GCA

Georgia-Cumberland Academy

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2026-2027
STUDENT HANDBOOK

Accredited by:

Middle States Association of Colleges and Schools
Adventist Accrediting Association
And Georgia Private School Accreditation Council

TO KNOW, TO LOVE, TO SERVE

FACULTY & STAFF

Administration

Bruce Boggess, MSEd ..... Vice Principal for Academics
Serge Gariepy, MEd ..... Principal
Susan Jenkins, BBA ..... Business Manager
A'Lisa Sorensen, MA, MA ..... Vice Principal

Faculty

Lauren Anderson MSEd, ... Art, Fitness
Bruce Boggess, MSEd ..... History
Dori Boggess, MSEd ..... English, Learning Resources, Library
Marty Briggs, PhD ..... Science
Robert Fetters, MES ..... Science
LeAnn Gariepy, MA ..... English
Robby Herr, MEcon ..... Math
Melissa Johnson, MAT ..... English, Yearbook
Ira Mills, MSEd ..... Science
Patricia Muriel, MA ..... English, Spanish
Robbie Peterson, BS ..... Physical Education
Esther Reese, BA ..... Religion, Music
Isaac Robles, MSEd ..... Math, STEM
Evan Salter, BA ..... Religion, History
Devin Schlisner, BS ..... Math, Acro
Shannon Scott, MSEd. ..... Religion
A'Lisa Sorensen, MA, MA ..... Freshman Experience
Mark Torsney, MSEd ..... Music Director

Staff

Rebecca Abel, BBA ..... Registrar
Matt Anderson ..... Food Service Director
Liliane Biazotto, BA..... ..... Cafeteria Supervisor
Naila Betances-Diaz, MMus ..... Enrollment Services Director
Jessica Burns, BA..... Head Women's Dean
Mark Carr, AS ..... Grounds Director
Nancy Gerard, EdD ..... Alumni and Donor Relations
Gracie Griswold, AS..... Cafeteria Supervisor
Deb Hagele, BS..... Office Manager, Attendance
Cole Hagele, BA..... Athletic Director
Christopher Harris, Ph.D LPC-MHSP ..... Counselor, Guidance & Testing
Sherril Harris, BCom ..... Assistant Business Manager
Albert Hernandez, BA .... Men's Dean
Shannon Higginbotham, BA..... Recruitment and Alumni
Todd Hunt, BS..... Maintenance, Men's Dean
Kalie Kelch, BA ..... Marketing, Studio
Randy Kelch, MA ..... Information Technology Director
Tony Kepford, BS..... Maintenance Director
K.C. Larsen, BS ..... Work Coordinator
Doug Nesmith, MEd ..... Head Men's Dean
Denise Rustad, MS ..... Alumni and Development Director
Mariana Salter, BSW ..... Campus Ministries
Ivy Santiago, MDIV..... Women's Dean
Dorothy Self, WHNP-BC, MSN ..... Nurse
Jodi Steele, MS ..... School Counselor
Tom Sterndale, BA..... Maintenance
Dulce Villarruel, AA..... Alumni and Development
Brittany Woods, BS ..... Alumni and Development
Joshua Woods, MDiv ..... Chaplain

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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.

Emeline Hurlbutt operated a small orphanage in Northern California in the early 1900s. When Mrs. Hurlbutt inherited money from her mother in 1906, she asked Ellen White for direction regarding established health and education work. Mrs. White counseled her to focus her work in the South, rather than her native California. Mrs. Hurlbutt purchased land in Reeves, Georgia. In 1914 that land became the Hurlbutt Sanitarium, School and Farm.

Following the death of Emeline Hurlbutt, Lida Scott—another woman who exercised leadership—took the property and invested her own funds and leadership to continue health and education ministry through the 1930s. It was during this time that the Scott School was established, which continued into the 1950s. When the school and farm closed, the Georgia-Cumberland Conference purchased the land in 1961 for the purpose of establishing a boarding academy.

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.

More than 7,000 students have enrolled at GCA, with recent enrollments over 275.

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.

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

GCA STATEMENT ON HUMAN SEXUALITY AND GENDER IDENTITY

Georgia-Cumberland Academy is committed to upholding the biblical values and teachings of the Seventh-day Adventist Church. We affirm that God created humanity as male and female (Genesis 1:27) and that sexual expression is reserved for marriage between one man and one woman. We recognize that some students may experience questions or personal struggles regarding their gender identity or sexual orientation. Students who are sincerely seeking to grow in faith and striving to live in harmony with God's will are welcomed with compassion and support. Our chaplains and counselors are available to provide confidential, Christ-centered guidance.

GCA expects all students to respect and live in accordance with the school's community standards. Publicly promoting ideas or behaviors that contradict the biblical teachings of the Church—including LGBTQ+ ideologies—is not permitted. GCA maintains gender-specific housing based on biological sex and reserves the right to determine campus accommodations accordingly. We are committed to creating a respectful and spiritually nurturing environment where all students are encouraged to grow in their relationship with Christ.

ACCREDITATION

Georgia-Cumberland Academy is accredited by:

- Middle States Association
- GAPSAC (Georgia Private School Accreditation Council)
- Adventist Accrediting Association

APPEAL OF DECISION

At GCA, policies and decisions are generally made by staff and/or student committees. Academic decisions are generated by the Curriculum Committee and administrative decisions 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 to the principal or vice principal. In the case of policies or judgments rendered by a committee, an appeal may be made 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.

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.

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 along with two satisfactory recommendations to the Enrollment 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 the ACT ASPIRE or MAP testing above Reading RIT 215 and Math RIT 225.
- 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 the ACT ASPIRE or MAP testing above Reading RIT 215 and Math RIT 225.
- Be at least 14 years of age before August 15 of the current school year, have completed grade eight in a homeschool environment, and have a composite score of at least 35% on the ACT ASPIRE or MAP testing above Reading RIT 215 and Math RIT 225 or another recognized achievement test.

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.

Due to dormitory facility limitations and our commitment to proper supervision of students, individuals who identify as LGBTQ+ may not enroll as dormitory students.

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 test 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 assurances 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 individual students will determine whether or not the students 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—Online at www.gcasda.org

Applicants and their parents must:

- Read the GCA Handbook and other policy materials
- Fill out the online application

Before the application is taken to the Admissions Committee, the Enrollment Office must receive:

- 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

Administration will review the applicant's file and make a decision. The applicant will be notified of the decision by email.

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.

A RELATIONSHIP BUILT UPON TRUST

The nature of a boarding school requires a trust relationship between all parties involved. Parents must have confidence that personnel working at the Academy are mature, professional, and responsible. Parents who bring their children to GCA must be able to leave the campus, confident that school personnel can be trusted. When parents have concerns or questions regarding an individual teacher or staff member, they are encouraged to contact the GCA employee directly.

Faculty, staff, and administrators must also be able to trust the young people who live on our campus. Though we recognize the limited decision-making skills of teenagers, we must have a basic trust relationship and confidence that a young person can be counted on to comply with school policies. Policies and procedures are in place to help keep students safe. When a young person or parent consistently disregards school policies or procedures, the overall safety and welfare of our students may be compromised.

When the trust relationship between the school and parents or students has been broken, and it becomes clear to school administrators that parents and/or students no longer respect school personnel, policies, or procedures, students will not be allowed to stay at Georgia-Cumberland Academy. The decision to remove a student from campus will be made by school administration and Administrative Council.

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 (within one year) general physical examination or sports physical examination
- I-9 form—Employment Eligibility Verification *(International students must present a copy of their valid US Visa and I-20 form.)*

IMMUNIZATIONS

- By law, your child has 30 days to update his/her immunization record or be excluded from attendance at school.
- Georgia law requires all students to have the following immunizations up to date:
    - Polio—**minimum** of three, the last **after** fourth birthday
    - **DTP** (Diptheria, Tetanus, Pertussis)—minimum of four, last **after** fourth birthday
    - **MMR** (Measles, Mumps, Rubella)—two
    - **Hepatitis B series**—three
    - **Td** (Tetanus) **Booster** every 10 years
    - **Varicella** vaccine—**two**—**after** first birthday. This may be waived if the student has history of chickenpox disease after 1 (one) year of age. Please indicate the date of the disease and description (mild, moderate, severe).
    - **Meningococcal**
    - **Tdap**

Additional requirements for international students and/or students who have traveled out of the USA: Tuberculin skin test - negative results.
If the student has had **BCG vaccination** and the Tuberculin skin test is positive, he/she must have a QuantiFERON TB Gold test to determine a diagnosis of TB. Negative results indicate there is no TB infection.

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 either a general physical examination or a sports physical examination on file at the Academy. This requirement must be met for continued class attendance and enrollment.

A sports physical exam is required for clearance to be able try out and participate for sport teams. It must be completed no more than 12 months prior to registration. Form 3300 will not be accepted for participation in sports.

PHYSICAL/MENTAL HEALTH

The health and welfare of students, faculty, and staff at Georgia-Cumberland Academy must be the concern of all individuals associated with our school. In order to provide a safe environment, the Academy will require that all students, faculty, and staff participate in health screenings and may institute environmental restrictions or requirements as part of our efforts to reduce illness on campus. Students or families who refuse to participate in such requirements will not be able to attend GCA. These requirements may include medical evaluations, testing, screening, and immunizations.

For students to be successful at GCA, their emotional and mental health is also important. GCA counselors, chaplains, faculty, and administrators may from time-to-time counsel students. Conversations of a counseling nature will take place when students seek assistance from GCA staff, or when faculty or staff initiate conversations with students as a result of observing issues causing concern. Counseling by GCA staff will be limited to assessment and immediate concerns that are within the scope of skills that can reasonably be addressed by professional teachers, chaplains, or guidance counselors. It should be understood that these conversations may take place without specific parental permission or involvement. If assessment indicates more serious issues that will require sustained counseling services, the Academy may require such counseling to be carried out by licensed professionals outside of GCA.
Students who become involved in self-harm, who discuss taking actions to hurt themselves, or who discuss or take actions of a suicidal nature, will be required to undergo psychological assessment by a licensed professional counselor of a parent's choosing, at the expense of the parents. These students will not be allowed to stay in GCA dormitories until such time as academy administrators decide that written evaluation from a licensed therapist warrants return to campus.

STUDENT AND PARENT 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 announced and written 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-minute class periods.

ACADEMIC PROBATION

Each grading period, GCA's academic probation policy assigns two points to an F and 1 point to a D for class grades. Any student receiving two points (1 F or 2 D's) is placed on academic probation.

Except for the first midterm grading period, students on academic probation will be removed from touring organizations and sports to reduce the effects of missing classes. Students on academic probation may be required to modify their academic program or drop extra courses/activities.

Students who fail classes may lose GCA financial aid and continued failing grades may result in the student being asked to withdraw.

Students on academic probation may not hold, or run for, class or organizational offices.

Students that receive multiple failing grades at any grading period will be required to attend strict study hall in the evenings during recreation. Village students that receive multiple failing grades at any grading period must attend strict study hall unless they are off campus. Students may be exempt from strict study hall when all grades are at a C- or higher.

Lastly, athletes are expected to maintain a minimum of 70% in each class at the end of each semester to remain academically eligible for participation.

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 through the first grading period (4 ½ weeks) of each semester and transfer to a standard level diploma course to satisfy any graduation requirements.

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.
- Prospective summer graduates must be within 2.0 credits to participate in graduation ceremonies.
- Graduation status is evaluated at the beginning of second semester.

Juniors, Sophomores, and Freshmen

- Student must 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.
- Major coursework appropriate for the grade must be completed.
- Official transcript of previous coursework must be on file in the registrar's office (including all correspondence coursework).

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.

GCA SCHOLARS

GCA Scholars is a program which provides academic support and enrichment for academically high-achieving students. Students will be admitted to this program based upon test scores and grade point average as established by GCA administration. The program will formally admit upperclassmen, but will provide opportunities and support for underclassmen, as well. Components of this program will include enrichment and support in the following areas:

- Standardized Testing
- Assistance with scholarship opportunities
- On- and off-campus enrichment experiences

GRADE CODES IN GCA CONNECT

- Missing (M) = Assignment has not been submitted. Grade may be recorded according to teacher discretion.
- "0" = Student has earned the zero or assignment was not submitted. Grade is affected.
- Excused (X) = Assignment has been excused. Grade is not affected.

GRADE REPORTS

The academic year is divided into two semesters. Only semester grades are recorded on the student's permanent transcript. Grades are recorded on GCA Connect 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 calculated.

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- = 0.7	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. Exceptions 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 ITBS or MAP tests.

The student must meet all GCA requirements for graduation.

HOMESCHOOL 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.

MISSED WORK/EXCUSED ABSENCES

After an excused absence, the student will have two school days before the make-up work is due. Refer to the course syllabi for individual class requirements.

How a student receives the make-up work from a teacher will be communicated by the teacher to their students in the class syllabus. Make-up work generated due to extended excused absences (i.e. illness) will be dealt with on a case-by-case basis.

Students should be prepared for quizzes or tests on the day they return from an excused absence. Students can reference GCA Connect which will have current teacher requirements.

ONLINE COURSES & SUMMER SCHOOL

To receive credit at GCA, students must receive prior permission from the Curriculum Committee before sending or applying for online or summer classes.

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

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

Online 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, an online course is approved, it will count as part of the regular course load.

TESTING

GCA has adopted MAP testing for freshmen, sophomores, and juniors. MAP testing is given twice a year and is more up-to-date, allowing teachers to see where students need more instruction. This testing is done during class time and covers math, language arts, and science. NAD schools are moving in this direction. In addition, it is an accreditation requirement for our school. Testing dates are provided by the Georgia-Cumberland Conference Education Office.

GCA is a testing site for SAT, PSAT, and ACT. The national testing dates can be found online and will be provided by our Testing Coordinator. GCA will pay for one ACT for juniors. Seniors are required to take the ACT in the fall and will be reimbursed for the cost of their test.

As a testing site, GCA is required to have students show ID to the test facilitator/proctor.

GRADUATION REQUIREMENTS

	College Preparatory Diploma (Minimum GPA: 2.6) (25 units)	**Standard Diploma** (23 units)
Religion (Students must take the class that corresponds to their grade)	4 units (1 each year)	4 units (1 each year)
English (Students must take the class that corresponds to their grade)	4 units (1 each year)	4 units (1 each year)
Mathematics (Students must take at least one math course each year)	4 units (Algebra I, II, Geometry, & Pre-calculus or Statistics)	4 units (Algebra I, Geometry, plus 2 additional math courses)
Science	4 units (Biology, Physical Science, Chemistry & one additional advanced science)	4 units (Biology, 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
Freshman Experience (Required for GCA freshmen)	1 unit	1 unit
Health & Physical Ed.	2 units (P.E., Health) (1/2 credit options per semester for Fitness or Varsity Sports; STEM is an alternate exception)	2 units (P.E., Health) (1/2 credit options per semester for Fitness or Varsity Sports; STEM is an alternate exception)
Fine Arts	1 unit	1 unit

*Families should carefully review the admission requirements of their intended post-secondary institution and ensure that students enroll in courses that meet those requirements.

*Standard Diploma does not meet the two-language requirement for some colleges, including Georgia state requirements.

*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.gafutures.org

COURSE DESCRIPTIONS

Freshman Experience **1 unit**

This class is an introductory course for all GCA freshmen. It includes extensive time spent understanding the technology we use here at GCA including but not limited to: GCA Connect, OneNote, Microsoft Word, Microsoft Excel, Outlook, OneDrive, and Microsoft PowerPoint. Students will work on note taking methods and study skills. Students will also work toward presenting a polished and professional presentation for their Freshman Project. In addition, GCA is committed to training our students in leadership skills and qualities. This will be a major focus of the class in the second semester. The Habitudes Faith-Based program will be used as a backbone for lessons in leadership qualities, relating it to many of the stories found in the Bible as well as understanding self and how it fits into God's plan for the student. Second semester will also feature an in-depth instruction of life skills, and career exploration as we prepare the students for success in their time at GCA.

STEM **.5 units**

STEM is an elective class that teaches the development of problem-solving skills through the interdisciplinary combination of science, technology, engineering, and math. It is primarily a project-based class that uses skills in the four disciplines to design and create solutions for many real-world problems. Students will develop skills using the theories of engineering and computer science. Curriculum includes robotics, computer science, coding, 3D printing, and computer-aided design. The goal is to advance knowledge and skills in the four disciplines as well as in technical art, design, and a problem-solving mindset. Students will spend the semester collaborating and thinking/working through challenges that will help them prepare for future careers in any field.

(STEM may be taken to replace 0.5 units of Fitness.)

This class requires an additional fee of $75 per semester.

Business with Personal Finance **1 unit**

This is an introductory business and personal finance course where students explore the core business disciplines of entrepreneurship, marketing, finance, accounting, and management through real-world applications, case studies, and project-based learning. In addition, students learn and apply the National Standards for Personal Financial Education, covering topics such as personal saving, borrowing, investing, and long-term financial planning.

A major component of the course is the Business Canvas Project, in which students develop their own business idea and perform tasks that mirror real-world entrepreneurial experience.

The College Board AP Test can be taken to obtain college credit.

English Courses

English I – Introduction to Literary Studies **1 unit**

This course is an introduction to literature and writing for ninth-grade students. Students are introduced to and practice the 6+1 Traits of Writing in order to facilitate written communication for creative writing and academic research writing. Students will also be instructed in public speaking, which will lead to a cross-curricular presentation project in the first semester. Literature studies focus on a variety of genres – drama, short stories, poetry, and novels. Approved titles: Various short stories; *To Kill a Mockingbird* by Harper Lee; *Romeo and Juliet* by William Shakespeare.

English II – World Literature **1 unit**

In this course, students study literature from around the world (dramas, short stories, poetry, and novels) to gain an appreciation for all of God's children and develop empathy with their experiences. Literature studies focus on commonality of the human experience as well as cultural and social context of each piece. Students will also continue to improve their writing skills through writing in a variety of genres through cross-curricular projects. Approved titles: *A Midsummer Night's Dream* by William Shakespeare; selections from *The Joy Luck Club* by Amy Tan; *Night* by Eli Wiesel; *The House on Mango Street* by Sandra Cisneros; *When Morning Comes* by Arushi Raina.

English III – American Literature **1 unit**

GCA's American Literature class explores American storytelling, writing, poetry, and philosophy throughout this country's history with a focus on how those ideas have influenced modern culture and thought in the United States. As always, this literature is presented and evaluated through a biblical lens. Students will continue to improve their writing skills with a focus on creative,

academic, and descriptive writing. Approved titles: *The Scarlet Letter* by Nathaniel Hawthorne; *Into the Wild* by Jon Krakauer; *Incidents in the Life of a Slave Girl* by Harriet Jacobs; *The Great Gatsby* F. Scott Fitzgerald; selections from the following: Native American stories; accounts of early European explorers; Puritan sermons and poetry; documents from the founding fathers; poems of the Fireside Poets; essays of Ralph Waldo Emerson and Henry David Thoreau; writings and speeches of Frederick Douglass, Sojourner Truth, and Martin Luther King, Jr.

Honors English III – American Literature **1 unit**

GCA's Honors American Literature (Honors English III) class explores American storytelling, writing, poetry, and philosophy throughout this country's history with a focus on how those ideas have influenced modern culture and thought in the United States. As always, this literature is presented and evaluated through a biblical lens and with a view to supporting GCA's mission of encouraging students to know Jesus as Savior and Friend, to love God and those He brings into our lives, and to serve the church and society. Students will continue to improve their writing skills with a focus on creative, academic, and descriptive writing. Honors English III is a 5.0 class. It covers the same literature and writing requirements as the English III classes with the addition focus of literary analysis on various poems, supplemental readings, 2-3 novels, and advanced requirements for writing assignments. Because this is an advanced class, students must maintain a grade of 73% or higher or must switch to a section of English III.

English IV – British Literature **1 unit**

GCA's British Literature class seeks to explore the origins of the English language and storytelling and the impact that British literature has had on modern culture. It is a survey course that samples British literature in chronological order. As always, this literature is presented and evaluated through a biblical lens. Students will also continue to improve their writing skills with an intense, quarter-long focus on academic research and writing that prepares them for college. Approved titles: *Beowulf* edited by Seamus Heaney; *Much Ado About Nothing* and/or *Macbeth* by William Shakespeare; 1984 by George Orwell; various selections of British poetry; selections from *Sir Gawain and the Green Knight* by an unknown 14th century author, *The Canterbury Tales* by Geoffrey Chaucer, "A Modest Proposal" by Jonathan Swift, and the short stories of Arthur Conan Doyle.

Honors English IV – Critical Thinking in Academic Reading and Writing 1 unit
Southern: ENGL101, 3 credits, additional fee required for college credit

This one-year dual enrollment course engages college-bound seniors in the careful reading and critical analysis of classic and contemporary British 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. This course also broadens students' knowledge and skills about writing and analyzing texts so that they can adapt to the diversity of reading and writing tasks encountered across the college curriculum and beyond. Instruction on the stages of the writing process, from prewriting exercises through drafting and revision, forms a key part of the curriculum in order to develop coherence, unity, precision, structure, and stylistic maturity. Approved titles: *Beowulf* edited by Seamus Heaney; *Canterbury Tales* by Geoffrey Chaucer; *1984* by George Orwell; *Lord of the Flies* by William Golding; *Great Expectations* by Charles Dickens; *The Glass Menagerie* by Tennessee Williams; *Much Ado About Nothing* by William Shakespeare; *Death of a Salesman* by Arthur Miller; and *Gulliver's Travels* by Jonathan Swift. Poetry selections may include works by these authors: William Blake, Robert Burns, e. e. cummings, Lord Byron, Langston Hughes, T.S. Eliot, Geoffrey Chaucer, Alexander Pope, and John Milton.
A minimum GPA of 3.5 and teacher recommendation required.

Communication and Public Speaking 0.5 unit
Southern: COMM135, 3 credits, additional fee required for college credit
This course is designed to introduce students to the art of public speaking and the dynamics of interpersonal communication. It will focus on extemporaneous public speaking techniques, types of speeches and active listening skills. The course will also address communication across cultures, group dynamics, interpersonal communication and emotional intelligence. Students will leave the course more confident in the way they communicate in a public forum and in small group settings.

Fine Arts Courses

Art and Art Appreciation .5 units/semester
The purpose of this course is to provide each student with a basic understanding and appreciation of the visual arts. Students will learn the elements of art and design, the processes and materials involved in creating two and three-dimensional art, and the evolution of art past and present. During the school year, students will complete personal and group projects and presentations covering a variety of media, artists, processes, and styles. This art course focuses on developing individual creativity, nurturing an appreciation of aesthetics, and using art as a positive change agent in our global community. **This class requires an additional fee of $52 per semester.*

Music
Any of the courses from the music section also qualify as fine arts. **These classes require an additional fee of $26 per semester.*

Yearbook **.5 units/year**

Yearbook and Photography are two classes combined into one. Yearbook students will develop the ability to use technology to design and create a recording of the school year, covering events, people, and history. Students will also learn about the deadlines, logistics, and elements of writing and creating a yearbook. **This class requires an additional fee of $13 per semester.*

Foreign Language Courses

Spanish I **1 unit**

This course is the first step to becoming fluent in Spanish. It is an introduction to the Spanish language and the rich culture of the Spanish-speaking world. Instruction is given in speaking, hearing, reading and writing in the target language. Class activities are geared towards enabling the students to communicate in Spanish with confidence.

Spanish II **1 unit**

A continuation of Spanish I. Students continue to learn about the culture of the Spanish-speaking world. Communication skills are improved and vocabulary and grammar bases are broadened. The class is taught mostly in Spanish and students are encouraged to speak mostly in Spanish.
Prerequisite: Spanish I

Health & Physical Education Courses

Basketball **.5 units/semester**

Basketball teams are provided for selected students who wish to improve on their basketball skills and knowledge. The basketball season consists of 12-17 regular season games and 1-2 tournaments a year. The goal of the basketball program is to inspire the students to grow in the likeness of the character of Christ through teamwork, integrity, and hard work.
(Additional cost involved – See page 34)

Fitness **.5 units/semester**

This course is designed to give students the opportunity to learn fitness concepts and conditioning techniques used for obtaining optimal physical fitness. Students will benefit from comprehensive weight training and cardiorespiratory endurance activities. Students will learn the fundamentals of strength training, aerobic training, and overall fitness training and conditioning. Students will create their own personalized fitness program and follow it throughout the course. Personalized fitness goals will be determined and pursued. Students are required to wear GCA approved attire as outlined in the course syllabus.

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 travels, sharing their skill and belief in Jesus. *(Additional cost involved – See page 34)*

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 **.5 units**

The program consists of the rules, fundamental skills and participation in team sports, and promotion of physical fitness. Students are required to wear GCA approved attire as outlined in the course syllabus. (Physical education is a required course for freshmen.)

Soccer **.5 units/semester**

Soccer teams are provided for selected students who wish to improve on their soccer skills and knowledge. The soccer season consists of 10+ regular season games and a possible tournament during the second semester of the school year. The goal of the soccer program is to inspire the students to grow in the likeness of the character of Christ through teamwork, integrity, and hard work. *(Additional cost involved)*

Volleyball **.5 units/semester**

The Varsity Girls' volleyball team is provided for selected students who wish to improve their volleyball skills and knowledge. The volleyball season consists of 10-12 games in the regular season and a tournament. The goal of the volleyball program is to inspire the students to grow in likeness of the character of Christ through teamwork, integrity, and hard work.
(Additional cost involved)

History & Social Studies Courses

Government **.5 units**

This introductory course on that overviews the influences, origins, development, and operation of the government of the United States. The course is particularly focused on and structured around the U.S. Constitution, and the crucial role it fulfills. During the semester, the three branches of the Federal Government will be explored, alongside the corresponding equivalents in the State governments. The course is heavily interactive, and discussion based expecting students to be engaged and participatory as they learn how to be active and responsible citizens in our democracy.

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**

This survey course covers pre-colonial times to the present. It deals with ideas, trends, events, and leaders in political, military, social, cultural, and religious history. The course considers the relevance of history to the present and future. In addition, it recognizes the contributions of a wide variety of cultures in the American experience. This course includes a New England study trip. Costs for the trip are built into tuition.

World History **1 unit**

This survey course explores the important themes of World History, of human development and struggle. It briefly reviews human history up to the year 1200 AD, covering the Ancient, Classical, and Medieval ages, alongside historical skills and thinking as an introductory unit of the course. Following this broad introduction, the class will explore in depth the development of the modern world through the causes and impacts of major religious & philosophical changes, European Exploration, the Industrial Revolution, Democratic Republics, Capitalism, Imperialism, and all their related social implications through the years 1200 AD to the Present. The course ends with time spent reflecting on how we as Christians can use this knowledge to better love our neighbors, locally and globally.

Mathematics Courses

Algebra I Essentials **1 unit**

This course is designed for students who need a practical, accessible approach to Algebra I and do not plan to pursue advanced high school mathematics. It emphasizes foundational algebra skills through real-life applications. Topics covered include expressions, equations, inequalities, ratios and proportions, percent problems, graphing linear relationships, introductory functions, and basic operations with polynomials. The course prioritizes conceptual understanding and problem-solving strategies that students can use beyond the classroom.

Prerequisite: GCA Placement Test Score

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.

Minimum passing grade: C-

Prerequisite: GCA Placement Test Score

Algebra II Essentials **1 unit**

This course is intended for students who have completed Algebra I but are not planning to take advanced math courses such as Pre-Calculus or Calculus. It focuses on reinforcing and extending core algebraic concepts with an emphasis on real-world applications. Topics include linear and quadratic functions, systems of equations, exponents and radicals, polynomial operations, basic rational expressions, and introductory probability and statistics. The course is designed to build confidence and competence in algebra while preparing students for practical problem-solving in everyday contexts.

Prerequisite: Algebra I or Algebra I Essentials and 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

Calculus **1 unit**

Southern: MATH 191, additional fee required for college credit

This course covers the differential and integral calculus of the elementary functions including limits, continuity, the derivative, computation of derivatives, the definite integral, the fundamental theorem of calculus, computation of antiderivatives, and applications of the definite integral.

Requires either college credit for Pre-Calculus or a math ACT score of at least a 24.

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.

This course is offered every other year for juniors and seniors.

Prerequisites: Algebra I and Geometry

(*For standard diploma students)*

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-Calculus **1 unit**

Southern: CLEP test can be taken at the end of the year to obtain college credit. Additional fee required.

This course is an extension of Algebra II which emphasizes trigonometric identities, functions, inverses, and their graphs; decomposition of fractions; and an introduction to limits.

Teacher recommendation required

Prerequisite: Minimum grade of C- in Algebra II

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 experiments. 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.

This course may be taken for college credit for an additional fee.

Prerequisite: Minimum grade of C- in Algebra II

Music Courses

Camerata Singers **.5 units/semester**

This course provides opportunities to develop performance skills and knowledge in ensemble singing. Space is limited to 16-20 performers. The course covers performance and production, analysis and theoretical studies, historical and cultural influences, creative aspects of music and appreciation of music. It 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. Private voice lessons may be required for those belonging to this organization. Students must pass an audition to be considered for this select ensemble. A current GPA approaching 3.0 is required upon entrance and must be maintained throughout the school year. Students must be enrolled in the GCA Chorale. Uniforms are required at an additional cost and a touring fee may be required. **This class an additional fee of $26 per semester.*

Concert Band **.5 units/semester**

Selected by audition, this organization provides opportunity for those interested in improving their skills on wind, brass, 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 the entire semester, and preferably the entire year. Uniforms are required at an additional cost and a touring fee may be required. Private instrumental lessons are encouraged and may be required for some students. **This class requires an additional fee of $26 per semester.*

Chorale/Music Appreciation **.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. **This class requires an additional fee of $26 per semester.*

Praise Band **.5 units/semester**

This course is dedicated to developing young musicians for service in our church. Emphasis is placed on what it means to worship God and how to effectively lead music in the worship service. Students will learn how to work together with other musicians to produce a blended sound that is conducive to worship. In addition, students will learn how to speak up front, how to engage the congregation, and how to listen for their part. Selected by audition, students enrolled in this class lead in worship at GCA for vespers, Sabbath School, and church services, in addition to visiting area schools and churches in the conference a few times each semester. **This class requires an additional fee of $26 per semester.*

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.

Song Writing **.5 units/semester**

This course is dedicated to teaching students the art of songwriting. The course will cover music theory, chord structure, rhythm, lyric writing, rhyme/poetry, and other concepts. The class also focuses on biblical study, digging into scripture and exploring themes to include in the song lyrics. In addition to learning the concepts of songwriting, the class actively writes contemporary Christian music to be recorded under Magnify Worship's recording title and released on all major music streaming platforms.

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. 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. **This class requires an additional fee of $26 per semester.*

Worship Leadership **.5 units/year**

This course is dedicated to developing students to serve in church leadership positions, especially in the area of music. The course will cover leadership methods (especially servant leadership), interpersonal skills, problem-solving practices, music theory, songwriting, rehearsal procedures, and recording techniques. The class will also focus on helping students grow spiritually through Bible study and discussion. The purpose of this class is to equip the praise band leaders with the skills they need to lead their peers in praise band and run their band as effectively as possible, both musically and interpersonally. **Teacher recommendation required.**

Religion Courses

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

Freshman Religion is an introductory course to the foundational ideas of the Bible and the Biblical worldview, including the existence of God, the nature of the Bible, the foundational importance of a belief in creation (as opposed to evolution), the character of Christ and His work in our lives, and the practicalities of developing a healthy relationship with God through Bible study and prayer. The year begins in examining some basic arguments for the existence of God. Next, students will learn the history and nature of the Bible. Then they will explore what the Bible says about God's works and character. During the second semester, the class will explore the biblical account of creation, drawing connections to the re-creation God performs as part of His sanctifying work in our hearts. Finally, students will read the book of John to learn about Jesus, His love for us, and the nature of salvation. All year, as the topics arise, the Fundamental Beliefs of the Seventh-day Adventist Church will be discussed with a focus on biblical support and practical application. In addition, a significant percentage of the grade comes from student community service. Opportunities for community service will be provided throughout the year.

Religion II (Sophomore Bible) **1 unit**

Sophomore Religion covers our connection with God throughout the history of the Bible. Looking through the lens of specific Bible stories, students will learn to better understand their faith. Beginning with the life of David, students will grow to see what it looks like to be a true leader and to live after God's own heart. The class will further explore God's extreme love for us through the story of Hosea, evaluating God's design for His people to live the best life. In the second half of the year, the study will move into the New Testament, looking specifically at the life of Jesus and the most important messages He left, as well as the experiences shared in the book of Acts. In-depth study will allow students to evaluate what it means to be part of God's church and how best we can fulfill God's desire for us to share the gospel with the world. In this year, sophomores can grow to better understand God's love for them and His design for their lives through the examples in the Bible.

Religion III (Junior Bible) **1 unit**

Junior Religion explores the Bible as a basis for what is valid, and how the Bible has endured throughout the ages as the Word of God. During the first semester, students will study in depth why the Bible can be trusted and how it can impact our lives today. Then, using the life of Daniel, the class will discover how he saw many victories in his life through a strong belief in God and how he learned that God is sovereign. During the second semester, the class will study the book of Revelation, and discover that God gave it to us as a comfort and reassurance that God's truth and His people will triumph. This class will also explore the development of the Seventh-day Adventist Church; God's leading through the contributions of key people and the revival they experienced; and the importance of the third angel's message and our own personal revival today through the grace of Christ. Throughout the year, juniors will learn that God and His Word can be trusted and we have nothing to fear with Him at our side.

Religion IV (Senior Bible) **1 unit**

Senior Religion is the capstone course that is meant to look at the big picture concepts of the Bible and how students can apply them in their own lives. This course will help prepare students to enter the adult world after graduation, whether that will be college, career, or any other path where God leads them. The year will start with a focus on discussing the views and beliefs of others. Students will be able to understand and healthfully interact with other perspectives and cultures. The major religions and worldviews in today's global society will be explored, while students are shown how to ground themselves in a solid Biblical foundation. During the second half of the year, students will focus on building and maintaining healthy relationships, and explore the factors that affect one's relationships. The year will conclude with an in-depth study on the Gospel of Luke and how to build a solid relationship

with Jesus that the student can keep with them as they venture out after graduation.

Science Courses

Anatomy and Physiology **1 unit**

Anatomy and Physiology is the study of the structure and function of the human body. Some major areas of study include structure and function of body systems, fundamental concepts of homeostasis, 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 and 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 Chemistry

Biology **1 unit**

Biology is designed to introduce students to scientific processes, skills, and understanding as related to a wide range of life science 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 allows 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 is required for graduation.*

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.

Teacher recommendation required

Prerequisite: Minimum grade of C- in Algebra I and Physical Science.
Co- or Prerequisite: Algebra II

College Chemistry **1 unit**

Southern: CHEM 151 and 152, up to 8 hours, additional fee required for college credit

College Chemistry is a two-semester course that is an introduction to the fundamental laws and accepted theories of chemistry. Areas to be studied include stoichiometry, atomic and molecular structure and bonding, states of matter, thermochemistry, chemical equilibrium, kinetics, thermos-dynamics, acids and bases, oxidation-reduction and electrochemistry, descriptive chemistry, and nuclear chemistry. Students may enroll in College Chemistry for high school credit without enrolling for college credit. ***Teacher permission required.*** *Prerequisite: Minimum grade of B in both high school Chemistry and Algebra II*

Environmental Science **1 unit**

Environmental Science focuses on the interrelationships of ecosystems and humans, understanding God's design for our stewardship of the earth along with its benefits for us. Throughout the year the class will use interactive labs and projects as well as a collection of scientific films to explore pollution, agriculture, biodiversity, and humanity. The class will explore how ecology fits into our past, present, and future as well as the hope of God's final restoration of our planet. (*For standard diploma students)*

Health Care Science **1 unit**

Health Science is a course of study that incorporates the full range of current scientific evidence supporting human health. It covers a broad variety of topics including food science, exercise, nutrition, optimal health principles, physiology, disease, and current issues in healthcare. It also covers a variety of health careers and supports the creation health principles. Curriculum additionally requires the reading of current scientific reports, laboratory experiments and field trips, exploring the wide exploration of components that impact human health. Upon completion of the course, students are expected to understand all the fundamentals that contribute to good health and the scientific process of the elements in our lives that affect the human body. (*For standard diploma students)*

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 chemical 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.

Prerequisite: Minimum grade of C- in Algebra I or taking concurrently

Physics **1 unit**

Physics is a laboratory course involving the study of the interactions of matter and energy. General topics include laws of motion, application of forces, energy, work, power, sound, light, electricity, and magnetism. Special emphasis is placed on understanding the physical phenomena that a person encounters in everyday life.

Prerequisites: Minimum grade of C- in Algebra II, Chemistry and Geometry or teacher permission

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 may be suspended until payment is made.
- Parents are responsible for any variation in the budget listed in the financial agreement, including student payroll shortfalls and family-solicited donors that fail to make their contribution.
- 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 and until all financial plan obligations are met.
- 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 make-up or completion work will be charged full tuition for the semester involved.

BOOKSTORE

GCA maintains a bookstore which provides basic school supplies. Purchases for school supplies can be charged to the student account.

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 and cafeteria equipment are not to be taken from the cafeteria. Dorm students are not to get food for or share food with village students. Village students should not ask for or receive food from dorm students. Doing so will result in disciplinary action.

Village student tuition does not include a dorm room or food; they are expected to pay for meals eaten in the cafeteria. Village students can scan their keycard at the cafeteria when they want to eat a meal. All meals are charged to the account the following month. For the 2026-2027 school year, meals are $9.50 each. Each 10th meal within a calendar month is free. The cafeteria does not have à la cart pricing. Any food or drink item from the cafeteria incurs the full $9.50 meal charge.

GENERAL FEE

The yearly general fee covers certain student services, such as: student accident insurance, Student Association dues, boys/girls club dues, class dues, school yearbook, library fees, 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. Families requesting financial aid will need to apply through Blackbaud Financial Aid Management™ every year. There is a $55 application fee. Students who receive a grade of F on their transcript at semester time may lose financial aid for the next semester.

Contact Susan Jenkins, GCA business manager, if you need to apply for financial aid.

FOREIGN CURRENCY/INTERNATIONAL STUDENTS

All fees must be paid in United States dollars. Contact the business office 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.

HOME LEAVE TRANSPORTATION FOR SCHEDULED ROUTES

GCA offers regular home leave transportation, based on demand, to the following locations:

- South Run – 12 stops along I-75 from Barrett Pkwy in Kennesaw to the Turkey Lake Service Plaza in Florida
- North Run – 4 stops along I-75 from Chattanooga to Knoxville
- Atlanta Airport
- Huntsville, AL

Home Leave Transportation Reservation Procedures – GCA

- **Reservations must be made exclusively through our online portal.** Transportation charges will be billed to your account after home leave. For instructions, please contact the Business Office or refer to email notifications regarding home leave transportation.
- **Please note:** Refunds or credits will not be issued for unused transportation unless advance notice is provided.
- **Late fees:** A $20 late fee may be applied to your account if:
    - Your reservation is submitted after the published deadline, or
    - A driver is required to wait more than 15 minutes beyond the scheduled pick-up or drop-off time.

While we encourage families to use the home leave transportation options above, private transportation can be arranged on a case-by-case basis for an additional fee. Contact the Business Manager to make arrangements.

LAPTOP AND TEXTBOOK RENTAL

Laptops and textbooks are issued to students on a rental basis and must be returned either upon student withdrawal or at the end of the school year. Items that are lost, damaged, or show excessive wear will incur replacement costs. To avoid additional fees, it is essential that textbooks, laptops, and chargers are returned promptly and in good condition.

A non-refundable $25 late fee will be charged for any items returned after the last day of school. Items returned more than one week late may be eligible for only a prorated refund. Please note that any charges for items returned after June 30 are final and will not be reversed.

MEDICAL CARE CHARGES

The school nurse provides limited medical care if a student becomes ill while in attendance. 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 will also be charged a minimum of $25 for any medical trip to a healthcare provider's office or clinic.

Limited over-the-counter medications may be provided by the nurse or dean as needed. Parents are responsible for the cost of any medication provided throughout the full course of a student's illness.

REFUNDS

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

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

Cafeteria—If a student has been absent from campus for more than 7 days, 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

GCA uses Blackbaud Tuition Management™ for billing, invoicing, and payments. Each family will be enrolled in Tuition Management™ upon admittance. Blackbaud charges a fee to use a credit or debit card, and this fee is the responsibility of the parent. There will be no charge to the parent for payments made via ACH from a bank account. Payments for miscellaneous and optional items can be made on Tuition Management™ or with cash/check in the business office. Card or other electronic payments are accepted in the business office for purchases less than $150 only. Tuition or trip payments must be paid from the Tuition Management account or with cash/check in the Business Office.

SCHOOL ACCIDENT INSURANCE COVERAGE

School accident insurance is limited and offers $500 of supplemental coverage. Parents will need to submit provider bills to the accident insurance company. The school nurse will provide instructions. 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. 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." Parents may also send money through Tuition Management™ under the Student Bank option in increments of $5. 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 2026-2027

DORMITORY STUDENTS: Tuition—$16,485
Dormitory—$5,200
Cafeteria—$5,900
General Fee—$825
Book/Laptop Rental—$490

Entrance Payment Due on or before registration (August 9): $2,890
Pay by July 20 to receive early payment discount
applied to financial plan—$750

VILLAGE STUDENTS: Tuition—$16,485
General Fee—$825
Book/Laptop Rental—$490

Entrance Payment due on or before registration (August 9): $1,780
Pay by July 20 to receive early payment discount
applied to financial plan—$450

An individualized financial plan will be created for the balance remaining after the Entrance Payment

Payment per financial plan is due the 20th of each month, starting in August or September, depending on your financial plan.

Discount for Full Year Paid in Advance*

Payment must be received by August 31:

Village—up to $890

Full Dorm—up to $1,445

(ACH, cash, or check only for discount)

No discount if payment is made with credit card or if receiving financial aid.

* **Not available for international students**

You may be eligible for financial assistance.

Families of new students will work with the Enrollment Services Director on a financial plan. Returning students will work with the Business Manager.

Naila Betances-Diaz, Enrollment Services Director
706.625.7139
nbetances@gcasda.org

Susan Jenkins, Business Manager
706.625.7159
sjenkins@gcasda.org

THINGS THAT COST EXTRA

AP Classes.....$120 non-refundable fee
Art Classes.....$40 per semester
Athletic Apparel Fee $150
Basketball.....TBD up to $600
Basketball, JV .....TBD up to $600
Cross Country .....TBD up to $275
Dual Credit per Hour ..... $160 and up
Golf .....TBD up to $500
Graduation Fee $175
Gymnastics..... TBD up to $500
Home Leave Transportation .....varies according to destination
International Student Fee..... $3,000

Fine Arts Class Fee..... $15-$40 per semester
(Art, Band, Choir, Praise Band, Sinfonietta, & Yearbook)
Medical Trips, Calhoun $25

NSF or Failed ACH Fee $30
Replacement Fee for textbooks or laptop ..... $25 and up
Soccer ..... TBD up to $600
Soccer, JV……TBD up to $600
Special Travel ……..charged per trip (contact business manager for prices)
(Groome Transportation, commercial shuttle, available to Atlanta airport. Call 800-896-9928 for reservations. Cost approximately $55.)
STEM Class Lab Fee……$75 per semester
Volleyball…… ..TBD up to $600
Volleyball, JV……TBD up to $600
Pharmacy Fee for Over-the Counter Medicine……Up to $25
Nurse Charge for Medical Supplies……..Minimum of $16

This list is not inclusive. There may be other events, activities, services, or items that have extras costs and fees.

SCHOLARSHIPS & AWARDS

Academic Scholarship

- $750 (dorm) and $450 (village) — Awarded to applicants and returning students for academic performance--all A's & B's or 3.0 and above.
- $750 (dorm) and $450 (village) — Awarded to applicant for outstanding achievement on testing. Applicant must have a current ITBS or MAP composite score of 90th percentile or higher. This is awarded one time in the first year.
- $750 (dorm) and $450 (village) — Awarded to eighth graders for leadership potential. Applicant must have a GPA of 3.0 or higher, remain in good standing at local school, with no major discipline in the past school year, and must be referred by the principal as having leadership potential (this scholarship is limited to one student from a GCC school per five students enrolled in the eighth-grade class). This is awarded one time in the first year.

Conference-Sponsored Summer Work Match—GCA matches 25%, up to $2,000 in earnings from a Seventh-day Adventist youth camp, church or other conference-sponsored summer work program. Documentation from employing entity required. This must be money applied in addition to the Entrance Payment, not in place of an Entrance Payment.

Early Payment Discount

Pay your Entrance Payment in full by July 20 to receive an early payment discount applied to your financial plan. $750—Dorm / $450—Village. The discount is forfeited if the student leaves GCA before the end of a semester.

Freshman Band Instrumental Scholarship

- $5,000 over the course of four years. By audition during the eighth-grade year only.

GCC Worthy Student Endowment

This endowed scholarship fund provides assistance to students who are members of a Georgia-Cumberland Conference church (or whose family are active members). Church pastors and/or church boards will verify the family involvement of all scholarship applicants. Decisions concerning scholarships will be based on recommendations from the home church, verification of financial eligibility and satisfactory work, social and academic development.

Multi-Child Discount—$650/child attending GCA as dorm students; $400/child attending GCA as village students.

Other Scholarships are given to students who are:

- Proficient at an advanced level in music (audition required)
- In financial need

These scholarships are reviewed annually.

Seventh-Grade Adventist Education Incentive—For students who attended 7th grade at an Adventist school = $385 (village students receive $235).

Student Scholarship Organizations (SSO)—Available only to Georgia students. Other qualifications required.

STUDENT HANDBOOK

FUNDAMENTAL REGULATIONS

Each institution has rules and guidelines that must be followed in order for individuals to remain at the institution. The fundamental regulations of GCA are based upon the doctrines and beliefs of the Seventh-day Adventist Church. These regulations are linked to biblical standards for a Christian lifestyle. 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 will be subject to discipline. All discipline decisions will be made by Administrative Council or administration.

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, withdrawal, or dismissal from GCA.

Administrative Council determines the length of suspension. An off-campus suspension indicates that a student must make a major change in actions or attitude, and that the next time school guidelines are broken he/she may be asked to withdraw from GCA.

Administration or the dean may ask student(s) to leave the campus premises while an incident is being investigated and until a decision has been made.

All students who receive major discipline are placed on citizenship probation upon their return. Citizenship Probation (CP) is a specified period in which students who have had major discipline should not find themselves in any further disciplinary situations.

Any student who is on a sports team or enrolled in a touring organization can be reconsidered for the team or group if they are off citizenship probation. Any student who is in a leadership role loses that position for the school year.

Upon their return, students may have campus restrictions. Examples of this may 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)

If a student is suspended, dismissed, or asked to withdraw from school, they are not allowed on campus or to any school event without permission from administration.

Immediate Withdrawal or Dismissal (First Offense)

The following are zero-tolerance violations. Any student found in violation will be subject to immediate withdrawal or dismissal.

Substance Violations

- Any use, possession, purchase, or distribution of narcotics, alcohol, illegal drugs, prescription drugs that do not belong to you, or vaping products, including related paraphernalia
- Misuse of legal substances (including OTC medicines or inhalants) to alter mood, behavior, or physical state in a manner inconsistent with their intended purpose

Shoplifting

- Shoplifting or knowingly possessing shoplifted goods

The following apply on campus and at any school-sponsored event:

Weapons

- Possession of firearms, ammunition, or any weapon designed or intended solely to cause serious bodily harm
- Possession of incendiaries or explosive devices

Wrong Place, Wrong Time

- Entering or being present in a dorm designated for the opposite sex, at any time, for any reason, without explicit prior authorization from a staff member
- Being found with another student in a closet, restroom, or any other secluded or private space on campus in a manner that suggests deliberate concealment, without explicit prior authorization from a staff member
- Leaving your assigned dorm building after curfew until the posted times for gym opening or breakfast in the morning, without explicit prior authorization from a staff member

Violations That Lead to Disciplinary Action

These can result in consequences ranging from warnings to suspension or withdrawal, depending on the severity of the infraction:

Behavioral Misconduct

- Improper physical and/or social conduct
- Fighting, bullying, conspiring to or participating in hazing or initiations, or committing acts that endanger, injure, degrade, or discriminate against others
- Racial, ethnic, sexist, or other hateful slurs towards another person or group
- Sexual behavior or public displays of affection (same or opposite sex)
- Profane language, indulging in lewd or suggestive conduct, possessing, or displaying obscene literature or pictures, visiting

inappropriate websites, sending, receiving, or requesting inappropriate content
- Verbal or written threats
- Disrespect or insubordination to staff
- Dishonesty, cheating, or deception
- Stealing
- Gambling or betting

Moral/Philosophical Violations
- Promoting lifestyles contrary to SDA Church beliefs
- Undermining SDA beliefs or school regulations
- Engaging in occult activities or being in possession of related paraphernalia

Inappropriate Use of Technology
- Searching for, downloading, or viewing inappropriate/explicit sites and/or other mediums
- Creating, generating, possessing, or sharing inappropriate, explicit, or otherwise prohibited content using artificial intelligence (AI) or other technology
- Using personal hotspots, unapproved digital assistants, or possessing personal computing devices including iPads, Kindles, game consoles, non-GCA issued laptops, and more than one personal cell phone
- Misusing computers or school tech equipment including computer equipment, wiring, telephone lines, etc.
- Recording staff members without their knowledge or consent in the classroom or in meetings

Safety and Property Violations
- Being in another's dorm room without their specific permission
- Possessing pepper spray, unapproved knives, tasers, matches, lighters, or candles
- Tampering with school lights, cameras, smoke alarms, etc.
- Entering into any room or building without permission including breaking locks, doors, or going through windows, or making, possessing, or using any tool or makeshift key to bypass the intended method for opening doors
- Vandalizing or causing destruction of school property whether intentional or not
    - A minimum of $25 may be applied.
- Tampering with security or safety systems

- Leaving campus or school events without permission or riding in unauthorized vehicles

Mental Health and Social Media

- Using social media to promote or share content that goes against GCA values, includes bullying, or involves posting photos or information about others without their permission
- Prank calling emergency services
- Participating in oxygen-deprivation games or choking activities

EVERYTHING FROM A-Z

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 through ParentSquare to parents when a student is absent or tardy. Parents and students may also access daily attendance on GCA Connect. It is the student's responsibility to contact their teachers in the event of an absence to find out what was missed, what assignments are due, and to clarify any questions.

General Requirements

- All attendance-related requests must be submitted via email to attendance@gcasda.org. Phone calls will not be accepted as a valid form of excuse.
- Students may not request to have any absence or tardy excused on their own behalf. All requests must come from a parent or guardian.
- If you believe an attendance error has been made, students should contact the teacher of that class directly via email. It is then the teacher's responsibility to reach out to the attendance officer if a correction is warranted.
- Students on sick list may not attend or participate in any classes, activities, or other school functions for the remainder of that day.
- If a student skips an appointment, or does not make proper arrangements to be excused, the absence will be considered unexcused and coursework may not be able to be made up for classes.

Doctor's Notes

- Doctor's notes may be submitted in person or as a photo sent by email.

- Notes must be received within 3 school days of the absence or tardy.
- Until a note is received, the absence or tardy will remain marked as unexcused.

Village Student Families

- If your child is ill and unable to attend school, you may email a request to place them on sick list for the entire day.
- Requests to excuse a single class period or partial day absence will not be accepted without a doctor's note. For any other situations requiring a partial excuse, please contact an administrator directly.
- Tardies due to transportation issues will not be excused.
- Students who leave campus for lunch must return in time for their next class. Tardies resulting from being late back from lunch will not be excused.

Dorm Student Families

- We are not able to accept parent requests to excuse absences or tardies unless your child is physically with you or a doctor's note is provided. For other situations, please reach out directly to an administrator.
- Students who are ill while on campus must visit the school nurse first. If the nurse is not available, they should see a dormitory dean to be placed on sick list.

Family Functions and Extended Absences

- If you plan to take your child off campus for a day or more for a family function, those absences must be approved by administrative council in advance. Please contact an administrator as early as possible to make that request.

A Note on Attendance Patterns

We track attendance requests throughout the year. If a pattern of frequent requests develops, we may reach out to discuss next steps, which could include requiring a doctor's note for future requests.

Attendance Point System

Attendance points are calculated by quarter. At the end of each quarter, students will receive a grade.

Points are calculated as follows:

- One point for each unexcused tardy
- Three points for each unexcused absence from a class
- One point for each chapel, assembly, prayer circle absence/tardy

Attendance Discipline Levels
A- 0-6 points
B- 7-12 points (Warning level)
C- 13-18 points ($100 fine)
D- 19-21 points (1 day in school suspension)
F-22-24 points (2 day in school suspension)
25+- Referred to Administrative Council

If a student receives 2 quarters of a D and/or F in the same school year, they will be placed on citizenship probation for the following quarter. If they do not receive a C or higher, they may be asked to withdraw.

Students may accumulate discipline depending on level. It is the student's responsibility to keep track of their points and let the attendance keeper know of any inaccuracies. We recommend that the student check their attendance daily. Approval and/or confirmation from parent and/or doctor may be required for excuses.

Learning Lab Attendance
Attendance for learning lab is calculated separately from the above attendance points. Each absence is 3 points and tardy 1 point.

Level 1- 15 points- Contract required
Level 2- 24 points- Required Evening Learning Lab
Level 3- 30 points- In-School Suspension + Required Evening Learning Lab
Level 4- 31+ points- Referred to Ad Council

BULLYING/HARASSMENT

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

Bullying is any act that is repeated or has the potential to be repeated over time. It may include unwelcome verbal, written, or physical conduct directed toward a student that has the effect of:

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

Cyberbullying 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. If you are following or reposting an account that is bullying others, you are subject to discipline.

Students who are involved in bullying or sexual harassment will be subject to disciplinary action, which may include suspension or expulsion. The Academy will, when appropriate, refer students involved in making physical threats, sexual harassment, or bullying to law enforcement.

Sexual Harassment includes behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances.
In the event that you feel inappropriate verbal or physical contact is being made, please report it to a staff member or the conference superintendent of education. Prompt action will be taken to investigate and ensure the safety of all.

Reporting

If you believe a student is being bullied or harassed, please report the concern directly to administration or submit an anonymous report. Administration will review each report and determine the appropriate course of action.

Depending on the circumstances, administration or the deans may conduct interviews, request supporting evidence, and review available video footage to gain a better understanding of the situation. Based on the nature, volume, and severity of the behavior, consequences may include an educational conversation, Letter of Warning, suspension, withdrawal, and/or, when appropriate, referral to law enforcement for further investigation.

Parents or guardians will be informed of the steps being taken, as appropriate.

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, such as a vegan diet, if requested. Three meals are served each day, with the exception of Sunday, when only brunch and supper are served.

Because food is sold at a flat rate, carryout food cannot be taken from the cafeteria unless authorized by the cafeteria supervisor, the nurse or the dean. This includes items such as cereal boxes. If purchased at the cafeteria, food is not to be shared with others. In addition, cafeteria food and equipment are

not to be taken from the cafeteria. Students who receive cafeteria food must eat that food in the cafeteria space. In addition to the cafeteria, students may use the student center (lunch only) and Wally Fox Wellness Center lobby as a space for meals brought in from off campus. Students who have off-campus meals that would like to eat with friend(s) that have cafeteria food may do so in the cafeteria space.

The cafeteria serves meals to guests who have meal tickets purchased from the business office. Village students are considered cafeteria guests and must pay for any meal they eat in the cafeteria. Village students can scan their key card before eating and the charge will be applied to the bill the following month.

CAMPUS AREAS

The GCA campus is divided into upper, center, and lower campus.

In general, upper campus includes the classroom buildings, courtyard, and promenade. These locations are open during the school day and for various scheduled meetings.

Center campus includes the gazebo, fountain, student center patio, and the grassy areas between the residence halls. Center campus closes at 7pm unless sundown is earlier. Staff will direct students to appropriate locations if necessary.

Lower campus includes the Wally Fox Wellness Center, track, and fields. The main lobby, gym 1, weight room, and racquetball court area in the Wally Fox Wellness Center are open during the school day and until 8pm for rec.

The track is open for student use in pairs or groups at 6am. It is closed when rec ends, when a staff member closes it, or at sunset (unless otherwise told), and Friday at supper time. A-weekdays are for female use and B-weekdays are for male use. Special permission may be given on a case-by-case basis by administration, a supervision team leader, a dean, or the Athletic Director for use outside of your specified time. Students may use the track on weekends when supervision is present.

If you would like to use the track alone before 8am, please check in with a dean. Coed pairs and groups may use the track when there is active supervision.

Students are not to be in areas where there is no supervision unless approved by a staff member.

Parking lots should not be accessed unless being dropped off, picked up, driving off campus with proper permission, or with permission from a staff member.

The elementary school grounds, playground, trails, woods, and the pond are off limits unless permission is granted each time by a dean, supervision leader, or administration and an approved adult is present. The spring is only available to students if it is an organized school event with lifeguards present.

CELL PHONES

Experience has shown that most students struggle with the responsibility of having a smart phone—especially in managing their time and the content they choose to watch. There will be cell phone restrictions regarding times allowed.

Students should secure their cell phones in their purse, pocket or book bag. Cell phones should be turned off during classes or other meetings. Cell phones are not to be seen or used in the classrooms, library, assemblies, Sabbath meetings, after lights out, or at work without permission from the supervisor. If a phone is used in an inappropriate time, place and/or volume, 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 a sufficient excuse.)*

Cell phones capable of accessing the internet must have filters in place and operating. Cell phones found to have no filters, or which are capable of accessing inappropriate material will be confiscated. **Parents are urged to provide their children with phones that are NOT capable of internet access**. "Smart Phone" data packages should be limited.

It is recommended that each student have a permanent name on their cell phone or case for easy identification. Dorms may require this as part of their protocol.

Do not use another's cell phone without their specific permission. No cell phone photographs are to be taken in restrooms, locker rooms, etc. at any time.

Confiscated phones will be held as follows:

- **First offense, two days**
- **Second offense, one week**
- **Third offense, referred to Ad Council**

Cell phones/digital devices may be searched to ensure only appropriate content is on the device. This includes pictures and videos that are stored on the device as well as social media content.

CHEATING POLICY

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

- Copying homework from someone or using the internet inappropriately to find answers
- 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)
- Turning in AI generated work as your own

Cheating will result in the following:

First Offense

- Teacher-student consultation
- A zero for the assignment
- Conference with an administrator
- 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

- Student may be asked to withdraw from GCA

CONTRABAND and/or DIGITAL MEDIA

The only electronic devices allowed are the GCA-provided laptops and one personal cell phone. All other devices will be confiscated including game consoles, additional cell phones, iPads, kindles, etc. Disciplinary action may follow.

Georgia-Cumberland Academy reserves the right to search a student's room, backpacks, cars, and personal property including all digital media such as laptops, smart phones, 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.

CONTROVERSIAL TOPICS

In an effort to decrease conflict, students are to refrain from displaying paraphernalia that would provoke a negative response—especially those of a political nature. Staff may ask students to remove an item and/or confiscate it.

DRESS CODE & PERSONAL APPEARANCE

Clothing worn by students should always be neat, clean, and modest. The clean-cut look will be expected rather than the faddish, slovenly, or bizarre. Students must dress in the clothing that corresponds with their sex at birth.

We will continue to use Lands' End for uniforms and Atlanta Custom Graphics (http://atlantacustomgraphics.com/) for a selection of outerwear options.

To purchase uniforms, please refer to our Lands' End uniform list on their website at http://www.landsend.com and search for GCA under the school link using our code: 900187535. There is also a link to Lands' End on the GCA website.

- The GCA logo must be applied to all items purchased through Land's End. When ordering, if you don't see the step to have the logo included then you are not ordering through the GCA school list. To find GCA approved clothing enter code 900187535 under the school link.
- We urge all families to order uniforms early in the summer so that they will have the required uniforms in time for the beginning of school. It will take at least two weeks to receive items that are ordered.
- If a uniform item does not meet our requirements for fit or appearance, students will not be able to stay in classes.
- We will stock a limited number of uniform items at GCA for purchase and immediate wear if a student's uniform does not meet guidelines for fit or appearance.
- You can order from Lands' End and if it doesn't fit, return it for exchange or refund.
- Watch for announcements from Lands' End regarding sales. You might be restricted to only one item at sale price, but over time you can save significant money.

Student must be in vespers attire during the school day if they don't have school uniform items.

DRESS CODE STANDARDS

The term modest appears frequently in dress code guidelines. Because interpretations of modesty may vary, the administration reserves the right to define the term as it applies to the school's standards. Students who wish to challenge a decision may speak to any member of the administrative staff.

General

- All dress code policies apply on campus or campus/school events. This includes returning to campus for an event when you are signed out, leaving campus, or on school transportation including home leave transportation
- All clothing must be properly sized to fit the student. Clothing must not be too tight or too baggy.
- Dress, skirt, or skort length must be within 3 inches (1 key card) from the top of the knee—front and back.
- Underwear of any style should never be visible.
- Shoes or sandals must be worn when a student is out of the dorm.
- Hats and full head coverings should not be worn in classroom buildings, cafeteria for lunch, chapel, or church, but may be worn for rec. Exceptions may be considered by administration.
- All pants and shorts should be worn above your hips. No boxers, underwear or skin showing.
- Sleepwear including bonnets, doo rags, etc. are not acceptable out of dorms.
- Do not wear any jewelry items such as necklaces, bracelets (including "friendship bracelets"), leather bands, chokers, rings, earrings, or similar items.
- Clothing should not advertise or reference alcohol, cigarettes, etc. or have slogans or pictures that are offensive, or suggestive of a lifestyle out of harmony with Christian principles.
- Shirts/Sun Dresses—tops may be sleeveless but may not be cut in a fashion that makes undergarments or straps visible. Strapless attire is not permitted.
- No backless, partially backless, or drop-arm shirts may be worn.
- Tops should be long enough to cover midriff and must not reveal cleavage.
- When sheer garments are worn, the clothing seen underneath must meet academy standards.
- Shorts—When shorts are allowed, they should be modest. What is appropriate for one student may not be appropriate for another. When wearing shorts, undergarments and private areas must always be covered. Shorts must always be visible. Running shorts must have a lining or spandex underneath. Spandex shorts on their own are not part of dress code.
- Makeup should be modest. Dark, distracting, or bright makeup is not within dress code.
- Hair color must be of a natural shade.
- Modest leggings, jeggings, yoga pants, or anything of the same style can be worn for recreation.

School Day Uniform

- Polo shirts, outerwear, skorts, skirts, and shorts must be purchased from Lands' End, the GCA business office, or Atlanta Custom Graphics with the GCA logo affixed. Affixing the GCA logo to non-uniform items is not allowed. Students must not cover uniform logo items. This includes rolling uniform shorts.
- GCA uniform coats, jackets, sweaters, and crew-neck sweatshirts are available through Lands' End. GCA uniform jackets and athletic-style zip-ups are available through Atlanta Custom Graphics.
- GCA Letterman jackets are made available for purchase through administration and are considered part of the uniform dress code.
- Students are required to wear the GCA uniform during the school day (8:00 AM to 5:05 PM), unless actively exercising in the gym and workout rooms. This includes all outerwear during the colder parts of the year.
- Uniforms must be worn in classes, upper campus buildings, the Wally Fox Wellness Center, as well as to lunch in the cafeteria.
- Light khaki or navy blue docker style pants can be purchased from Lands' End but can also be purchased from any store.
- Plain, full-length denim jeans are permitted as part of the dress code. Jeans must be a single shade of blue and free from any rips, tears, frayed hems, holes, or added embellishments. This includes, but is not limited to, rhinestones, sequins, embroidery, decorative patches, painted designs, or decorative stitching. Jeans should fit appropriately—neither excessively baggy nor overly tight. Overalls and jean shorts are not permitted.
- Polo shirts must be worn underneath approved outerwear items such as sweaters, vests, or coats.
- A solid white, navy, or black long- or short-sleeved shirt may be worn underneath the uniform polo shirt. Short-sleeved undershirts must not extend beyond the sleeves of the polo shirt.
- New students must wear a polo shirt or button-down shirt if they don't have school uniform items. Please report uniform supply issues to an administrator.
- All students are required to wear closed-toe shoes (i.e. loafers, tennis shoes, etc.). Flip-flops, slides, sandals, crocs, high heels, or any other kind of footwear along these lines are not allowed.
- Hose and tights must be a solid black, navy, or white color.
- Hats or other full head coverings are not part of dress code.
- Hoodies, non-uniform sweatshirts (whether organizational or not), and all other cold-weather coats and jackets are not approved uniform items. The GCA Administration encourages students to show pride in their organizations by wearing their hoodies, sweatshirts, t-shirts, etc. around campus outside of the school day.

Sabbath

Men

Vespers

- Khakis or dress slacks must be worn.
- Acceptable shirts include button-up shirts and dress polo shirts.

Sabbath School and Church

- Dress slacks and a tucked-in button-up shirt with a tie are required.
- A blazer or suit coat (not a denim or jean jacket) may be worn with a button-up shirt or turtleneck. Ties are not required with this option.

Women

All Sabbath Services

- Dresses, skirts, blouses, and loose-fitting dress slacks are appropriate attire.
- Strapless dresses are not permitted.
- Modest spaghetti-strap dresses and tops are permitted.

Stage Participation

- Spaghetti-strap dresses or tops may only be worn if the straps are fully covered by an appropriate garment.
- Dresses and skirts should be knee-length or longer.

All Students

Footwear

- Church shoes or business-casual shoes must be worn for Sabbath services.
- Athletic shoes, flip-flops, Crocs, and similar casual footwear are not permitted.

Outerwear

- Hoodies and hooded jackets are not appropriate attire for vespers or church programs.

Lunch Attire

- Clothing worn to church should remain on through Sabbath lunch.

Nice Casual Sabbath Attire

When "nice casual" attire is announced for Sabbath services:

- Shorts, jeans, and neat T-shirts may be worn.
- Recreational attire is not permitted, including:
    - Gym shorts
    - Running shorts
    - Sports leggings
    - Sweatpants
    - Hoodies
    - Etc.

GCA Apparel Days

GCA Apparel Days are every Sunday school day and home leave day. Students can wear their GCA apparel tops. This could be class shirts, hoodies, crewnecks, sports t-shirts, etc. Students will be required to wear GCA uniform bottoms and shoes. If not participating in the apparel day, students should be in their regular uniform dress code.

Banquets

Students must arrive to the dorms no later than when escorting begins. Required transportation will leave as soon as the last student in the dorm is on the bus. When attending a banquet, students must wear attire that was approved at dress check. Discipline may follow if students do not attend dress check or escorting, or if they attend a banquet with different attire or modifications than what was approved.

- Banquet dresses must be modest and elegant and will be approved by a committee or designated staff member before the day of the banquet. The committee or designated staff member 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. This includes mesh, lace, gaps, etc.
- No plunging necklines will be allowed.
- The back of dresses must be at or above the bottom of the bra band. Backless or partially backless dresses will not be allowed.
- Short banquet dresses must be no shorter than a key card length from the knee (front and back) in length.
- Dresses must have at least 2 visible straps (not clear plastic) on the shoulders. No strapless dresses will be considered. A-line around the neck, single strap, and off the shoulder dresses will be considered on a case-by-case basis.
- Dresses with slits above knee will *not* be considered.

Swimming

If traveling to or from an event/function, students should wear regular dress code attire until swim attire is permitted.

- Only modest, one-piece full coverage swimsuits are to be worn at any GCA function or school-sponsored trip and must be approved by the dean. (A two-piece swimsuit, covered by a shirt, is not acceptable).

DRESS CODE VIOLATIONS

Students who repeatedly violate dress code violations will be subject to discipline that can include suspension, loss of privilege, or other major discipline.

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 occur at random intervals throughout the school year. Testing for alcohol will occur at the time use is suspected. Students can also be tested when the 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), evades a test, or is deceitful in their sample, he or she will be required to withdraw from school.

Incidents in which students self-report substance use prior to a report, investigation, and/or accusation will not automatically prompt a zero-tolerance infraction. GCA will do their best to offer support to a student in need.

EXAM PERMITS

Students must be financially cleared to receive exam permits.

GYM POLICIES

- Tennis shoes are to be worn for any activity on the gym floor.
- The gymnastic equipment, climbing rope, etc. in Gym 2 should not be used unless there are qualified spotters and adequate supervision.
- No basketballs or volleyballs should be kicked like a soccer ball.
- Soccer balls should only be used during scheduled coach-led soccer practice.
- 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 except for supervised groups, such as gymnastics.

HEADPHONE POLICY

Headphones of any type are not allowed during the school day with the exception of use in the dorm, gym lobby, workout rooms, and outdoors.

MEDIA POLICY

All media usage including music, video, and social media should adhere to the standards of a Seventh-day Adventist Christian campus. All media should be viewed or heard with headphones.

Speakers should not be used outdoors unless permission is granted, and content is approved from administration.

PHYSICAL/MENTAL HEALTH

The health and welfare of students, faculty, and staff at Georgia-Cumberland Academy must be the concern of all individuals associated with our school. In order to provide a safe environment, the Academy will require that all students, faculty, and staff participate in health screenings and may institute environmental restrictions or requirements as part of our efforts to reduce illness on campus. Students or families who refuse to participate in such requirements will not be able to attend GCA. These requirements may include temperature screening, blood tests, tests for various illness, and annual flu shots.

For students to be successful at GCA, their emotional and mental health is also important. GCA counselors, chaplains, faculty and administrators may from time to time counsel students. Conversations of a counseling nature will take place when students seek assistance from GCA staff, or when faculty or staff initiate conversations with students as a result of observing issues causing concern. Counseling by GCA staff will be limited to assessment and immediate concerns that are within the scope of skills that can reasonably be addressed by professional teachers, chaplains or guidance counselors. It should be understood that these conversations may take place without specific parental permission or involvement. If assessment indicates more serious issues that will require sustained counseling services, the academy may require such counseling to be carried out by licensed professionals outside of GCA.

Students who become involved in self-harm, or who discuss taking actions to hurt themselves, or who discuss or take actions of a suicidal nature, will be required to undergo psychological assessment by a licensed professional counselor of a parent's choosing, at the expense of the parents. These

students will not be allowed to stay in GCA dormitories until such time as academy administrators decide that written evaluation from a licensed therapist warrants return to campus.

POLICE PRESENCE

Georgia-Cumberland Academy has a working relationship with the Gordon County Sheriff's office. From time to time, there will be police presence on campus for training, observation, meetings, and walk-throughs.

SABBATH OBSERVANCE

The Sabbath is observed from sundown on Friday to sundown on Saturday. During Sabbath hours, we ask that you choose the rich blessings of spending special time with God through avenues such as vespers, church, school-planned Sabbath afternoon activities, personal or group Bible study, Christian music, etc. A staff member may speak to you to remind you of these Sabbath opportunities if they see that you are not in compliance.

The sports fields, weight room, and gymnasium are closed and not to be used during the Sabbath hours.

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.

We have a "hands off" policy when it comes to association between students. Students are expected to maintain appropriate physical boundaries at all times while on school property, attending school-sponsored activities, or participating in school-related events.

Physical contact between students such as holding hands, prolonged hugging, back rubs, cuddling, sitting on one another, kissing, piggyback rides, and other forms of romantic physical contact are not permitted.

Additionally, pushing, shoving, wrestling, physical horseplay, and other unnecessary physical contact are not appropriate, regardless of whether the contact is between students of the same or opposite sex.

Students are expected to respect one another's personal space and to maintain appropriate physical boundaries that contribute to a safe, respectful, and school-appropriate environment.

Students found to violate this may be placed on social restriction. They are to refrain from all association and communication with each other for a specified amount of time. This includes sitting together, texting, calling, messaging, etc.

In addition, sexual or physically intimate behavior between students is not allowed, and students who violate this standard are subject to suspension or dismissal.

Mixed seating may be allowed on the bus provided there is adequate supervision. Seating will be separate at sundown.

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

STUDENT LEADERSHIP POSITIONS

Holding office is an honor granted to 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.

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 staff. 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 include president, vice president/student senate chair, social vice president, religious vice president, treasurer, and secretary.

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

Student senators provide representation for student groups. In addition, National Honor Society, some music groups, and certain campus publications offer titled leadership positions.

Resident Assistants and dorm club officers are selected by the deans.

TECHNOLOGY POLICY – LAPTOP USAGE AGREEMENT

The computer and all software, data, and all data files initially installed shall be the property of GCA. Any files created or saved on the computer also become the possession of GCA. If the computer is lost or stolen, it will be replaced according to fair market value of a similarly equipped machine. The parent is responsible for all related charges not covered by the manufacturer's warranty. Payment is due within 30 days of invoicing. Warranty does not cover intentional damage or evidence of intentional damage.

Obligations for Usage
Filtering and monitoring software will be placed on the student's computer. Student cell phones are also filtered by the network. Any attempt to disable, alter, or circumvent (VPN, proxy's, etc.) the controls or settings of this software will result in major disciplinary action.

Email
As with all software on student's computers, email messages are not private or the possession of the student. All emails are subject to monitoring and become the property of GCA.

Vandalism
Vandalism will result in major disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy hardware (defacing the laptop, marking, scratching, etc.), data of another user, internet, or the uploading or creation of computer viruses.

Damage Fee
Students will be charged for laptop damage resulting from neglect or careless use, with a minimum fee of $25. If the damage is determined to be intentional or malicious, the student will be assessed the cost of repair or replacement, up to the full replacement value of the laptop, in addition to a $50 fine.

Security
If a security problem is noticed, the student must immediately notify an administrator. Additionally, the student may not use another individual's account or passwords.

Acceptable Use Policy
The campus information network provides students with access to many educational resources. The network/laptop is provided for coursework, research, and communication. Students are expected to be considerate and responsible. Students should not bring personal devices such as laptop, tablet,

Kindle, iPad, etc. on GCA campus or connect to GCA network. Please see below for some guidelines and GCA Connect for the full Acceptable Use Policy.

The student agrees to abide by the following usage rules:

- Students are to use the laptop assigned to them at the beginning of the school year only.
- Use of school technology resources is for academic purposes.
- Student's external drives may not contain games, executables, or be independently bootable.
- Programs on GCA computers are not to be copied.
- Students must not reconfigure the hardware or software on any GCA computer.
- Students must properly care for all computer equipment and are responsible for damages or defacing (marking, scratching, etc.) caused by misuse or abuse of equipment.
- Students must not use the internet for any illegal purpose.
- Students must not give out passwords or attempt to discover passwords or other measures the school uses to control access to the internet.
- Students must visit only internet sites that are consistent with moral purity.
- Use of GCA computers and technology for inappropriate activities (games, movies, illicit material, inappropriate chat or video conferencing, etc.) is prohibited.
- Appropriate use AI for academic or social purposes

End of the Year

All students return their laptops to the school at the end of the school year. The laptop must be clean before being returned. Computers will be evaluated for abnormal wear. Damage charges may be assessed.

Laptops returned after the last day of school will be assessed a $25 late return fee.

Consequences for Violating Guidelines

The Administrative Council will impose discipline for violating GCA computer guidelines.

VEHICLES

All students operating vehicles on campus agree to:

- Display GCA ID sticker on the windshield of your car.
- Operate vehicles in a careful and responsible manner. This includes driving at the speed limit, not revving engines, peeling out, etc.
- 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, not behind dorms, gym, or music building.
- 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:

- Follow all dorm campus leave policies.
- Park vehicles in assigned spaces in the parking lot behind the women's residence hall (girls) or in the front parking lot near the men's residence hall (boys) upon arrival on campus.
- Use vehicles only to travel home on weekends and/or home leaves.
- Senior driving privileges may apply second semester.

WORK PROGRAM

Georgia-Cumberland Academy offers on-campus employment to eligible students as a way to help offset educational expenses while developing valuable workplace skills, responsibility, and a strong work ethic. Students employed by GCA during the school year are paid twice each month, and all wages are applied directly to the student's account.

Financial plans are created using an estimate of the student's anticipated earnings so that families can make consistent monthly payments throughout the school year. Throughout the year, the Work Coordinator provides periodic updates to students, parents, and work supervisors regarding the student's progress toward meeting the payroll estimate. At the end of the school year, the student's actual earnings are compared to the estimate. Any payroll overage will be credited to the student account, and any payroll shortage will be charged to the account.

Parents and students should understand that the financial plan assumes student earnings will be applied to the student's account. If a student chooses not to apply their earnings toward their balance, the parents' financial responsibility will increase, and a revised financial plan will be required.

Employment through the Academy is a privilege, not a guarantee. Job assignments and available work hours depend on the needs of the Academy, available positions, and the student's eligibility and performance.

WORK PROGRAM POLICIES

Note: International students are not eligible for on-campus employment due to federal immigration regulations.

The following policies apply to all student employees, including both village and dormitory students.

- Students may not begin working until the Academy has received a completed Form I-9 and copies of the student's passport or Social Security card and birth certificate.
- Students must be at least 14 years of age to work at the Academy. Students must be at least 16 years old to work more than three hours on a school day, in accordance with state and federal labor laws.
- Dormitory students are generally expected to participate in the work program.
- Students receiving institutional financial aid are expected to participate in the work program unless otherwise approved by the Financial Aid Committee.
- Job assignments are based on financial need, job availability, the needs of the Academy, and the student's qualifications. Priority is generally given to dormitory students, followed by village students under the age of 16.
- The Work Coordinator, in consultation with department supervisors, is responsible for all job placements.
- The Work Coordinator may reassign students to different positions during the school year when necessary.
- Student work hours may be limited based on financial need, academic performance, job availability, or departmental budgets.
- Students are expected to report to work as scheduled and to notify their supervisor in advance whenever they must be absent. Failure to make appropriate arrangements may result in disciplinary action.
- Hourly student employees must accurately record their work time by clocking in and out using their student ID card. This requirement does not apply to salaried student positions, such as Resident Assistants.

- The Academy cannot guarantee work hours or earnings and is not responsible for lost wages resulting from illness, excused absences, layoffs, weather, school closures, sports related trips, or limited job availability.
- Students are required to turn in their cell phones to their work supervisor at the beginning of each work shift. Cell phones will be returned at the end of the work period. On a case-by-case basis, supervisors may permit students to use their cell phones during work when there is a legitimate need or work-related purpose.
- Students who are terminated because of poor job performance, misconduct, or disciplinary issues may not be eligible for another Academy-sponsored position. Loss of employment may increase the family's financial responsibility for tuition.
- Students may be terminated immediately for gross negligence, serious misconduct, theft, dishonesty, or insubordination. Such students may also be subject to disciplinary action by the Administrative Council and may be ineligible for future Academy-sponsored employment.
- Students who are terminated from two Academy-sponsored positions may be required to withdraw from Georgia-Cumberland Academy.
- Students who voluntarily resign from a job or are terminated from employment may forfeit institutional financial aid, subject to review by the Financial Aid Committee.
- Students employed during the summer are expected to provide at least one week's advance notice before taking family vacations or requesting other time away from work.

WORKER DISCIPLINE

The following steps will be taken when a student habitually performs unsatisfactorily at work. This includes but is not limited to not showing up for work, not clocking in and out, not being on task, etc.

- Level 1 – 3 work related write-ups, no gym, rec or intramurals for 1 week
- Level 2 – 6 work related write ups, $25 fine
- Level 3 – 9 work related write ups, $50 fine with one day suspension
- Level 4 – 10+ work related write ups, loss of job

WRITE UPS

In an effort to keep parents informed about infractions, GCA uses a documentation system to report behavior. Discipline depends on the severity and/or volume at which write ups are received. Students and parents are welcome to request additional details in response to a write up.

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.

Please keep in mind that dorm rooms, hallways, etc. are for dorm residents only unless permission is granted from the dean on a case by case basis. Guests may check in with a desk monitor or dean in the main lobby.

*Note: Due to dormitory facility limitations and our commitment to proper supervision of students, individuals who identify as LGBTQ+ may not enroll as dormitory students.

YOUR RESIDENCE HALL

Each residence hall has bathrooms, laundry rooms, a chapel, recreation room, plus the deans' apartments and the dean's office.

Females are not allowed in the men's residence hall, nor males allowed in the women's residence hall, unless they have specific permission from the deans. If you are in the wrong area, you are jeopardizing your stay at Georgia-Cumberland Academy. If an unapproved guest enters your room, it is your responsibility to ask them to leave and to notify the dean immediately.

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 study desks
- Two chairs

- Built-in storage cabinets and closets
- Mirror
- Window blinds or shade
- Individual room heat/AC unit
- Smoke detector (must not be covered in any way)
- Ceiling light(s) and one light over mirror
- Microwave oven and refrigerator (supplied by GCA—you may not bring your own)
- Telephone jacks (Students are required to bring their own landline phone)
- All dorm rooms are set up the same, leaving no space for extra 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. It is the resident's responsibility to remove all personal belongings and clean their room. The room should be inspected and approved by a dean before leaving the dormitory.

BOYS' AND GIRLS' CLUBS

The Boys' and Girls' Club officers are selected by the dean 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 club events. Parental permission may be required, and all dorm rules apply. Some activities may have additional costs.

BRING FOR YOUR ROOM

You will need to provide your own linens (mattress cover, bedding, towels, etc.), mattress pad, 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).

CELL PHONES

Dorm students are allowed to have only one cell phone on campus. Dorm students will turn in their phone each night. They may be picked up in the dorm lobby or dean's office the next morning. Failure to turn in a cell phone at night may result in disciplinary action. Cell phones speakers should not be heard outside of students' rooms.

CLEANING SUPPLIES

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

DORM SECURITY SYSTEM/CAMERAS

Tampering with any part of the dorm security systems will result in monetary fines and additional discipline.

Students should be appropriately dressed in hallways since cameras are continually running.

ELECTRICAL APPLIANCES

Appliances such as hot plates, coffee makers (including Keurigs), toaster ovens, toasters, skillets, pressure cookers, or any cooking device using hot oil are not permitted because of the fire hazard. Any of the above-mentioned items will be confiscated by the dean. Many students enjoy cooking in their rooms using acceptable appliances such as blenders, air fryers, panini presses, rice makers, George Foreman Grills, hot pots, and ramen cookers.

Please check with your dean for any additional appliance requests.

ELECTRONIC GAMES

Please do not bring any kind of electronic game consoles. The only electronic devices allowed are the GCA-provided laptops and one personal cell phone. All other devices will be confiscated, and disciplinary action may follow.

EVENING SCHEDULE

Dorm Worship

Dorm worship begins as soon as recreation ends, about 8:05 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 resident assistant. Should you arrive late, you will be counted absent and will be fined $1 payable to the dean that evening during study hall.

Study Hall

Strict study hall takes place Sunday-Thursday. Please be in your room during this time. If your resident assistant must 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 from your resident assistant. If you need to study with someone, you will be asked to wait until after strict study hall unless we have a tutor available for that evening. All visiting,

showers, appointments with the dean, etc. must be done before or after strict study hall. (Please note that showers need to be taken before lights out).

Your resident assistant will check on each of you every thirty minutes and note what you are doing at that time. Resident assistant's 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 your own room/bed with your lights out and your cell phone turned in to the dean. Please do not use flashlights or laptops for study or entertainment after lights out.

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 resident assistant believes that you haven't wasted time on the phone and have been studying during study hall. To receive extra lights, please ask your resident assistant before lights out.

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

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, plus probable suspension.

FOOD DELIVERY SERVICES

Food delivery services (e.g., DoorDash, Uber Eats, Grubhub, etc.) may not be ordered or picked up during Sabbath hours.

When permitted, students may have deliveries dropped off in the vestibule of the Administration Building. Students are not permitted to have direct contact with delivery drivers. Students should not provide a PIN or access code or require delivery drivers to deliver items directly to them.

Please refer to your dormitory's policies and follow any additional instructions provided by your dean.

FOOD IN ROOMS

Having food in your dorm room is a privilege. 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. Students are not to bring food or drinks into the residence hall for the purpose of selling it. If food choices or food cleanup is not handled responsibly, your room will lose food privileges and all food will be confiscated.

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.

LAUNDRY

There are two laundry rooms in each residence hall with sufficient washers and dryers. There is no cost to use the machines. Your RA may assign you a day of the week to do laundry. 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 a period of time.

GCA 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.

LEAVING CAMPUS – DORM STUDENTS

Sign in/out process

Each time dorm students leave campus they must sign out at the front desk of their dorm and speak to the dean on duty either face to face or by dorm radio. The person taking students off campus must also come to the desk to sign them out.

Campus Leave Requests

Every time students leave campus; they must also fill out a Campus Leave Request (including home leaves) and indicate if they will be missing any required appointments. Required appointments include classes, work, dorm chapel, dorm study hall, vespers, church, eventide, overnight, week of prayer meetings, school assembly, etc. Each Campus Leave Request must be turned in and signed by a dean at least 24 hours before the student leaves campus unless the student is leaving due to an emergency or a parent surprise.

Consequences for leaving GCA incorrectly

Consequences for failing to sign in/out or filling out a Campus Leave Request correctly will result in fines. Certain offenses or repeated offenses will result in more severe consequences which may include suspension or dismissal.

Students may leave the GCA campus:

- With a GCA faculty member
- With someone on the parent-approved list of acceptable drivers
    - To be on the parent-approved list, individuals must be at least age 21 or a sibling or cousin that is at least 18 years of age
- In certain cases, students may drive themselves or others off campus:
    - For home leaves and weekends, if all parents involved and the dean give permission for the specific home leave or weekend
    - Senior driving privileges *(Only applies 2nd semester)*

MAIL

Outgoing mail can be taken to the business office. The mail goes out around 9 a.m. and the incoming mail is sorted after lunch. Mail is passed out in the Residence Halls.

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

PETS—No pets allowed.

PIERCING(S) and TATTOO(S)—Students are not allowed to pierce or tattoo themselves or anyone else. All piercing and tattoo kits will be confiscated. Students may wear a clear retainer in their piercing. Tattoos will need to remain covered.

PRANKS—Pranks are not permitted unless approved by the dean.

PRESCRIPTION AND OVER-THE-COUNTER MEDICINE

Over the counter medications:

The following over the counter medications are restricted and cannot be kept in a student's dorm room unless approved by GCA medical staff.

- Diphendramine (Benedryl/Banophen/Diphen)
- Dimenhydrinate (Dramamine)
- Pseudoephedrine, Methytephedrine, Phenylpropanolamine (allergy or allergy and cold medications)
- Dextromethorpan (cough suppressant, cough or cough and cold medications)
- Loperamide (Imodium)

- Caffeine pills (No-doz, vivarin, jet-alert)
- Laxatives

Prescription medications:
All prescription-controlled substances, antidepressants, antipsychotics, stimulants (ADD/ADHD) and mood-altering or sedative-causing medications are required to be kept in the nurse's or deans' office and be administered by nurse or designee.

Notice: No prescription medication may be used or possessed at school unless the school receives the completed Prescribed Medication Form. All medicine brought into the school must be in the original container, appropriately labeled with directions by the pharmacy or physician.

RESIDENCE HALL STAFF

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.

ROOM CHARGES

Students may be charged for broken, destroyed, stained, etc. items throughout the year when necessary.

Upon checkout of the dormitory, staff will inspect rooms for cleanliness and damages. Charges will be applied to the final invoice.

ROOM CLEANLINESS 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 blinds.

Your rooms will be regularly checked for cleanliness by deans and resident assistants.

ROOM DECORATIONS

- Your room needs to reflect Christian standards. No posters promoting drugs, alcohol, or tobacco. No bizarre, lewd, or suggestive pictures.

- Please don't hang anything on the outside of your door without permission.
- Please don't put hooks with adhesive (or anything with adhesive) on block walls, cabinets, desks, or doors. Any sticker or sticker residue or tape left on walls or doors or windows or furniture in dorm rooms will result in fines.
- No bumper stickers on doors, walls, mirrors, windows, or furniture.
- Following fire code requirements, nothing may be suspended from the ceiling, including flags, Christmas lights, posters, sheets, etc. No cords may be strung above the ceiling tiles.

ROOM LOCKS

The school cannot be held responsible for missing articles and valuables. If you lose or break your keycard, there is a replacement charge. Having in your possession a residence hall master key may result in major discipline including suspension or dismissal. A $1.00 fine will be charged for opening your door if you lock your keycard in your room.

If you pick a lock, card a door, use another student's keycard without permission, or use any method to bypass proper room entrance procedures, you will be fined $50.00, and may also be subject to further discipline.

ROOMMATES/ROOM CHANGES

Living in the dorm is not necessarily about rooming with your best friend, but more about getting along with people. After the first three weeks of school, students are allowed one roommate change. Additional changes will cost $20.

ROOM CHARGES WHEN MOVING OUT OF THE DORM

When students withdraw from GCA, they must check out of the dorm properly. Before you move out of your room, it must be clean and inspected by the dean. You are financially responsible for any damage done throughout the year, no matter who did it or how it happened. Students must also return their textbooks and computer to the business office and computer help desk. Do not leave them in your room.

SICKNESS & MEDICAL APPOINTMENTS

You must see the nurse or dean to determine whether you will 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. All meals will be brought to students from the cafeteria. Make sure you know the nurse's office hours.

A student may return to school activities when symptoms are improving and has been fever free for 24 hours without fever-reducing medications.

Medical transportation will be arranged for urgent and emergency situations. All routine and non-urgent medical appointments should be done during home leaves.

SPEAKERS

Students should not take speakers out of their room. Speakers in dorm rooms heard from outside an individual room will be confiscated.

TELEPHONES

All rooms must have a wall/desk phone to be used for calls transferred from the front desk. Telephones are provided in the lobby for you to use for outgoing calls. If you are habitually late getting off the phone or misuse it, the dean has the right to take your phone privileges away.

TOWN TRIPS

Town trips are scheduled most weekends during the school year. A sign-up sheet will be available at the front desk before each trip.

TRACK USE

Students may exercise on the track in pairs or groups starting at 6am Monday-Friday. Permission must be received from the dean if wanting to exercise alone.

Schedule
A Days- Ladies
B Days- Gentlemen

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 bank account in the Business Office.

VANDALISM

As a home away from home, it is expected that the residence hall be kept in good condition. Therefore, damage and cleaning fees are assessed and applied as necessary. If you break anything in the residence hall, make plans to replace it. Students will be charged a minimum of $25 for all damages whether the cause of the breakage was intentional or accidental.

VISITORS

Prior permission from the dean/administration is required for all off-campus visitors.

WEEKEND SERVICES

Weekend services are required for all students on campus. Unexcused tardies and absences are not permitted. Students should 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. Please refrain from getting up in the middle of a service unless it is necessary. Please remain seated until your row is dismissed after the worship service. Gum, 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 (non-resident) 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 have permission from the dean to enter hallways, resident rooms, etc. beyond the front lobby.
- Must make arrangements with the respective dean in advance for overnight stays in the dorm. A charge of $15 per night will be made. Several telephone numbers must be left with the dean in case of emergency.
- Are encouraged to attend weekend services and activities 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.

ALL DORM RULES APPLY TO YOU

When you are in the dormitory, all dormitory rules apply to you. Please know and follow these rules.

DO NOT TAKE DORM STUDENTS OFF CAMPUS FOR ANY REASON

Village students may not let dorm students into their vehicle or take them off campus. Loss of driving privileges and/or further discipline may occur.

Arrangements must be made through the dean and 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.