testament book of Acts.

2nd Semester. 3rd Quarter (History of Christianity). A sweeping survey of significant eras, events and individuals within Christianity during the past two millenniums. 4th Quarter (History of Adventism). An exploration of the Millerite movement in the early 1800's through the development and growth of the Seventh-day Adventist Church to the present time.

Religion III (Junior Bible)

1 unit

Religion III is concerned with basing our faith on Biblical foundations.

1st Semester (1st and 2nd Quarter): Seventh-day Adventist Beliefs. The 28 Fundamental Beliefs are defined and supported from the Bible. Class discussions explore how SDA beliefs can go beyond the theoretical and become practical in everyday life.

2nd Semester (1st Quarter): Jesus in the Book of John. Different methods of Bible study are explored and practiced as students read through the book of John. (2nd Quarter) Daniel & Revelation. An overview of prophecy and end-time events as seen in Daniel and Revelation is presented from a Seventh-day Adventist perspective.

Religion IV (Senior Bible)

1 unit

Religion IV is concerned with exploring and developing healthy Christian relationships.

1st Quarter: Our Relationship with God. *Discovering God's grace and love for us as revealed in the book of Romans.*

2nd Quarter: Our Relationships with People of Other Faiths. *Understanding world religions and how we can witness effectively to people of other faiths.*

3rd Quarter: Our Relationships with the Opposite Sex. *Exploring God's plans for dating, marriage, sex, and becoming godly men and women.*

4th Quarter: Family Relationships. *Exploring basic child development, healthy parenting skills, aging, death, and other family issues.*

Science Courses

Anatomy and Physiology

1 unit

Anatomy and Physiology is the study of the structure and function of the human body and its parts. Content includes: basic anatomy and directional terminology, structure and function of body systems, fundamental concepts and principles of body organization, and histology. The goal of this course is to provide a knowledge base that is essential to students interested in various health-related fields. Because knowledge of the human body is constantly increasing in volume and complexity, this course can offer students the opportunity to be better prepared for educational routes beyond high school. Lastly and most importantly, the instructor will strive to bring students to a higher level of appreciation for the design, balance and capability of the human body and for the loving and intelligent God who created it.

Prerequisite: Minimum grade of C in Biology II or Chemistry.

Biology I

1 unit

Biology I is designed to introduce students to scientific processes, skills and understanding as related to a wide range of biological topics. Content area includes the nature of scientific inquiry, introduction to cell biology, genetics, the origin of life, taxonomy and ecology. Labs and hands-on activities are an important part of conceptual learning in this course. Development of skills that allow for the identification of basic questions that guide good scientific investigation will be emphasized. Lastly and most importantly, credit and praise will be given to our Creator God who made every living thing and who seeks a personal relationship with each one of us. Credit for Biology I is required for graduation.

Biology II

1 unit

Biology II is a course designed to further students' knowledge base and skills introduced in Biology I and to study new topics of importance and interest. Because knowledge and technology in the life sciences is constantly increasing in volume and complexity, this course will offer

students the opportunity to be better prepared for educational routes beyond high school, and should be especially useful for students planning on taking science courses at the university level. Major content areas will include Biochemistry and Cellular Biology, Microbiology, Embryology, Plant and Animal Physiology. Lab experiences are an important component of this course and are designed to give the student the practical experiences necessary to be successful when pursuing college level science courses. Lastly and most importantly, this course is designed to give credit and glory to our Creator who is our Savior and Friend.

Prerequisite: Passing grade in Biology I

Chemistry

1 unit

Chemistry is a laboratory class involving the study of matter and its reactions. The emphasis of the course is increasing the student's ability to use the scientific method and scientific reasoning to explore and analyze chemistry concepts. Students will see that studying the structure and properties of matter leads to appreciation of God and His creation. Laboratory experiences will allow the student to test classroom concepts and increase a sense of wonder and enjoyment of the scientific process.

Prerequisite: Minimum grade of C in Algebra I or Physical Science.

Earth Systems

1 unit

Earth Systems is an examination of the earth, its composition, and factors that have caused changes in the earth's history. It includes the study of plate tectonics and paleontology and the Biblical creation model of these fields, as well as the uniformitarian/evolutionary models. Students will be encouraged to examine evidence for both world views so that they will be able to make informed decisions and defend their beliefs. The course will also address topics in astronomy, meteorology, and oceanography. A variety of field and laboratory activities enhance learning and appreciation of the God who created the earth.

Physical Science

1 unit

Physical Science is a laboratory course focusing on basic topics in physics and general chemistry, including motion, forces, energy, the composition and structure of matter, and its reactions. The emphasis of the course is development of scientific reasoning skills and acquisition of knowledge that will allow the student to pursue further studies in the physical sciences. The student will be shown how physical laws and the properties of matter point us to a better understanding and appreciation of our Creator God.

This course also includes abundant laboratory experiences where students will have hands-on exposure to the concepts taught in class.

Prerequisite: Passing grade in Algebra I.

Physics**1 unit**

Physics is a laboratory course involving the study of the interactions of matter and energy. Emphasis is placed on appreciation of natural laws as expressions of God's law. General topics include laws of motion, application of forces, simple machines, work and energy, light, electricity, and magnetism. This is an algebra-based course that provides a strong foundation for further physics study in college.

Prerequisites: Minimum grade of C in both Algebra II and Geometry.

FINANCIAL INFORMATION

Georgia-Cumberland Academy endeavors to offer Christian education at the lowest possible cost. We reserve the right to change the rates charged at any time in order to meet government regulations and/or changing economic conditions.

BASIC FINANCIAL POLICIES

- The account for the applicant for previous years at GCA must be paid before the student is permitted to enroll for the current school year.
- There must be a signed financial contract for the current school year and the account must be kept current.
- Monthly balances, or other approved financial agreements, must be paid within 60 days, or the student will be suspended until payment is made.
- Parents are responsible for any variation in the budget listed in the financial agreement.
- If a student is on financial aid, all payroll checks are required to be applied to the GCA school bill in accordance with the financial plan.
- Test permits are required at the end of each semester (December/May). Accounts must be current before students are allowed to take semester tests.
- Students who receive full credit for makeup or completion work will be charged full tuition for the semester involved.

BOOKSTORE

GCA maintains a bookstore which provides essential daily needs of students, including school and personal supplies. Purchases for school supplies can be charged on the monthly statement (if current). Personal items must be purchased with cash.

CHARGES FOR TUITION, ROOM, FOOD

The Academy has adopted a basic flat rate for tuition, dormitory, and cafeteria. Dorm students are billed for a dorm room and food, in addition to tuition charges.

Students are expected to take good care of their dorm rooms and will be charged extra for any damages. Ample food is available in the cafeteria. Food is not to be taken from the cafeteria. Dorm students are not to get food for, or share food with, village students.

Village student billing does not include a dorm room or food; they are expected to pay for meals eaten in the cafeteria. Village students are expected to purchase meal tickets from the business office.

ENTRANCE FEE

The yearly entrance fee covers certain student services, such as: student accident insurance, Student Association dues, club dues, class dues, school yearbook, school newspaper, and a technology fee.

FINANCIAL ASSISTANCE

Financial assistance is granted to families based on several factors, including family income, number of children in church school, and funds available. A current 1040 tax return, with all schedules, must be submitted to apply for financial aid. Students who fail a class at semester time will lose financial aid for the next semester.

Contact Deborah Theus, GCA treasurer, if you need to apply for financial aid and to fill out the Financial Aid Agreement

FOREIGN CURENCY/INTERNATIONAL STUDENTS

All fees must be paid in United States dollars. Contact the treasurer or accountant to make direct deposits. All international students must pay their fees in advance, with the first semester fees paid on or before registration in August and second semester fees paid on or before the day second semester begins.

LAPTOP AND TEXTBOOK CD RENTAL

Laptops and textbook CDs are rented, therefore they must be returned when the student withdraws or the school year is over. There will be a replacement cost charge for these items that are lost, damaged or have excessive wear.

MEDICAL CARE CHARGES

The school nurse provides limited medical care if the student becomes ill while in attendance. School accident insurance is limited coverage, primary for the first \$500. A copy of medical insurance and prescription cards (front and back) must be on file for student medical treatments when the student is ill and is taken to the doctor.

Co-payments are the responsibility of the student or parent at the time medical care is provided. Some insurance will not be accepted at the clinic where we take students. Parents will be billed directly in those instances. Parents are charged transportation cost to the doctor's office or clinic.

REFUNDS

Flat Rate—If a student withdraws from GCA, the flat rate is prorated and any additional charge or refund is made.

Entrance Fee & Laptop and Textbook CD Rental—50% is refundable during the first two weeks at GCA.

Cafeteria—If a student has been absent from campus one week or more, a written request may be given to the business office. This refund does not apply to regularly scheduled home leaves or school-sponsored trips.

REMITTANCE/PAYMENTS

All checks, drafts or money orders should be made payable to “Georgia-Cumberland Academy”. Please send all payments directly to the Business Office.

The Academy reserves the right to ask for cash, money order, or bank checks if more than one check is returned unpaid by the bank during the school year.

SCHOOL ACCIDENT INSURANCE COVERAGE

School accident insurance is limited coverage, primary for the first \$500, then entirely the family’s responsibility (*ask to see brochure*). Charges for student accident insurance are included in the entrance fee. Coverage for students begins when they leave home for school, if riding school transportation, and continues until the time they arrive back home on school transportation, from the opening day of school until the end of the school year.

This is only accident insurance and does not cover illness or previous medical problems.

In addition, the school carries Worker’s Compensation Insurance on every student for any accident which might occur while the student is working for the school. It is the student’s responsibility to file a claim with the school nurse and the business office within 24 hours of any accident.

STUDENT BANK

Each student may keep money in the student bank operated in the business office (hours are posted). Parents may send checks directly to the business office for the student bank—checks must be payable to the student and clearly marked “student bank.” The business office receipts the money and will disburse it only upon the signature of the student involved. The Academy is not responsible for money left in the student’s room, etc.

Students wishing to cash large checks need to allow three banking days for this service. Checks must be made payable to the student or to cash. Checks made payable to Georgia-Cumberland Academy cannot be cashed.

Sufficient money for transportation, clothes, and personal needs should be arranged between parents and students before the money is needed. GCA cannot advance or loan money to students.

COSTS FOR 2012-2013

VILLAGE STUDENTS: Tuition—\$9,858

Due on or before registration (August 9 or 12): \$1,972

Entrance payment—\$986

Entrance fee—\$588

Laptop & textbook CD rental—\$398

Earnings from your child's campus/industry job will reduce this monthly amount.

Billed the 20th of each month—September-June

DORMITORY STUDENTS: Tuition—\$9,858

Dormitory—\$3,525

Cafeteria—\$4,022

Due on or before registration (August 9 or 12): \$2,727

Entrance payment—\$1,741

Entrance fee—\$588

Laptop & textbook CD rental—\$398

Earnings from your child's campus/industry job will reduce this monthly amount.

Billed the 20th of each month—September-June

Discount for Full Year Paid in Advance* —

The GCA costs must be paid by August 30:

Village—\$435 Full Dorm—\$735

(cash or check only for discount)

***Not available to those receiving financial aid**

*** Not available for international students**

If receiving subsidy, contact treasurer

You may be eligible for financial assistance. Contact Deborah Theus, GCA Treasurer, 706.629.4591, extension 4012 or detheus@gcasda.org

THINGS THAT COST EXTRA

AP Classes	\$100 non-refundable fee
Art/Photography Classes	\$48 per semester class
Basketball	\$285
Camranta	\$90-\$120 depending on cost of outfit
Concert Band.....	\$90-\$120 depending on cost of outfit
Driver's Education	\$320
ESL Fee	\$3,200
ESL Trips/Activities.....	\$1,200
Graduation Fee	\$145
Gymnastics	\$285
Laptop and Textbook CD Rental.....	\$398
Locker	\$5/year, plus \$5 deposit, available to village students only
Musical Instrument Rental (including piano)	\$10 per month
Band, Chorale & Drama Organization Fee.....	\$22 per semester
Photography Class	\$48 per semester
Private Music Lessons.....	approximately \$20-\$28 per lesson
Returned Check Fee	\$35 per check
Soccer.....	\$175
Special Travel.....	charged per trip
<i>(Groome Transportation, commercial shuttle, available to Atlanta airport.</i>	
<i>Call 800-896-9928 for reservations. Cost approximately \$45.)</i>	
Atlanta (one student passenger).....	\$85
Calhoun	\$8
Chattanooga (one student passenger)	\$45
Dalton.....	\$22
Rome	\$18
Volleyball.....	\$175

SCHOLARSHIPS & AWARDS

Academic Scholarship—(*Village students receive 50% of total scholarship amount.*)

- \$1,000—(90th percentile composite score from a current standardized test) and all A's for the previous school year.
- \$500—(80th percentile composite score from a current standardized test), and all A's and B's for the previous school year.
- Financial need is also considered.

Conference-Sponsored Summer Work Match—GCA matches 25%, up to \$2,000, sent directly to the Academy from a Seventh-day Adventist youth camp or other conference-sponsored summer work program.

Early Application Benefit—

- \$100—Applicants who turn in the application by June 1.

Early Match for new students—matching money for those who qualify.

Here is how it works:

- Your early payment must be postmarked by July 15
- You make an early payment of up to \$2,000
- New dormitory student match—GCA will match your early payment at a 50% rate (up to \$1,000)
(credited to account in equal payments at end of each semester)
- New village student match—GCA will match your early payment at a 25% rate (up to \$500)
(credited to account in equal payments at end of each semester)

Early Match for returning students—matching money for those who qualify. Here is how it works:

- Your early payment must be postmarked by July 15
- You make an early payment of up to \$2,000
- New money (not money carried over from a previous year's credit or money earned during summer employment from GCA.)
- Dormitory student match—up to \$500
(credited to account in equal payments at end of each semester)
- Village student match—up to \$250
(credited to account in equal payments at end of each semester)

Heritage Award—Generous donors from several sources make it possible for us to recognize special financial need, exceptional effort, leadership, and attitude as qualities worthy of financial assistance. Up to \$1,000 may be awarded.

Multi-Child Discount—\$350/child attending GCA as dorm students; \$160/child attending GCA as village students.

Other Scholarships are given to students who are

- proficient at an advanced level in music, performance or physical skill
- in financial need,
- chosen to fill a position in an organization or team.

These scholarships are reviewed annually.

An audition may be required.

Pathways to Success provides scholarships up to \$6,000 from the Commonwealth Foundation for new students starting a first-time academy experience. These scholarships are available to some families who have income less than 200% of the United States government posted poverty level (approximately \$42,000 for a family of four). Application required and available on a limited basis.

Seventh Grade GCC Incentive—For students who attended 7th grade at a Georgia-Cumberland Conference school = \$250 (village students receive 50%).

Student Scholarship Organizations (SSO)—Available only to Georgia students. Consult with treasurer.

Contact Deborah Theus, treasurer—706.629.4591 or detheus@gcasda.org

STUDENT HANDBOOK

Each institution has rules and guidelines that must be followed in order for individuals to remain at the institution. Following are the guidelines for Georgia-Cumberland Academy.

Any change or addition to rules and guidelines stated to the students by school administration or deans verbally will have the same weight as those stated in print in the handbook.

The rules stated in this book are specific for the school or dorm. It is assumed that all students will automatically follow rules of common sense. If common sense is not used, students may have consequences for rules not specifically stated in the handbook.

Experience has shown there are some practices, whether on or off campus, which should not be permitted by students enrolled at GCA. Students involved in any of these activities may be called before the Administrative Council, which has the authority to discipline by fines, suspension, or expulsion.

The following infractions will result in the student's withdrawal or expulsion from the Academy on the first offense:

- Using, possessing, handling, or furnishing narcotics, alcohol, illegal drugs/misusing prescription drugs, or any of the paraphernalia associated with the above. Students are to refrain from using any substance to "get high." (see *Illegal Substances Policy*).
- Being in the dormitory of the opposite sex without proper permission.

Depending upon the severity of the infraction, the following violations of GCA standards may result in suspension or withdrawal:

- Stealing or possessing stolen goods (stealing in the dormitory usually results in withdrawal on the first offense).
- Involvement in sexual relationships with members of the same or opposite sex.
- Advocating or professing a homosexual lifestyle or practices.
- Being disrespectful and insubordinate to faculty.
- Using, or having in your possession, tobacco in any form.
- Gambling and/or betting.
- Using profane language, indulging in lewd or suggestive conduct, possessing or displaying obscene literature or pictures, visiting

inappropriate Internet or Websites, sending or receiving inappropriate email.

- Engaging in dishonesty or deception, protecting violators of school rules, cheating on an examination, or in any other phase of school life (see *Cheating Policy*).
- Destroying any school property, vandalism, or defacement of any kind.
- Improper social conduct, or meeting in a deliberately planned, secretive manner, or being in an unsupervised building or area of the campus.
- Disseminating or promoting atheistic ideas, undermining Seventh-day Adventist beliefs and values, or school regulations, by continuous criticism.
- Engaging in anything dealing with the occult; including, but not limited to, music, literature, games, fortune telling, role-playing games, symbols, paraphernalia.
- Conspiring to, or participating in, hazing or initiations; fighting, committing any act that endangers, injures, degrades, or discriminates against a fellow student.
- Entering or leaving any school building by means other than the regular entrances. Making or possessing keys for school buildings or equipment, breaking locks, doors, or windows to enter/exit locked places; tampering with school lights, computer equipment, wiring, or telephone lines.
- Leaving campus or school functions without proper permission, or riding in unauthorized transportation.
- Possessing or using firearms, weapons (including knives), BB guns, firecrackers, or incendiaries of any kind, including matches, candles, and lighters (see *Weapons Policy*).

The following guidelines are in alphabetical order for your convenience.

ATTENDANCE

GCA students are expected to meet all appointments. Credits are issued based on a minimum number of minutes in class. A student who accumulates more than six absences, excused or unexcused, in any course during a semester may not receive credit for that course. Attendance is taken and notices are sent by email to parents and students when a student is absent or tardy.

Students have a maximum of two weeks to make up tests, quizzes or homework missed due to excused absences.

Excused Absences—Acceptable excuses for an absence are: sickness, emergency medical appointments, or a death in the immediate family.

Requests for pre-arranged absences are submitted in writing to Ad Council.

In case of illness, excused absences will be issued only when the dorm student's name has been placed on the sick list by the campus nurse or Dean. Students on the sick list must stay in their dorm rooms until the next day. They may not go to recreation.

Parents of village students should telephone the nurse or registrar if the student is absent. The village student should not attend recreation if classes were missed because of sickness.

Non-emergency medical appointments should be arranged during regularly scheduled home leaves.

Unexcused Absences—If a student skips class or work, or does not make proper arrangements to be excused, the absence will be considered unexcused and coursework cannot be made up.

It is the responsibility of the student to see that absences and tardies are cleared promptly.

Attendance Point System

At the beginning of each quarter, each student has a credit of ten (10) points. Points are deducted as follows:

- Minus one point for each unexcused tardy
- Minus six points for each unexcused absence from a class
- Minus three points for each work absence

Discipline levels—

Level 1: If a student loses all 10 points in a quarter, he/she will—

- Pay \$25 fine in cash
- Receive five additional points

Level 2: If a student loses the five additional points received at level 1, he/she will—

- Pay \$50 fine in cash
- Be suspended from school one day and sent home
- Receive five additional points
- Be placed on critical citizenship probation

Level 3: If a student loses the five points received at level 2, he/she will—

- Be brought before Administrative Council for discipline, which can involve longer suspension or withdrawal from GCA.

BULLYING/CYBER BULLYING POLICY

GCA strives to provide a safe, positive learning climate for students; therefore, bullying and cyber bullying in any form are not tolerated.

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student that has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property;
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing someone by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of bullying as listed above.

Students who violate this policy will be subject to disciplinary action, which may include suspension, expulsion and/or notification to the appropriate authorities.

CAFETERIA INFORMATION

The GCA cafeteria serves a lacto-ovo-vegetarian diet using the freshest and finest supplies. We will do our best to accommodate special dietary needs. Three meals are served each day, with the exception of Sunday, when we serve brunch and supper only.

Due to the fact that food is sold at a flat rate, food cannot be taken from the cafeteria unless authorized by the Nurse or the Deans.

The cafeteria serves meals to guests who have meal tickets purchased from the GCA Business Office. Village students are considered guests and must purchase meal tickets from the business office. **There is a bookkeeping fee if guest meals are charged.**

CELL PHONES

Students should secure their cell phones in their purse, pocket or book bag. Cell phones should be turned off during classes or other meetings. They are not to be used in the classrooms, library, hallways, assemblies Sabbath meetings or after lights out, etc. If a phone is used in an inappropriate time or place, the phone will be confiscated and given to the vice principal or

dean. Cell phones will be confiscated if used to break any school policy. (*Forgetting to turn off the cell phone is not sufficient excuse.*)

Cell phones in the dormitories will be checked for content on a regular basis. Cell phones in the students' dormitory rooms are a privilege, not a right, and they may be regulated personally, by class, or en masse.

Use of cell phones during tests will be considered cheating and appropriate action will be taken. (*see "Cheating Policy"*)

Use of cell phone photographs is not permitted during the school day. Also, no cell phone photographs are permitted in restrooms, locker rooms, etc. at any time.

Confiscated phones will be held 30-days for first offense and sent home for second offense.

Cell phones/ digital devices may be searched to ensure only appropriate content is on the device.

CHEATING POLICY

Cheating is a form of dishonesty that will not be tolerated. Cheating may include, but is not limited to:

- ✓ Copying homework.
- ✓ Using notes of any kind during quizzes or exams.
- ✓ Communicating with another student through any means during quizzes and tests.
- ✓ Claiming papers from another student are your own.
- ✓ Plagiarizing any printed material (using printed material without proper documentation.)

Cheating will result in the following:

First Offense—

- Teacher-student consultation,
- a zero for the assignment,
- conference with principal or vice principal, and
- notification to parents.

Second Offense—

- the above, plus review of conduct by Ad Council for further disciplinary action with recommendation that the student be suspended from school.

Third Offense—

- The student will be asked to withdraw from GCA.

CONTRABAND and/or DIGITAL MEDIA

Georgia-Cumberland Academy reserves the right to search a student's room, backpacks, cars, and personal property including all digital media including phones, Ipods, MP3, etc. on the campus or at any of its off-campus activities and confiscate any contraband at any time. Confiscated items may not be returned.

DRESS CODE & PERSONAL APPEARANCE

Clothing worn by GCA students should always be neat, clean and modest. The clean-cut look will be expected rather than the faddish, slovenly, or bizarre.

Cafeteria:

- School uniforms are always acceptable throughout the week in the cafeteria and must be worn to weekday lunches.
- Clothing worn to the worship service is to be worn to lunch on Sabbath.

Classrooms:

GCA school uniforms must be worn in classes, classroom buildings, library, the administration building, as well as to lunch in the cafeteria. Uniforms must

- be purchased from American Imaging and Designs—706-629-2200,
- be properly sized to fit the student,
- not be altered in any way without prior approval,
- be kept clean and in good repair.

Dress shirts must be tucked in when worn as part of the school uniform.

Students will not be allowed to wear non-uniform coats, jackets, sweaters or sweatshirts in the classroom buildings. In anticipation of colder days in the fall and winter, students and families should make plans to purchase warmer uniform items such as sweatshirts, fleece jackets, sweaters and/or jackets.

Sabbath:

- Men— For Friday vespers, Sabbath school, and worship service you must wear dress slacks, button up-shirts - tucked in at all times, church shoes, (not black tennis shoes,) and a tie. Tie not required for Friday vespers.
- Women—Dresses, or skirts and blouses, must be worn to all Sabbath services, with exception of eventide, unless specifically announced by the Dean.
Dressy pants outfits may be worn to Friday evening vespers (no denim, khaki-style, or corduroy material).

Banquets:

- Banquet dresses must be modest and elegant (not sexy) and will be approved by a committee. The committee will review dresses based on modesty, not on style. A style may be appropriate on one person and inappropriate on another. Dresses must be cut high enough to be modest and to adequately cover your body. Short banquet dresses must approach the knee—(*described below*).

Swimming:

- Only modest, one-piece swimsuits are to be worn and must be approved by the Dean.

The following rules apply:

- Shoes or sandals must be worn when a student is out of the dorm.
- Hats should not be worn in classrooms, cafeteria for lunch or supper, chapel, church.
- All pants remain above your hips. No boxers, underwear or skin showing. Don't even bring jeans/pants if they are so over-sized that you can't keep them up. Unacceptable clothes will be confiscated.
- Jeans must not be too tight.
- No fraying, wide-legged, tight, or ground-touching clothes.
- Dress or skirt length must approach the knee. Longer skirts are always nice. Slits or openings in skirts/dresses should be modest.
- Tank tops and sleepwear are not acceptable out of dorms.
- Jewelry is not acceptable at GCA. Please do not wear items such as necklaces, bracelets (including "friendship bracelets"), leather bands, chokers, rings, earrings, and similar items.
- Clothing should not advertise or reference rock groups, alcohol, cigarettes, etc. or have slogans or pictures that are offensive, or suggestive of a lifestyle out of harmony with Christian principles.
- Hair length or style cannot be excessively long or extreme. Hair color must be of a natural shade.
- Shirts/Sun Dresses—tops may be sleeveless, but may not be cut in a fashion that makes undergarments or straps visible. Recommendation—the material over the shoulder be at least three or four fingers (approximately 3") wide.
- No spaghetti-strap or strapless dresses for church.
- Shirts and tops should be long enough to cover the midriff.
- Sheer clothing, which reveals undergarments, etc., may not be worn.
- When shorts are allowed, they should not be ragged or cut off, must be at least mid-thigh, and be appropriately sized. Boxer-style shorts are acceptable with Spandex underneath to mid-thigh.

- Girls only may wear natural colored nail polish or lipstick. Blues, black, greens, purples, etc. are not allowed.
- No tattoos

DRESS CODE VIOLATIONS

If a student attends classes or other campus appointments wearing inappropriate clothing, or being out of uniform, the following will occur:

First Offense—A teacher or staff member will submit a written notice of the problem to the vice principal. The student will be required to either purchase or borrow what he/she needs to be in compliance with the uniform requirements. The student will receive unexcused absences for classes missed due to non-compliance. A copy of the notice will be sent to the student’s parents.

Second Offense—Same as above with the addition of the student having a conference with GCA administration.

Third Offense—Same as above with addition of a one-day suspension from all activities.

Fourth Offense—Student is suspended and referred to Administrative Council for major discipline.

GYM POLICIES

- Tennis shoes are to be worn for any activity on the gym floor.
- The balcony will be closed when the chain is across the stairway.
- The gymnastic equipment, climbing rope, etc. should not be used unless there are qualified spotters and adequate supervision.
- No basketballs or volleyballs should be kicked like a soccer ball.
- No one should be in the equipment room except gym workers and staff members. If you need equipment, ask a staff member to check it out for you.
- The stage is off-limits during recreation, except for supervised groups, such as gymnastics.

RANDOM DRUG TESTING

In an effort to ensure a drug-free campus, and to give students very solid reasons to resist pressures to experiment with drugs, GCA will randomly test students for the presence of common illegal drugs at any time of the year, including summer.

Possession and/or use of illegal substances will be reported to the Gordon County Sheriff.

By enrolling at GCA, students and their parents agree to drug and/or alcohol screening and testing.

Testing for drugs will be via hair sample analysis and will occur at random intervals throughout the school year. Testing for alcohol will be via breathalyzer and will occur at the time use is suspected. Students can also be tested when use of drugs is suspected or alleged. In these cases, the school will cover the cost, unless the test results indicate drug use.

If a student tests positive for illegal substance(s), he or she will be suspended from school.

If a family wishes to contest the test results, they may request that the student be re-tested at the family's expense. If the student tests positive a second time, the student will be given the option of withdrawing or being expelled from school for the remainder of the school year.

Intervention—

Adolescents who experiment with drugs or alcohol run a risk of addiction that is 50% higher than addiction stemming from experimentation at an adult age.

Students who test positive for drugs or alcohol, or who possess or use drugs, and who wish to re-enroll at GCA, will be required to complete a substance abuse intervention evaluation performed by trained professionals selected by the parents and student. Results of this evaluation must be submitted to the Academy in writing. The student and his/her family shall agree to any counseling and/or treatment indicated by the evaluation.

In addition, the student will be tested for illegal substances by the Academy prior to re-application and re-acceptance, and if enrolled, will be re-tested at regular intervals and randomly. The evaluation, treatment, counseling, and tests shall be at the expense of the family. Should the student test positive at any time, he/she will be denied re-acceptance or be asked to withdraw from the Academy.

Compliance with these conditions will encourage the Admissions Committee to look more favorably on a re-application, but in no way represents a guarantee of re-acceptance, which is at the sole discretion of the academy administration and Administrative Council, and will take into consideration the student's total program.

SABBATH OBSERVANCE

The Sabbath is observed from Friday sundown to sundown on Saturday. The sanctity of this day demands conduct characterized by dignity and reserve. Only that music which is appropriate to the Sabbath should be played or sung. Secular books and magazines should be laid aside and the

mind and conversation directed to themes suited to the spirit of the sacred day.

SEXUAL HARASSMENT

In the event that you feel inappropriate contact, verbal or physical, is being made, please report it to one of the following: a Dean, any other faculty member, the principal, or the conference superintendent of education. Prompt action will be taken to investigate and insure the safety of all. (*see Harassment Policy in principal's office*).

SOCIAL CONDUCT

GCA is committed to a concept of positive social development and encourages broadening of the academy experience by participating in a varied program of cultural and recreational activities which will provide opportunities for wholesome association.

Our basic policy for association between young men and women is "hands off." Therefore, handholding, back rubs, "piggyback" rides, etc. are not appropriate.

During the day, mixed seating may be allowed on the bus, but at dusk the seating will be separate; however, seating on buses used for home leave transportation will be separated by males and females at all times.

The dorms of the opposite sex are always off limits (vacation times included) unless specific permission is granted by both Deans.

The center of campus is the appropriate place for mixed groups during the daylight hours.

The elementary school grounds, playground, and the pond are off limits.

STUDENT LEADERSHIP POSITIONS

Holding office is an honor granted to a few students. Hard work, fair representation, and working together should be the aim of each officer. Officers may be recalled by a majority vote of their constituency. Students elected to a presidency must have at least a 3.0 GPA. Eligibility for all other offices is a 2.5 GPA.

Students may hold only one office if they are president of any organization or an SA officer. Students must maintain satisfactory attendance, citizenship, and GPA in order to remain in office. Students on critical academic or citizenship probation may not hold, or run for, offices. Upon returning after suspension the student will be on citizenship probation, which results in loss of any and all student offices.

Students have the privilege of holding many positions of leadership on campus. Some students will be elected to an office by their peers, others will be appointed by faculty. Holding a student office is an honor which comes with great responsibility.

The SA (Student Association) officers are elected at the end of each school year to serve during the next school term. SA offices are: president, social vice president, religious vice president, student senate chair, treasurer, secretary, audio/visual technician.

Each class will also elect officers. Class offices are: president, vice president, secretary, treasurer, parliamentarian, pastor.

Student senators provide representation for student groups. Boys' Club and Girls' Club officers function through the dorms. In addition, Outdoor Club, National Honor Society, some music groups, and certain campus publications offer titled leadership positions.

SUSPENSION, EXPULSION, PROBATION

Suspension/Expulsion: If a student commits a major infraction of school regulations or continues to be a disciplinary problem after numerous warnings, the result may be suspension or expulsion from GCA. Each student placed on suspension will be on citizenship probation and will likely be placed on some form of campus restriction that could include:

- Dorm bound (may only leave dorm for classes and/or work)
- Room bound (may only leave room to use bathroom or to find Dean)
- Reverse campus bound for village students (may only come to campus for classes and work)
- Off-campus suspension (This restriction indicates that a student must make a major change in actions or attitude, and that the next time any school guideline is broken he/she will be asked to withdraw from GCA.)
- Expulsion

Administrative Council determines the length of suspension when a student is placed on suspension by the Deans or school administration.

Citizenship Probation: Upon returning after a suspension, the student will be on citizenship probation for a period determined by Ad Council. In addition, the student will lose any and all student offices and membership in touring organizations.

TECHNOLOGY POLICY – LAPTOP USAGE AGREEMENT

At all times during the period of this agreement, the computer and backpack together with all software, data, and all data files initially installed shall be the sole property of GCA. The student specifically recognizes that any files created or saved on the computer become the immediate possession of GCA and waives any right or claim to these files. In the event that the computer is lost or stolen, the parent agrees that the computer will be replaced according to Fair Market Value of similarly equipped machine. The parent shall be responsible for all related charges that are not covered by the manufacturer's warranty (as determined by IBM) and shall pay for such charges within 30 days of invoicing for such. Warranty *does not* cover intentional damage or evidence of intentional damage.

Obligations for Usage

The student understands that the use of this computer and related equipment is a special privilege that can be revoked at any time by the administration of GCA. The student further agrees to abide by the following usage rules and is aware that any violation of these rules may result in major disciplinary action that may include suspension or withdrawal from school and/or the temporary or permanent loss of computer privileges, at the sole discretion of administration.

Filtering and monitoring software will be placed on the student's computer. Any attempt to disable, alter, or circumvent the controls or settings of this software will result in major disciplinary action for no less than one month and possibly a permanent confiscation.

Email

As with all other software on this computer, e-mail messages are *not* deemed to be either private or the possession of the student. All e-mails are subject to monitoring and become the property of GCA upon authorship.

Vandalism

Vandalism will result in major disciplinary action that may include suspension or withdrawal from school and/or immediate cancellation of all computer related privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, internet, or includes, but is not limited to, the uploading or creation of computer viruses.

Security

If a security problem is noticed, the student must immediately notify an administrator. The student should not demonstrate or reproduce any

problems to other users. Additionally the student may not use another individual's account or passwords.

Laptop Access

- Students gain access to their laptops based on the level of responsibility they are showing with their grades.
- Grades will be reviewed every four and half weeks. This policy is *not* based on the cumulative GPA. After grades are published, there will be a window of about two days when access will be changed on student computers. The access level will remain in place until the grades are once again reviewed.
- Any grade of "F" or two "D's" at any time the grades are reviewed will place a student on the lowest access level, Tier 1. The student will remain on this level until grades are once again reviewed.
- If a student is eligible to have games on his/her laptop, they must be school approved.

GPA every 4½ weeks

Tier 1

0.0 – 1.99,

Two D's or any grade of "F"

Tier 2

2.00 – 2.99

Tier 3

3.00 – 4.00

Computer Access

Tier 1 computer software. No music, no games and no USB access.

Tier 2 computer software, and filtered internet surfing. No USB access.

Tier 3 computer software, and GCA approved games. USB access, Media Player, MS Movie maker, and filtered internet surfing.

Video Game Policy

The following stipulations must be met before any game is installed on a school-owned computer:

1. Student must be in regular standing (*not on academic or citizenship probation*),
2. Student must be on Tier 3 of computer access (*have a current GPA of at least 3.0-4.0*),
3. Video game must have an ESRB rating of 'T' or lower **and** meet GCA standards,
4. Video game must be owned by the student (*a unique serial number is required**),

5. Parent/guardian must sign the consent form,

RULES to remember

- Games may not be played during hours when classes are in session—7:15 a.m.-5:50 p.m.
- Student must behave in a manner respectful of the other participants, their personal property, and copyright laws.
- All GCA rules of conduct apply.

Accepting Use Policy

The campus information network provides Georgia Cumberland Academy with access to a multitude of educational resources. Usage of GCA's network implies consent to the Acceptable Use Policy guidelines.

- The network/laptop is provided for students to conduct research and communicate with others. Access is given to students who agree to act in a considerate and responsible manner. Access is a privilege- not a right and involves responsibility.
- The following policies are related to the use of computers and the internet:
- Use of school technology resources including the internet is for academic purposes only. Recreational use may be allowed after school hours.
- Student's disks (CD-RW, DVD, or flash drives) may contain data only, and may not be independently bootable. Disks brought to school may not contain programs.
- Under no circumstances are programs on GCA computers to be copied.
- Under no circumstances are students to reconfigure the hardware or software on any GCA computer, including the students' laptops.
- Students are to follow rules of proper care for all computer equipment. They will be responsible for damages caused by misuse or abuse of equipment. Food and drinks are not to be consumed around classroom computers, including the students' laptops.
- Students must register any wireless device that will access the internet through our network with the network administrator. When using these devices on our network, all rules stated in this document apply.
- Students may not use the internet for any illegal purpose.
- Students may not attempt to change any computer files that do not belong to them.

- Students may not attempt to harm or destroy data of another user, the internet, or any networks. This includes the creation of, or the uploading of, computer viruses on the internet or GCA's Servers.
- Students may not give out passwords to anyone or attempt to discover passwords or other measures the school uses to control access to the internet (should you inadvertently discover passwords, or other measures used to control access to this resource, you must report this to the network administrator).
- Students must abide by rules of common sense and NET etiquette at all times.
- Undermining the religious ideals of the Seventh - day Adventist church is a most serious offense at GCA. The student will agree to make every effort to visit internet sites that are consistent with moral purity. Visiting such sites will subject the student to disciplinary action. Such sites might include profanity, promotion of substance abuse, gambling, lewd or suggestive conduct, or promotion of weapons. Students may not make use of material or attempt to locate material that would not be in harmony with the values of GCA. Further definition of these values can be found in the current student handbook.
- All students of GCA will abide by the computer-related policies established by the school. Failure to adhere to policies regarding computers, software, and the internet is considered a major school offense and will be referred to the Ad Council for disciplinary action.

End of the Year

All returning students are required to return their laptops to the school at the end of the school year to update information regarding classes. Second semester grades will not be released until the laptop has been returned to the school.

No Warranties

Georgia Cumberland Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. GCA specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Consequences for Violating Guidelines of the Acceptable Use Agreement

After careful review of incidences of misuse or violations, the administrative council will impose appropriate consequences that may include, but are not limited to, the following:

- Student will be reprimanded followed by counseling.
- Student access and privileges to the internet may be temporarily or permanently suspended.
- Illegal activities or violations of school rules associated with the use of the internet will result in appropriate disciplinary action, or legal action, that may include suspension or expulsion from school.
- In all cases where technology equipment is damaged or destroyed by abuse or misuse, the user will make full restitution for replacement and/or repair of damaged equipment.

VEHICLES

All students operating vehicles on campus agree to:

- complete the student vehicle agreement.
- operate vehicles in a careful and responsible manner.
- refrain from loitering around vehicle on campus.
- release GCA from responsibility for damage to vehicles, including contents, while on campus.
- grant GCA the right to search vehicles.
- keep radio low enough so it cannot be heard outside the vehicle while on campus.
- maintain vehicle liability insurance. (Must be on file with vice principal for village students, or with the Dean for dormitory students.)
- lose vehicle privileges for violating GCA rules.

Village Students

Before bringing a vehicle on campus, village students must secure permission from the Vice Principal and fill out paperwork. Village students agree to:

- park vehicles in the front parking lot whenever they drive them to campus.
- refrain from giving rides to GCA dormitory students.

Dormitory Students

Before bringing a vehicle on campus, dormitory students must secure permission from the Dean and fill out paperwork. Dorm students agree to:

- park vehicles in assigned spaces in the parking lot behind the residence hall upon arrival on campus.
- use vehicles only on weekend leaves and/or home leaves.

WEAPONS POLICY

It is an offense to have in your possession, or to use, a dangerous instrument or weapon on school property, en route to or from school, or at any school function or activity. Violations will result in:

- Confiscation of the instrument or weapon,
- Notification of authorities,
- Notification of parents
- Suspension from school, and
- possible expulsion.

Examples of weapons not allowed include but are not limited to guns of any kind, either handguns or rifles (whether toy, air, CO₂, paintball, pellet, or bullet); crossbows; sling shots; throwing weaponry; fighting weaponry; knives with blade longer than three inches.

WORK PROGRAM

Students employed by GCA will receive paychecks twice each month. Students may take their pay or they may endorse the check and direct the business office to apply their income to their school bill. The business office will not cash payroll checks.

Students and parents receiving financial aid should recognize that student income from work is often used in calculating the amount parents must pay each month. If students decide to take their paychecks and not apply their income to their balance due it will increase the amount parents must pay. Parents and students are responsible to make sure their financial account is kept current. Accounts that are past due over 60 days can result in the student being removed from school.

WORK POLICIES

GCA work policies apply to all students (village and dormitory students).

- Students receive paychecks twice each month.
- A student will not be allowed to work at GCA until we have a copy of the student's social security card, birth certificate, and I-9 form on file. International students must present a copy of their valid US Visa and I20 form.
- Job placement will be based on financial need and job availability. Dormitory students will have priority, followed by village students under the age of 16. We encourage village students aged 16 and older to pursue employment off campus.
- Hours worked by students employed on-campus may be limited based on financial need.
- Students are expected to meet their work obligations and to make arrangements with their work supervisor when they must be absent. Failure to make prior arrangements will result in an unexcused absence.
- Students who are terminated from their jobs due to their own poor work habits or disciplinary problems, may not be given other employment through the Academy.
- Transfers between job assignments may be made during the school year if the work coordinator considers the transfer necessary.
- The Academy is not responsible for missed work time due to illness, lay offs, or the unavailability of jobs.
- Students must be at least 14 years of age before they can work at the Academy and must be sixteen or older to work more than three hours per school day.
- In general, GCA dormitory students are expected to work.

- Job placement will be done by the work coordinator in conjunction with the supervisors.
- Village students must give at least one week notice before quitting school employment or they will be subject to disciplinary action by the Administrative Council.
- Students working at the Academy during the summer must make arrangements at least one week in advance when taking family vacations or needing time off work.
- Tardies and absences from work will be recorded on the student's attendance record.
- A student can be fired immediately in the event of gross negligence and/or insubordination. Any student fired from a job may be subject to disciplinary action by the Administrative Council and may not be given any other Academy-sponsored employment.

WORKER DISCIPLINE

The following steps will be taken when a student habitually performs unsatisfactorily at work:

Level 1—The work supervisor talks with the student. This is considered a verbal warning and notification will be sent to the work coordinator and to the parent/guardian.

Level 2—A conference is held with the student, work supervisor and work coordinator. This includes a telephone call to the parent/guardian and documentation of expectations for the student, as well as the work coordinator attempting to assign student to a new job.

Level 3—A written notification of possible termination is given to the student, with a copy sent to the parents.

Level 4—Termination of employment. The student will be subject to disciplinary action by the Administrative Council.

DORM HANDBOOK

Dormitory living provides students the opportunity to develop self-reliance and self discipline. Dormitory life is fun. You meet all kinds of people and learn to get along with them.

Students should be conscious of the complexity of personalities in this home of many individuals and should go the second mile in doing their part toward the peaceful operation of the dormitory.

YOUR ROOM

The rooms in each dormitory at Georgia-Cumberland Academy are set up for double occupancy. No private rooms are available.

Each room is furnished with:

- one set of bunk beds (standard twin)
- sink
- two built-in, locking study desks
- two chairs
- built-in storage cabinets and closets
- mirror
- vertical blinds
- individual room heat/AC unit
- carpet
- smoke detector (must not be covered in any way)
- one ceiling light, one light over mirror
- microwave oven and refrigerator (supplied by GCA. You may not bring your own.)
- telephone jacks

Students may not bring additional furniture. Each student is held accountable for the condition of the room. Students will be responsible for paying the costs to restore the room to original condition at the time the student moves out of the room.

BRING FOR YOUR ROOM

You will need to provide your own linens (bedding, towels, etc.), vacuum cleaner, waste basket, laundry basket, detergent, cleaning supplies, clock, desk lamp, alarm clock, personal items, and you must have a working telephone (other than a cell phone).

ELECTRICAL APPLIANCES

Appliances such as hot plates, coffee makers, electric fry pans and (oil) popcorn poppers are not permitted because of fire and grease damage. Iron burns in the room carpet will result in student being responsible to replace the carpet. Any of the above mentioned items will be confiscated by the Dean.

FOOD IN ROOMS

Any food in a student's room should be kept in metal or sealed plastic containers at all times to discourage unwanted insects and rodents. Flesh foods and caffeinated drinks are not to be brought into the residence hall. Students are not to bring food or drinks into the residence hall for the purpose of selling it. If desired, you may order pizza at certain times. No meat toppings.

ROOM CHANGES

Before you move out of your room, it must be clean, you must turn in your room key, and the room must be inspected by the Dean. You will be held financially responsible for any damage done throughout the year, no matter who did it or how it happened. During the school year any room change will cost \$10.

Girls dorm students may not change rooms again until after Christmas break.

ROOM CHECK

Your dormitory room is for your use and enjoyment. You are completely responsible for its care, including the walls, furniture, doors, windows, screens, refrigerator, microwave, carpet and vertical blinds

All rooms are inspected to be sure everything is in good repair before students move in.

You are expected to keep a neat and orderly room at all times. The following must be done each day:

1. Make beds and clean under them
2. Dust
3. Vacuum
4. Clean mirrors, sink and countertop
5. Clean and organize closets
6. Empty trash

Failing room check will result in **MILITARY CLEANING!**

Women's Residence—Room check will be done every Monday, Tuesday, and Thursday in the afternoon. Sabbath room check is on Friday before sundown.

Failing is achieved in two ways: (1) getting a one on your room grade, or (2) not making your bed.

Upperclassmen have one skip per week that may be used only on Tuesday or Thursday. To receive your skip you must have a skip sign on your door with the correct date, or your room will be graded and recorded. Good room grades result in good things at the end of the school year:

- First pick for next year's room!
- A 98% and above average has no room check in May!

Men's Residence—Room check will be done Sunday through Thursday. During the Sabbath hours and home leaves your room should be in perfect condition. Failing is achieved in two ways: (1) getting an unacceptable room grade, or (2) not having a perfect or nearly perfect room over the Sabbath.

Good room grades result in you being invited to "clean-room" parties.

ROOM DECORATIONS

- Your room needs to reflect Christian standards. No posters promoting alcohol or tobacco. No bizarre, lewd, or suggestive pictures.
- Please don't hang anything on the outside of your door
- Please don't put hooks with adhesive (or anything with adhesive) on block walls, cabinets, desks, or doors
- No bumper stickers on doors, walls, mirrors, windows or furniture.
- No Christmas lights.
- Nothing may be suspended from the ceiling.
- Nothing may be displayed on or covering windows, including flags.

ROOM LOCKS

Lock your door at all times. The school cannot be held responsible for missing articles and valuables. There is a \$10 charge to replace a broken key. If you lose your key there is a \$25 replacement charge. The unauthorized copying of Residence Hall keys is prohibited. Having in your possession a Residence Hall master key will result in a fine of \$300. A \$1.00 fine will be charged for opening your door. Doors must be always be closed and latched when not in room. Fines will result if doors are propped open.

If you are seen picking a lock, or carding a door, even if it is your own door, you will be given a \$50.00 fine.

ROOMMATES

Living in the dorm is not necessarily about rooming with your best friend, but more about getting along with people. Therefore, the person you are rooming with at the beginning of the year is your roommate for the entire month.

After that, with the Dean's permission, you will have the opportunity to change roommates. This is the roommate you will keep for the remainder of the school year.

ROOM RESERVATIONS

New students are assigned rooms by the Deans. Returning students earn the privilege of reserving a room based on the previous year's cleanliness scores and four-year senior status.

YOUR RESIDENCE HALL

Each Residence Hall has four bathrooms, four laundry rooms, chapel, recreation room, guest room with private bathroom, plus the Dean's and Assistant Dean's apartments and the Dean's office.

Females are not allowed in the men's Residence Hall, nor males allowed in the female's Residence Hall, unless they have specific permission from the Deans. Expulsion may result if students disregard this rule. If you are in the wrong area you are jeopardizing your stay at Georgia-Cumberland Academy. If anyone from the opposite residence enters your room it is your responsibility to ask them to leave and to notify the Dean immediately.

BICYCLE STORAGE

Students are permitted to bring their bicycles to school and must store them in the correct bike storage area. Do not ride your bicycle in the dorm, do not even ride it to the bike room – walk it. Tag your bicycle with your name for easy identification. Bring a lock.

CELL PHONES (*see cell phone policy in Handbook, p. 154*)

CLEANING SUPPLIES

You will need to furnish your own cleaning supplies for your room.

COMPUTERS

Students are not allowed to bring personal computers to GCA. See “Technology Policy” on page 161.

DORM CLUBS

The Boys’ and Girls’ Club officers are elected for the school year. They plan activities, conduct worships, run the dorm store, plan banquets, etc. The president must not hold any other office at GCA.

Village students are always invited to all dorm club events. Parental permission may be required, and all dorm rules apply. Some activities may have additional costs.

DORM SECURITY SYSTEM/CAMERAS

Tampering with any part of the dorm security systems will result in monetary fines and perhaps additional punishment. Please remember that cameras are continually running in the dorm hallways, so dress appropriately.

ELECTRONIC GAMES

Please do not bring any kind of electronic games, such as—Game Boy, Nintendo, Wii, PS1-3, game gear, video game machines, etc.—they will be confiscated by the deans.

EVENING SCHEDULE

Dorm Worship

Men’s Residence—Dorm chapel is scheduled for 8:05 p.m. Sunday through Thursday. This is required for all dorm residents. Please do not make any plans to miss dorm chapel.

Women’s Residence—Dorm worship begins as soon as recreation ends, about 8 p.m., Sunday through Thursday. Please go directly to the dorm chapel after recreation and sit in your assigned seat. Attendance is required and will be taken by your RA. Should you arrive after the last song is sung, you will be counted absent and will be fined \$1 payable to the Dean that evening during study hall.

Study Hall

Men’s Residence—Each evening Sunday through Thursday there will be study hall which generally follows this schedule:
8:30 p.m. Each student is in his own room and may not leave for any reason without permission from his RA or the Dean. This is not the

time to take showers, get a homework assignment from a different room, get a drink from a fountain, or go to the bathroom.

Coming out of your room during study halls or after lights out will result in consequences designed to remind you to follow the stated policies.

Women's Residence—Strict study hall runs from 8:30-9:30 p.m. Sunday-Thursday. Please be in your room by 8:30 p.m. If your RA has to look for you, you will be room-bound for the rest of the evening.

During strict study hall you are to remain in your own room, leaving only if you have received permission for your RA. If you need to study with someone, you will be asked to wait until after 9:30 p.m. All visiting and retrieving of items must be done before and after strict study hall.

Laundry may only be done during study hall if it is your assigned day; however, no laundry may be put in the washing machines after lights out. Items left in the laundry room are collected and taken to Goodwill.

After 10 p.m. you are free to quietly move around the dorm and do the things you need to do—shower, study with others, see the Dean, etc. (Please note that showers need to be taken before lights out.)

Quiet must be maintained in the hallways and rooms after 8:45 p.m. Should you have trouble with this and need to be corrected more than twice, your RA will send you to your room where you will stay for the rest of the evening without exceptions. Further trouble will earn you a meeting with the Dean and additional discipline.

Your RA will check on each of you every thirty minutes and note what you are doing at that time. RA check sheets are given to the Dean and filed. This is done so when parents call concerning your study habits, they can be told what you do during study hall.

Lights Out

At this time you should be in bed or on your way to bed, meaning that you may be brushing your teeth or washing your face and will be in bed in a minute.

Not going to bed on time will result in a meeting with the Dean and further consequences if necessary.

Extra lights will only be given if your RA believes that you haven't wasted time on the phone and have been studying during study hall. To receive extra lights, please ask your RA before lights out. More than 45-minutes extra lights can be granted only with the Dean's permission.

Saturday night the lights out will usually be later than weekdays.

Women's Residence: The lights go out at 10:30 p.m. upstairs and 11 p.m. downstairs, Sunday-Thursday. Lights out on Friday evening will be 10:30 p.m. for everyone.

Men's Residence: The lights go out at 10:30 p.m. Sunday-Friday.

FIRE/STORM ALARMS

Please respond appropriately to any fire/storm alarm that may sound in the dormitory. NOTICE—Falsely activating the fire alarm will result in a \$200 fine, minimum.

LAUNDRY

There are four laundry rooms in each Residence Hall. Each room has two washers and three dryers. There is no cost to use the machines. Your RA will assign you a day of the week to do laundry. Please use your assigned day. Make sure your laundry is done for Sabbath before Friday evening. The laundry rooms will be shut down during the Sabbath hours.

The dorm staff is not responsible for lost or stolen articles and clothing left in the laundry room. It is important that your clothing is marked for identification. The boys' dorm may have the lost and found closet opened for a small charge to search for lost clothes. The lost and found closet is emptied each home leave.

LEAVING CAMPUS

- **Students will not be permitted to leave campus without their parent's permission.**
- **Parents are asked to telephone the Dean if a student's return is delayed.**

Sign in/out process

Students must sign out at the residence hall front desk each time they leave campus and sign back in when they return. Failing to sign back in results in a fine. Repeated offenses result in heavier consequences.

The person taking students off campus must also come to the desk to sign them out.

Consequences--any deviation from these procedures will result in a fine and possible suspension or expulsion.

Special requests may be sent to Ad Council by the parents.

Campus leave request

Whenever a student plans to leave campus and will miss any required appointments* or is leaving campus with a student driving, he/she must accurately fill out a campus leave request form (exception--school-sponsored trip). This form must be filled out, with all permissions received, no later than Friday noon.

**Required appointments include classes, work, dorm chapel, dorm study hall, vespers, church, eventide, overnight, week of prayer meetings, school assembly, etc.*

Students may leave campus:

- with GCA faculty member.
- with someone on the parent-approved list.
- returning alumni who are at least 21 years of age.
- driving own vehicle or with another student driving for a home leave or weekend if they are going directly to a student's home, have specific permission to the Deans from all parents. Exceptions may be made by Deans during home leaves.

We reserve the right to deny any campus leave even though all other permission is in order when, in the judgment of the school, circumstances indicate that such leave might be detrimental to the student. We solicit cooperation with the Deans in making proper arrangements if parents wish to take students off campus.

The parents will be notified if a student is absent from the campus without permission or fails to return on time from weekend or home leave.

MAIL

Outgoing mail can be deposited in the mail slot in the Administration Building. The mail goes out around 9 a.m. and the incoming mail is sorted after lunch. Mail is passed out in the Residence Hall after 1 p.m. every day except Saturday and Sunday.

Letters and packages should be addressed (Student's Name), c/o Georgia-Cumberland Academy, 397 Academy Drive, SW, Calhoun, GA 30701.

MUSIC POLICY

Music can be a wonderful thing but the devil also uses it to his advantage. That's why it's so important to make wise decisions in what we listen to.

- Only music appropriate to a Christian will be allowed (this means that nearly all heavy metal, rap, and alternative musical groups are not appropriate).
- If music is heard outside your room door, your music device will be confiscated.
- Questionable music will be confiscated and may be destroyed. If a music device is confiscated, it will be sent home immediately and is not to return to GCA.
- Music devices must remain in your room. You may not take them to work, recreation, classes, or around campus.
- Cell phones are not to be used as music devices outside dorm.
- Music devices are not allowed on GCA-sponsored off-campus trips unless specifically stated by the faculty sponsor.
- Any infraction of music policy guidelines, or common sense, will result in your music system being confiscated.

The Dean has the authority to remove the privilege of having personal music devices at GCA.

Men's and Women's Residences—

The rules are:

- No stereos or boom boxes. Personal music devices only.
- You may have clock radios.

PETS—No pets allowed.

PIERCING(S)—Students are not allowed to pierce themselves or anyone else in the dormitory. Students will be disciplined.

PRANKS

Pranks are not permitted. Examples would include misusing water, shaving cream, toothpaste, powder, TP, tying doors shut, and so on. Dean will never give permission for hazing.

RESIDENCE HALL STAFF

The staff has been hired to assist you and for the smooth operation of the residence hall. The student staff is a vital part of our team. The residence hall staff includes: RA's (Residence Assistants), desk workers, and janitors.

The desk is a vital business area of the residence hall; therefore, only the desk worker has authority to be in there. If you need to get your message, ask the desk worker to get it for you. We will not hold your room key behind the desk. Only the desk worker answers the telephones and uses the intercom.

It is your responsibility to check the bulletin board and white board daily for messages.

The janitors are not to be considered your personal maids. Be considerate of your cleanliness in the bathrooms and halls.

RESIDENCE HALL VCR

Movies or TV shows may be shown with the Dean's permission.

Women's Residence—Unauthorized use of the VCR in the recreation room, or playing unapproved videos, will result in the whole dorm losing TV privileges. Approved exercise videos may be used during recreation.

RESIDENT ASSISTANTS (RA's)

An R.A. is the Dean's "right hand" in dealing with the situations that arise. Some of their duties include: keeping the halls and lobby quiet during study hall, taking room checks, taking record at meetings and working with the Deans to help students with various other problems. They represent the Deans and are highly respected by the Deans, the dorm staff and the students of Georgia-Cumberland Academy.

SECRET SISTERS

Women's Residence—Each resident will draw the name of another girl and become a Secret Sister to her. Secret Sisters should write to each other throughout first semester without revealing your identity.

“Get to Know You” sheets will be given to each resident to fill out. These will be given to the secret sisters.

Being a Secret Sister can be a lot of fun if you get into it. You need to write your secret sister at least once a month, but you can write as often as you wish. Slide the notes under your secret sister’s door, have the desk worker put them in her box, or have the RA give them to her.

At Christmas you will reveal your identity and give your secret sister her Christmas gift at the dorm party. Please limit the amount you spend on a gift to \$10-\$20.

SICKNESS & MEDICAL APPOINTMENTS

You must see the Nurse or Dean to be placed on sick list. Once you are placed on sick list, you are in your room all day with no visitors. Failure to meet these conditions may result in unexcused absences for the day. You will not be allowed to go to recreation, or the cafeteria.

SLEEPOVERS

Women’s Residence—On Friday and Saturday nights you may have other dorm girls spend the night in your room; however, there are not to be more than four girls in a room on any given night. Under no circumstances are you to kick your roommate out to invite girls over, or invite girls over without having spoken with your roommate. There are certain weekends when sleepovers are not allowed.

If you are staying in someone else’s room, you need to go to the front desk where the desk worker will provide a sheet for you to sign your name and the room number where you will be staying.

Village students may also sleep over, but only if their parents contact the Dean and give permission. Please remember that village girls must sign the sheet at the front desk as well.

SUNBATHING

Woman’s Residence—Sunbathing should be done behind the dorm only (modest two-piece swimsuits allowed). No sunbathing on Sabbath. Remember to use sunscreen.

TELEPHONES

Telephones are a privilege! Off-campus phone calls cannot be made from your room and incoming phone calls will be transferred from the desk or Ad Building to your room. Two telephones are provided in the lobby for

you to use for outgoing calls. You will need a phone card to make long distance phone calls. If you are habitually late getting off the phone or misuse it, the Dean has the right to take your phone away.

TRASH

You must take your trash to the dumpster in the back of the residence hall. Put it in the dumpster, not beside it!

VALUABLE ITEMS

Unfortunately theft does occur. In order to discourage theft, please do not bring large sums of money or expensive items that could be easily taken. GCA cannot accept responsibility for stolen or vandalized items. Put your money in your student account.

VANDALISM

In order to keep the residence hall looking new, we are enforcing a very strict policy to keep the dorm clean and damage free. If you break anything in the residence hall, make plans to replace it. You will be charged for all damages whether the cause of the breakage was intentional or accidental.

VISITORS

No off-campus visitors of the opposite gender unless accompanied by parents.

Occasionally off-campus friends may visit overnight on the weekends and must have **prior permission** from the Dean before you invite them. Your parents and the Dean must consent before they come. They must abide by all school policies and attend all programs while they are here.

YOUR CAMPUS

ATTIRE

We recognize that dress is a very personal and individual matter; however, in a collective situation such as at GCA, some people may have to yield individual tastes in order to honor the policies of the Academy.

Please give careful consideration to the dress code and make a decision to cooperate cheerfully before you arrive on campus rather than to be unhappy after you arrive.

All guidelines concerning attire in the Student Handbook apply, so please be familiar with them—See *“Dress Code & Personal Appearance.”*

CARRY OUT TRAYS – from cafeteria

Students are not allowed to take food from the cafeteria (except for the designated dorm desk workers who must eat while on duty).

DEALING WITH FACULTY

If a GCA faculty member tells you to do something that is different than dorm policy (for example, if someone tells you to change your clothes because they think your clothing is inappropriate) do what the faculty member says. Then you may go see a Dean for clarification.

GRADUATION WEEKEND POLICY

All freshmen and sophomores are expected to leave school upon completion of their final exams in May in order for rooms to be available for parents and guests of the graduating class. All juniors and seniors are requested to stay through the graduation weekend and participate as requested by the school administration. All campus and residence hall regulations are in effect through graduation weekend.

TOWN TRIPS

Town trips are scheduled most Sundays during the school year. A sign-up sheet will be available at the front desk Sunday morning.

WEEKEND SERVICES

Weekend services are required for all students on campus. Unexcused tardies and absences are not tolerated. You are not to go back to the dorm between Sabbath School and Church unless given permission by the Dean. Please take care of all your needs in the restroom and at the drinking fountain before each meeting. Do not get up in the middle of a service unless it is absolutely necessary and is cleared by the Dean. Please remain seated until your row is dismissed after the worship service. Gun, candy, drinks, food, hats, etc. are not to be in the dorm chapel or the sanctuary.

VILLAGE STUDENTS

VILLAGE STUDENT DEFINED

Students living with their parents, grandparents, aunts, or uncles within reasonable driving distance may register to attend as village (nonresident) students. As such they are invited and encouraged to participate in all Academy activities.

All school rules and policies apply to village students. In addition, the following policies specifically apply:

Village students—

- must make arrangements with the respective Dean in advance for overnight stays in the dorm. A charge per night may be made.
- may attend weekend services here at the Academy.
- when present on campus, must participate in services and scheduled activities.
- will comply with the dress code and other regulations that apply to dorm students.

You are privileged to be able to live with your parents or relatives and attend GCA. Our dormitories are operated so that young people whose homes are too far from the academy may still receive a Christian education. In this section of the Dorm Handbook we give details that particularly apply to village students.

ALL DORM RULES APPLY TO YOU

When you are in the dormitory, all dormitory rules apply to you. Know these rules. Village students may be in a dorm room only when a student who lives in that room is present.

DO NOT TAKE DORM STUDENTS OFF CAMPUS FOR ANY REASON

Don't even let dorm students get in your car. You may lose your driving privileges, be suspended, or even expelled if you do.

Arrangements must be made through the Dean, by the parent of the village student, to take a dorm student off campus,. The PARENT must come into the dorm and sign the student out—no exceptions.

Dorm students must properly fulfill all requirements to leave campus for the day or overnight.

STAYING IN DORM OVERNIGHT

You are welcome to stay overnight in the dorm if you make proper arrangements through the Dean and have your parents' consent. If you show up in the dorm planning to stay overnight without prior Dean permission, you may be either sent back home (if possible), or be charged \$30.00 per night for supervision costs. To avoid confusion and possible problems, please make your plans well in advance.

If the village student's parents plan to be out of town when the student stays in the dormitory, the Dean must have emergency telephone numbers where they can be contacted.