



PREPARATORY SCHOOL

**STUDENT/PARENT HANDBOOK &
CODE OF CONDUCT**

SCHOOL YEAR 2025-2026

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HISTORY

Georgia Military College Preparatory School was established in 1879 as Middle Georgia Military and Agricultural College, initially opening as a coeducational institution with 219 students in grades one through twelve. In 1900, the school changed its name to Georgia Military College (GMC). By 1934, the Preparatory School had become an all-male institution, with female students returning in 1969. For nearly a century, GMC provided both boarding and day school education for middle and high school students. The school initially served grades eight through twelve, and in 1987, grades six and seven were reintroduced.

In 2010, Usery Hall was opened to house the entire Prep School, which then included grades six through twelve. To accommodate future growth, in 2017, the north side ground floor of the Old Capital Building was incorporated into the Prep School complex. The following year, in 2018, grades four and five were reintroduced, followed by third grade in 2019. The 2019-2020 school year began with a ribbon-cutting ceremony for the Prep School Annex, followed a few months later by the grand reopening of Jenkins Hall, both of which accommodated grades three through five, marking the return of elementary school education to the Prep School. The 2021-2022 school year saw the addition of kindergarten, first, and second grades. To mark the beginning of the 2024-2025 school year, a ribbon-cutting ceremony was held for Acker Hall and the expanded Prep program, with Acker Hall now housing fourth and fifth grades. On the first day of the 2024-2025 school year, GMC Prep welcomed 899 students from kindergarten through twelfth grade—the largest enrollment in the school’s history.

For 146 years, GMC Prep School has adhered to its motto, “Develop the Intellect, Elevate the Character,” consistently prioritizing students. These guiding principles ensure that graduates leave with the academic expertise and character qualities needed to become contributing leaders in society.

Today GMC Prep School is a public independent school serving students and their families in grades Kindergarten through 12. Accredited constantly since 1928 by AdvancedEd, SACSCASI, and Cognia and faculty and administration are certified by the Georgia Professional Standards Commission.

INTRODUCTION

The expectation at GMC Prep School is that our staff, faculty, and students will foster an inclusive environment that is grounded in good faith, respect, and dignity for all. All members of the GMC Prep family are valued and treated in a manner that demonstrates kindness, empathy, and regard for personal well-being.

The GMC Prep School Student Handbook and Code of Conduct is prepared for our cadets/students and their families in order to communicate our policies, regulations, rules, standards, and overarching guidance. The Administration will enforce these policies, regulations, rules, and standards as consistently and fairly as prudent and reasonable. In the event a scenario is not addressed inside this student handbook, the principal or designee retains the right to administer punishment, corrective training, or other suitable measures to ensure our students are held accountable for their actions and represent the values, attributes, and expectations reflective of GMC Prep School.

GEORGIA MILITARY COLLEGE MISSION

Georgia Military College builds on our military heritage grounded in our core values of Duty, Honor, and love of Country to provide hope and opportunity through individual growth and education of our students to develop their intellect and character as authentic servant leaders in an environment focused on elevating civility and respect for others.

GMC PREPARATORY SCHOOL VISION

The vision of GMC Prep School is to be recognized as a leadership institute which provides hope, opportunity, leadership, and excellence to a diverse and inclusive population.

GMC PREPARATORY SCHOOL BELIEFS

- Teachers will foster the critical thinking and problem-solving skills necessary for students to make connections between academic content areas and to transfer their learning to real world applications.
- Teachers will implement research-based instructional practices and participate in professional growth.
- Students will be provided opportunities to be successful through a variety of instructional strategies to support their learning.
- Students will be provided opportunities to advance and showcase their technological skills through academic courses, class assessments, and extracurricular venues.
- Students will participate in both formal and informal character development programs.
- Students will be provided with a safe and healthy learning environment.
- Students, teachers, administrators, parents, and the community will share the responsibility for student success.
- GMC's goal is to produce citizens who serve as leaders by actively involving themselves in their communities and in the democratic process.

GMC THREE WORDS TO LIVE BY
"Duty, Honor, Country"

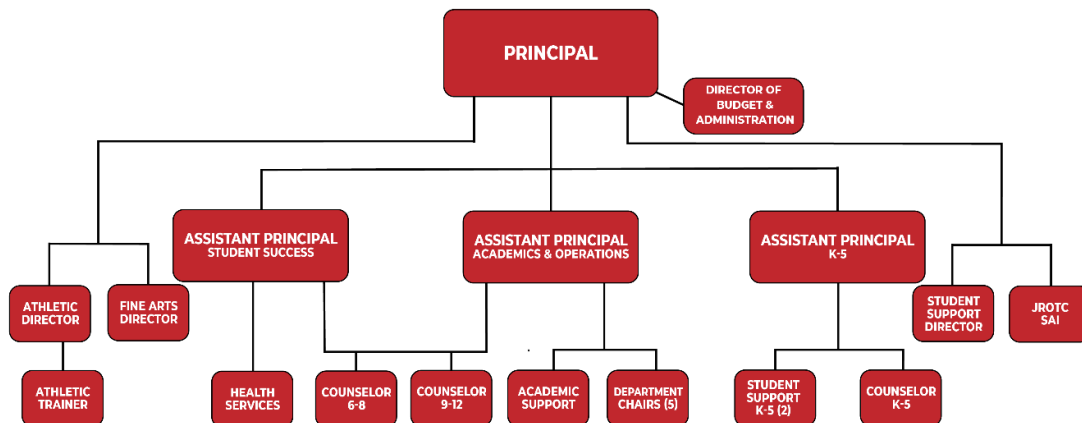
REGIMENTAL ACCOLADE
"Character Above All"

GMC PREPARATORY SCHOOL MOTTO
"Develop the intellect; Elevate the character"

GMC HONOR CODE
"A cadet will not lie, cheat, steal, nor tolerate those who do."



GEORGIA MILITARY COLLEGE PREPARATORY SCHOOL ORGANIZATIONAL CHART



ACADEMICS

CURRICULUM FRAMEWORK

GMC Preparatory School's curriculum framework is designed to build a solid foundation at each level from kindergarten through grade 12 to ensure that our students are prepared for success in their choice of post-secondary pursuits. We utilize the Georgia Standards of Excellence as the minimum requirements for each course. In addition, our faculty has identified other areas as crucial understandings for student success; these skills and understandings are integral components of our courses.

ELEMENTARY (KINDERGARTEN-5TH) GRADES PROGRAM OF STUDY

**ENGLISH
READING
MATH**

**SCIENCE
SOCIAL STUDIES
EXPLORATORY***

*Exploratory classes meet every day on a rotating basis. Students alternate between Physical Education, Art, Leadership Lab, and Music.

MIDDLE GRADES PROGRAM OF STUDY

6TH GRADE	7TH GRADE	8TH GRADE
English 6 or Honors English 6	English 7 or Honors English 7	English 8 or Honors English 8
Math 6 or Accelerated Math 6	Math 7 or Accelerated Math 7	Math 8 or Honors Algebra I**
Earth Science	Life Science	Physical Science or Honors Physical Science**
Social Studies (Western World)	Social Studies (Eastern World)	GA History or Honors GA History
Physical Education	Physical Education	Physical Education
Exploratory*	Exploratory*	Exploratory*

*Exploratory classes meet every day. Classes include Art, Band, Computer Applications, and Musical Theatre.

**8th grade Honors Algebra 1 and Honors Physical Science are the same courses that are taught in 9th grade for High School Graduation credit and provide the opportunity for qualified students to follow a program of study that leads to AP Biology and AP Calculus.

Students qualify for the Honors English, Accelerated/Honors Math, and/or Honors Science programs based on grades, standardized test scores, and academic history in the area of English, Reading, and Math. These classes are designed as a precursor to our Advanced Placement (AP) program in High School. Records are reviewed during the application process, and placements are re-evaluated each year.

HIGH SCHOOL PROGRAM OF STUDY/GRADUATION REQUIREMENTS

ENGLISH - 4 UNITS	MATH - 4 UNITS (*REQUIRED)	SCIENCE - 4 UNITS (*REQUIRED)
English I or Honors English I	*Algebra I or Honors Algebra I	*Biology and Honors Biology
English II or AP Seminar	*Geometry or Honors Geometry	*Physical Science and/or Honors Physics
English III or AP Language & Composition	*Algebra II or Honors Algebra II	*Chemistry or Honors Chemistry
English IV or **College English sequence	Pre-Calculus or Honors Pre-Calculus	AP Biology
	Advanced Financial Literacy	Forensics
	AP Statistics	Human Anatomy & Physiology
	AP Calculus	**College Science sequence
SOCIAL STUDIES -3 UNITS	WORLD LANGUAGE -2 UNITS	JROTC -1 UNIT PER YEAR
World History or AP World History	Spanish I	JROTC I (Year 1 - Freshmen)
American History or AP US History	Spanish II or **College Spanish series (a 2 unit sequence of other World Languages may be substituted)	JROTC II (Year 2 - Sophomores)
Economics or **College Economics		JROTC III (Year 3 - Juniors)
American Government or **College Political Science		JROTC IV (Year 4 - Seniors)

OTHER COURSE REQUIREMENTS

Health (1/2 unit) and Transition to High School (1/2 unit)

Electives (1 units) - additional HS math or science course, additional College course**, Digital Technology, Musical Theatre, or Visual Arts

NOTES -

- Our Advanced Placement (AP) program is certified by the CollegeBoard.
- Students qualify for the Honors English and/or Accelerated Honors Math programs based on grades, test scores, and complete academic history. Enrolling in an AP course requires the students to have earned credit in all the prerequisite courses.
- **Juniors and Seniors who meet the Dual Enrollment admissions requirements of Georgia Military College may choose to participate in our Dual Enrollment program with GMC under the program guidelines specified by the Georgia Student Finance Commission. This opportunity provides students with the option to satisfy high school graduation requirements while also earning college credit.

DAILY SCHEDULES

ELEMENTARY (K-5)

Daily Schedule*

7:00-7:35 Arrival
8:00-10:45 Morning Block
10:35-11:45 Lunch
11:45- 2:45 Afternoon Block
3:00-3:30 Dismissal

Lunch

10:35 – 11:05 Kindergarten
10:40 – 11:10 1st
10:40 – 11:10 2nd
11:10 – 11:40 3rd
11:15 – 11:45 4th
11:15 – 11:45 5th

Exploratory

8:50 – 9:35 5th
9:45 – 10:30 4th
11:20 – 12:05 2nd
12:15 – 1:00 3rd
1:10 – 1:55 Kindergarten
2:05 – 2:50 1st

*K-5 academic schedules are different per grade level and determined by the teachers. Each grade gets a minimum of 30 minutes of recess daily. Detailed information about your child's schedule can be found on your portal page.

MIDDLE (6-8) AND HIGH SCHOOL (9-12) GRADES

FORMATION

Morning Formation is mandatory for all 6th-12th grade cadets. Cadets are required to be in their formation position by 7:40 each morning. In the event of no outside formation, must attend indoor formation as prescribed by the Senior Army Instructor. Cadet Leadership are expected to be in their pre-formation positions by 7:45.

6th And 7th Grades Daily Schedule

8:00 - 8:50 1st Period
9:00 - 9:50 2nd Period
10:00 - 10:50 3rd Period
11:00 - 11:50 4th Period
12:00 - 12:30 Lunch
12:40 - 1:30 6th Period
1:35 - 2:25 7th Period
2:35 - 3:15 Drill/Enrichment

8th - 12th Grades Daily Schedule

8:00 - 8:50 1st Period
9:00 - 9:50 2nd Period
10:00 - 10:50 3rd Period
11:00 - 11:50 4th Period
12:00 - 12:50 5th Period
1:00 - 1:30 Lunch
1:35 - 2:25 7th Period
2:35 - 3:15 Drill/Enrichment

Extra academic assistance is available for all students after school hours Monday-Thursday. Elementary teachers are available from 3:00 to 3:30. Elementary parents coordinate with teachers to determine day and time. Middle and High School teachers are available from 3:15 to 3:45. Professional development, parent conferences, and after-school duties may impact their availability.

GRADE REPORTING

The school year is divided into two semesters averaged together for a yearly average that will determine promotion. Parents and students can access grades via the Parent/Student Plus Portal. Report cards are available to view and print via the Parent/Student Plus Portals at the end of each semester. Parents/Students have one semester to dispute a class average on a semester report card.

An additional 5 points are added to the final semester grade for Honors classes. An additional 10 points are added to Advanced Placement and Dual Enrollment classes. Points added for Honors/AP/Dual Enrollment classes are removed by Georgia Student Finance Commission (GSFC) when calculating HOPE GPAs for eligibility. GSFC allows a .5 weight for AP and Dual Enrollment classes to be added to the students' HOPE scaled GPA for eligibility.

GRADING SYSTEM

KINDERGARTEN

Standards-Based: Exceeds (E), Meets (M), and Progressing (PR)

GRADES 1 -12

For classes graded on a numerical basis, the following scale applies: A=90-100, B=80-89, C=70-79, F=BELOW 70

For classes graded on a Pass/Fail basis, the following scale applies:

Pass = 70 or above Fail = Below 70

Grades of Incomplete (I) may be given for a semester in situations such as extended illness, death in the family, or family emergency if the student or teacher requests and the administration approves. Grades of Incomplete must be made up within one week (5 school days) after the end of the semester.

SEMESTER EXAM EXEMPTIONS

SENIORS

Semester 1 - Seniors with no more than 10 total absences both excused and unexcused for the semester and a semester average of 90 or higher may exempt final exams. Exemption does not necessarily apply to Advanced Placement (AP) courses.

Semester 2 - Seniors with no more than 10 total absences both excused and unexcused for the semester and a grade of 80 or higher may exempt final exams. Exemption does not necessarily apply to Advanced Placement (AP) courses.

8TH-11TH GRADES

Semester 1 - Students are not eligible for exemption from final exams.

Semester 2 - Students with no more than 10 total absences both excused and unexcused for the semester and a semester average of 90 or higher may exempt final exams. Exemption does not necessarily apply to Advanced Placement (AP) courses

MAKE UP WORK

In the event a student is absent from school, the following applies:

- One day:
 - If a student is absent on the day of an assessment and no new instruction/material has been given, he or she is expected to take the assessment on the day he or she returns.
 - Other assignments given on the day of the absence must be completed and turned into the teacher within three days following the student's return to school.
- Two or three consecutive days:
 - All missing work is coordinated through the teacher and completed within a week of his/her return to school.
- Four or more consecutive days:
 - All missing work is coordinated with the teachers and the counselor and completed within the time frame established.

ACADEMIC PROMOTION POLICY

ELEMENTARY

Kindergarten:

- Teacher will recommend promotion to 1st grade based on student's meeting academic progress on Georgia Standards of Excellence.

1st and 2nd Grades:

- To be promoted to the next grade level:
- Earn a passing grade (70 or above) in ELA and Math. Failing both Reading/English and Math, will result in student being retained.
- Show adequate progression in meeting grade level Georgia Standards of Excellence in Science and Social Studies.
- Have the recommendation of the classroom teacher.
- Students who do not pass either ELA or Math are retained in the grade pending successful completion of summer school program provided by the administration.

3rd - 5th Grades:

- To be promoted to the next grade level:
- Earn a passing grade (70 or above) in ELA and Math. Failing both Reading/English and Math, will result in student being retained.
- Show adequate progression in meeting grade level Georgia Standards of Excellence in Science and Social Studies.
- Students who do not pass either ELA or Math are retained in the grade pending successful completion of summer school program provided by the administration.

MIDDLE GRADES

6th - 8th Grades:

- To be promoted to the next grade level:
- Earn a passing yearly average (70 or above) in all academic classes.
- If a student's yearly average is below a 70, semester averages are used to determine summer school.
- Students who do not pass one or more classes are retained in the grade pending summer school credits.
- Summer school providers must be approved by the administration.
- The maximum number of semesters that may be recovered is 4 semesters.
- If a student fails more than 4 semesters, he/she is not eligible to earn enough credit to be promoted to the next grade.

HIGH SCHOOL

9th – 12th Grades

- To be on track for graduation, a student must pass all coursework on their graduation plan.
- To be promoted to the next course:
- Earn a passing yearly average (70 or above).
- If a student's yearly average is below a 70, semester averages are used to determine summer school.
- Students who do not pass a course must attend summer school.
- Summer school providers must be approved by the administration.
- The maximum number of semesters that may be recovered is 4 semesters.
- If a student fails all academic courses, he/she must repeat the courses the following year.
- Summer School

SCHOLASTIC HONORS

ELEMENTARY SCHOOL HONORS

Student may qualify for the following awards/recognitions:

- Principal's List - Any student (2nd-5th grades) who makes an A in all subjects for either semester is named to the Principal's List for that grading period.
- Honor Roll - Any student (2nd-5th grades) who has an overall average of 85 for the semester, with no grade below 80, and is not eligible for the Principal's List will be named to the Honor Roll for either semester.

- Top Ten Percent Highest Average in Each Academic Discipline – The student (2nd-5th grades) who has the highest average for the year in each academic discipline will be awarded at an appropriate ceremony.
- Top Ten Percent Highest Academic Average Award - The student (2nd-5th grades) who has the highest cumulative mathematical average in each grade will be awarded at an appropriate ceremony.
- Character Award – Students in grades 1st-5th will be selected for this award based on their demonstration of exceptional character.
- Grades for End of Year Recognition Ceremonies will be verified at the end of Semester 2
- Kindergarten will participate in Kindergarten Graduation; they will not receive academic awards.

HONOR SOCIETIES

- **Elementary Junior Beta** - The National Junior Beta Club of Georgia Military Prep School is a duly chartered chapter of this prestigious national organization. Membership for the Elementary Chapter is open to students in the 4th and 5th grades who have earned a minimum average of 90.00 for 4th and/or 5th grade(s). Averages will not be rounded up, and qualifications will be reviewed each semester.

MIDDLE AND HIGH SCHOOL HONORS

- For grades 6 - 11, students will be recognized for Semester 1 and Quarter 3 grades at Honors Night with a printed certificate for Honor Roll, Principal's List, Perfect Discipline, and highest averages.
- At the end of semester 2, grades will be calculated and verified for Honor Roll, Principal's List, Perfect Discipline, and highest averages, and official uniform pins will be distributed during the first full week of the following school year.
- Senior Awards will be recognized at Honors Night based on grades through May 1st of each school year.

Students may qualify for the following awards/recognitions:

- **Principal's List** - Any student who makes an A in all subjects for the semester is named to the Principal's List for that semester. To earn a Principal's List pin, students must earn Principal's List for both semesters.
- **Honor Roll** - Any student who has an overall average of 85 for the semester, with no grade below 80, and is not eligible for the Principal's List will be named to the Honor Roll for that semester. To earn an Honor Roll pin, students must earn Honor Roll for both semesters.
- **Highest Academic Average Award** - The student who has the highest cumulative academic average in each grade will be awarded the Highest Academic Average award.
- **Valedictorian** - The Valedictorian of a graduating class will be the student with the highest cumulative mathematical average in all high school courses through the end of 1st semester of the Senior year. For the Classes of 2025-2027, a student must complete at least two AP or Dual Enrollment classes during their high school years to be eligible to be named Valedictorian. For the Classes of 2028 and beyond, a student must complete at least three AP classes during their high school years to be eligible to be named Valedictorian. The student must complete both Junior and Senior years at GMC Prep School.
- **Salutatorian** - The Salutatorian of a graduating class will be the student with the second highest cumulative mathematical average in all high school courses through 1st semester of Senior year. For the Classes of 2025-2027, a student must complete at least two AP or Dual Enrollment classes during their high school years to be eligible to be named Salutatorian. For the Classes of 2028 and beyond, a student must complete at least three AP classes during their high school years to be eligible to be named Salutatorian. The student must complete both Junior and Senior years at GMC Prep School.
- **Graduate With Honors** - To graduate "With Honors" from GMC, a student must earn a cumulative mathematical average of 90. GPA is not rounded up.
- **W. J. Usery Award** - This is presented to the senior who exemplifies the ideals of the academic, military, and athletic programs of GMC High School. The award is determined by a selection committee and the Principal. The recipient will receive a cash award.
- **Perfect Discipline Award** - Cadets are rewarded twice per school year for demonstrating perfect discipline defined as accumulating no demerits or suspensions. Cadets maintaining perfect discipline after the 1st semester are announced and recognized. Cadets who achieve perfect discipline for both 1st and 2nd semesters are presented with the Perfect Discipline Pin.

HONORS SOCIETIES

- **National Honor Society** - The National Honor Society chapter of GMC is a duly chartered and affiliated chapter of this prestigious national organization. Students in the 10th, 11th, or 12th grades are eligible for membership. [10th graders must have completed one semester of study.] For the Classes of 2025-2027, a student must have a cumulative high school GPA of 93.00. For the Classes of 2028 and beyond, a student must have a cumulative academic high school GPA of 93.00. Averages will not be rounded up and qualifications will be reviewed each semester.
- **Senior Beta Club** - The Beta Club chapter of GMC is an affiliated chapter of the National Beta Club. Membership is open to students in the 9th, 10th, 11th, and 12th grades. For the Classes of 2025-2027, a student must have a cumulative high school GPA of 90.00. For the Classes of 2028 and beyond, a student must have a cumulative academic high school GPA of 90.00. Averages will not be rounded up and qualifications will be reviewed each semester.
- **Rho Kappa National Social Studies Honor Society** - Rho Kappa is open to high school students who have at least one semester in attendance at GMC. For the Classes of 2025-2028, students must have completed 4 semesters or the equivalent of 4 semesters of study in social sciences with a GPA in those courses of at least 3.0 or numerical equivalent, and cumulative high school GPA of at least 3.0 or the numerical equivalent. For the Classes of 2029 and beyond, membership is open to sophomores who are in the advanced history track. In addition, they must meet the following requirements: completed Honors World History and be enrolled in AP US History with a cumulative high school GPA of 3.5 and no semester grade below an 80.00 in a history class.
- **Spanish Honor Society** - Spanish Honor Society is open to high school students who have complete 3 semesters of Spanish, have a numerical cumulative average of 90.0 in Spanish courses, and an overall cumulative average of 85.00.
- **Mu Alpha Theta Honor Society** - Mu Alpha Theta is open to juniors who are in the advanced math track and seniors in AP Stats and AP Calculus. In additions, they must meet the following requirements: an overall GPA in math 3.5 and no grade below 80.00 in a math class. In each case, the extra points awarded count for the requirements.
- **International Thespian Society** - Thespian requires 10 points in high school theatre activities. Points are awarded based on performances and backstage work with theatre. The academic requirement for International Thespian Society is a cumulative 2.5 GPA.
- **Junior Thespian Society** - The Junior Thespian Society is open to all 8th grade students who have participated in at least one musical theatre performance.
- **Junior Beta Club** - Membership in the Junior Beta Club is open to students in the 6th, 7th, and 8th grades who have earned a minimum academic cumulative Middle School GPA of 90.00. Averages will not be rounded up and qualifications will be reviewed each semester. Students are only eligible after they complete 1 semester at GMC.

STUDENT SUPPORT

The Student Support program utilizes evidence-based learning strategies through a team approach to assess student need for accommodations under Section 504 of the Rehabilitation Act of 1973. This law prevents discrimination against individuals with significant disabilities, whether ongoing, episodic, or in remission. Under Section 504, no qualified student with a physical or mental impairment that substantially limits major life activities can be excluded or discriminated against at GMC Prep School.

Referrals for Section 504 eligibility may be made by parents, students, teachers, counselors, or administrators. The Student Support Team will gather documentation during a 4–12-week data collection period, which may include medical history, parent questionnaires, hearing and vision screenings, Vanderbilt screeners, classroom observations, and prior psychological evaluations. Following this process, a meeting will be convened to evaluate student needs. If a disability is identified and accommodations are necessary, a Section 504 plan will be created and implemented.

SUMMER SCHOOL

GMC offers summer school for students who are eligible in grades 1-12. Information is emailed to parents and students about the program (cost, how to register, specific dates and times, etc.) during 4th quarter of each school year.

SUMMER SCHOOL ELIGIBILITY:

- Student has to be registered for the next school year.
- Blackbaud account has be up-to-date on tuition payments by making the May payment.
- Required to meet grade level promotion or be on track to graduate.

SUMMER SCHOOL CRITERIA:

- Summer School courses work is determined based on yearly average.
- If a yearly average is below 70, semesters failed will need to be made up in summer school.
- The **maximum** number of total credits that may be earned during a summer is 4 semesters.

ELEMENTARY AND MIDDLE GRADES SUMMER SCHOOL PROGRAM: IXL SOFTWARE

For grades 1st through 8th, summer school spans the months of June and July with some in-seat dates. The cost is approximately \$250. Students will work on IXL and will have specific dates to come in and work with a teacher to get individualized instruction. Students are only allowed to make up one course in elementary summer school. Grades for summer school will be added to their report card.

HIGH SCHOOL SUMMER SCHOOL PROGRAM: EDGENUITY SOFTWARE

For grades 9th through 12th, summer school is in-seat during the month of June (Monday-Thursdays). The cost is approximately \$250 per semester. Students will work on course content using an online program, Edgenuity, and will have a teacher monitoring their progress and helping provide additional support as needed. The following are additional criteria for summer school:

- Students are not allowed to participate in school-based extracurricular activities until summer school is completed.
- High school (9-12) students who need more than 4 semesters at the end of a school year are, most likely, not on track for graduation with their class and do not meet GHSA Eligibility requirements until Summer School coursework is completed.
- Grades earned in summer school/credit recovery do not replace grades earned in the school year and are not “averaged” together with grades earned during the school year. The summer school grades are posted to the student’s existing transcript or report as additional coursework.
- There are other approved providers for Summer School such as EBLA, Keystone, GA Virtual School. Parents/Guardians must get prior approval by the Student Support Director and include their contact information when registering for credits.

SCHOOL HOURS

ELEMENTARY SCHOOL HOURS

Students should not arrive at school before 7:00 am. They must be dropped off at the designated car rider drop off point to the staff member on duty. Students in these grades may not walk to school without a parent or guardian. School begins at 7:35 and ends at 3:00pm. These students must leave the campus as soon as school is dismissed and must be picked up by a parent or guardian displaying the GMC Car Rider Pick Up tag at the designated pick-up point not later than 3:30 pm daily unless enrolled in our After School Program. They are not permitted to remain on campus with a sibling, friend, etc.

MIDDLE AND HIGH SCHOOL HOURS

Students should not arrive at school before 7:00 am. The school is not responsible for student’s safety before this time. School starts with formation on Grant Parade Field or designated alternate location at 7:40 am each day. During inclement weather when formation is cancelled, students must be in their 1st period class by 7:40 am.

Once the student arrives on campus, he/she must be in the complete and proper uniform of the day and may not leave campus for any reason without following the sign-out procedures at the Usery Front Office. Students who are not under the direct supervision of a faculty or staff member (such as in practices, club meetings, games, retraining, etc.) must leave the campus as soon as school is dismissed at 3:15 pm, but not later than 3:45 pm daily. Parents/Guardians must pick up their student(s) by 3:45 pm daily. The school is not responsible for students after 3:45 pm or after early dismissal, unless they are actively supervised by a coach/activity director.

TEXTBOOKS

Teachers will issue textbooks for student use during the school year. Textbooks are to be returned at the end of the school year. If a student loses a book, or the book is damaged to the point that it cannot be reissued, then he or she must pay the replacement cost of the book. If a book is damaged beyond normal wear and tear, but can be reissued, a damage fee will be assessed. In cases where students are issued a workbook, the first workbook is issued at no cost to the student; if lost/damaged, the student is required to pay the replacement fee.

ATTENDANCE POLICY

- Students at Georgia Military College Prep School who are under the age of 16 are covered by the State of Georgia Compulsory Attendance Law (OCGA 20-2-690.1). This law requires students to regularly attend school until their 16th birthday.
- The Georgia Compulsory Attendance Law requires that the school provide each parent/guardian a written summary of possible consequences and penalties for failing to comply with the Compulsory Attendance Law. The parent/guardian and student shall sign a statement indicating receipt of such written statement and indicating that they have read and understand the Attendance Policy of the Georgia Military College Prep School as documented in the Student Handbook.
- After a student accumulates five (5) unexcused absences, the school shall contact the parent/guardian informing them of the five unexcused absences. The school's administration shall notify the parents/guardian of the absences.
- After ten (10) unexcused absences, the school's administration will request a meeting with the Attendance Support Team which can be composed of the school administrator, school counselor, parent, student, and any other pertinent party. Failure of a parent/guardian to attend and participate in the Attendance Support Team Meeting will be considered as non-compliance.
- If the truancy issue is not resolved after the above processes, the student will be placed on an attendance contract.
- If contract is violated, the school will issue a letter of intent to disenroll the student from GMC Prep.

EXCUSED ABSENCES

A parent may submit undocumented excuses (parent notes) for five (5) days per school year; all absences after 5 will be unexcused absences. All other absences must be documented with a statement from a doctor or a medical facility or they shall be unexcused. Undocumented or parent note excuses must be submitted within two school days of the day the student returns to school. Any excuses turned in after this deadline will be unexcused regardless of the reason. The following information must be specified on each excuse: The date excuse is written; the date(s) and day(s) of absence(s); the reason for the absence (s) and must be signed by the parent/guardian. Excuses may be turned in to each respective office or emailed to lmoody@gmc.edu for grades K-5 and useryfrontdesk@gmc.edu for 6th-12th grades.

Reasons Accepted for Excused Absences/Early Sign Out/Late to School:

- Personal illness and when attendance would endanger the health of the Cadet or others.
- Serious illness or death in the family that would reasonably necessitate absence from school.
- On special and recognized religious holidays observed by one's faith.
- Registering to vote and/or working at a voting precinct (for a period not to exceed one day).
- When absence is mandated by order of government agencies.
- Physical examination for armed services or court ordered appearances.
- Conditions rendering attendance impossible or hazardous to the health or safety of the student (such as severe weather conditions).
- Any other reason approved by the administration.

TARDIES/LATE TO SCHOOL

Elementary School

Students are late to school when they arrive after 7:35 am. Students who accumulate three (3) unexcused tardies/late to school will be assessed one unexcused school absence.

Middle School and High School

Students are late to school when they arrive after 7:40 am (to formation or homeroom). Students are notified (with no penalty assigned) on the first two “late” to school incidents each semester. Students will earn 5 demerits on third offense, 10 demerits on fourth offense, 15 demerits on fifth offense, and 1 hour for each subsequent unexcused late to school. Students arriving at school after 7:40 must report to the Usery Front Office to sign in. Students must have one of the following received at the Front Desk within one hour of the students recorded sign in time:

- be accompanied by a parent
- a parent phone call/a parent email to useryfrontdesk@gmc.edu
- a signed parental note/medical excuse at the time they sign in or within the hour.

Students are permitted two (2) parent note excused “sick” late to school check ins without a doctor’s excuse. Any subsequent late check ins will be unexcused. High school students who miss morning formation for an unexcused reason, (excused reasons are the same as for excused absences) will report to the Retraining Instructor at 3:30 pm for an afternoon inspection formation. Failure to report will result in 1 hour of Retaining the first time and 2 hours for each subsequent time.

TARDIES/LATE TO CLASS

Middle School and High School

Students are considered tardy to class if they arrive any time after the bell. Tardies to class result in the following demerits/hours. Tardies are cumulative on a semester basis and a student’s total count will start over each semester.

- 1st offense = 5 demerits
- 2nd offense = 10 demerits
- 3rd offense = 15 demerits
- 4th offense = 1 hour of Retraining
- 5th or more offense = 2 hours of Retraining

CHECK-OUTS/LEAVING SCHOOL BEFORE END OF SCHOOL DAY

Elementary School

Students cannot be checked out after 2:45pm during the school day. For K-5 students who accumulate 3 unexcused checkouts, they will be assessed one unexcused school absence.

Middle School and High School

Students cannot be checked out after 2:15pm during the school day. For students who **do not drive** to school, the parent must come into the Admin Office and sign out the student.

Students **who drive** to school are not allowed to leave the campus for any reason during the school day without following the school’s sign out procedures:

- Parent/Guardian/Designee report to the front office to check out the student
- OR email the Usery Front Office at Useryfrontdesk@gmc.edu from an email address that includes the parents name or identifying information. If the email doesn’t include the parent’s name, then the parent must email a copy his/her valid driver’s license OR
- Signed parent note with a phone number turned into the front office prior to 8:00 am
- Students are expected to remain at school and attend all classes throughout the day. Excused reasons for signing out are the same for excused absences.
- Students who check out for a medical appointment must provide documentation (school excuse with time and date from medical provider) within two school days after they return to school to the Front Desk. Students who do not provide documentation will receive two “notifications” before being assessed demerits. After two undocumented medical checkouts, students will be assessed demerits as stated below.

- Students who sign out without an excused reason and miss any class, formation, or any other school activity before the end of the school day will be assessed the following penalties:
 - Students are notified and notice is posted to the student's discipline record on the first two unexcused sign out incidents each semester.
 - 5 demerits on third offense
 - 10 demerits on fourth offense
 - 15 demerits on fifth offense
 - 1 hour for each subsequent unexcused sign out from school.

Cadets who continue to sign out to avoid attending drill may be reduced in rank by the Senior Army Instructor and/or reassigned to a different position.

Skipping class/lunch results in 1 hour of retraining on the first offense and out of school suspension for each subsequent offense. Continued skipping of class/lunch may result in a Discipline Contract or referral to a Disciplinary Hearing. Students are expected to be in their assigned class/lunch period unless they receive permission to leave.

PLUS PORTALS

Plus Portals is a primary communication tool for GMC Prep. This online service provides school news, announcements, daily lesson plans and homework, attendance reports, discipline reports, and grade reports. All students (6-12) and parents (K-12) are expected to maintain an active Plus Portals account and check it on a regular basis for school information and news. Additionally, students and parents are expected to register a valid email address through Plus Portals so they may receive electronic communications from the school. All 6th-12th grade students are required to use their GMC Prep School email address to receive information from the school or teachers.

Merits and demerits are entered into a cadet's disciplinary record by the submission of "Conduct Reports." Conduct reports received one day will appear on a cadet's record the following day. It is the responsibility of the student to check his/her discipline account on Plus Portals. A summary of disciplinary performance for each cadet is kept on file in the Discipline Office for three years.

EXTRACURRICULAR ACTIVITIES

GMC offers Athletic and Fine Arts Programs from kindergarten to 12th grade. Our Junior Bulldogs Program offers football, cheerleading, soccer, and basketball to grades 3rd-5th. Our 3rd, 4th and 5th graders participate in a Spring Musical. Middle and High School extracurricular activities include: football, cheerleading, boys' and girls' basketball, baseball, girls' softball, boys' and girls' tennis and golf, rifle team, cross country, track, soccer, raiders, wrestling, chorus, one act play, spring musical, drill team, band, flag corps, color guard, and literary competitions. Any High School Cadet who wishes to participate in any extracurricular activity sanctioned by the Georgia High School Association must meet State and GMC eligibility and participation rules. Information regarding GHSA may be found at www.ghsa.net

ELIGIBILITY FOR MIDDLE AND HIGH SCHOOL STUDENTS

To be eligible to participate in an extracurricular activity a cadet (either MS or HS grades) must meet the following requirements:

- Be a student who is in regular attendance and be on track towards graduation:
- At the end of 8th grade, been promoted to the ninth grade.
- At the end of 9th grade, have earned a minimum of 5 credits.
- At the end of 10th grade, earned a minimum of 11 credits.
- At the end of 11th grade, earned a minimum of 17 credits.
- If a student fails two classes at the end of a semester, the student is ineligible at the start of next semester. Enrichment classes do not count for eligibility.
- If an athlete fails more than two classes during spring semester, that athlete may be allowed to make up two credits during summer school. It is the responsibility of the athlete to register and pay for these classes. GMC is on the yearly grading system, which means that the two semesters will be averaged together to give a yearly grade to determine pass or fail. This yearly grade will be used to determine eligibility for the second half of the year, per Georgia High School Association (GHSA).

- Middle School students may not participate in a sport if he or she fails 2 or more classes.
- May not have attained his/her nineteenth birthday prior to May 1st preceding the year of participation.
- Not be a migrant student of less than a full year's standing.
- Have on file in the Nurses Office all GHSA required forms.
- Follow all rules established by the coach of the specific activity.
- Students may not practice for, nor participate in, extracurricular activities while suspended from school.
- All students must attend at least four periods of the school day to be eligible for extracurricular activities on that day, unless they have a doctor's appointment, or attend a funeral that will require attendance more than four periods.
- Students who begin a sport may not simply quit that sport in order to join a different sport/activity until the initial sport/activity season is completed without coach AND Athletic Director approval.
- No student may miss Retraining to attend routine practice in any sport/activity. Students with 3 or less hours of Retraining are only allowed to compete in a sport/activity with prior approval by Administration. If a student has 4 or more hours, he/she cannot play, travel with team, or be on the sidelines at any game.

EXTRACURRICULAR UNIFORM GUIDELINES

GMC Prep School encourages school spirit at all sporting events. For football games on the GMC Campus, students must wear theme as approved by administration or a GMC shirt, along with any type of school appropriate civilian shorts or pants. Students not meeting the dress code for extracurricular events will be denied access. All students are provided access to all home regular season sporting events at no cost. Appropriate civilian attire is:

- Shirts are to cover entire mid-drift area (no skin between end of shirt and top of pants/shorts may be exposed)
- Shorts must be at least three inches in length
- No drug paraphernalia, obscene language, or gestures
- Prep School students are prohibited from being on the visitor's side of the Football game at Davenport Field

SPORTSMANSHIP

Students are expected to display good sportsmanship at all times during athletic events. Students are reminded that they are under the rules and regulations of GMC Prep School during athletic events and subject to disciplinary action in the event of inappropriate behavior. It should be stressed that visiting teams are our guests, and students should treat them as they would want to be treated when they visit their schools. Students are encouraged to refrain from booing visitors.

The proper procedure to be followed during the playing of the national anthem is:

- All hats or caps are to be removed from the head.
- Students should stand quietly and reverently.
- Students should place right hand over their heart.

COMMUNITY SERVICE/VOLUNTEER HOURS

GMC encourages Prep School students to volunteer to fill unmet needs in their community. Work performed must be intended to enrich the lives of others by assisting non-profit agencies, of which there are many in the area. The work performed must be documented with the date, time and type of work performed and signed by the person supervising the student. The student may not earn more than 8 hours of service within the 24-hour day. The person performing the volunteer work must not be compensated with money or goods. Participating in extra-curricular activities for self-enrichment, personal enjoyment or performing work in connection with a family member's personal business do not qualify as community service hours.

Students who accumulate 100 hours of approved community service within a calendar year will be eligible to receive the Distinguished Order of the Servant Leader (DOSL) Award at a school parade. The High School Counselor is the contact for more information about the DOSL program.

GMC LIBRARY

The Sibley-Cone Library on the Milledgeville campus is open to Prep School students in 6th -12th grades. Kindergarten-5th grade students are not authorized inside the library without teacher or parental supervision. The Reading Room in Jenkins Hall Annex is available for all elementary students.

Library hours change dependent on the Junior College schedule. Use of the library is a privilege. To use the library after school hours, students must be working on academic assignments, AR, or reading or looking for a book. Students are expected to follow the rules posted inside the library at all times. Dismissal from the library for any rule violation will result in a 5-day after school library suspension. A second dismissal will result in a 10-day after school library suspension. A third dismissal may result in the loss of after school library privileges.

LIBRARY POLICIES:

- Sign in when you enter the library and sign out when you leave
- Your student ID card is required to check out books and take AR tests
- Students must have the "Purple Pass" to take AR tests during the school year
- Students must be signed in and testing no later than 15 minutes before closing.
- AR deadlines always end at 4:45pm that day regardless of what time the library closes.
- Students may not have cell phone/smart watch on during testing.
- Students reading cheating on the AR test will receive an Honor Code Violation.
- Talking on your cell phone is not allowed during school hours
- Brief quiet phone conversations are permitted after school hours
- Texting and use of other devices should be at a minimum
- Students may not use their devices to video, photograph, or use social media
- No food - Drinks with secure lids are allowed
- Be respectful of your peers
- You may not change clothes in the library bathrooms
- Students should work on academic assignments, AR, or reading or looking for a book

BOOKS AND FINES:

- Checkout period is 2 weeks with 2 possible renewals.
- You may check out 2 AR books at one time and up to 3 non-AR books.
- Book fines are 25¢ per day per book. If your fine reaches \$10 you will not be allowed to check out a book until the fine is paid. If your fine is 2 months old you will not be able to check out a book until the fine is paid, regardless of the amount due.
- If a student loses or damages a book, they will be charged a \$35 replacement cost.
- Fines not paid in the library will be sent to Blackbaud Tuition.

THE BULLDOG FAMILY

The Bulldog Family, as an administrative arm of GMC and under the direction of the GMC President as delegated to the principal, will serve as a fundraising group to aid, encourage and further the aims, programs and plans of the Prep School. The Bulldog Family will continue fundraising efforts with the football program ads, concessions, annual BBQ, as well as working with the Prep School on other fundraising endeavors.

SCHOOL MEALS

General - School regulations prohibit cadets/students from leaving campus during the school day; therefore cadets/students must eat lunch on campus. Students are prohibited from signing out of school for the sole purpose of going to purchase lunch off campus and then returning to school with their lunch. Students may bring their lunches to school if they do not wish to participate in the school prepared lunch program. Students who elect to bring their lunches should bring them from home in the morning. If a student forgets their lunch, it may be delivered to the front office by parents/guardians. Students are not authorized to order any type of food delivery to the school. Any deliveries to the school must be coordinated through a teacher for the express purpose of working lunch, special occasions, etc.

Conduct - Students/cadets are expected to maintain order and observe proper etiquette in the dining facilities.

GMC Food Service has a feature in which parents may add funds to their student's GMC ID card using their debit or credit card called Bulldog Bucks. The feature also allows parents to view balance information and access the transaction history on the account. This feature can be accessed at the following website <https://gmcpstudentlink.atriumcampus.com/> or via the Quick Links on **www.gmcprep.com**. Parents are asked to create their own log in to add money to their students' cards.

FIELD TRIPS/OVER NIGHT STAYS

The Student Handbook applies to all GMC sponsored events and all events where GMC is a participant in the event. All students must have written permission from their parent/guardian to go on any field trip or overnight stay sponsored by GMC. Students are responsible for arrangements to complete work missed during a field trip. A student may be prohibited from participating in a field trip due to disciplinary reasons. For non-whole class field trips, students, must meet the following criteria: no more than three hours of retraining, no more than five absences in the missed class for the semester, and cannot miss an academic class for which they are failing (below 70 average).

Students on field trips or any GMC sponsored activity that requires a hotel stay overnight must follow the rules and directions of the assigned chaperone/coach. This includes, at a minimum, student must be in hotel rooms before the assigned curfew time and must remain in rooms throughout the night and only leave that room in the event of an emergency. If a student needs to leave his/her room after curfew they must report immediately to the coach/chaperone room or to the hotel front desk. No student may occupy or enter the room of the opposite sex for any reason. Overnight trips where students have the opportunity to swim, all students are expected to wear appropriate swimming attire. Males must wear swim trunks. Females must wear full coverage one- or two-piece bathing suits. If a two piece is worn, a t-shirt is also required.

HEALTH SERVICES

PROFILES

Students with an injury that precludes them from wearing the Class A uniform or the ACU/OCP uniform may be authorized to wear the official red and black uniform during their profile period only. Illnesses or minor injuries typically do not prevent the normal wear of the Class A or ACU/OCP uniforms. For example, finger, wrist, or facial injuries and many extremity injuries do not prevent a student from wearing the uniform of the day. Ankle/foot injuries and the need for crutches don't arbitrarily warrant a uniform change. When the injury or medical device is such that the official red and black uniform cannot be worn, a black pair of sweat type pants with conservative tennis shoes may be worn. Health Services, in consultation, with the principal will determine the need for a uniform exception. Cadets on profile must keep a copy of the profile on them at all times. Cadet profiles will be inspected as part of morning formation procedures.

Students in grades k-12 must be physically able to participate in all of GMC Prep's physical requirements including but not limited to physical education classes, recess, physical training classes, military formation/drill/Parades/ceremonies, cardiovascular/strength training, and other strenuous exercise. If a student has a temporary physical constraint Health Services will provide a physical.

PHYSICALS

GMC requires ALL students (K-12) to have a current health physical on file. Physicals are valid for one year with the exception that any physical done after April 1 is valid until the end of the following school year. Health Services communicates with parents/guardians about physical expiration dates. All physicals must be kept up-to-date at all times during the school year. If an updated physical is not on file with GMC Health Services within two weeks of the prior physical expiring, students will not be allowed to attend school or participate in activities until an updated physical has been turned in to Health Services.

ELEVATORS

There are elevators located in all GMC buildings. Students are prohibited from using the elevator unless they have a profile from Health Services specifying the use of the elevator or are directed to do so by a teacher. A student with this specific profile may have only one other student ride the elevator with him/her if help is needed in carrying books/bags.

VISITORS TO CAMPUS

Students may not have visitors on campus during the school day except for parents/guardians and siblings who wish to join a student for lunch. Upon arrival on campus, all visitors must report to the front office to obtain a visitor's pass.

STUDENT PARKING

Students parking on campus are required to have a current and properly displayed parking pass, and are authorized to park only in parking spaces. Parking violations may result in fines, which will be posted to the students' accounts in the Resource Management office. Student parking permits are free of charge and must be obtained from the Discipline Secretary in Usery Hall. Permits expire at the end of May each year and must be renewed annually. Vehicles/parking lots are off-limits during the school day. If a situation arises which requires a student to visit his/her vehicle during school hours, the student must obtain permission from a school administrator. Failure to abide by this rule will result in demerits issued for being in an off-limits area.

CADET LEADERSHIP TRAINING

JROTC CADET LEADERSHIP CHALLENGE (JCLC)

JCLC is a week-long leadership camp that brings Cadets from schools throughout central Georgia together in one setting. The camp is both physically and mentally challenging. JCLC attendance and completion is mandatory for Cadets in Senior Leadership positions (G23). All JCLC attendees have priority for leadership positions for the following school year. Cadets must be physically fit, emotionally mature, medically qualified, have completed LET 1 and have an outstanding discipline record. A JCLC Order of Merit List (OML) will be established if we have more Cadets volunteer for JCLC than slots available. Priority will be given to upper class cadets. Cadets must meet the following criteria to attend JCLC:

1. A Cadet must volunteer to attend JCLC.
2. Have a valid school physical through the last day of JCLC.
3. Score 50 or higher on the Cadet Challenge Fitness Test.
4. Pass all classes that academic year.
5. Must have completed the LET 1 class
6. Have not been suspended from high school that school year.
7. JCLC OML uses the Leadership Position OML constructed during the 2nd semester of the school year.

CADET LEADERSHIP DEVELOPMENT COURSE (CLDC)

CLDC (Bulldog Blast Leadership Training) is scheduled annually prior to the start of school in order to train the incoming leadership on their duties, and to prepare for the first day of school. Attendance at the training is mandatory for all cadets in leadership positions. Failure to attend the training will result in a reduction in rank and removal from their leadership position. Funerals, Weddings, Graduations and family emergencies are grounds for being deferred from attending training but they must make up any missed training after school starts until complete. Any cadet requesting consideration for excusal from CLDC must provide a written request/justification to the SAI. CLDC is a school function and students must meet uniform and appearance standards on the first day or be subject to dismissal from the course.

DUAL ENROLLMENT

Students in grades 11 and 12 may have an opportunity to enroll in Dual Enrollment college classes at Georgia Military College. Enrollment in any Dual Enrollment college class is a privilege provided to students who are academically eligible and meet certain prerequisites. Students enrolled in DE must abide by the rules outlined in this student handbook. Students enrolled in DE classes are required to attend all morning formations prior to attending their DE class. If a student is late to school and misses formation, they must sign in at the Usery Hall Front Desk before attending their DE class.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students (over 18 years of age or attending a postsecondary institution) certain rights with respect to the student's education records.

These rights are:

- (1) The right to inspect and review the student's education records within 45 days after the school receives a request for access. Parents or eligible students should submit to the principal [or appropriate official] a written request that identifies the records they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. To request amendment of a student record, parents or eligible students should submit to the school principal a written request, specifying the part of the record they want changed and why it is inaccurate, misleading, or otherwise in violation of the student's privacy rights. If the school decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
- (3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that disclosure without prior written consent is authorized by FERPA and its implementing regulations at 34 C.F.R. § 99.31.

One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks. The district allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

- (4) You are also notified that from time-to-time students may be photographed, videoed, or interviewed by the news media at school or at some school activity or event.

The principal will take reasonable steps to control access to students by the media or other individuals not affiliated with the school or district. However, your submission of a written objection does not constitute a guarantee that your student will not be photographed, videoed, or interviewed, or that such information will not be posted on websites or social media sites not affiliated with the school or district or in circumstances which are not within the knowledge or control of the principal.

- (5) You have the right to file with the U. S. Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA.

- (6) The Georgia Student Data Privacy, Accessibility, and Transparency Act affords parents and eligible students the right to file a complaint with the school district regarding a possible violation of rights under O.C.G.A. § 20-2-667 or under other federal or state student data privacy and security laws.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that GMC Prep School, with certain exceptions, obtain parent/guardian written consent prior to the disclosure of personally identifiable information from your child's education records. However, GMC Prep School may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow GMC Prep School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook

- Honor roll or other recognition lists
- Graduation programs
- Sports or activity sheets, rosters and programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require GMC Prep School to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised us that they do not want their student's information disclosed without their prior written consent.

If you do not want GMC Prep School to disclose directory information from your child's education records without your prior written consent, you must notify the school annually in writing by September 30th or within 10 school days of an enrollment after the start of the student school year. GMC Prep School has designated the following information as directory information:

- | | |
|--|--|
| • Student's name | • Photograph |
| • Address | • Degrees, honors, and awards received |
| • Telephone listing | • Date of birth |
| • Weight and height of members of athletic teams | • Dates of attendance |
| • Electronic mail address | • Grade level |

Students wishing to report instances of alleged inappropriate behavior by teachers, administrators or other school employees towards a student shall do so utilizing the process established by the Georgia Professional Standards Commission. This shall not prohibit students from reporting the incident to law enforcement authorities. (The Georgia General Assembly in its 2008 session adopted this requirement for the Georgia Professional Standards Commission as amendment to O.C.G.A. § 20-2-751.7. That same legislation requires school systems to implement and follow the process so established by the Georgia Professional Standards Commission for reporting alleged instances of inappropriate behavior.)

TITLE IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education.

It reads: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX). Sex discrimination includes sexual harassment and sexual assault. Inquiries concerning the application of Title IX for students may be referred to the Principal, designated and trained as the Prep School's Title IX Coordinator.

UNIFORMS

ELEMENTARY SCHOOL UNIFORM

We begin teaching the uniform standards in the elementary grades and hold students responsible for being in the correct uniform and following all appearance guidelines.

Summer Uniform Summary (Aug., Sept., Oct., Nov., Dec., part of March, April, May) – Khaki shorts, skorts (for girls), or pants with short sleeve red GMC polo shirt, Junior Bulldog Sweatshirt, GMC Black Jacket

Winter Uniform Summary (Jan., Feb., part of March) – Khaki pants with short sleeve red GMC polo shirt or long sleeve red GMC polo shirt, Junior Bulldog Sweatshirt, GMC Black Jacket.

SHIRTS

- Short Sleeve Red GMC Polo (from Bookstore)
- Long Sleeve Red GMC Polo (from Bookstore)

Short sleeve red GMC polo shirts are acceptable all year with the red GMC long sleeve shirt optional when students are in the Winter Uniform. 2nd-5th grades are required to tuck their shirts in. It is encouraged in kindergarten and 1st grades. Students can wear short-sleeved white undershirts.

SHORTS/PANTS

- Khaki Straight Leg Pants that touch the top of the shoe
- Khaki shorts or skorts that are past the fingertips
- Belt that is solid black, leather-type dress belt with a simple gold or silver buckle. No grommets, cut outs, words, sparkles, etc.

All bottoms must be free of tears and stains. "Skinny", tight-fitting, or elastic ankle, jogger bottoms are not allowed. No cargo shorts or cargo pants. Belts are mandatory for 2nd-5th grades and optional for K and 1st. Students in Kindergarten and 1st grades unable to button/zip may wear elastic waisted bottoms. Skorts with no belt loops do not require a belt.

OUTERWEAR

- GMC Black Fleece or Rain Jacket (from the bookstore) with last name embroidered
- Red or black Junior Bulldog Sweatshirt (from the bookstore)

While in the Winter Uniform, students may wear a solid black winter knit cap when outside. The GMC fleece jacket, the GMC rain jacket, or the Junior Bulldogs sweatshirt may be worn at any time and is not dependent on the Summer or Winter uniform.

SOCKS AND SHOES

- Plain white, above ankle crew socks-No ruffles, lace, designs, sparkles, or logos on socks are allowed. Socks must be visible above the shoe.
- Black athletic shoes. Small white brand logos and white soles are allowed.
 - Any brand is acceptable if it meets expectations (no Converse, no Vans, or the like)

No high tops or "fashion" type shoes are allowed. Fashion type shoes would include sparkles, sequins, or other decorations. Shoes must have either a white or black sole. No other colors of logos or decorations are allowed. Shoes that have a Velcro- strap in lieu of white shoelaces are acceptable.

WATCHES AND JEWELRY

- **Watch** - band must be a neutral: brown, black, silver, gold, white, or gray. No "smart" watches are allowed.
- **Necklaces/Bracelets** - No necklace or bracelet can appear exposed.
- **Rings** - no more than two rings are allowed.
- **Earrings** - females only, one earring in lower portion of each earlobe. 1/4 inch in diameter or smaller and circular in shape. No flowers, hearts, dogs, or other designs. Gold, silver, pearl, diamond, or birthstone (some birthstones come in a square shape and that is ok as long as they are about the 1/4 inch size)

HAIR REGULATIONS

- **Boys** - Hair must be well kept and present a neat, natural appearance. It must be free of colors, dies, cutouts, lines, etc., and no twists, braids, faddish or Mohawk styles are permitted. The front of the hair should not fall below the eyebrows. The back of the hair should not fall below the top of the collar and the hair above the ears should not fall over the top of the ear.
- **Girls** - Hair must be well kept and present a neat, natural appearance free of colors, dies, cutouts, lines, etc. The back of the hair should not fall below the top of the belt line, and no faddish or extreme styles are permitted. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Females may wear braids if the braided style is conservative and lies snugly against the head.
 - **Hair accessories** - barrettes, pins, clips, beads must be in a solid color: red, black, white, gray, or transparent color. Beads should be minimal at the end of the hair and not at the scalp. Ribbons, headbands, and bows in the approved colors of red, black, and white – single, solid color is allowed. No sequins, glitter, beads, flowers or embellishments are allowed.

FINGERNAILS

- **Fingernail polish** - Females may wear fingernail polish. Earthy pastel colors only. Extreme/ bright shades such as purple, gold, blue, green, black, bright red, neon colors are not authorized. Sparkles and multi-colored, extreme designs are not permitted.

MIDDLE SCHOOL AND HIGH SCHOOL UNIFORM

Ownership - Military uniforms and equipment issued to and used by cadets in the Junior ROTC Program are the property of the United States Government - loaned under bond to Georgia Military College. If clothing and equipment issued to a cadet and signed for on the Cadet Clothing and Equipment Record is lost, it will require reimbursement to the U.S. Government at replacement cost.

General Maintenance - Uniforms require dry cleaning, laundering, or minor repair, such as replacement of buttons. This is the cadet's responsibility. Every effort is made to select a uniform that fits the cadet. Minor hemming or patch sewing shall be at the cadet's expense.

Cadets will purchase items from the GMC Bookstore for the Class A and Official Red and Black Uniform. The Military Property Custodian will issue certain items to High School JROTC Cadets based on funding from Cadet Command and availability. High School Cadets will be issued the following items of clothing and equipment at no cost:

- **Class A issue items let 1 and all new HS students (based on funding)**
 - Shoes, Black, Low Quarter
 - Insignia of rank (shoulder boards) (1 set LET 1's)
 - Black belt with brass tip
 - Brass belt buckle
 - Tie
 - Two JROTC patches
 - Note: HS students must have a JROTC patch sewn on the left sleeve of white dress shirts.

**** Note** this is a one-time issue for new cadets entering High School based on Army funding of the JROTC program. Replacement of worn or lost issue items will be the cadet's responsibility. Each year when a cadet is initially promoted, or if during the year is promoted, rank insignia is exchanged free. During the year, cadets are responsible for maintenance of the rank issued. If the insignia is lost or damaged, cadets are responsible for replacement purchase from the GMC Bookstore.

Uniform Accessories (Purchased Items)

Shoulder Cords - Shoulder cords may be worn by active members of the organizations listed below. Only two shoulder cords may be worn at one time. The order of precedence for the shoulder cords is as listed below. The highest cord will be worn on the left shoulder. Cords authorized include:

<u>Team/Organization</u>	<u>Cord Color</u>
National Honor Society	Gold
Color Guard	White
Drill Team	Red
Rifle Team	Brown
Spanish Honor	Red & Gold
Math Honor	Blue & Gold
Thespian	Gold & White
Junior Beta	Gold
Raider	Black
Rho Kappa	Royal Blue & White

Beret within the High School - The red beret with stiffener and flash, may be worn by active members of the Raider Team. The gray beret may be worn by active members of the Drill Team and Color Guard. If a cadet loses active membership for any reason, the beret is not authorized. The beret will be worn only with a Class A Uniform.

Tabs - Cadets who qualify for membership in the organizations listed below are authorized to wear the tab for that organization. Once awarded, the tab may be retained by the cadet regardless of active or inactive membership. Tabs will

be worn on the right front pocket of the Class A shirt. Order of precedence is as listed. Team and organizations authorized the tab include: color guard, drill team, rifle team, raiders and honor council.

Overseas Hat (Round) - Cadets in the rank of Sergeant First Class and above are authorized to wear the Overseas Hat. Officers = gold chin strap, NCOs/Cadets = black chin strap.

MIDDLE SCHOOL AND HIGH SCHOOL DAILY UNIFORM WEAR DESCRIPTIONS

Throughout the school year, cadets are scheduled to wear a particular cadet uniform prescribed by the Cadet Training Schedule. Uniform combinations are termed "Class A Parade", "Winter (Class A)", "Summer (Class A)", "Red and Black", "OCP" or "PT".

Class A Uniform

Class A (Summer)

Garrison cap or overseas hat
White short-sleeve shirt

Black belt

Brass buckle

Gray trousers

Black socks (solid and visible)

Black shoes

Class A (Winter)

Garrison cap or overseas hat
White long sleeve shirt

Black tie

Black belt

Brass buckle

Gray trousers

Black socks (solid and visible)

Black shoes

Class A Parade

Same as Class A uniform and includes
all awards and decorations
Female hair is always up in a tight bun.

Name tag, rank insignia, and all awards and decorations. Seasonal: Coat (male/female), black jacket, and black gloves. Class A shirts will be tucked into the trousers and "dressed" so as to present a neat trim appearance. The "gig-line" will be straight and belts and waistbands will be visible.

OCP Uniform

(HIGH SCHOOL students only)

Cadets will be issued the OCP uniform to wear consisting of the following items:

Headgear, OCP Top, OCP Pants, Tan Boots, Tan T-shirt, Tan Riggers belt, required patches, rank, and name tapes

Red and Black Uniform

The Red and Black uniform consists of the following items:

- Official red shirt with GMC logo/Crest, purchased from the bookstore and worn tucked in. A white, short sleeve T-Shirt will be worn under the red GMC short sleeve shirt. White t-shirt sleeves may not stick out of the sleeves on the red shirt.
- Black dress slacks that fit properly (not snug or tight) and are properly hemmed. All slacks will be at least 65% polyester (no cotton pants) black, straight leg trousers and will have belt loops. Bell bottoms, labels on the outside or outside pocket stitching, cuffs, flared, hip huggers, tapered and stirrup pants, jean cut pants and non-belt loop pants are not authorized. Jeans, regardless of style or color, are not dress slacks.
- Black military belt with brass buckle
- Black cadet uniform shoes
- Black socks (solid and visible)
- Seasonal: Coat (male/female), black jacket, and black gloves.

PE/PT Uniform

PE/PT

Red GMC PT shirt

Black PT shorts

Socks (black for HS)

Tennis Shoes

Outerwear

Students may wear the formation-approved, bookstore issued GMC Black Jacket with all uniforms. This is the only jacket that is allowed at formation. The Black Fleece and Rain Jackets will be phased out in school year 2025-26. When worn jackets must be zipped up approximately 3/4 of the way to the top and the sleeves must be down at all times. No other markings, patches, logos, etc., may be added to the jacket. The official school letter jackets may be worn by high school cadets who qualify through the GMC Prep School Athletic Letter policy. When worn, the jacket will be worn buttoned to at least three-fourth the length with the sleeves down.

2nd and 3rd BN JROTC CADET PARADE UNIFORM STANDARDS

Cadets are required to have the highest uniform and personal appearance standards for parades and will be inspected prior to all parades. The Class A Parade uniform must be complete, pressed, and serviceable with awards and accessory items, female hair up (in a tight bun), male short haircut and clean shaven, highly shined shoes, and a hat. Cadets may receive merits (outstanding appearance) or demerits based on the results of their inspection. Cadets who fail to meet a high level of uniform and personal appearance standards will be dismissed from the parade. Cadets may make corrections to their uniform and personal appearance and be re-inspected, if time permits, prior to the parade. Failure to pass re-inspection prior to the parade will prevent the cadet from participating in the parade. Failure to participate in the parade due to uniform and appearance deficiencies will result in an unexcused absence from the parade which includes 3 hours of Retraining.

Cadet uniform and personal appearance deficiencies that will prevent their participation in a parade include:

- Haircut or female hair not properly prepared or hair that prevents the correct wearing of the hat
- No Shave
- Extreme Nail Polish color
- Torn, Unserviceable, missing, or incorrect uniform items such as shirt, belt, pants, shoes, white t-shirt
- Excessively wrinkled or unserviceable uniform
- Missing accessory items worn on the shirt such as a nametag, no awards, no rank
- No black jacket (if required)
- No Tie (if worn)
- Unserviceable shoes
- Having unauthorized items to the parade formation such as a cell phones or protruding wallets or bracelets, clipboards, papers or writing tools.

CADET (6th-12th Grades) APPEARANCE

RESPONSIBILITIES

The discipline of the GMC Corps of Cadets is judged, in part, by the way in which the individual wears the uniform. Therefore, a cadet's neat and well-groomed appearance is a basic responsibility because it helps to build pride, self-discipline and esprit de corps, which is an important part of the Corps' effectiveness. It is the duty of Cadet Commanders to ensure that the cadets under their command present a neat military appearance.

The responsibility of the chain of command is to establish and maintain standards which are attainable, yet demonstrate adherence to a standard above that expected of simply wearing the cadet uniform. Specifically, the chain of command is directly and individually responsible for the appearance of cadets, as noted below:

Squad Leader. The squad leader is the first line supervisor and is responsible for the training, inspection, and appearance of the squad. The appearance of the squad reflects the Squad Leader's ability to motivate and lead.

Platoon Sergeant and Leader. The platoon sergeant and leader are jointly responsible for the training, inspection, and appearance of the platoon. The appearance of the platoon reflects their ability to motivate and lead squad leaders and individual cadets in their platoon.

First Sergeant, Executive Officer, and Company Commander (Company Command Group). The company leadership is responsible for the training, inspection, and appearance of the company. The commander sets the standard by example and holds his officers accountable for enforcement. The noncommissioned officers of the company enforce the standards established by the commander and conduct such training as necessary to instill within the company the motivation to exceed standards.

Command Sergeant Major, Executive Officer, Primary Staff Officers, and Battalion Commander. The battalion command group establishes the appearance standard by example and requires subordinates to meet or exceed established standards.

HAIR

Hair will be inspected daily. If hair does not meet standards, demerits will be issued until corrected. Students will be assigned an automatic hour of Retraining on the 3rd consecutive day for a hair infraction. An hour of Retraining will be assigned thereafter until corrected.

Males - The hair on top of the head will be neatly groomed, the length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair must conform to the natural shape of the scalp. Hair will present a tapered appearance and will not touch the ears, eyebrows, or touch the collar except for the closely cut hair at the back of the neck. Cut-outs, lines, designs of any type, or bowl haircuts are not acceptable. In all cases the bulk or length of hair will not exceed in length $\frac{1}{4}$ inch on the side and one (1) inch on the top or interfere with the normal wear of headgear. Sideburns will be neatly trimmed. The base will not be flared and will be a clean-shaven horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening. Males are not authorized to wear braids, cornrows, dreadlocks, twists/knots, high fades, or Mohawks.

The face will be clean shaven. A mustache is not authorized. During the school day, Cadets identified as needing to shave will be offered the opportunity to shave at Health Services. Cadets that refuse to shave will be sent home. Males must have a clean-shaven face at all times at school and participating in GMC activities outside of normal school hours.

If appropriate medical authority prescribes a shaving profile for a student, the length of the beard will not exceed $\frac{1}{8}$ inch. Students will keep all their facial hair growth trimmed to that level, but they are not authorized to shape the growth such as a goatee, lines, "Fu Manchu" or handlebar mustache. Cadets will receive demerits for not shaving.

Females - The hair will be neatly groomed. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or into the cadet's face and when worn down will be neat in appearance and will not fall below the natural waistline. Hair styles will not interfere with the proper wearing of military headgear. Cut-outs, lines, designs of any type, or two-tone hair color is considered an extreme style and is not authorized. Hair will be worn up in a tight bun (off shoulders/neck, out of eyes, behind ears) when prescribed by the uniform of the day. When worn up the hair will not extend below the bottom edge of the collar or hang down on the side of the face. Hair-holding ornaments (barrettes, pins, hair ties, small clips), if used with the Class A or OCP Uniform must be inconspicuously placed and will be in a solid color: black, brown, natural hair color, or transparent color. The use of hair-holding ornaments is for the sole purpose of ensuring a tight bun is maintained on the back of the head.

Females in OCP Uniform are required to wear their pulled back in a ponytail or up in a tight bun. Females in Red & Black uniform may also wear red ribbons and patterned ribbons in the approved colors (Red, Black, White). Beads, shells, or other ornamental items and headbands are not authorized for wear while in uniform. Females may wear braids and cornrows as long as the braided style is conservative and the braids and cornrows lie snugly on the head. Hair extensions that present such a large volume of hair that detracts from the uniform, prevents proper wearing of the headgear, or makes it impossible to place in a tight bun during Class A Parade is unacceptable. Any shorter hair styles where the hair length touches the collar, the hair must be pulled up on days those females are in Class A or OCP uniforms.

HYGIENE and TATTOOS

Cadets are expected to maintain good hygiene while in uniform. All blemish patches must be natural skin color. Tattoos are authorized except on the neck or facial area. Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body, as they are prejudicial to good order and discipline within the unit, the school, and the community. The principal retains the right to disenroll any student whose tattoo is such that it brings discredit to the Corps of Cadets or GMC Prep School.

JEWELRY

The wearing of a wristwatch, a medical bracelet, and not more than two rings is allowed with all cadet uniforms. Key chains or lanyards will not protrude from any pocket nor shall they be worn around the neck exposed. NO OTHER UNIQUE

BANDS, SUPPORT GROUP Bracelets, buttons or other non-military items are authorized. Religious wristbands must be approved by the SAI or the Principal.

WATCHES

Watches that are oversized, multicolored or detract from the uniform are not authorized. Watches and watch bands may ONLY be brown or black if leather or white or gray if plastic material or silver or gold color if metallic. See Electronics and Smart Watch Policy for Smart watch guidelines on page 44.

NECKLACES

No necklaces are to be worn with any uniform with the exception of a singular necklace with a religious medallion. In the case of a religious affiliated necklace, it must be tucked in and not seen while in uniform.

EARRINGS

Female cadets may wear one pair of screw-on, clip-on, or post-type earrings ONLY in their earlobe. Only earrings that do not exceed ¼ inch in diameter may be worn. When worn, earrings will be worn as a matched pair with only one earring per ear lobe. The earrings may be gold, silver, pearl, diamond, or birthstone only. Ear cuffs and gauges are not authorized. Clear plastic ear inserts may be worn in the ear lobe in place of the one set of earrings. Clear plastic inserts or earrings in other parts of the ear are not authorized.

Male cadets may not wear any type of earring or plastic (or other material) insert when in uniform, when attending any event sponsored by GMC, or when wearing civilian clothing on campus or on a school sponsored trip where the uniform is civilian clothing.

BODY PIERCINGS

All exposed body piercings (other than earlobes) are prohibited.

Any jewelry violation will be collected and labeled with student name. Student may pick up after school from the Assistant Principal. Demerits will be issued.

EYEGLASSES, CONTACT LENSES, SUNGLASSES

Conservative civilian prescription eyeglasses are authorized for wear with all uniforms. Eyeglasses that are trendy, or have lenses or frames with initials, designs, or other adornments are not authorized for wear. Cadets may not wear lenses with extreme or trendy colors, which include but are not limited to, red, yellow, blue, purple, bright green, or orange. Cadets will not attach chains, bands, or ribbons to eyeglasses. Eyeglass restraints are not authorized and Cadets will not hang eyeglasses or eyeglass cases on the uniform, and may not let glasses hang from eyeglass restraints down the front of the uniform. Tinted or colored contact lenses are not authorized for wear with the uniform. Sunglasses are not authorized for wear while in any cadet uniform.

FINGERNAILS

Cadets will keep their fingernails clean and neatly trimmed. Nail length should not extend more than ¼ inch beyond the tip of the finger regardless if the nails are natural or fake. Females may wear fingernail polish that is not exaggerated, faddish, or of extreme designs. Males may not wear fingernail polish. Sparkles, multi-colored, etc., finishes are not permitted. Fingernail polish if worn by females must be conservative, such as earthy pastel colors, and compliment the uniform. Extreme bright shades such as purple, gold, blue, green, black, red, neon or colors that do not compliment the uniform are not authorized. Exceptions may be granted by the Principal during Prom, Battalion Ball, and Theater production. In such cases a one-week (before and after the event) grace period is authorized to correct nail color.

MAKEUP

Female cadets may wear makeup when applied conservatively and in good taste. Males may not wear cosmetic makeup. Exaggerated or faddish cosmetic styles will not be worn. Lipstick may be worn with all uniforms as long as the color is conservative and complements the uniform. Extreme shades of lipstick such as bright red, purple, gold, blue, green, black, and white will not be worn.

UNIFORM

Appearance - Uniforms will be properly fitted, complete, clean, serviceable, and pressed as necessary. Cadets must exhibit an image that leaves no doubt that they live by a common standard and are responsible to good order and discipline. Cadets will ensure that when articles are carried in pockets, i.e., wallets, combs, and keys, these articles do not protrude from the pocket or present a bulky appearance. Cadets will not place any item except their GMC ID card in the pockets of the Class A shirt. While in uniform, personnel will not place their hands in their pockets except momentarily to retrieve carried objects. Uniforms will be kept buttoned, zipped, snapped; metallic devices such as metal insignia, belt buckles, and belt tips will be shined and will be free of scratches and corrosion; awards will be clean; and the entire shoe will be cleaned and shined. Trousers, slacks, and sleeves of shirts and blouses will be creased. Although some uniform items are treated with a permanent-press finish, some pressing is required to maintain a neat military appearance.

Fitting - Trousers will be worn with the lower edge of the waistband at the top of the hipbone. The front crease of the trousers will reach the top of the insteps and be cut on a diagonal line to reach a point approximately midway between the top of the heel and the top of the standard shoe in the back. The trousers may have a slight break in the front. No sagging is permitted regardless of the uniform of the day on campus or during any off-campus school activity.

Wear - Various cadet uniforms will be worn to military formations, during school and GMC sponsored events. The cadet uniform will not be worn while working at an off-campus job, or at any time when wearing the uniform would bring discredit upon GMC.

Headgear will be worn at all times with the cadet uniform, except when indoors, or attending an athletic event as a spectator. When the garrison hat is removed, it will be placed under the belt or waist band of the trousers. Cadet's first and last name will be placed inside the hat with a white or silver permanent marker.

If a cadet wears their uniform off the GMC campus it must be properly worn and complete at all times including headgear. When off campus, the black jacket and the black shoes are the only cadet uniform items that may be worn with civilian clothes. Students may receive demerits/appropriate discipline if uniform is not worn properly off campus.

JROTC Cadets are prohibited from wearing the Army uniform in the following situations: In connection with the furtherance of any political or commercial interests, or when engaged in off-duty civilian employment. Per Cadet Command Regulation 145-2 dated 1 February 2012.

COURTESY

GENERAL

Faculty and Cadets are expected to treat everyone with dignity and respect and be courteous to everyone at all times. Courtesy is nothing more than good manners and consideration in dealing with other people. In addition to normal courtesy, faculty and cadets are also expected to render proper military courtesy. Military courtesy differs from civilian courtesy only in the observance of practices that have become customs and traditions of the service. For example, all cadets are expected to initiate greetings to adults they meet on campus.

SALUTING AND GREETING WHILE IN UNIFORM

- Outdoors. Cadets will render the hand salute when given the command "Present Arms."
- Cadets will also render the hand salute any time the Colors pass by their location and any time they walk past the Colors located on Grant Parade. When passing by the Colors on the flag pole, cadets will salute when they are approximately six paces from the pole and hold their salute until they are approximately six paces past the pole.
- Greeting. All cadets will render the appropriate greeting of the day when passing by faculty members and the GMC leadership team. Before noon, cadets will greet the superior with "Good morning, sir/ma'am", or "Character above all, sir/ma'am." After 12 noon and before 5:00 pm, cadets will greet with "Good afternoon, sir/ma'am". After 5:00 pm cadets will greet with "Good evening, sir/ma'am."
- Indoors. Cadets do not salute indoors except when reporting to the president of a board. Individuals will, however, stand at attention when the Colors are presented or honors played indoors.

SALUTING IN GROUPS

- General. Only the faculty member in charge of a formation/cadets salutes. Individual cadets in a formation only salute upon the command of "Present arms."
- Outdoor Groups. On the approach of an officer senior in rank, a group of individuals not in formation is called to attention by the first person observing the officer. All come to attention, but only the faculty member in charge or who called the group to attention will salute and greet the officer.
- Games and Details. Individuals participating in games and members of details at work do not salute. However, if an officer approaches and addresses an individual cadet, the cadet will come to attention. The cadet will remain at attention, unless otherwise instructed, until termination of the conversation. At that time the cadet will carry on.

COURTESY TO THE NATION

When the "Star Spangled Banner" is played, cadets will stand at attention, face the flag (if one is visible), or the source of the music (if no flag is visible), and salute until the national anthem is completed. When the flag of The United States of America is raised or lowered, cadets will face the flag and salute until the flag has been completely raised or lowered. When the flag of The United States of America passes while carried by a color guard and uncased, cadets will stand at attention and salute when the flag is six paces away and hold the salute until the flag has passed away six paces. When cadets pass a color guard with Colors not cased, they will salute six paces prior to reaching the color guard and hold the salute until they have passed six paces beyond the color guard.

COURTESY TO ADULTS

Cadets should address all faculty and staff by their military rank if applicable; other adults should be addressed as Mr., Mrs., or Miss. Replies to questions and directions should be, "Yes (No) Ma'am" or "Yes (No), Sir." When an adult above the rank of Major enters a classroom, the highest-ranking officer/or first cadet to observe the guest will call the class to attention and the group will stand until otherwise directed.

CHARACTER AND VALUES

Any disciplinary system should be designed to reward exemplary behavior and to identify and correct substandard behavior. At Georgia Military College, we also want to develop character and focus the disciplinary system on improving the following virtues: Duty, Honor, Country, Loyalty, Self-discipline, and Respect for Others.

Character is the "true north" of Georgia Military College's moral compass and it is also the concept that embodies our Core Values, which are: Duty, Honor, and Country.

Duty describes a moral obligation--that is, the compulsion felt to meet one's obligations. Duty compels us to do the right thing at the right time, regardless of adverse consequences. It is a precursor to both discipline and obedience. Duty requires that we accept responsibility for our actions.

Honor is to treat or regard with great respect. It is the tribute we pay to virtue, the behavior showing high moral standards. To be a person of honor is to be pure and decent. The principle that calls on us to think, feel, and act honorably forms the foundation of the GMC Student Honor Code.

The third of our core values is Country. America is the greatest country in the world, founded on shared timeless principles such as those addressed in our nation's Constitution: Life, Liberty, the Pursuit of Happiness. By extension, the loyalty to country extends to our state, school, family and friends.

Self-discipline is the act of governing oneself for the sake of improvement. The ability to make yourself do things you know you should even when you don't want to. Be at the right place at the right time, wearing the correct uniform with your completed assignments.

Respect for Others is taking care of the common spaces and the environment. We should treat each other with dignity and respect.

THE HONOR SYSTEM

THE GMC HONOR CODE

"A cadet does not lie, cheat, steal, or tolerate those who do." These simple words provide the basis for a code of ethics designed to serve any young man or woman throughout their life.

PURPOSE

The purpose of the Honor Code is to foster a commitment to honorable living. It is a baseline standard of behavior to which all students are expected to adhere. However, as part of their moral ethical development at GMC, students are expected to go beyond this baseline and develop an understanding of the "Spirit of the Code." A student who has knowledge of a breach of the Honor Code, and who does not report the breach is himself guilty of a violation of the Honor Code (toleration).

GENERAL POLICIES (Definitions)

With a personal honor code, it is inconsistent to have a written set of rules to serve as the sole basis of determining honorable conduct. Any action detrimental to the honor of the Corps as a whole shall be considered a violation of the Code and shall be judged accordingly. The topics that follow serve only to elaborate on the basis of the Code: "A cadet does not lie, cheat, steal, or tolerate those who do."

- **Lying.** Lying is making an oral or written statement with intent to deceive another person for the purpose of personal gain or advantage.
- **Cheating.** Cheating takes place when a student attempts to attain academic credit through dishonest, disrespectful, irresponsible, untrustworthy, or unfair means.
- **AI.** AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.
- **Plagiarism.** Plagiarism is using the ideas and/ or work of another person, and representing those as one's original work. Plagiarism is cheating and a violation of the Honor Code.
- **Stealing.** Stealing is the taking of any property from the true owner with the intent of deprivation of ownership, use or benefit of the property.
- **Instigation.** It is a violation of the Honor Code for a student to attempt to influence another student to violate their honor.
- **Investigation.** A student involved in any Honor Court Investigation, Proceeding, or Hearing is certified to keep all such information completely secret. A breach of this secrecy is an Honor Code violation.
- **Malingering.** To claim continued/routine illness so as to avoid duty is a violation of the Honor Code.
- **Questioning.** Students will not be asked questions that will be the sole basis for determining guilt or punishment. Questions will be asked only when there is other sufficient information present to indicate an Honor Violation has occurred. Only questions to clarify a situation will be asked, not questions inviting self-incrimination. Students may elaborate on their answers and may ask for clarification of the questions they are asked.

REPORTING HONOR CODE VIOLATIONS

Any person at GMC (student, staff or faculty member) who determines that an Honor Code violation has taken place shall immediately report the violation to a faculty member or a member of the administration. The administration will conduct an investigation, and if a violation has occurred, the following penalties may be imposed:

ELEMENTARY SCHOOL HONOR VIOLATIONS

Penalties for Academic and Non-Academic Dishonesty for Elementary Students:

1st Offense: Lunch/Recess Detention

2nd Offense: 1 Day OSS

3rd Offense: 2 Days OSS

4th Offense: 3 Days OSS

5th Offense: Discipline Contract/Probation

MIDDLE SCHOOL HONOR VIOLATIONS

Penalty for Academic Dishonesty

Administration will determine penalty for academic honor code violations dependent on the violation. Penalties may include but are not limited to: retraining hours, retraining hours and reduction in points on assignment/assessment, zero on the assignment.

Penalty For Non- Academic Honor Code Violations

5 hours of Retraining

A 2nd offense will be assessed with 10 hours. Any subsequent offense will result in administrative action such as out of school suspension, Discipline Contract, or Discipline Hearing.

HIGH SCHOOL HONOR VIOLATION REPORTING/COUNCIL PROCEDURES

- Purpose and Function of the Honor Council. The primary purpose of the Student Honor Council is to conduct hearings on Honor Code violations involving Georgia Military College High School Students to create an atmosphere of honor. The hearings are held to determine the facts relevant to each Honor Code violation, whether a case should be dismissed as unfounded, to determine guilt or innocence, and to recommend for disciplinary action.
- Honor Council Composition. The Honor Council is composed of 12 members including a non-voting advisor. Elections will be held by the student body from selected members of the student body. Each class in the High School will elect three members with the faculty making the final approval. The Chairman of the Council must be a senior and is elected by the Honor Council Advisor. The Honor Council Faculty Advisor will be appointed by the principal and shall serve as the non-voting member of the Honor Council.
- Reporting Honor Code Violations. Any person at GMC (student, staff or faculty member) who determines that an Honor Code violation has taken place shall immediately report the violation to the Honor Council Advisor. The Honor Council Advisor will initiate the Honor Council proceedings by formally notifying the Chairman of the Council that a violation has been reported and requires investigation and further action as decided.
- Honor Council Proceedings (General). Honor Council proceedings are and will remain matters internal to GMC. Honor Council proceedings are administrative and no one except those specifically called to take part in Council proceedings will be allowed to sit in on the sessions including parents, friends and staff or faculty members. Students serving on, or appearing before, the Honor Council are required to treat what goes on during the proceedings and the decisions of the Council as privileged and confidential information. Council members may not discuss matters conducted by the Council with anyone outside the membership of the Honor Council. When the Chairman of the Honor Council is formally notified by the Honor Council Advisor that an Honor Code violation may have occurred, the Chairman will:
 - Appoint an investigating officer to discreetly investigate the alleged violation and within two days submit a recommendation to the Chairman as to whether the case should be continued or dropped.
 - If sufficient reason exists to continue, set a date, time and place for the Council to meet. Notify the Council and Faculty Advisor.
 - If sufficient reason does not exist to continue, notify the Faculty Advisor and the principal. The principal will notify the accused student that the matter has been dropped and all records have been destroyed.
 - Once a student has appeared before the Honor Council a verdict will be rendered. The Faculty Advisor will notify the Administration of the verdict immediately following the hearing. If the verdict is not- guilty, no further action is taken. If the verdict is guilty, the following penalties may be imposed:

Penalty for Academic Dishonesty

Administration will determine penalty for academic honor code violations dependent on the violation. Penalties may include but are not limited to: retraining hours, retraining hours and reduction in points on assignment/assessment, zero on the assignment.

Penalty For Non- Academic Honor Code Violations

10 hours of Retraining

Any subsequent offense will result in administrative action such as out of school suspension, Discipline Contract, or Discipline Hearing.

CODE OF CONDUCT/DISCIPLINE SYSTEM

GENERAL

The principal is the senior GMC official placed in charge of all High School/Middle School cadets and Elementary students. The President of Georgia Military College has made her responsible for maintaining good order and discipline within the entire school. She is also responsible for establishing cadet rules, regulations, policies, and procedures, and for maintaining cadet disciplinary records. The principal is responsible for maintaining a safe, disciplined environment conducive to learning.

Attendance at Georgia Military College Prep School is a privilege. Cadets enrolling in GMC Prep School are afforded at least two significant advantages that their peers in other schools do not have. First, the cadets have the opportunity to develop their leadership potential and learn, first-hand, the value of teamwork that results from working together within a military framework. Second, while the strong academic program develops the cadets' minds, the character education program, which includes the Corps of Cadets' organization, facilitates the elevation of character.

Our core values are Duty, Honor, and Country. We seek every opportunity to develop and refine these values in cadets. We also seek to foster self-discipline and respect for other people. Exemplary performance in these values is rewarded while deficiencies are identified and corrected. The purpose of rewards are to encourage both individual and team excellence while the purpose of corrective training or disciplinary action is to improve on character deficiencies.

By enrolling in Georgia Military College Prep School, students obligate themselves to obey the rules, regulations, policies, and procedures of the school and to conform to the disciplinary system described in this chapter.

GMC Prep School Administration may conduct unannounced school locker searches when they reasonably believe (reasonable suspicion) there may be contraband, illegal drugs, rule violation, or stolen property inside a locker. In addition, drug dogs may be used to search for contraband or illegal drugs during unannounced, random searches of school property and grounds (e.g. hallways, lockers, parking lots, unoccupied rooms or areas, etc.). GMC Prep School Administration may search privately owned vehicles that are parked on campus with the permission of the student or when contraband/illegal drugs/stolen property is in plain view. A GMC Prep School Administrator may conduct a search of a student if there is a reasonable suspicion that a crime has been or is in the process of being committed, or that a school rule has been broken.

ELEMENTARY SCHOOL DISCIPLINARY SYSTEM

K- 5th Grades

The disciplinary system in K-5 is tied to two GMC Prep discipline categories: Conduct Unbecoming and Dress Code Violation. Teachers issue codes based on the type of offense.

Level 1 Offenses

- Respect violations- excessive talking, not listening to others, loud in hallway/bathroom/cafeteria, not being kind in actions or words, physical contact
- Responsibility violations- not ready with materials, failure to turn in items, not finishing work, horseplaying, dress code violation
- Leadership violations- not following directions

Level 1 Consequences

Most Level 1 disciplinary issues are managed by the teacher in the classroom, and the process can involve any of the following separately or in combination as appropriate.

- Verbal Warning/Student Conference with Teacher
- Code in agenda to notify parent (parent must sign)
- Lunch/Recess Detention
- Loss of Privileges (Privileges include, but are not limited to class activities, field trip, after school clubs, Jr. Bulldogs, and after school theater practices.
- Student conference with Administrator

****Repeated codes could result in an "Office Referral" with parent contact and/or loss of privileges***

Level 2 Offenses

More extreme or persistent cases of misconduct will be managed by administration through an office referral process.

Level 2 Consequences After Office Referral

INFRACTION	DEFINITION	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE	5 th OFFENSE
Repeated Level 1 Respect Violations	5 of more respect codes in a day/ week	Parent Phone Call from Office	1 Day OSS/10 Code Letter	2 Days OSS/20 Code Letter	3 Days OSS	Discipline Contract/ Probation
Honor Code Violation	Lying, Cheating, Stealing	Lunch/ Recess Detention	1 Day OSS	2 Days OSS	3 Days OSS	Discipline Contract/ Probation
Inappropriate Language	Any form verbal or written of cursing, gestures, vulgarity, slurs	Lunch/ Recess Detention	1 Day OSS	2 Days OSS	3 Days OSS	Discipline Contract/ Probation
Threatening to Harm Others	Inflicting fear on others or making statements to harm others	3 Days OSS	5 Days OSS	Discipline Contract/ Probation		
Disrespect to Property	Causing, attempting, threatening to damage school or private property	Lunch/ Recess Detention	1 Day OSS	2 Days OSS	3 Days OSS	Discipline Contract/ Probation
Disrespect to Peer, Faculty, Staff	Verbal, written, or body language that instigates a negative reaction	Lunch/ Recess Detention	1 Day OSS	2 Days OSS	3 Days OSS	Discipline Contract/ Probation
Insubordination	Refusing to comply verbally or non-verbally	Lunch/ Recess Detention	1 Day OSS	2 Days OSS	3 Days OSS	Discipline Contract/ Probation
Fighting	Engaging in hitting, punching, or other physical altercation whether initiating or retaliating	3 Days OSS	5 Days OSS	Discipline Contract/ Probation		
Bullying	Engaging in repeated verbal, physical, emotional or threatening acts of bullying	3 Days OSS	5 Days OSS	Discipline Contract/ Probation		

All consequences may vary depending on the severity of the offense. Any level 2 offense is grounds for immediate suspension

Out of School Suspension/Repeated Offenses in Elementary School

Elementary students who are suspended may not participate in clubs, athletics, or other school activities during the suspension period. All assignments/tests missed during the period of suspension must be completed within 3 days of returning to school and at the teacher's convenience during the school day OR after school.

Elementary students suspended three or more times during a school year may be placed on probation via a Discipline Contract. He/she also may be placed on probation by the administration for committing a severe offense. If a student commits a level 2 offense or violates the Discipline Contract while on probation, he/she will be considered for further suspension and, in extreme cases, a recommendation to the President that the student be expelled from GMC Prep School.

MIDDLE SCHOOL AND HIGH SCHOOL DISCIPLINARY SYSTEM

Middle School and High School

The Georgia Military College Corps of Cadets is organized and administered in a manner common to military organizations. The Cadet Regiment is composed of Cadet Battalions and battalions are composed of Cadet Companies. Each company is further organized into Cadet Platoons and Cadet Squads. A Cadet Chain of Command is superimposed

over this organization and given the responsibility of insuring that good order and discipline prevail within the Corps of Cadets. Additionally, Junior ROTC officers, and Non-Commissioned Officers (NCOs), and other staff and faculty are responsible for guaranteeing the discipline and training within cadet battalions and companies. Cadets are expected to promptly obey the orders and follow the instructions of the GMC staff and faculty and the cadet chain of command. Obedience to orders includes fulfilling the intent of each order.

Cadets earn merits for exemplary behavior, performance, and service. Merits cancel out demerits on a one for one basis. Cadets earn demerits for violating cadet rules and school procedures. Most demerits are earned as a result of committing minor infractions such as uniform violations, problems with personal appearance, tardiness, etc. More serious violations may result in suspension, Discipline Contract, or referral to the Cadet Honor Council. If appropriate, the Principal may refer the case to the Disciplinary Hearing. A detailed list of violations and demerits assessed for each infraction is posted on the Plus Portal.

Retraining is assigned for each ten demerits accrued in excess of merits earned. Example: a balance of -10 results in 1 hour of Retraining, a balance of -20 results in 2 hours of Retraining, with pattern continuing for each set of 10. For each hour served in Retraining, 10 demerits will be removed from the cadet's record. The routine Retraining session for 6th -8th grades consist of but not limited to marching, counseling for student violations, and campus beautification. The routine Retraining session for 9th – 12th grades consist of marching. Non-marching Retraining is conducted for physically incapacitated cadets or during periods of inclement weather.

Each student's discipline account is detailed as a "Private Report" posting on Plus Portal. Access to the Plus Portal to view the "complete" discipline record MUST be done via a desktop or laptop computer. The current Plus Portal phone app does not provide a detailed summary of discipline or retraining assignments. Students are responsible for knowing when they are assigned retraining. If a cadet wishes to appeal any posting on his/her account, he/she must do so on the next school day following the date of the post. Demerits or hours given by faculty members may not be appealed. If a student feels that hours or demerits given by a faculty member are unwarranted, the parent/guardian of the student should set up a conference with the faculty member to discuss the situation. Faculty member determines resolution. Any infraction that is believed to be unjust or inaccurate must be disputed within 5 days of assignment to the portal.

Middle School Retraining

Middle School retraining begins at 3:30 pm and ends at 4:30 pm on Monday, Wednesday, Thursday and Friday. On Tuesday, Retraining begins at 6:30 am. Students assemble in the Usery lobby area. A Prep school faculty member conducts the Retraining session. It is the student's responsibility to check his/her Discipline Private Report on a daily basis. Students are expected to report to Retraining on the next school day following the date on the posting that denotes their Retraining hour(s). Excused absences are awarded for those cadets absent from school or excused by the Administration for illness, family emergency/illness, or after-school academic assistance. Student requesting an excused absence are expected to make the request to a school administrator prior to the start of Retraining. Academic assistance excuses (tutoring) require the student to provide a note signed and dated by the appropriate faculty member. The note must be immediately brought to the Retraining instructor in order to be excused. The Unexcused absences from Retraining will result in 2 additional hours being assessed.

High School Retraining

Retraining begins at 3:30 pm and ends at 4:30 pm on Monday, Tuesday, Wednesday, and Friday. Retraining begins at 6:30 am on Thursday. Students assemble in the North Brick area between Usery Hall and the Sibley-Cone Library. A military instructor or school administrator conducts the Retraining session. It is the student's responsibility to check his/her Discipline Private Report on a daily basis. Students are expected to report to Retraining on the next school day following the date on the posting that denotes their Retraining hour(s). Excused absences are awarded for those cadets absent from school or excused by the Administration for illness, family emergency/illness, or after-school academic assistance. Student requesting an excused absence are expected to make the request to a school administrator prior to the start of Retraining. Academic assistance excuses (tutoring) require the student to provide a note signed and dated by the appropriate faculty member. The note must be immediately brought to the Retraining instructor in order to be excused. After school employment is not an excuse for missing Retraining. The Unexcused absences from Retraining will result in 2 additional hours being assessed.

Excessive Hours

Cadets who accumulate over three (3) hours of Retraining will lose their extra-curricular activity privileges until their disciplinary obligations have been satisfied. For example, a player with excessive hours of Retraining is not allowed to practice, travel, or participate with the team until the disciplinary obligation is satisfied and the hours reduced to 3 or less. Furthermore, cadets over four (4) hours may not enter or utilize any athletic facility to play or practice on their own until they are at or below 3 hours.

Cadets who are suspended more than two times for any reason during a school year may be placed on a Discipline Contract. Violation of a Discipline Contract will result in a 10-day suspension pending a Disciplinary Hearing. The discipline hearing may recommend further suspension and, in extreme cases, recommend to the President that the cadet be expelled from GMC Prep School. If a student is referred to a Disciplinary Hearing for any reason and subsequently chooses to withdraw in order to avoid the hearing, they will forfeit any future opportunity to enroll in GMC Prep School. Cadets who continuously violate the Student Handbook and receive chronic demerits for unsatisfactory discipline may be placed on a Discipline Contract.

Immediate dismissal, suspension, or retraining hours may be awarded for certain offenses.

Procedure for Habitual/Chronic offenders of the Student Handbook and Code of Conduct:

In order to ensure cadets are not riding Retraining routinely the following procedure will be enforced:

10 hours – counseled by LTC Deason. Parent notified.

20 hours – counseled by LTC Deason and placed on a Discipline Contract. Parents required to sign contract.

30 hours –Suspended for up to 10 days pending a Discipline Hearing.

NOTE: The 10 cumulative hour threshold does not apply to a student who may have received 10 hours for an Honor Code violation (HS) or 5 hours for an Honor Code violation (MS) however these hours may be counted to determine the 10 or more cumulative threshold. A student will be provided the opportunity to walk off their hours in an Honor Code situation.

MERIT AWARDS/DEMERIT ASSESSMENTS

MERIT AWARDS (include but are not limited to):

- | | |
|------------------------------------|---------------------------------|
| ➤ Cadet Officer/NCO of the Quarter | ➤ Voluntary Service |
| ➤ Cadet of the Quarter | ➤ Voluntary Service (1 /2 hour) |
| ➤ Outstanding Appearance | ➤ Voluntary Service (1 hour) |
| ➤ Outstanding Performance | ➤ Blood Drive Merits |
| ➤ Special Projects (over 1 hour) | ➤ Saber Company |

VIRTUE DEFICIENCIES:

1. SELF-RESPECT

Dirty brass

Button/Collar infraction

Uniform items missing

Shoes/Boots Infraction

Dirty uniform item(s)

Hair violation Patches not sewn on properly

Jewelry infraction

No ID card

Poor military appearance

No hat

Belt buckle scratched

Conduct prejudicial to good order

Nail polish violation

Shave needed

No name in hat

*NOTE: Improper wear of uniform or missing items from required uniform are infractions in this category. Examples include but are not limited to: epaulets/awards/crest missing, wrong socks worn, wrong t- shirt/undershirt worn, wrinkled shirt, belt missing.

2. BEARING

Disturbance in the classroom

Profanity/Improper language

Inattention in classroom

Food or drink in an academic building

Public display of affection

Chewing gum

Fraternization with a college student
Abandoning formation/class
Defacing school property

Talking in class/formation
Conduct prejudicial to good order
Failure to salute properly dining hall, hallway, etc.

3. COOPERATION

Failure to follow instructions
Unprepared for class
Failure to sign in/out properly
Unauthorized use of cell phone
Improper performance of duty
Skipping class/formation/drill
Littering

Absence from 3:30pm Formation
Failure to prepare for class
Lock infraction
Sleeping in class
Unexcused absence from Parade
Absence from class or duty
Absence from drill/formation

Lack of responsible action
Neglect of duty
Conduct unbecoming of a cadet
In an off-limits area**

4. HONOR

Cheating
Copying a fellow cadet's assignment
Lying or misrepresenting the truth
Producing a false signature

Plagiarism
Stealing
Sharing inappropriate pictures/video via social media of one's self

5. PUNCTUALITY

Late to school, class, formation, duty, or any other requirement

6. RESPECT FOR OTHERS

Failure to heed summons
Disrespect to other cadets
Bullying
Inappropriate physical contact
Vandalism
Threatening another person

Disrespect to the U.S. Flag
Disobedience of orders Disrespect to faculty or staff
Insubordination to faculty or staff
Fighting
Hazing

Pulling fire alarms
Physical assault on faculty or staff
Sharing inappropriate pictures/videos via social media of others

****Off-Limits Areas-Students/cadets are not allowed in the following areas, except as noted:**

- On the top or outside surface of any building on campus.
- Football Field, except during scheduled authorized activities.
- When walking, any grass or dirt areas. Students/cadets must use the paved walkways.
- Any sidewalk area which surrounds the main block of the campus, except the area at the crosswalks to the Cordell Events Center.
- The areas surrounding the Sibley-Cone Library other than the sidewalk leading into its front entrance.
- Any parked automobiles/parking lot between 8:00 a.m. and 3:15 p.m.
- All campus facilities after dark except to attend an authorized scheduled event.
- The Press Box booth on Davenport Field, unless authorized by staff or faculty.
- The Miller Atrium and Growl Grab and Go except for the designated high school lunch period and from 3:15 to 3:45 on days the Canteen is open for business. Exceptions are made at other times for high school students who are also taking college classes at GMC Junior College as part of the Dual Enrollment program.
- The Miller Atrium afterschool except to use the Growl Grab and Go. No loitering in the atrium. Students may use the Growl Grab and Go but must immediately move to their next activity/location.
- Teacher Workrooms
- Prep students changing clothes in Boylan/Miller bathrooms after school.
- Students using parking lot side doors and front gate of Uesery Hall between 8:00 a.m. and 3:15 p.m.
- Students using Health Services to enter/exit building at any time without a medical reason.
- Students are not allowed in Kidd Center/Cordell after school unless they are directly supervised by a coach or faculty member.
- HS Students must be supervised at all times when inside the Prep School Annex or Jenkins Hall.
- In a restroom stall occupied with more than one person at a time.

OFF-CAMPUS BEHAVIOR

Cadets are considered representatives of GMC Prep School whether they are on-campus or off-campus. As such, any off-campus behavior of a student that results in a student being criminally charged with a felony and which makes the student's

continued presence at school a potential danger to person or property at the school or which disrupts the educational process will result in expulsion or referral to the Discipline Hearing.

RACIAL, RELIGIOUS, GENDER HARASSMENT

Georgia Military College Prep School has a zero tolerance for any racial, religious or gender harassment. This includes, but is not limited to, possession, wearing or the display of profane, vulgar or obscene material; profane, vulgar, obscene or insulting/hateful racial, religious, or gender comments or actions and harassment relative to a person's disability. Based upon the findings of an investigation, students will be punished for the first incident by being suspended for a minimum of one day and up to ten days and may be reduced in rank and removed from a leadership position. Subsequent offenses will result in more severe punishment.

FIGHTING

Fighting is unacceptable for any reason at GMC Prep School and will not be tolerated. A fight is defined as a physical altercation occurring between two or more students. The physical nature of a fight could include but is not limited to hitting, punching, slapping, poking, grabbing, pulling, tripping, kicking, and pinching.

Any student who engages in such actions as defined above will be suspended for up to 3 days. Any student who engages in a pre-meditated or pre-arranged fight on campus will be suspended for 5 days. Subsequent offenses will result in more severe punishment ranging from 10 days of out-of-school suspension, referral to the disciplinary hearing, or expulsion.

RECORDING A FIGHT

The act of recording/videoing a fight between other students is not permitted. If a student is caught recording a fight with their cell phones or computer the following disciplinary procedures will be followed:

- The phone/computer will be confiscated until the end of the school day at which time it will be returned to the student's parents upon their request.
- The video will be deleted from the cell phone/computer.
- Out-of-School suspension for 3 days.
- Any student who is caught forwarding or posting the video to other students/persons/on social media will be suspended out-of-school for 3 days.
- Subsequent offenses will result in more severe punishment ranging from 10 days of out-of-school suspension, referral to the disciplinary hearing, or expulsion.

LOCKERS and PERSONAL BELONGINGS (6-12)

Each cadet in grade 6-8 will be issued a lock and a locker. Each cadet in grade 9-12 will be issued a locker. Locks for 9-12 grades are issued at the request of the student. Only the school-issued locks are to be used on the lockers at all times, and they will be taken up at the end of the year. Failure to return the assigned lock will result in a \$10.00 replacement fee. If a student loses the school-issued lock a replacement may be purchased for \$10.00. Students are not allowed to change lockers without consent of the Administration. If a student has an issue with their locker, they should report it to the Admin office. The school is not responsible for any missing items and students are required to use the lock issued and to properly secure their lockers when they are unattended. Students should not loiter or congregate inside any locker bay that doesn't contain their assigned locker.

Students are not allowed to leave bags or personal items laying around the gym or in the entrance way and the halls of Usery Hall. Students have individual lockers assigned and should store ALL personal items in their locker.

Teachers/coaches at their discretion may allow students to store athletic/activity bags inside their classrooms. Book bags are not authorized to be worn during the school day except for moving to and from PE classes or Dual Enrollment classes. All bags must be returned to individual lockers upon return to Usery Hall. Bookbags are not allowed in the classrooms in Usery Hall.

FOOD IN PREP SCHOOL BUILDINGS

Students in grades 6th- thru 12th are authorized to bring a light snack into Usery Hall to be consumed in their classrooms from 9:50 – 10:00 am. Breakfast/Lunch or fast-food is not permitted inside Prep Buildings (except cafeteria) at any time without approval of the Administration. Students wishing to bring breakfast to school must report to Miller Cafeteria (6-12)

cafeteria and morning location (K-5) and dispose of food items before exiting. Water is the only authorized drink in all Prep School buildings and it must be kept in a bottle/cup with screw on or spill proof lid.

HEADGEAR

A “hat” or headgear is part of the Cadet Class A Uniform. Cadets are required to wear their headgear at all times as part of their uniform, any time they are outside. Headgear must be removed upon entering a building. Headgear should be tucked into the belt on the right hip when not worn so that it will not be misplaced or lost. Cadets authorized the Round Cap should hand carry the cap when not outdoors. Failure to wear headgear as required will result in the following violations during the semester (Infractions start over with a new semester):

- 1st offense – 10 demerits 2nd offense – 20 demerits 3rd offense – 30 demerits
- 4th offense – 1 Hour Retraining & future offenses – 2 Hours Retraining.

Any cadet who fails to wear the headgear during morning formation and is sent to the rear of formation for failing to have a hat will lose his/her uniform privileges on Friday of that week and will be required to wear Class A Parade. Cadets who do not comply with this rule will be assigned 3 hours of Retraining. This policy also applies to any cadet who fails to wear a tie at morning formation during winter uniform.

DRUGS/ALCOHOL/TOBACCO/VAPE

The use of drugs, vape products, alcohol, and tobacco are prohibited on the campus of GMC. The term “drugs” refers to all substances including, but not limited to, alcohol, prescription drugs, over the counter drugs, look alike drugs, inhalants, pills, tablets, capsules, and all other legal and/or illegal drugs or substances. Tobacco products include cigarettes, cigars, pipes, vape pens, vape juuls, vapor cigarettes and/or e-cigarettes. Students are not allowed to have lighters or drug related paraphernalia on campus. Any student caught with any type of tobacco product on campus or during off-campus school activities will be subject to a 10 day out of school suspension pending a Discipline Hearing. Any student caught in possession of, selling or attempting to sell drugs or alcohol on campus or during off-campus school activities will be subject to a 10 day out of school suspension pending a Discipline Hearing.

Prescription Drug Policy

Any student required to take medication at school must follow these procedures:

1. Medication must remain the prescription bottle.
2. The label must include the name of the individual to which the medication is prescribed.
3. Information regarding time medication should be taken and dosage amount.
4. All medication must be stored in the clinic and dispensed by the nursing staff.

A student may be subject to disciplinary action if he/she uses or allows someone else to use medication other than as prescribed above.

WEAPONS

Students are prohibited from having weapons or hazardous objects of any kind at any time on the campus of Georgia Military College. Possession or use of a weapon or dangerous instrument as provided for in Code Section 16-11- 127.1: A student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon. Weapons may include, but are not limited to:

The President of Georgia Military College has the authority and discretion to approve designated personnel to carry a firearm on GMC pursuant to Georgia Code 16-11-130.1. Only the President of Georgia Military College, the President’s designee acting in the President’s absence, has this authority.

Students who possess other weapons or hazardous objects will be subject to discipline as determined by the principal to be appropriate based on the seriousness of the offense, the age of the student and other relevant factors. The Prep School Administration reserves the right to decide regarding what is considered a weapon and what is not considered a weapon.

GEORGIA MILITARY COLLEGE DISCIPLINARY HEARING

Extremely serious cases of cadet misconduct may be referred by the Principal to the Georgia Military College Prep School Disciplinary Hearing. This board is empowered by the President of the College to examine the facts, determine guilt or

innocence, and make punishment recommendations of each case to the Principal of Georgia Military College Prep School. Expulsion from Georgia Military College is the most serious punishment the Disciplinary Hearing can recommend. Cadets are informed of the hearing via certified letter to the parent/guardian. The letter includes the time/date/location/Board Members, and reason for referral to the Discipline Hearing. Any referral to the Disciplinary Hearing is preceded by a 10 day out of school suspension (OSS). The hearing date will be set as early as reasonably possible and once that date is determined and the cadet appears before the hearing, the 10 days OSS is halted and the findings/determination of the board is presented to the Assistant Principal. Once the hearing is completed, the Assistant Principal will notify the parent/guardian within 24 hours of the results and determination. The student then has 48 hours following notification to submit a written appeal to the Assistant Principal. If the appeal is not granted by the Assistant Principal, the student may submit the written appeal to the principal. If a student withdraws in lieu of attending the hearing, the 10 days will remain in place until such time as the parent/guardian completes and signs the withdrawal notification.

CONDUCT REPORTS

MINOR VIRTUE DEFICIENCIES - CLASS I

In addition to corrective Retraining, Class I deficiencies may be assessed demerits or disciplinary service (retraining) depending on the frequency and specific circumstances.

Self -Respect (Appearance): Minor deficiency in the virtue of self-respect as evidenced by personal appearance problems includes minor uniform infractions, personal appearance, and personal hygiene and grooming.

Bearing: Minor deficiency in the virtue of bearing is evidenced by shortcomings in areas such as failure to salute properly, poor performance of duty, minor public display of affection, or other unacceptable behavior.

Cooperation: Minor deficiency in the virtue of cooperation is evidenced by shortcomings in areas such as improper performance of duty, not preparing for upcoming events, neglect of duty, failing to secure property, violation of pass/leave procedures, etc.

Honor: Honor deficiencies are never minor.

Punctuality: Minor deficiency in the virtue of punctuality is evidenced by shortcomings in areas such as tardiness.

Respect for Others: Minor deficiency in the virtue of "Respect for Others" is evidenced by shortcomings in areas such as excessive noise, vulgarity, littering, walking on grass, etc.

MAJOR VIRTUE DEFICIENCIES - CLASS II

In addition to corrective training, Class II deficiencies are more serious and warrant more stringent measures. For the following deficiencies, cadets may be assessed disciplinary service (retraining) depending on the frequency and specific circumstances.

Self-Respect (Appearance): Includes major uniform infractions, unprepared for inspection, inappropriate use of social media/cell phones, etc.

Bearing: Evidenced by shortcomings in areas such as conduct prejudicial to good order and discipline, fraternization between college cadets/students, etc.

Cooperation: Evidenced by shortcomings in areas such as abandoning property, failure to follow instructions, disobeying an order, failing to secure property, violation of restriction, dismissal from class, failure to prepare, insubordination, shirking duties, etc. This also includes any continual failure of the cadet to interact with peers, subordinates, or superiors in a normal manner, (i.e., whining or bickering.)

Honor: Evidenced by shortcomings in areas such as violating profile, violating off-limits area, falsely accusing another, etc.

Punctuality: Evidenced by shortcomings in areas such as being absent from one's place of duty.

Respect for Others: Evidenced by shortcomings in areas such as disrespect to national colors, disrespect to a fellow cadet, use of gross profanity, inappropriate use of social media/cell phones, etc.

SERIOUS VIRTUE DEFICIENCIES—CLASS III

Serious character deficiencies warrant special attention. Class III deficiencies indicate grievous character flaws and a complete disregard for good order and discipline. Behavior that manifests these serious deficiencies calls into question whether the cadet should be removed from the Corps of Cadets and/or expelled from Georgia Military College Prep School.

All Class III character deficiencies will be immediately brought to the attention of the Administration by anyone having knowledge of an offense. The Administration may assign appropriate punishment, retraining, or who may refer it to the Honor Council or the GMC Prep School Disciplinary Hearing. Serious character flaws include the following misconduct:

Self -Respect (Appearance): Major deficiency in the virtue of self-respect as evidenced by shortcomings in areas such as complete disregard for cadet uniform, refusal to groom oneself properly, refusal to participate in required activities, etc.

Bearing: Major deficiency in the virtue of bearing is evidenced by shortcomings in areas such as fraternization between college cadets and high school/middle school cadets.

Cooperation: Major deficiency in the virtue of cooperation is evidenced by shortcomings such as fighting and/or assault, possession of unauthorized weapons, pyrotechnics or explosives, etc.

Honor: Major deficiency in the virtue of honor is evidenced by shortcomings in areas such as lying, stealing, cheating, inappropriate use of social media/cell phones, etc.

Respect for Others: Major deficiency in the virtue of respect for others is evidenced by shortcomings in areas such as disrespect to staff or faculty, violation of sexual harassment policies, hazing, vandalism, inappropriate use of social media/cell phones, etc.

Other Offenses: These offenses include any violation of the Student Handbook, gambling, participation in gang-related activities or dress, violating drug & alcohol policies, an offense that discredits the Corps of Cadets, and other major disciplinary violations not listed above. ANY VIOLATION OF A CLASS III OFFENSE IS GROUNDS FOR IMMEDIATE EXPULSION. ONCE EXPELLED FROM GMC PREP THERE IS NO OPPORTUNITY FOR RE- ADMISSION.

Minor infractions may be handled by the individual faculty member. The Administration adjudicates major infractions. Serious infractions may be referred to the Disciplinary Hearing and, depending upon circumstances, result in expulsion and/or civil action. When notified of a major or serious offense, the school administration will investigate to determine the facts of the case and to identify any extenuating or mitigating circumstances.

Based on the nature of the offense and the classifications outlined above, one of the following actions will be taken at the discretion of the Administration.

- Take no action
- Dismiss the case as unfounded
- Assess demerits/hours
- Assign days of Out-of-School Suspension
- Refer the case to a Disciplinary Board

OUT OF SCHOOL SUSPENSION (OSS)

OSS is defined as a temporary, complete exclusion from school and activities. During OSS a student is banned from being on school property at any time during the suspension, including attending athletic or extra-curricular activities. OSS is imposed by an Administrator and may last several hours or several days depending on the offense. Typically, Class III offenses will result in OSS. The length of OSS is determined by the Administration. OSS begins once the Administrator imposes the suspension and expires at midnight on the final day of suspension. Students taking DE classes are permitted to attend the class but must leave campus immediately following the dismissal. After the second OSS for any reason, the student will be placed on a Discipline Contract or referred to a Disciplinary Hearing.

If a student is serving day(s) of Out-of-School Suspension, he or she is allowed to make up all work, including graded assessments. For Out-of-School Suspension, the student may make up work missed according to the following guidelines. It is the student's responsibility to check Plus Portals for all assignments. If additional work (handouts, etc.) has been distributed in class, a parent may pick up the work from the office. All work assigned during the suspension must be turned into the teacher no later than the day after the student returns to school. If a graded assignment was given during the days suspended, or is scheduled on the day a student returns, a make-up schedule will be coordinated between the student and teacher.

ANTI-BULLYING POLICY (K-12)

Georgia Military College Prep School believes that all students have a right to a safe and healthy school environment. We promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student/staff member/volunteer through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation.

Verbal/Non-verbal Threats/Bullying

Violation of this provision includes:

O.C.G.A. 20-2-751.4

As used in this Code section, the term "bullying" means an act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - b) Has the effect of substantially interfering with a student's education;
 - c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d) Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication

1. is directed specifically at students or school personnel,
2. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
3. creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

For purposes of this Code Section, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Verbal/Non-verbal threats/Cyberbullying:

In 2015, the Georgia General Assembly expanded the definition of bullying through House Bill 131, also known as "The End to Cyberbullying Act". HB 131 modifies the definition of bullying to include acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment. The use of any information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), personal web sites, online personal polling web sites, social networking web sites (such as Facebook, Instagram, Twitter, Snap Chat, etc.) to support deliberate, repeated, or hostile behavior by an individual or group that is intended to harm others. Cyberbullying includes but is not limited to: (1) harassing; (2) teasing; (3) defaming; (4) intimidating; (5) threatening; (6) sexting or (7) terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, website postings of blog postings.

- Authority to discipline for cyberbullying that occurs on campus or through the use of school technology: Any cyberbullying that occurs or is distributed through the use of school technology or on campus will be disciplined.
- Authority to discipline for cyberbullying that occurs off campus and not through the use of school technology: Cyberbullying that occurs off campus, not through the use of school technology, will be disciplined when it is

determined that such misconduct severely and substantially disrupts the educational process, the educational environment, interferes with the safety rights of another, or is a true threat to the orderly operation of school.

The policy prohibiting bullying is included in the student handbook and includes but is not limited to the following:

- Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to any adult or authority figure.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to a member of the administration. School staff members are expected to immediately intervene when they see a bullying incident occur.
- Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling to a school-sponsored activity and during a school-sponsored activity.
- Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. All students will be counseled as to what they did wrong, why it is wrong, and the consequences if it should happen again. Disciplinary action may include but is not limited to the following:
 - Loss of a privilege
 - Reassignment of seats in the classroom or cafeteria
 - Reassignment of classes
 - Out-of-school suspension
 - Expulsion

Georgia Military College is proactive in counseling and other interventions that will be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

The school shall keep a report of bullying and the results of an investigation confidential.

People witnessing or experiencing bullying are encouraged to report the incident to a member of the administration. The following actions will be taken when bullying is reported:

1. Investigate
Upon receipt of any report of bullying, the school will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School police, school counselors, and/or other support staff will be utilized for their expertise as determined by the circumstances of the matter.
2. Notify
At an appropriate time during or after the investigation, parents/guardians of the accused and the victim will be notified in writing. If the incident involves an injury or similar situation, appropriate medical attention will be provided and the parent/guardian will be notified immediately.
3. Discipline
Upon confirming that bullying has occurred, the accused student shall be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.
We will clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and will result in strong disciplinary action.
4. Follow Up
Follow up is important to the accused and the victim and we will provide after-care and follow up. The previously stated prohibition on retaliation will be reiterated to everyone.

Appeals Process

Written communication (email or formal letter) will be sent to the student with the findings of the investigation and the steps to appeal the process.

All requests for an appeal relating to an outcome consideration must be submitted in writing to the Chief of Staff within five business days of notification of the investigation decision.

Students/Guardian may appeal, but appeals are limited to the following;

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures).
- To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions imposed are substantially disproportionate to the severity of the violation or sanctions fall outside the range of sanctions the College has designated for this offense.
- The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. When any party requests an appeal, other parties privy to the original complaint will be notified and joined in the appeal. The party requesting an appeal must show that the grounds for the appeal request have been met, and the other party or parties may show the grounds have not been met, or that additional grounds are met. The original finding and sanction are presumed to have been decided reasonably and appropriately.
- Where the appeals panel finds that at least one of the grounds is met, and proceeds, additional principles governing the hearing of appeals include the following;
 - Appeals decisions are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/responsive action only if there is a compelling justification to do so.
 - Appeals are not intended to be a full re-hearing of the complaint. In most cases, appeals are confined to a review of the record of the original hearing, and pertinent documentation regarding the grounds for appeal. Appeals granted based on new evidence should be remanded to the original hearing panel for reconsideration. Other appeals may be heard by the three-member panel appointed by the Chief of Staff.
 - Sanctions imposed are implemented immediately unless the Chief of Staff stays their implementation, pending the outcome of the appeal.
 - All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision. The recommendation of the appeals committee, along with the recommendation of the Chief of Staff, are forwarded to the President for final decision.
 - Once an appeal is decided, the outcome is final: further appeals are not permitted.

PARADES, CEREMONIES & COMMAND RETREATS

Military parades, ceremonies, and command retreats are scheduled throughout the school year. Attendance at these scheduled parades, ceremonies and retreats is mandatory for all cadets. The dates and times for most of these events are listed on the school calendar but additional events may be scheduled and the dates and times may be adjusted. Up-to-date information on Parades, Ceremonies and Command Retreats is available on our Plus Portals. Failure to attend an official parade, ceremony or command retreat will result in three retraining hours. Funerals, weddings, graduations and family emergencies are grounds for excusal from attending a parade or command retreat. Any cadet requesting consideration for excusal from a parade or command retreat must provide a written request/justification to the SAI or MSML at least 72 hours prior to the day of the parade, ceremony or command retreat.

SENIOR PRIVILEGES

Senior privileges are requested in writing by the Senior Class leadership to the principal for review and approval. They typically differ with each Senior Class based on collective desires of the class leadership. Seniors who have a current Retraining balance for any reason may not participate in Senior Privileges until the account balance is satisfied. Participating in Senior Privileges is a PRIVILEGE; a student who does not abide by the rules will lose the privilege as determined by administration.

Walking at graduation commencement is a privilege, not a right. Seniors must satisfy their Retraining obligations or they will be denied the opportunity to participate in the graduation proceedings. All uniform and grooming standards must be followed to participate in the graduation ceremony.

ELECTRONICS/ SMART WATCHES

GMC Prep School is committed to ensuring an un-obstructed learning environment for all students, staff, and faculty. Our cell phone policy provides opportunities for students in grades 6-12 to communicate with parents/guardians under certain limited conditions while at school between 7:40 am and 3:15 pm. Students are not authorized to use their cell phones to record inappropriate videos on campus while in uniform and post to personal social media accounts. Students misrepresenting GMC values via social media will be assessed appropriate disciplinary action.

ELEMENTARY SCHOOL

K-5th grades-- Electronics/Cell phones/Smart Watches are not permitted at school.

MIDDLE SCHOOL

6th – 8th Grades: Cadets may bring electronics or Smart watches to school. All electronics must be placed in their lockers before first formation and must remain in their lockers throughout the school day. Cadets may check their phones in between classes at their locker (defined as arms-length from their assigned locker) but they must remain in their locker. If a cadet needs to make a call during the school day, he/she needs to report to the Admin office. With prior approval from Administration, a teacher may allow phones to be brought to class for specific activities. Cadets must return phones to locker directly after that class period is over.

HIGH SCHOOL

9th thru 11th Grades: Cadets may bring electronics or Smart watches to school. All electronics must be placed in their lockers before first formation and must remain in their lockers throughout the school day. Cadets may check their phones in between classes at their locker (defined as arms-length from their assigned locker) but they must remain in their locker. Cadets are allowed to bring their cell phones to their designated lunch period. If a cadet needs to make a call during the school day, he/she needs to report to the Admin office.

12th Grade: Cadets may bring cell phones or Smart watches to school. Phones/watches may be used throughout the day when not in class/assembly. When in class, phones must be placed in the shoe tree (or other teacher designated location) upon entering the classroom. Smart watches are to be treated the same as phones. Phones may be used with teacher permission for academic purposes only. If a cadet needs to make a call during the school day, he/she needs to report to the Admin office.

1st Offense: Electronics confiscated. Student may pick up after school from the Assistant Principal.

2nd Offense: Electronics confiscated. Parents notified and parent may pick up phone from the Assistant Principal at their convenience. (Student may not have phone the rest of the day if a parent picks up before end of school day).

3rd Offense: Electronics confiscated. Parent notified and parent may pick up phone from the Assistant Principal at their convenience. Student placed on a 30-day electronics suspension.

4th Offense: Electronics confiscated. Parent notified and parent may pick up phone from the Assistant Principal at their convenience. Student placed on a 30-day electronics suspension after return from 1 day OSS.

5th Offense: Electronics confiscated. Parent notified and parent may pick up phone from the Assistant Principal at their convenience. Student placed on a 30-day electronics suspension after return from 3 day OSS. Student placed on Discipline Contract.

6th Offense: 10-day OSS pending Discipline Hearing.

EARBUDS/HEADPHONES/EAR PODS

Ear buds/earphones/ear pods (that fit snugly inside the opening of the ear and do not cover the ear) are allowed at school and may be worn while inside the classroom at the teacher's discretion for academic purposes only. Earbuds may also be worn while sitting at the study tables on the first floor of Usery Hall. Ear buds/earphones/ear pods may not be worn, hung around the neck, or visible while moving from one location to another either inside or outside. Head phones of any kind are prohibited. Faculty are authorized to confiscate Ear buds/earphones/ear pods and turn in to the Admin Office. Any Ear buds/earphones/ear pods violation is considered a cell phone violation and applicable penalties will be enforced.

DRESS DOWN/SPIRIT WEAR DAYS

Dress Down Days are determined by the Administration throughout the school year. They typically coincide with fundraising activities or special events. During Dress Down Days students may wear jeans (any color), khaki pants, slacks, or appropriate athletic pants. No pajamas pants, no shorts, no leggings. Jeans/pants may not have rips, holes, tears, frays, or cuts and must be in good repair. A GMC or Class T-shirt is worn on Dress Down Days. Shirts may be worn untucked. If a hoodie or sweatshirt is worn, it must be GMC.

Spirit wear days are designated for special occasion such as Homecoming, Halloween, etc. Specific dress guidelines are provided prior to the spirit wear days. Students choosing not to participate in the spirit wear day/costume of the day MUST conform to the dress down day rules in the preceding paragraph.

GMC FOUNDATIONS

CADET REGIMENTAL ACCOLADE AND MOTTO

The purpose of the accolade is to remind cadets that Character is paramount and Duty, Honor, and Country are values worth living.

The Regimental Commander initiates the Regimental Accolade at Cadet Regiment assemblies, when appropriate. Commanders at all levels of command within the Regiment may call for the Regimental Accolade whenever they think appropriate. The Regimental Accolade is called for during daily morning formations, parades, and formal retreat ceremonies.

Commander	"Prepare for the Regimental Accolade!"
Cadets in Unison	"Character Above All Sir/Ma'am!"
Commander	"Three Words to Live By!"
Cadets in Unison	"Duty, Honor, Country, Sir/Ma'am!"

CADET MOTTO

"Character Above All!" Cadets are expected to know the motto and use it when greeting Georgia Military College officers, staff, and faculty in uniform.

DISTINCTIVE UNIT INSIGNIA

Georgia Military College's Distinctive Unit Insignia is commonly called the "unit crest" and represents our heritage. The United States Army's Institute of Heraldry approved the crest on February 7, 1964.

The ivy leaves represent a school of higher learning and allude to students' academic achievement.

Opera Cum Fidelitate is Latin for "To Work (or Serve) with Fidelity." Service to others is an indicator of good character.

The wall running diagonally from upper-left to lower-right represents the ramparts of the gates to Georgia Military College.

The Star represents the recognition of Georgia Military College as a National Military Honor School by the Department of the Army. Red and black are our school colors.



GEORGIA MILITARY COLLEGE ALMA MATER AND CADET PRAYER

ALMA MATER

The Alma Mater is the anthem of Georgia Military College. Singing or reciting the anthem is but one more way for cadets to bind themselves to the traditions of our college

*O'er the hills of dear old Georgia Loyal all are we,
Year by year go marching onward Cheering GMC*

*Hail to thee, our Alma Mater, May thy cause prevail,
And thy name fore'er be honored...
GMC all hail!*

*'Neath thy portals visions splendor Fills with hope the soul,
And life of valiant service*

Thou hast made our goal.

*Hail to thee, Our Alma Mater, May thy cause prevail,
And thy name fore'er be honored...
GMC all hail!*

*When we from thy halls have parted And life's battles won,
Thy great spirit shall inspire us Til eternal dawn*

*Hail to thee, Our Alma Mater, May thy cause prevail,
And thy name fore'er be honored...
GMC all hail!*

CADET PRAYER

Almighty God, General of all life's forces, Commander of nature, we praise Thy holy name.

Visit Thy presence upon us and all former GMC cadets.

Reinforce us in our quest for knowledge, integrity, and leadership.

Instill in us humanitarianism and bless our enemy whoever he might be.

Extinguish from our daily lives greed and envy, and make us champions of right and ladies and gentlemen of honor.

*May we glorify Thy name in victory and be courageous in defeat. Help us ever to think first of our comrades, and secondly
of ourselves, and always of Thee.*

Guide our footsteps and cleanse our minds.

May we be first in the service of our country and first in Thy service.

Lead us, O Lord, that we might lead.

Amen