

# GCA

Georgia-Cumberland Academy

397 Academy Drive, SW

Calhoun, GA 30701

Phone: 706.629.4591

Fax: 706.629.1272

Website: [www.gcasda.org](http://www.gcasda.org)



Accredited by:

Middle States Association

and

Adventist Accrediting Association

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Grade: \_\_\_\_\_

**TO KNOW, TO LOVE, TO SERVE**

# FACULTY & STAFF

## Administration

Gregory Gerard, EdD .....	Principal
Serge Gariepy, MEd .....	Vice Principal
Susan Jenkins BBA .....	Treasurer

## Instruction

Lauren Anderson, BS .....	Art
Bruce Boggess, MEd .....	Gymnastics, History
Dori Boggess, MEd .....	English, Learning Resources
Marty Briggs, PhD .....	Science
Kimberly Carr, MS .....	English, Math
Derrick Collins, MAYYAM .....	Freshman Experience, Human Development
LeAnn Gariepy, BA .....	English, Religion
Mark Harper, BA .....	Science
Robby Herr, MEcon .....	Economics, Math
Randy Kelch, MA .....	Media Productions
Patricia Muriel, MA .....	English, Spanish
Candace Nesmith, MMus .....	Music
Robbie Peterson, BS .....	Physical Education
Shannon Scott, BS .....	Religion, Science
Mark Torsney, MSED .....	Music

## Support Staff

Matt Anderson .....	Food Service Director
Dori Boggess, MEd .....	Library
Michelle Burnette, RNBSN .....	Nurse
Mark Carr .....	Grounds Director
Sara Chase, MEd .....	Assistant Girls' Dean
Derrick Collins, MAYYAM .....	Counselor, Guidance & Testing
Woodrow Davis .....	Food Service Assistant
Freeman, Jeff, MA .....	Director of Recruitment & Marketing Services
Inmaculada Garcia .....	Food Service Assistant
Nancy Gerard, EdD .....	Director of Alumni and Development
Aaron Haldeman .....	Maintenance
Jeanne Hartwell, BA .....	Registrar & GCA Scholars
Albert Hernandez, BA .....	Assistant Boys' Dean, Assistant PE
Todd Hunt, BS .....	Assistant Boys' Dean
Kalie Kelch, BA .....	Assistant Chaplain
Randy Kelch, MA .....	Director of Information Technology
K.C.Larsen, BS .....	Student Labor Director
Janet Naus .....	Girls' Dean
Doug Nesmith, MEd .....	Boys' Dean
Jodi Steele, MS .....	Marketing & Recruiting Assistant
Tom Sterndale, BA .....	Maintenance Director
Joshua Woods, MDiv .....	Chaplain
Beth Zeiss, MEd .....	Assistant Director of Alumni and Development

# TABLE OF CONTENTS

MONTHLY CALENDARS—June 2019-May 2020	
WEEKLY CALENDARS—August 2019-May 2020	
GENERAL INFORMATION.....	119-123
History of Georgia-Cumberland Academy	
Our Mission	
Core Values	
Parents in Support of GCA (PSGCA)	
Accreditation	
Appeal of Decision	
Asbestos Management	
Campus Guests and Visitors	
Privacy	
Textbooks	
ADMISSIONS .....	123-127
Acceptance Policy	
Acceptance on Academic Probation	
Application Process	
Documents Required On or Before Registration	
Immunizations	
Registration and Late Registration	
School Physical	
Student and Parent Pledge	
ACADEMIC INFORMATION.....	127-132
Academic Credit	
Academic Probation	
Adding/Dropping Courses	
Class Membership	
Course Credit by Examination	
Course Load	
GCA Scholars	
Grade Codes in GCACConnect	
Grade Reports	
Grade Scale	
Graduating with Honors	
Graduation Acceleration	
Home School Credits	
Online Courses & Summer School	
Testing	
Graduation Requirements	
COURSE DESCRIPTIONS .....	133-147
FINANCIAL INFORMATION.....	148-153
Basic Financial Policies	
Bookstore	
Charges for Tuition, Room, Food	

Entrance Fee	
Financial Assistance	
Foreign Currency/International Students	
Home Leave Transportation	
Laptop & Textbook CD Rental	
Medical Care Charges	
Refunds	
Remittance/Payments	
School Accident Insurance Coverage	
Student Bank	
Students from China	
Costs for 2018-2019	
Things That Cost Extra	
SCHOLARSHIPS & AWARDS .....	154-155

**STUDENT HANDBOOK** (156-176)

Fundamental Regulations	
Attendance	
Bullying/Cyber Bullying Policy	
Sexual Harassment	
Cell Phones	
Cheating Policy	
Contraband/Digital Media	
Dress Code & Personal Appearance	
Dress Code Violations	
Cafeteria Information	
Gym Policies	
Random Drug Testing	
Sabbath Observance	
Social Conduct	
Student Leadership Positions	
Suspension, Dismissal, Probation	
Technology Policy	
Vehicles	
Work Program	
Work Policies	
Worker Discipline	

**DORM HANDBOOK** (177-185)

YOUR RESIDENCE HALL	
YOUR ROOM	
Room Deposit	
Bring for Your Room	
Electrical Appliances	
Food in Rooms	
Roommates/Room Changes	
Room Cleanliness Check	

Room Decorations  
Room Locks  
Cleaning Supplies  
Dorm Clubs  
Dorm Security Systems/Cameras  
Electronic Games  
Evening Schedule  
Fire/Storm Alarms  
Graduation Weekend Policy  
Laundry  
Leaving Campus – Dorm Students  
Mail  
Music Policy  
Pets  
Piercing(s)  
Pranks  
Prescription Medicine  
Residence Hall Staff  
Sickness & Medical Appointments  
Sleepovers  
Sunbathing  
Telephones  
Town Trips  
Valuable Items  
Vandalism  
Visitors  
Weekend Services

**VILLAGE STUDENTS** (186-187)

Village Student Defined  
All Dorm Rules Apply to You  
Do Not Take Dorm Students Off Campus

## GENERAL INFORMATION

### HISTORY

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

The current property was purchased in 1914 as a result of personal instruction from Ellen White. For a time it was the site of the Hurlbutt Sanitarium, School and Farm.

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

In 1997 the *Blueprint for the 21<sup>st</sup> Century* campaign provided funding for a complete renovation of the dormitories and the computer lab.

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

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

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

Georgia-Cumberland Academy is accredited by Middle States Association, GAPSAC (Georgia Private School Accreditation Council), and the Adventist Accrediting Association

### CONTINUING THE MISSION

Georgia-Cumberland Academy has embarked on a major initiative to make significant long-term improvements. This capital campaign seeks to raise funds to enhance and improve GCA and to make sure our academy meets the needs of students today and in the future. *Continuing the Mission* is a five-year effort to secure support that will transform our facilities, increase

our scholarship ability to provide financial assistance, and enhance our academic and co-curricular programs.

## **Invest, Impact, and Inspire**

### **Student Support**

Being a student at Georgia-Cumberland Academy is life-changing. One life transformed by the power of God through the medium of Christian education will have immeasurable impact. Providing a means for young people to attend this school changes the trajectory of individuals, families, the church, and society. Gifts to the Worthy Student Fund and other scholarship programs assure young people of God's big plans for their lives and His ability to provide the resources necessary for them to pursue those dreams!

### **Program Support**

You never know what it will take for life to “click” for a student. Sometimes it is a sports program that draws them in, helping them develop personal goals and self-discipline. Maybe participation in a musical group connects them with God like nothing else could. Perhaps the study of science helps them understand their universe and creation in a more meaningful way, leading them toward a life of service in the medical professions. Various aspects of our curriculum and co-curriculum provide a means for students to achieve growth and success academically, spiritually, physically and socially. Through our academic and co-curricular programs we are able to provide opportunities for young people to develop and use their God-given talents and abilities, ensuring a broad, rich educational environment which will develop leaders who are prepared to serve their world.

### **Facilities Support**

Students live and thrive in classrooms, labs, dormitories, athletic fields, and worship facilities. It is our responsibility to maintain, modernize, and expand the spaces where this transformative work takes place. Quality facilities are essential to maintaining excellence in the GCA Experience. We envision spaces where transformative interactions take place between teachers and students. We dream of places where inspired learning happens. Plans for a student center, fitness facilities, new cafeteria, additional classrooms, staff offices, and more will help position Georgia-Cumberland Academy as a premier Adventist boarding academy for generations to come.

## **OUR MISSION**

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

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

## **CORE VALUES**

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

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

## **PARENTS IN SUPPORT OF GCA (PSGCA)**

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

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

## **ACCREDITATION**

Georgia-Cumberland Academy is accredited by

- Middle States Association,
- GAPSAC (Georgia Private School Accreditation Council), and
- 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.

### **PRIVACY**

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

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

### **TEXTBOOKS**

Textbooks constitute an important part of the curriculum. Some of the textbooks adopted may have factual errors and others may have differing opinions on important philosophical or religious issues. By using these

books, the school is not necessarily condoning their ideas and will make necessary explanations.

## **ADMISSIONS**

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

- Graduate from elementary school (grade eight) with passing grades in English and math and have a composite score of at least 35% on either the Iowa Test of Basic Skills (ITBS) or ACT, PLAN, or EXPLORE.
- Transfer from an approved secondary school, with a minimum grade point average (GPA) of at least 1.67 and have a composite score of at least 35% on either the ITBS or the ACT.
- 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 either the Iowa Test of Basic Skills (ITBS) 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.

## **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](http://www.gcasda.org)**

Applicants and their parents must:

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

Before the application is taken to the Admissions Committee, the Recruitment 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

The Administration will review the applicant's file and make their 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.

## 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) physical examination
- I-9 form—Employment Eligibility Verification (*International students must present a copy of their valid US Visa and I20 form.*)

## IMMUNIZATIONS

- Georgia law requires all students to have the following immunizations up to date:
  - **Polio** - minimum of three, the last **after** fourth birthday
  - **DTP** (Diphtheria, 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**
- **PPD** – tuberculosis

**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.

**Immunization Dates must be listed on Georgia 3231 form and entered into the Georgia immunization registry.** This can be done before registration through the Gordon County Health Department, 310 North River Street, Calhoun, Georgia. Phone: 706-624-1444, Fax: 706-624-1471.

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

## **REGISTRATION AND LATE REGISTRATION**

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

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

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

## **SCHOOL PHYSICAL EXAMINATION**

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

## **STUDENT 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 rules, regulations and policies, including random drug and/or alcohol screening and testing of the student.

## **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 administrators and the Administrative Council.

## **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**

Students receiving poor grades at any grading period will be placed on probation according to the following system:

#### **Academic Probation:**

- One F

#### **Critical Academic Probation:**

- Two or more F's

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

Students on critical academic probation will be dropped from touring groups or teams and will not be allowed to miss classes. Students who fail classes will lose all GCA financial aid and continued failing grades may result in the student being asked to withdraw. Dorm students on critical academic probation will be required to attend strict study hall in the evenings during recreation at least until the next grading period.

### **ADDING/DROPPING COURSES**

Student program changes must begin in the registrar's office and may include permission from parents. Students may add or transfer courses within the first two weeks of each semester. Students may drop a class

without receiving a WP or WF through the first grading period (4 ½ weeks) of each semester.

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

Stipulations for performing groups may differ from these policies.

## **CLASS MEMBERSHIP**

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

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

- Graduation requirements must be met by the end of the Senior year.
- Official transcripts from schools previously attended must be recorded in the registrar's office.
- Correspondence work must be completed and the transcript on file in the registrar's office.

**Juniors, Sophomores, and Freshmen**—

- 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**

A new program has been implemented 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 upper classmen, 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
- Expanded AP classes and dual credit opportunities
- Assistance with scholarship opportunities
- On- and off-campus enrichment experiences

### **GRADE CODES IN GCA CONNECT**

- Missing (M) = Assignment has not been submitted. Grade is affected. Grade may be recorded according to teacher discretion.
- “0”= Student has earned this zero. 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 sent home each four and one-half weeks.

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

### **MISSED WORK/EXCUSED ABSENCES**

The student will have one class period after the excused absence before the make-up work is due. If a student misses a class on Monday, the make-up work (homework, quiz or test) would be due on Friday. **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.

## **GRADE SCALE**

Percentages used in calculating grades:

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

Grades points used in calculating the GPA:

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

## **GRADUATING WITH HONORS**

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

## **GRADUATION ACCELERATION**

The general policy at Georgia-Cumberland Academy is to require four years of education on the secondary level for graduation. 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 85<sup>th</sup> percentile on ITBS or ACT PLAN & EXPLORE.

The student must meet all GCA requirements for graduation.

## **HOME SCHOOL CREDITS**

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

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

## **ONLINE COURSES & SUMMER SCHOOL**

In order to receive credit at GCA, students must receive prior permission from the Curriculum Committee before sending for, or applying for, an online course 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 is a designated Sunday Test Center for the SAT and ACT.\* Freshmen and Sophomores are required to take the EXPLORE/PLAN tests. Juniors and Seniors are required to take the ACT.

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

PSAT—in October;

SAT—in November, December, May

ACT—in October, December, February

AP examinations—in May

\*GCA offers testing on Sundays because of our religious beliefs. If students choose to schedule an off-campus Saturday test they will need to work with parents/guardians to make arrangements.

## GRADUATION REQUIREMENTS

	<b>College Preparatory Diploma</b> (minimum GPA: 2.6)	<b>Standard Diploma</b>
<b>Religion</b> (One unit per year in attendance at an SDA secondary school)	4 units	4 units
<b>English</b>	4 units	4 units
<b>Mathematics</b> (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)
<b>Science</b>	4 units (Biology, Physical Science, Chemistry & one additional advanced science)	4 units (Biology, Physical Science, plus two additional science courses)
<b>Social Studies</b>	3 units (World History, US History, Government & Economics)	3 units (World History, US History, Government & Economics)
<b>Foreign Language</b>	2 units (Two years of one foreign language)	0 units
<b>Freshman Experience</b> (required for GCA freshman)	1 unit	1 unit
<b>Health &amp; Physical Ed.</b>	1.5 units	1.5 units
<b>Fine Arts</b>	1 unit	1 unit

Georgia residents will want to be acquainted with HOPE Scholarship Requirements. Those requirements are subject to change by the State of Georgia and may be reviewed at [www.gafutures.org](http://www.gafutures.org)

\*Beginning with the class of 2023 all students will be required to take 2.0 units under Health & Physical Education.

## 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, Microsoft PowerPoint. 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. Additional subject matter taught will include: visual art and illustrations, video production, illustrating ideas visually and understanding self and how it fits into God's plan for the student. Second semester will also feature in-depth instruction in study skills and career exploration as we prepare the students for success in their time at GCA.

### **English Courses**

#### **English I – Applied English**

**1 unit**

Applied English I is designed for freshman students who need to develop better reading, writing, and organizational skills before merging into a standard English program. The 6+1 traits of writing program will be introduced as a way for composition and evaluation. Students will also read a variety of personal choice material including drama, short stories, poetry, and novels. Approved titles: *To Kill a Mockingbird* by Harper Lee; *Romeo and Juliet* by William Shakespeare; *Flowers for Algernon* by Daniel Keyes; *The Pearl* by John Steinbeck.

#### **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 first semester. Literature studies focus on a variety of genres – drama, short stories, poetry, and novels. Approved titles: *To Kill a Mockingbird* by Harper Lee; *Romeo and Juliet* by William Shakespeare; *Flowers for Algernon* by Daniel Keyes; *The Pearl* by John Steinbeck.

## **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. Writing instruction focuses on the 6+1 traits of writing in order to facilitate written communication for the purpose of higher education, literary analysis, and academic research. Students also create a writing portfolio that includes topics specific to varying areas of study. Approved titles: Greek Mythology; *Julius Caesar* by William Shakespeare; *A Midsummer Night's Dream* by William Shakespeare; *Our Town* by Thornton Wilder; *The Adventures of Huckleberry Finn* by Mark Twain; *Cry, the Beloved Country* by Alan Patton; *The Joy Luck Club* by Amy Tan; *Night* by Eli Wiesel; *Fahrenheit 451* by Ray Bradbury

## **English III – American Literature**

**1 unit**

This course combines famous literary works in American history with a continued study of advanced formal and academic writing. Students study and practice the 6+1 traits of writing in order to facilitate written communication for the purpose of literary analysis, creative expression, and academic writing. Students also read both fiction and non-fiction texts, using non-fiction texts for research and support in writing. A portfolio of travel to New England literary and historical sites helps to create a cross-curricular link. Literature studies focus on the development of American voice including the works of great American preachers, musicians, statesmen, poets, and scholars. Approved titles: *The Scarlet Letter* by Nathaniel Hawthorne; *The Great Gatsby* by F. Scott Fitzgerald; *Of Mice and Men* by John Steinbeck; *The Crucible* by Arthur Miller; "Walden"/"Nature"/"Self-Reliance" by Ralph Waldo Emerson and Henry David Thoreau; *A Raisin in the Sun* by Lorraine Hansberry

## **English IV – British Literature**

**1 unit**

Literature studies for this course focus on classic British literature in order to appreciate a country that was so pivotal in the development of America. Students study a variety of literary time periods including medieval, Elizabethan, Victorian, and 20<sup>th</sup> century while surveying multiple genres. Writing instruction focuses on the 6+1 traits of writing in order to facilitate written communication for the purpose of higher education, literary analysis, and academic research. Students focus on a cross-curricular assignment second semester that encapsulates areas of interest in a possible career choice, with the final project being a research project. Approved titles: *Beowulf*; Arthurian Legend; *The Canterbury Tales* by Geoffrey Chaucer; *Macbeth* by William Shakespeare; *Much Ado About Nothing* by William Shakespeare; *Great Expectations* by Charles Dickens; *Tale of Two*

*Cities* by Charles Dickens; *Pride and Prejudice* by Jane Austen; *Lord of the Flies* by William Golding; *Animal Farm* by George Orwell.

#### **English IV – AP English Literature and Composition** **1 unit**

This one-year advanced placement course engages college-bound Seniors in the careful reading and critical analysis of classic and contemporary American and European literature. Through the active reading of a rigorous selection of texts, students will deepen their understanding of the ways writers use language to provide both meaning and pleasure for their readers. Writing assignments focus on the 6+1 traits of writing and include critical analysis of literature. Writing instruction focuses on developing coherence, unity, precision, structure, and stylistic maturity. This course is designed to prepare students to take the AP English Literature and Composition exam at the end of the school year with the possibility of college credit if a passing grade is achieved. Approved titles: *The Metamorphosis* by Franz Kafka; *The House on Mango Street* by Sandra Cisneros; *Their Eyes were Watching God* by Zora Neal Hurston; *Lord of the Flies* by William Golding; *Great Expectations* by Charles Dickens; *Brave New World* by Aldous Huxley; *The Kite Runner* by Khalid Hosseini; *The Glass Menagerie* by Tennessee Williams; *Much Ado About Nothing* by William Shakespeare; *King Lear* by William Shakespeare; *Hamlet* by William Shakespeare; *Death of a Salesman* by Arthur Miller; poetry by William Blake, e. e. cummings, Lord Byron, Langston Hughes, and T. S. Eliot.

**Teacher recommendation required**

**\$100 non-refundable fee**

## **ESL (English as a Second Language)**

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

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

#### **Conversation, Reading & Composition** **1-2 units**

This course focuses on basic conversational skills, and practice in speaking, reading and writing in the English language. Daily life skills vocabulary and conversational phrases are also emphasized. Students are also

introduced to everyday living, cultural differences, and the general geography of America. Students will move from this course into regular English courses as their English skills improve so they can perform adequately in the regular curriculum as recommended by the ESL director.

## **Fine Arts Courses**

### **Art and Art Appreciation** **.5 units/semester**

This class is designed for students of all ages to develop skills in a variety of art topics/categories, including calligraphy and creative fonts, drawing, sculpting and painting. It will also incorporate a study of the history of art and its major works, focusing on identifying Christian principles in art and the ability to observe, critique and analyze art and artists.

### **Drama “Testify Christian Theater”** **.5 units/semester**

Testify Christian Theater is an in-reach ministry designed to help bring people into a closer relationship with God through the art of theater. Members will perform skits and mimes for church services and various youth events. In addition to being an in-reach ministry, Testify is also a class at Georgia-Cumberland Academy. Therefore, members will learn some basic theater terminology and some basic dramatic techniques. Each member will also learn various aspects of proper speaking and reading techniques, and will perform for the class in a variety of ways that encourage abilities in public speaking. Additionally, each member will be required to participate in the Student Week of Prayer as an actor, director and stage crew member. This will give them extensive preparation for all the parts involved in Christian drama. Students will be given grades based on their attendance, participation, memorization, improvement, assignments and class projects.

### **Media Productions** **.5 units/semester**

This course will cover the following four units of study: sound engineering, videography, video streaming, and video editing. Students will gain skills in running sound for live events and music recording projects, including sound for video. They will also learn the basics of videography, including composition, lighting, and storytelling. The skills they learn in this unit will aid in video streaming and editing, which will include the use of the Adobe Creative Cloud. The core of the class is project-based, hands-on learning that will include putting their skills to use for GCA programming.

## **Music**

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

### **Yearbook**

**.5 units/year**

In this course students will gain skills in theme development, page design, publishing techniques, caption writing, copy writing, editing and photography, while producing a creative, innovative yearbook which records school memories and events. There is an emphasis on journalism skills as participants gain useful, real-world skills in time management, marketing, teamwork and design principles. A personal camera is helpful but not required.

## **Foreign Language Courses**

### **French I**

**1 unit**

The purpose of this class is to introduce students to the French language, culture, music, and cuisine. Students will learn to read, write, listen, comprehend, and speak basic French. They will also learn to recite familiar Bible texts in French, explore French artists, inventors, scientists, and musicians of the past and the present.

### **French II**

**1 unit**

The purpose of this class is to continue to develop the students' understanding and appreciation of the French language, culture, cuisine, and history. Students will continue to develop skills in speaking, comprehension, conversation, role-play, reading, and writing in French.  
*Prerequisite: French I*

### **Spanish I**

**1 unit**

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

### **Spanish II**

**1 unit**

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



## **Health & Physical Education Courses**

### **Basketball** **.5 units/semester**

The basketball team is 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)

### **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. Fee charged for uniform and Acrofest.

### **Health & Wellness** **.5 units**

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

### **Physical Education I** **.5 units**

(Physical education is a required course for freshmen). The program consists of the rules, fundamental skills and participation in team sports and promotion of physical fitness. School-supplied P.E. uniform required. Cost will be billed directly to student account.

### **Physical Education II** **.5 units/semester**

This is a coeducational class offering training of advanced skills in tennis, badminton, fitness/weight training. School-supplied P.E. uniform required. Cost will be billed directly to student account.

### **Soccer** **.5 units/semester**

Soccer teams are provided for selected students who wish to improve on their soccer skills and knowledge. The girls' soccer season consists of 14-16 regular season games during the second semester of the school year. The guys' soccer season is year-round with an NACA Tournament at the end of the first semester. 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 on 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****American Government****.5 units**

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

**Economics****.5 units**

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

**United States History****1 unit**

A survey course covering pre-colonial times to the present. Deals with ideas, trends, events and leaders in political, military, social, cultural, and religious history. Considers the relevance of history to the present and future. Recognizes the contributions of a wide variety of cultures in the American experience. This class includes a New England study trip. This class includes a New England study trip. Costs for the trip are built into tuition.

**World History****1 unit**

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

## Mathematics Courses

### Algebra I

**1 unit**

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

*Minimum passing grade: C-*

*Prerequisite: GCA Placement Test Score*

### Algebra II

**1 unit**

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

*Prerequisite: Minimum grade of C- in Algebra I*

### AP Calculus

**1 unit**

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

*Prerequisite: Pre-Calculus*

**\$100 non-refundable fee**

### Bridge Math

**1 unit**

This is a Senior math course designed to “bridge the gap” from high school math to college-level math. This is accomplished by reviewing many of the math concepts introduced from previous math courses while also introducing the student to new math concepts that will help them in college. The following concepts will be covered: math ACT preparation; essential mathematics; essential algebra and statistics; geometry and reasoning; triangles, quadrilaterals, and other polygons; measurement; linear systems of equations; probability and statistics; polynomials; quadratic functions; advanced functions and relations.

*No Prerequisite. For standard diploma students*

### 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.

*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-Algebra****1 unit**

This course is intended for students who need further preparation for Algebra I and aims to develop fluency with rational numbers and proportional relationships. Topics covered include percents, basic operations, solving equations and inequalities, measurements and data, probability, and polynomials. Ultimately, the goal is to provide students with a solid foundation that will allow them to have greater success in other more advanced math classes that they plan to take at GCA.

*Prerequisite: GCA Placement Test Score*

**Pre-Calculus****1 unit**

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

**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

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

### **Camerata Singers** **.5 units/semester**

Provides opportunities to develop performance skills and knowledge in ensemble singing. Limited to 16-20 performers and may include any style period. Covers performance and production, analysis and theoretical studies, historical and cultural influences, creative aspects of music and appreciation of music. Stresses balance of individual progress and group success. Because of the size and the touring involved, members are required to remain in the group the entire year. Uniform and tour fee are required. Private voice lessons may be required for those belonging to this organization. Students must pass an audition to be considered for this select ensemble. Also a current GPA approaching 3.0 is required upon entrance, and must be maintained throughout the school year. Students must be enrolled in the GCA Chorale.

### **Concert Band** **.5 units/semester**

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

### **GCA Chorale** **.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.

### **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.

**Private Lessons** **.25 units/semester**

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

**String Orchestra** **.5 units/semester**

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

**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**

**Introduction to Christianity** **1 unit**

Introduction to Christianity is designed for ESL/international students.

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

**1<sup>st</sup> Semester** (Genesis). 1<sup>st</sup> Quarter: An introduction to the purpose of the Bible, the various versions, how it is organized, and how to study it. Also addresses the origin of all things including creation, God's purpose for the Sabbath, and His response to sin. 2<sup>nd</sup> Quarter: Emphasizes God's grace for the human family through Adam, Noah, the Tower of Babel, and Abraham.

Also considers Biblical principles revealed in the stories of Jacob and Joseph with applications to teen relationships and their families.

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

### **Religion II (Sophomore Bible)**

**1 unit**

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

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

### **Religion III (Junior Bible)**

**1 unit**

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

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

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

### **Religion IV (Senior Bible)**

**1 unit**

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

**1<sup>st</sup> Quarter** (Our Relationship with God). Discovering God's grace and love for us as revealed in the book of Romans.

**2<sup>nd</sup> Quarter** (Our Relationships with People of Other Faiths). Understanding world religions and how we can witness effectively to people of other faiths.

**3<sup>rd</sup> Quarter** (Our Relationships with the Opposite Sex). Exploring God's plans for dating, marriage, sex, and becoming godly men and women.

**4<sup>th</sup> Quarter** (Family Relationships). Exploring basic child development, healthy parenting skills, aging, death, and other family issues.

## Science Courses

### **Anatomy and Physiology**

**1 unit**

Anatomy and Physiology is the study of the structure and function of the human body. 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*

### **College Chemistry** (*a dual credit college course*)

**1 unit**

### **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 or Physical Science*

*Co- or Prerequisite: Algebra II*



**Environmental Science****1 unit**

Environmental Science is a laboratory and field course that focuses on many of the aspects of our planet and its surrounding environment. It integrates multiple parts of scientific study including: biology, ecology, botany, oceanography and atmospheric science. Curriculum covers relevant issues in science that give a better understanding of how our planet works and the effects of human activities on all aspects of the environment. The course is designed to give the students a solid foundation in earth science as well as a faith-based consideration of our origins and our role in safeguarding the place we live. Overall objectives expect students to complete the course with an understanding of ecosystems, geology and the influence we have in each one.

*For standard diploma students*

**Forensic Science****1 unit**

The Forensic Science curriculum is designed to build upon science concepts and to apply science to the investigation of crime scenes. Students will study the forensic application of principles of chemistry, biology, physics and other disciplines. Students will utilize chromatography, microscopic observation, and other laboratory techniques in their studies. Students will also learn some investigative techniques and crime scene investigation skills through the lens of the scientific method. Students will learn the scientific protocols for analyzing a crime scene, how to use chemical and physical separation methods to isolate and identify materials, how to analyze biological evidence and the criminal use of tools, including impressions from firearms, tool marks, arson, and explosive evidence.

*Prerequisite: Passing grades in Biology, Physical Science, and Geometry*

*For standard diploma students*

**Health 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 its reactions. The emphasis of the course is development of scientific reasoning skills and acquisition of knowledge that will allow the student to pursue further studies in the physical sciences. The student will be shown how physical laws and the properties of matter point us to a better understanding and appreciation of our Creator God.

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

*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.

**Teacher recommendation required**

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

## **FINANCIAL INFORMATION**

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

### **BASIC FINANCIAL POLICIES**

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

### **BOOKSTORE**

GCA maintains a bookstore which provides basic school supplies. Purchases for school supplies can be charged on the monthly statement (if current).

### **CHARGES FOR TUITION, ROOM, FOOD**

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

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

Village student billing does not include a dorm room or food; they are expected to pay for meals eaten in the cafeteria. Village students should purchase meal tickets from the business office. For the 2019-2020 school year, meals are \$7 each or a meal card with 10 meals can be purchased for the price of 9 meals, \$63.00.

### **ENTRANCE FEE**

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

### **FINANCIAL ASSISTANCE**

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

*Contact Susan Jenkins, GCA treasurer, if you need to apply for financial aid and to fill out the Financial Aid Agreement.*

### **FOREIGN CURRENCY/INTERNATIONAL STUDENTS**

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

### **HOME LEAVE TRANSPORTATION**

Procedures for making GCA home leave transportation reservations:

Make reservations and payment in our on-line portal only.

**Payment must be made when the reservation is submitted.**

Contact the business office for instructions or see email notifications announcing home leave transportation.

**No refunds or credit for transportation reservations that are not used.**

**A \$20 late fee will be charged to your account if reservation and/or payment are submitted past the published due date.**

### **LAPTOP AND TEXTBOOK RENTAL**

Laptops and textbooks are rented; therefore, they must be returned when the student withdraws or the school year is over. There will be a

replacement cost/charge for these items that are lost, damaged or have excessive wear.

## **MEDICAL CARE CHARGES**

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

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

## **REFUNDS**

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

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

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

## **REMITTANCE/PAYMENTS**

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

Payments may also be submitted from our website through Adventist School Pay. The Business Office can provide instructions for setting up a payment account. Money can be sent electronically for tuition, student bank and miscellaneous fees. We encourage payments made by Electronic Check/ACH, instead of credit cards, in order to minimize processing fees incurred by the school.

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

## **SCHOOL ACCIDENT INSURANCE COVERAGE**

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

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

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

## **STUDENT BANK**

Each student may keep money in the student bank operated in the business office (hours are posted). Parents may send checks directly to the business office for the student bank—checks must be payable to the student and clearly marked "student bank." Parents may also send money through Adventist School Pay under the Student Bank option. To minimize the processing fees that GCA incurs, we encourage parents to send a minimum of \$25, instead of several small transactions, and to use the Electronic Check/ACH option instead of paying by credit card. 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 2019-2020

**VILLAGE STUDENTS:** Tuition—\$11,800

Due on or before registration (August 2): \$2,295

Entrance payment—\$1,180

Entrance fee—\$665

Laptop & textbook rental—\$450

*Please contact the business office to set up a financial plan to determine your monthly payment*

Payment per financial plan is due the 20<sup>th</sup> of each month—September-June

**DORMITORY STUDENTS:** Tuition—\$11,800

Dormitory—\$4,195

Cafeteria—\$4,805

Due on or before registration (August 12): \$3,195

Entrance payment—\$2,080

Entrance fee—\$665

Laptop & textbook rental—\$650

*Please contact the business office to set up a financial plan to determine your monthly payment*

Payment per financial plan is due the 20<sup>th</sup> of each month—September-June

**Discount for Full Year Paid in Advance\* —**

**Payment must be paid by August 31:**

Village—Up to \$645      Full Dorm—Up to \$1095

*(cash or check only for discount)*

No discount if payment is made online

**\* Not available for international students**

If receiving subsidy, contact treasurer

You may be eligible for financial assistance.

Contact: Jeff Freeman, recruiter—706.676.6893 or [jfreeman@gcasda.org](mailto:jfreeman@gcasda.org)

Susan Jenkins, treasurer—706.625.7159 or [sjenkins@gcasda.org](mailto:sjenkins@gcasda.org)

## THINGS THAT COST EXTRA

AP Classes.....	\$110 non-refundable fee
Art/Photography Classes .....	\$48 per semester class
Basketball.....	\$315
Camerata .....	\$90-\$120 depending on cost of outfit
Drama Class .....	\$24 per semester
Dual Credit per Hour.....	\$160 and up
ESL Fee.....	\$3,200
ESL Trips/Activities.....	\$1,250
Graduation Fee.....	\$160
Gymnastics.....	\$315 + Uniform
Home Leave Transportation.....	varies according to destination
International Fee.....	\$3,000
Fine Arts Class Fee.....	\$24-48 per semester
(Art, Band, Choir, Drama, Praise Band & Yearbook)	
PE Uniform .....	\$15 and up
Private Music Lessons.....	approximately \$20-\$30 per lesson
Returned Check Fee .....	\$35 per check
Soccer.....	\$315
Special Travel.....	charged per trip
<i>(Groome Transportation, commercial shuttle, available to Atlanta airport. Call 800-896-9928 for reservations. Cost approximately \$45.)</i>	
Atlanta (one student passenger).....	\$90
Calhoun .....	\$15
Chattanooga (one student passenger) .....	\$45
Dalton.....	\$25
Rome .....	\$20
Privately Escorted Trip (to airport gate, etc.) .....	price to be determined
Volleyball.....	\$315



## SCHOLARSHIPS & AWARDS

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

- \$625—Awarded to applicant for academic performance—all A's & B's.
- \$625—Awarded to applicant for outstanding achievement on testing. Applicant must have a current ITBS composite score of 90<sup>th</sup> percentile or higher.
- \$625—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).

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

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

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

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

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

### 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—\$420/child attending GCA as dorm students; \$210/child attending GCA as village students.

Other Scholarships are given to students who are:

- Proficient at an advanced level in music
- In financial need

These scholarships are reviewed annually.

An audition may be required.

Seventh Grade GCC Incentive—For students who attended 7<sup>th</sup> grade at a Georgia-Cumberland Conference school = \$315 (village students receive 50%).

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

Contact:

Jeff Freeman, recruiter—706.676.6893 or [jfreeman@gcasda.org](mailto:jfreeman@gcasda.org)

Susan Jenkins, treasurer—706.625.7159 or [sjenkins@gcasda.org](mailto:sjenkins@gcasda.org)

# 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 by fines, suspension, or dismissal. All discipline decisions will be made by Administrative Council or academy administration.

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

- Using, possessing, handling, or furnishing narcotics, alcohol, illegal drugs/misusing prescription drugs, or any of the paraphernalia associated with the above, including vapor pens or devices. Students are to refrain from using any substance to “get high.”
- Being in the dormitory of the opposite sex without proper permission.
- Being in an area that is off limits with another individual without permission.
- Entering or leaving the dorm through any access other than the doors, at any time (except in an emergency).
- Entering or leaving the dorm during unapproved hours—before breakfast or after 8 PM, unless it is an approved activity.

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

- Involvement in sexual relationships.

- Advocating or professing a homosexual lifestyle or engaging in homosexual activities that are not in harmony with the beliefs and standards of the Seventh-day Adventist Church.
- Being disrespectful and insubordinate to faculty.
- Stealing, shoplifting or possessing stolen goods (stealing usually results in dismissal on the first offense).
- Being in another's dorm room without their specific permission.
- Using, or having in your possession, tobacco in any form.
- Gambling and/or betting.
- Using profane language, indulging in lewd or suggestive conduct, possessing or displaying obscene literature or pictures, visiting inappropriate Internet or Websites, sending or receiving inappropriate email.
- Engaging in dishonesty or deception, protecting violators of school rules, cheating on an examination, or in any other phase of school life.
- Destroying any school property, vandalism, or defacement of any kind.
- Improper social conduct, or meeting in a deliberately planned, secretive manner, or being in an unsupervised building or area either on-campus or while participating in off-campus school-sponsored activities.
- Disseminating or promoting atheistic ideas, undermining Seventh-day Adventist beliefs and values, or school regulations, by continuous criticism.
- Engaging in anything dealing with the occult; including, but not limited to, music, literature, games, fortune telling, role-playing games, symbols, paraphernalia.
- Conspiring to, or participating in, hazing or initiations; fighting, committing any act that endangers, injures, degrades, or discriminates against a fellow student.
- Entering or leaving any school building by means other than the regular entrances. Making or possessing keys for school buildings or equipment, breaking locks, doors, or windows to enter/exit locked places; tampering with school lights, computer equipment, wiring, or telephone lines.
- Leaving campus or school functions without proper permission, or riding in unauthorized transportation.
- Possessing or using firearms, weapons (including knives), BB guns, firecrackers, or incendiaries of any kind, including matches, candles, and lighters.
- Computer misuse, including having a personal computer, iPad, tablets or Kindles on campus.

- Emotional instability leading to harming or threatening to harm oneself or others.

## **ATTENDANCE**

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

Excused Absences—Acceptable excuses for an absence are: sickness, emergency medical appointments, or a death in the immediate family. Non-emergency medical appointments should be arranged during regularly scheduled home leaves.

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

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

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

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

### **Attendance Point System**

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

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

### **Attendance Discipline levels—**

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

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

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

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

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

- Be referred to Administrative Council for discipline, which can involve longer suspension or withdrawal from GCA

## **BULLYING/CYBER BULLYING POLICY**

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

Bullying is any act that causes another person physical or mental harm, fear, intimidation or a sense of exclusion and may include unwelcome verbal, written or physical conduct directed at 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

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

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

## **SEXUAL HARASSMENT**

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



## 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, hallways, assemblies, Sabbath meetings or after lights out, etc. If a phone is used in an inappropriate time or place, the phone will be confiscated and given to the vice principal or dean. Cell phones will be confiscated if used to break any school policy. *(Forgetting to turn off the cell phone is not 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.

Do not use another’s cell phone without their specific permission.

Dormitory students are required to keep their cell phones on the sink counter at lights out.

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.

## **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)

### **Cheating will result in the following:**

#### **First Offense—**

- Teacher-student consultation
- A zero for the assignment
- Conference with principal or vice principal
- 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 will be asked to withdraw from GCA

## **CONTRABAND and/or DIGITAL MEDIA**

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

## **DRESS CODE & PERSONAL APPEARANCE**

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

### Cafeteria:

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

### Classrooms:

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

- Be purchased from Lands' End
- Be properly sized to fit the student
- Be kept clean and in good repair

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.

Leggings, jeggings, yoga pants or anything of the same style are not part of the school uniforms.

*Students will not be allowed to wear non-uniform coats, jackets, sweaters or sweatshirts in the classrooms. Academy administration will designate approved outerwear, sweatshirts and sweaters. Unless specifically approved, all other sports apparel or sweatshirts are not part of the school uniform and may not be worn in classes.*

### Sabbath:

- Men— For Friday vespers, Sabbath school, and worship service you must wear dress slacks, button up-shirts (tucked in at all times), church shoes, (not black tennis shoes) and a tie. A tie is not required for Friday vespers.
- Women—Dresses, skirts and blouses, or loose-fitting dress slacks may be worn to all Sabbath services, unless specifically announced by the dean.

### Banquets:

- Banquet dresses must be modest and elegant (not sexy) and will be approved by a committee. The committee will review dresses

based on modesty, not on style. A style may be appropriate on one person and inappropriate on another. Dresses must be cut high enough to be modest and to adequately cover your body. Short banquet dresses must approach the knee—(*described below*).

- Dresses must have two straps. No strapless or single strap dresses will be considered.

#### Swimming:

- Only modest, one-piece 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.)

The following rules apply:

- Shoes or sandals must be worn when a student is out of the dorm.
- Hats should not be worn in classroom buildings, cafeteria for lunch, chapel, or church.
- All pants should be worn above your hips. No boxers, underwear or skin showing. Unacceptable clothes will be confiscated.
- Clothing must not be too tight.
- No fraying, tears, rips or holes in clothes are allowed even if they were purchased in that style.
- Dress or skirt length must approach the knee. Longer skirts are always nice. Slits or openings in skirts/dresses should be modest.
- Sleepwear is not acceptable out of dorms.
- Do not wear any jewelry items such as necklaces, bracelets (including “friendship bracelets”), leather bands, chokers, rings, earrings, and similar items at any time on GCA campus or on GCA trips.
- Clothing should not advertise or reference rock groups, alcohol, cigarettes, etc. or have slogans or pictures that are offensive, or suggestive of a lifestyle out of harmony with Christian principles.
- Hair length or style cannot be excessively long or extreme. Hair color must be of a natural shade.
- Shirts/Sun Dresses—tops may be sleeveless, but may not be cut in a fashion that makes undergarments or straps visible. Recommendation—the material over the shoulder should be at least three or four fingers (approximately 3”) wide.
- No spaghetti-strap or strapless dresses for church.
- Shirts and tops should be long enough to cover the midriff.
- When sheer garments are worn, the clothing seen underneath must meet academy standards.
- When shorts are allowed, they should not be ragged or cut off, must be finger-tip length, and be appropriately sized. Volleyball

and gymnastics uniform shorts are only appropriate in those classes.

**Footwear:**

- All students are required to wear closed-toe shoes (i.e. loafers, tennis shoes, etc.). Flip flops, slides, sandals, high heels, or any other kind of footwear along these lines are not allowed.
- Uniform sock and/or stocking choices will be limited to a solid color. Small logos (such as the Nike Swoosh or Reebok stripes) can show, but other printed designs or patterns are not allowed.
- Women – hose, tights, or leggings must be a solid color. Printed or lace-type patterns are not allowed.
- Men – tights or leggings are not part of the uniform.

**Undershirts:**

- Only solid white undershirts may be worn under the uniform and must never extend outside of the uniform at the sleeve, hem or above the collar.
- Male and female underwear of any style should never be visible.

**Outerwear:**

- Sweatshirts, hoodies, and all other cold-weather coats and jackets are not approved uniform items. GCA organizational hoodies or sweatshirts are not part of the uniform. 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.

**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.

## 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 we serve brunch and supper only.

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

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

## GYM POLICIES

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

## **RANDOM DRUG TESTING**

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

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

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

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

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

## **SABBATH OBSERVANCE**

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

The sports fields, weight room and gymnasium are 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.

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

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

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

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

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



## **STUDENT LEADERSHIP POSITIONS**

Holding office is an honor granted to students. Hard work, fair representation, and working together should be the aim of each officer. Officers may be recalled by a majority vote of their constituency.

Students elected to a presidency must have at least a 3.0 GPA. Eligibility for all other offices is a 2.5 GPA.

Students may hold only one office if they are president of any organization or an SA officer. Students must maintain satisfactory attendance, citizenship, and GPA in order to remain in office.

Students on critical academic or citizenship probation may not hold, or run for, offices. Upon returning after suspension the student will be on citizenship probation (see p. 169), which results in loss of any and all student offices.

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

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

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

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

## **SUSPENSION, DISMISSAL, PROBATION**

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

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

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

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

## **TECHNOLOGY POLICY – LAPTOP USAGE AGREEMENT**

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 (as determined by Lenovo). 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. Any attempt to disable, alter, or circumvent the controls or settings of this software will result in major disciplinary action.

### **Email**

As with all software on student's computers, e-mail messages are not private or the possession of the student. All e-mails 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, data of another user, internet, or the uploading or creation of computer viruses.

### **Damage Fee**

The student will be assessed any repair fee for damage that is caused by neglect, \$25 minimum. If the damage is deemed malicious, a fee, up to the replacement value, will be assessed along with 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.

The student agrees to abide by the following usage rules:

- 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 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, etc.) is prohibited.

### **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.

### **Consequences for Violating Guidelines**

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

## **VEHICLES**

All students operating vehicles on campus agree to:

- Operate vehicles in a careful and responsible manner
- 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 residence hall 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**

Students employed by GCA will receive paychecks twice each month. Students may endorse their checks to be applied to their school bill or may take their checks (with written permission from parent). The business office will not cash payroll checks.

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

## **WORK POLICIES**

**(International students will not be allowed to work on campus)**

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

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

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

### **WORKER DISCIPLINE**

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

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

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

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

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

# DORM HANDBOOK

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

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

The dormitories at Georgia-Cumberland Academy are not appropriate for use by students who have a same-sex orientation. Individuals who believe they are sexually attracted to members of the same sex are not allowed in GCA dormitories.

## YOUR RESIDENCE HALL

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

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

## YOUR ROOM

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

Each room is furnished with:

- One set of bunk beds (standard twin)
- Sink
- Two built-in, locking study desks
- Two chairs
- Built-in storage cabinets and closets
- Mirror
- Vertical blinds
- Individual room heat/AC unit
- Carpet
- Smoke detector (must not be covered in any way)



- One ceiling light, one light over mirror
- Microwave oven and refrigerator (supplied by GCA--you may not bring your own)
- Telephone jacks
- 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, and will lose the room deposit if the room is not clean, inspected and approved by a dean before leaving the dormitory.

### **ROOM DEPOSIT**

All dormitory residents are required to pay a \$125 room deposit. The deposit is applied to your account when you move out of the dormitory, provided there is no damage. Students who fail to properly check out of the dorm at the end of their stay will forfeit the deposit.

### **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).

### **ELECTRICAL APPLIANCES**

Appliances such as hot plates, coffee makers, toaster ovens, and toasters **are not permitted** because of the fire hazard. Any of the above mentioned items will be confiscated by the 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.

### **ROOMMATES/ROOM CHANGES**

Living in the dorm is not necessarily about rooming with your best friend, but more about getting along with people. Before you move out of your room, it must be clean and must be inspected by the dean. You will be held financially responsible for any damage done throughout the year, no matter

who did it or how it happened. After the first three weeks of school any room change will cost \$20, with the exception of one free room change at the Christmas break. There may be different policies between the guys and girls' dorms. When students withdraw from GCA, they must check out of the dorm properly. This includes having a dean inspect the room to see that it is clean. Students must also return the textbooks and computer to the business office and computer help desk.

## **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 vertical 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.
- Please don't put hooks with adhesive (or anything with adhesive) on block walls, cabinets, desks, or doors.
- No bumper stickers on doors, walls, mirrors, windows or furniture.
- 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 key 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 key in your room.

If you are seen picking a lock, carding a door, or using another student's key card without permission, you will be fined \$50.00, and also be subject to further discipline.

## **CLEANING SUPPLIES**

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

## **DORM CLUBS**

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

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

## **DORM SECURITY SYSTEM/CAMERAS**

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

Please remember that cameras are continually running in the dorm hallways, so dress appropriately.

## **ELECTRONIC GAMES**

Please do not bring any kind of electronic game consoles, such as—Game Boy, Nintendo, Wii, PS1-4, Xbox, game gear, video game machines, etc.—they will be confiscated by the deans.

## **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 runs from 8:30-9:30 p.m. Sunday-Thursday. Please be in your room by 8:30 p.m. If your resident assistant has to look for you, you will be room-bound for the rest of the evening.

During strict study hall you are to remain in your own room, leaving only if you have received permission for your resident assistant. If you need to study with someone, you will be asked to wait until after strict study hall. 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 bed with your lights out and your cell phone on your sink counter.

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.

### **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 four laundry rooms in each Residence Hall. Each room has two washers and three dryers. There is no cost to use the machines. Your RA 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. The person taking students off campus must also come to the desk to sign them out.

### **Campus Leave Requests**

Every time students leave campus and miss a required appointment or class they must also fill out a Campus Leave Request (including home leaves). 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 before the student leaves campus.

### **Consequences for leaving GCA incorrectly**

Consequences for failing to sign in or out correctly, or failing to fill 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 (*In order to be on the parent-approved list, individuals must be at least age 21, or a relative*)
- In certain cases, students may drive themselves or others off campus:
  - For home leaves and weekends, if all parents involved give permission for the specific home leave or weekend
  - Senior driving privileges (*Only applies 2<sup>nd</sup> semester*)

### **MAIL**

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

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

## **MUSIC POLICY**

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

- Only music appropriate to a Christian will be allowed. If music is heard outside your room door, your music device will be confiscated.
- Having questionable music will result in confiscation of your music device. If a music device is confiscated, it will be sent home and is not to return to GCA.
- Music devices must remain in your dorm. You may not take them to work, recreation, classes, around campus or on school-related trips.
- Any infraction of music policy guidelines, or common sense, will result in your music device being confiscated.

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

**PETS**—No pets allowed.

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

## **PRANKS**

Pranks are not permitted.

**PRESCRIPTION MEDICINE** must be given to the nurse.

## **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.

## **SICKNESS & MEDICAL APPOINTMENTS**

You must see the nurse or dean to be placed on sick list. Once you are placed on sick list, you are in your room all day with no visitors. Failure to meet these conditions may result in unexcused absences for the day. You

will not be allowed to go to recreation, or the cafeteria. Make sure you know the nurse's office hours.

## **SLEEPOVERS**

**Women's Residence**—On certain Saturday nights there is the possibility the dean may allow sleepovers; however, there are not to be more than four girls in a room on any given night. Under no circumstances are you to kick your roommate out to invite girls over, or invite girls over without having spoken with your roommate. If you are staying in someone else's room, you need to go to the front desk. The desk worker will provide a sheet for you to sign your name and the room number where you will be staying.

## **SUNBATHING**

**Women's Residence**—Sunbathing should be done behind the dorm only (modest two-piece swimsuits allowed). No sunbathing on Sabbath.

## **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 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.

## **VALUABLE ITEMS**

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

## **VANDALISM**

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

## **VISITORS**

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 tolerated. You are not to go back to the dorm between Sabbath School and Church unless given permission by the dean. Please take care of all your needs in the restroom and at the drinking fountain before each meeting. Do not get up in the middle of a service unless it is absolutely necessary and is cleared by the Dean. Please remain seated until your row is dismissed after the worship service. 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 (nonresident) students. As such they are invited and encouraged to participate in all Academy activities.

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

Village students—

- Must make arrangements with the respective dean in advance for overnight stays in the dorm. A charge of \$30 per night will be made. Several telephone numbers must be left with the dean in case of emergency.
- May attend weekend services here at the Academy.
- When present on campus, must participate in services and scheduled activities.
- Will comply with the dress code and other regulations that apply to dorm students.

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

### ALL DORM RULES APPLY TO YOU

When you are in the dormitory, all dormitory rules apply to you. Know these rules. Village students may be in a dorm room **ONLY** when the student who lives in that room is present, and you may not use a dorm resident's keycard.

### DO NOT TAKE DORM STUDENTS OFF CAMPUS FOR ANY REASON

Don't even let dorm students get in your car. You may lose your driving privileges and/or face further discipline.

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

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