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2011-2012 School Calendar

- August 3rd – First day of school for students
- September 5th – Labor Day Holiday for All
- October 10th – Columbus Day Holiday for All
- October 22nd – Alumni Parade
- October 30th – President’s Parade
- November 11th – Veteran’s Day Parade
- November 23rd – 27th – Thanksgiving Holidays
- December 7th, 8th, 9th – Half days and Exams
- December 12th – January 2nd – Christmas Break for All
- January 3rd – Professional Day for Teachers (Student Holiday)
- January 4th – Students Return from Christmas Break
- January 13th – Martin Luther King Ceremony
- January 16th – Martin Luther King Holiday for All
- February 17th – President’s Day Parade
- February 20th – President’s Day Holiday for All
- March 9th – Military Honors Parade
- March 12th – Professional Day for Teachers (Student Holiday)
- March 30th – Health and Wellness Parade
- April 1st – April 8th Spring Break for All
- April 20th – Academic Honors Parade/ Grand Tattoo
- May 11th – Mothers Day Parade
- May 14th – Snow Day – Holiday for All if not previously used
- May 18th – Memorial Day Parade
- May 23rd, 24th, 25th – Half Days and Exams
- May 25th – Last Day of School for Students
- May 25th – Graduation
CHAPTER 1
GEORGIA MILITARY COLLEGE HISTORY

Milledgeville was founded in 1804 for the specific purpose of serving as the capital of the State of Georgia. Capital Square, the site for the legislative building (now known as the Old Capitol Building), was located on a rising eminence overlooking the Oconee River. Architects Smart and Lane designed the building in the Neo-Gothic style in order to emphasize the serious business of government. The basic design has remained unchanged despite fires that destroyed the Old Capitol Building in 1880, 1884, and 1941.

Within the walls of the Capitol Building some of the greatest debates in Georgia's history took place, including those surrounding tariffs in 1830 and Secession in 1861. During the Civil War, the Capital served as headquarters for the Georgia militia until Union General William T. Sherman captured the city of Milledgeville in 1864. General Sherman's forces occupied the capital grounds and held a mock session of the Georgia Legislature in the Capitol Building.

Following the Civil War, the Georgia State Capital was moved to Atlanta, mainly because of its railroad facilities. Yet, the importance of the old legislative Capitol building did not diminish.

Georgia Military College was created in 1879 by an act of the Georgia General Assembly “To educate young men and women from the Middle Georgia area in an environment that fosters the qualities of good citizenship.” The General Assembly intended to establish the school as a unit of the slowly forming University of Georgia System. State property in Milledgeville, at the site of the seat of government for the State of Georgia from 1807-1868, was loaned to the University of Georgia by the Act of 1879, and the Board of Trustees of the University of Georgia was given veto powers by this Act over the acts of the local Board of Trustees of the new institution. The school was originally called Middle Georgia Military and Agricultural College. The Old Capitol Building, then as now, was the main college facility and sat on the highest point within the Milledgeville city limits. In 1880, the school's first session opened with 219 male and female students. This class was guided by the school's first president, Doctor W. M. Dudley.

The College was founded in an era when what we now consider public education throughout the South was practically non-existent. It was the desire of the Georgia legislature to take some step to correct this lack of educational opportunity. The word, "College," as applied to the institution, was, perhaps, not quite accurate. The school began as what would now be termed a high school. However, its curriculum included subjects far beyond the scope of the high schools of today, making it possible for Georgia Military College graduates to enroll with advanced standing in the University of Georgia and other institutions of higher learning. The Georgia General Assembly created the new school to offer preparatory instruction that would enable graduates to enter higher classes at the University of Georgia, to give training in agriculture and mining, and finally, to train teachers.

The name of the school was changed to Georgia Military College in 1900. Legislative acts of 1920 and 1922 severed the relationship with the University of Georgia and gave the local Board of Trustees total power over the operations of the school. In 1930 the official addition of a junior college division to the College-preparatory secondary school finally justified its name. In 1932 the school became an Honor Military Academy. In 1946, the United States Army gave Georgia
Military College the rating of Military Institute. In 1950, the War Department designated the institution a "Military Junior College." Today, it is one of only five military junior colleges remaining in the U.S.

The signature gates to the campus were constructed in 1867. Main Barracks, then known as New Barracks, was completed in 1897. In 1922, the parade ground was named Davenport Field for Cadet Wyatt Davenport, who was fatally injured on the field during a baseball game in April 1922. The American Legion and other town groups built a wall around the field and added replicas of the campus’s north and south gates. Vinson Hall was constructed between 1939-40 and was named for Carl Vinson, a Milledgeville resident and a member of the Class of 1900, who later became a member of Congress.

The Georgia Military College of today is a two-year, multi-site, college and high school/middle school. It is a co-educational public institution, operating under the direction of a publicly elected Board of Trustees. The College, in part by design and in part by serendipity, has come to match its name by operating five junior-college Distance Learning Center campuses on, or in close proximity to, military installations throughout Georgia while continuing to maintain a Corps of Cadets at the tradition-rich Milledgeville campus.

Georgia Military College has contributed many brave men and women to the Armed Forces of our nation since the college's creation. Alumni of the college have served gallantly and honorably in all major military conflicts and military engagements. Graduates have also served honorably and with great distinction in the fields of business, education, government, public service, and law enforcement. We have every right to be proud of the history and traditions of our Alma Mater and those who have gone before us.
CHAPTER 2
GEORGIA MILITARY COLLEGE PREP SCHOOL MISSION

The mission of Georgia Military College is to produce educated, contributing citizens by providing its middle and high school students an inclusive college preparatory curriculum and its college students a liberal arts based two-year undergraduate curriculum in an environment conducive to the holistic development of the intellect and character of its students.

GMC Preparatory School Mission Statement

The mission of GMC Prep is to graduate educated, contributing citizens by providing our students an inclusive college preparatory curriculum in an environment conducive to the holistic development of the intellect and the elevation of character.

GMC Preparatory School Beliefs

At GMC Prep School:

• 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 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 Preparatory School Motto

“Develop the intellect; elevate the character.”
CHAPTER 3
ADMINISTRATIVE ORGANIZATION

ORGANIZATIONAL DIAGRAM

PRESIDENT, GMC

Acting for the Board of Trustees, the President is responsible for the administration of the institution. He has the authority to suspend or modify any portion of this regulation or to publish special regulations or instructions when he considers it necessary. He exercises final authority in matters concerning the management, training, and discipline of the Corps of Cadets.

PRINCIPAL

The Principal is responsible for the administration, instruction, and discipline within the High School/ Middle School. The Principal has the authority to suspend or modify any part or portion of this regulation that pertains to the cadets. These duties may be delegated to the Assistant Principal.
CURRICULUM DIRECTOR

The Curriculum Director is responsible for coordination and implementation of the Instructional and Testing Programs for the Middle and High School and the technological resources that support them.

STUDENT SUPPORT DIRECTOR

The Student Support Services Director is responsible for the coordination and compliance of Section 504 – Americans with Disabilities Act and IDEA – Individuals with Disabilities Education Act.

COUNSELOR

The Counselor is responsible for Counseling Programs in the Prep School. Counseling Programs support the Academic, Behavioral, and Social-Emotional needs of all Middle School and High School students.

ATHLETIC DIRECTOR

The Athletic Director is responsible for scheduling, equipping, and facility programming for all athletic events. The Athletic Director ensures qualified and motivated personnel produce an athletic, physically fit and competitive student body.

SENIOR ARMY INSTRUCTOR (SAI)

The SAI is responsible for the management of the High School Junior ROTC program. He is the Chief Instructor of the High School JROTC unit and is responsible for Assistant Instructors who shall be assigned or hired to present instruction within the High School JROTC Department.

MIDDLE SCHOOL MILITARY INSTRUCTOR (MSMI)

The MSMI is responsible for developing, organizing, and implementing the Middle School Cadet Program. He is the primary drill instructor and chairman of selection boards for the Middle School Cadets.
CHAPTER 4
ACADEMICS

6th – 8th Grade Curriculum

<table>
<thead>
<tr>
<th>6th Grade:</th>
<th>7th Grade:</th>
<th>8th Grade:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts*</td>
<td>Language Arts*</td>
<td>Language Arts*</td>
</tr>
<tr>
<td>Math**</td>
<td>Math**</td>
<td>Math **</td>
</tr>
<tr>
<td>Earth Science</td>
<td>Life Science</td>
<td>Physical Science</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Social Studies</td>
<td>Georgia Studies</td>
</tr>
<tr>
<td>P.E. / Health</td>
<td>P.E. / Health</td>
<td>P.E. / Health</td>
</tr>
<tr>
<td>Exploratory</td>
<td>Exploratory</td>
<td>Exploratory</td>
</tr>
<tr>
<td>Enrichment</td>
<td>Enrichment</td>
<td>Enrichment</td>
</tr>
</tbody>
</table>

*Advanced courses in 6th, 7th, and 8th grade English are offered to qualifying students.

**Accelerated courses in 6th and 7th grade Math are offered to qualifying students. These courses cover 1 ½ years of content and result in the student beginning his/her high school math requirements by taking Math 1 in the 8th grade.

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High School Graduation Requirements

<table>
<thead>
<tr>
<th>English (4 Units)</th>
<th>Math (4 Units)</th>
<th>Science (4 Units)</th>
<th>Soc Studies (4 Units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Required</td>
<td>*Required</td>
<td>*Required</td>
<td>* Required</td>
</tr>
<tr>
<td>English I*</td>
<td>Math 1 OR</td>
<td>Biology*</td>
<td>World History*</td>
</tr>
<tr>
<td>English II*</td>
<td>Acc Math 1</td>
<td>Physical Science**</td>
<td>American History</td>
</tr>
<tr>
<td>English III or AP Language</td>
<td>Math 2</td>
<td>Chemistry*</td>
<td>or AP Amer Hist*</td>
</tr>
<tr>
<td>English IV or AP Language</td>
<td>Acc Math 3</td>
<td>AP Bio or Physics**</td>
<td>Economics*</td>
</tr>
<tr>
<td>Dual Enrollment</td>
<td>Math 4 or AP Calculus or AP STAT</td>
<td>**Human Anatomy</td>
<td>American Govt</td>
</tr>
<tr>
<td></td>
<td>AP Statistics</td>
<td>**Physical Science or Physics is required</td>
<td>or Dual Enrollment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Foreign Language</th>
<th>JROTC</th>
<th>Health/PE (1 Unit)</th>
<th>Fine Arts/Humanities/Technology (1 Unit)</th>
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</thead>
<tbody>
<tr>
<td>(2 Consecutive Units)</td>
<td>LET I</td>
<td>Health (1/2 unit)*</td>
<td>Music Apprec (1/2 unit)</td>
</tr>
<tr>
<td>Spanish I and II</td>
<td>LET II</td>
<td>Phys Ed (1/2 unit)*</td>
<td>Comp Applic (1/2 unit)</td>
</tr>
<tr>
<td>French I and II</td>
<td>LET III</td>
<td></td>
<td>or Dual Enroll (1/2 unit)</td>
</tr>
<tr>
<td></td>
<td>LET IV</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advanced courses in 9th and 10th grade English are offered to qualifying students. 10th grade Advanced English is a prerequisite for AP Language.

Accelerated courses in HS Math are offered to students who completed the prerequisite accelerated middle school program.

All students must take a Physical Science course in High School. Qualifying students may enroll in Physics to satisfy this requirement.

Courses designated as AP satisfy the requirements of the CollegeBoard’s Advanced Placement program.

Qualified GMC Prep School Seniors may choose to participate in the Dual Enrollment (ACCEL) program by enrolling in college courses offered through GMC Junior College. The cost for the program is covered by Georgia’s HOPE scholarship plan.
COURSE CREDIT

To receive credit for any course, a student must fulfill certain requirements:

- Successfully complete the academic requirements of the class (70 or better average on tests, completion of required activities such as projects, papers, oral presentations, ordinary homework assignments, book reports/reviews, etc.)
- Successfully meet the attendance requirements. Students will not receive credit for a year course if they have more than ten unexcused absences in that course for the year. For the ½-year courses students will not receive credit if they have more than five unexcused absences in that course for the semester.

EXTRA ACADEMIC ASSISTANCE

All teachers are available Tuesday through Thursday after school to provide additional academic assistance to students. Some Monday afternoons are reserved for professional development for teachers and extra academic assistance will not be available to students on these designated days.

STUDENT SUPPORT SERVICES

The purpose of Student Support Services is to provide evidence-based approaches of learning to students using a four tier approach. Another area in which Student Support Services provides support is to our students that are Section 504 eligible. Section 504 provides protection and/or accommodations under the law for individuals with an impairment that is life altering whether it is continuous, episodic, or in remission. A student may be referred for Section 504 eligibility by a parent, the student, teacher, counselor, or administrator. In order to determine 504 eligibility there must be medical documentation from the treating physician, an educational evaluation, as well as, information from parents, teachers, and others involved in the student’s education. Section 504 Accommodation Plans are reviewed annually by committee and every three years the committee determines whether additional educational evaluation is necessary. Because Section 504 is federally mandated, students have the right to their accommodations when taking College Board exams (PSAT, SAT, ACT) as well as standardized tests (ITBS, Georgia Writing Assessment, EXPLORE). The Student Support Services Director serves as the coordinator for these services.

GRADE REPORTING

The school year is divided into two (2) half-year periods called semesters. Each semester is divided into two (2) nine week grading periods called quarters. Grades are updated weekly by teachers, and parents and students can access this information via Edline. Report cards will be posted to Edline at the end of each quarter, and parents will be mailed a copy of the report card at the end of the school year.
GRADING SYSTEM

Numerical grades are given for all classes. The following is the letter grade/numerical grade correspondence:

A=90-100,  B=80-89,  C=70-79,  F=BELOW 70

Grades of Incomplete (I) may be given for any grading period if the student has been unable to complete the required work through no fault of the student. Grades of Incomplete must be made up within two weeks (10 school days) after the end of the grading period. If not made up during this time the Incomplete will convert to a grade of "F" with a numerical grade of 50. The Principal may grant an extension of the time if there are extenuating circumstances involved.

MAKE UP WORK

When a student is absent, it is the student’s responsibility to check Edline for his/her assignments, and when possible, complete them before the student’s return.

If a student is absent from a class for only one day and a previously announced quiz or test or project deadline is scheduled for the one day the student was absent, he or she is expected to make up the quiz or test and turn in the project on the day he or she returns. Other assignments given on the day of the absence (example: HW, CW, etc.) must be completed and turned into the teacher no later than the day following the students return to school.

If a student is absent from a class for two or three consecutive days, all missing work must be completed within a week of his/her return to school. The make-up policy for students who are absent four or more consecutive days will be coordinated on an individual basis with the teachers and the counselor.

If a student is suspended from school, he or she may make up work missed according to the following guidelines. It is the student’s responsibility to check Edline 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 in to the teacher on the day the student returns to school. If a graded assignment was given during the days suspended, or is scheduled on the day a student returns, he or she is expected to make it up on the day he or she returns.

No student will be allowed to miss another class, morning formation, or drill/8th period to make up work. If work is made up after school on a day a student is assigned Retraining, then no credit will be given for the Retraining hours that are missed.

PROMOTION POLICY

Middle School Promotion

In order to be promoted to the next grade, students must pass four out of the following five courses: English, Health/P.E., Math, Science, and Social Studies.
High School Course of Study

High school course credits are awarded on a course-by-course basis. Course credit not earned during the school year must be made up through a summer program approved by the administration. A maximum of 3 credits earned in a summer program will be accepted as fulfillment of the GMC graduation requirements.

SCHOLASTIC HONORS

Students may qualify for the following awards/recognitions:

- **Principal’s List** Any student who makes an A in all subjects for any grading period is eligible for inclusion on the Principal's List for that period.
- **Honor Roll** Any student who makes an 85 or higher average (with all A’s and/or B’s), but is not eligible for the Principal's List for any grading period is eligible for inclusion on the Honor Roll for that grading period.
- **Principal’s Award** Any student who maintains all A’s and does not accumulate any bullring hours through the first three 9 weeks will be awarded a medal at an appropriate ceremony.
- **Highest Academic Average Award** The student who has the highest cumulative mathematical average in each grade will be awarded a medal at an appropriate ceremony.
- **Valedictorian** Medal is awarded at graduation to the graduating senior with the highest cumulative mathematical average in all high school courses. Student must complete at least two AP classes during their high school years, and complete both his or her Junior and Senior years at GMC Prep School.
- **Salutatorian** Medal is awarded at graduation to the graduating senior with the second highest cumulative mathematical average in all high school courses. Student must complete either AP Calculus or AP Statistics, and complete both his or her 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.
- **Graduate With Distinction** To graduate "With Distinction" from GMC, a student must earn a cumulative mathematical average of 85 or better but less than 90.
- **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 Mr. Usery and the Principal. The recipient will receive a cash award and his/her name will be engraved on a plaque permanently displayed in the Old Capital Building outside the President’s office.
- **National Honor Society** The National Honor Society chapter of Georgia Military Prep School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: **scholarship, leadership, service, and character.** Students in the 10th, 11th, or 12th grades are eligible for membership. [Note: 10th graders must have completed one semester of study.] For the scholarship criterion, a student must have a cumulative GPA of 90.00. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the principal-appointed Faculty Council with information regarding the candidate’s leadership and service. A written history of leadership experiences and participation in school or community service is also required.
Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, and participation in the chapter service project(s).

- **Junior Beta Club** The National Junior Beta Club of Georgia Military Prep School is a duly chartered and affiliated chapter of this prestigious national organization. A student must be in the seventh, eighth or ninth grade and must have a 90 or better cumulative academic average from 6th grade to be considered for membership. Averages will not be rounded up and qualifications will be reviewed each semester.

**LIBRARY**

The Sibley-Cone Library on the Milledgeville campus operates on the following schedule:

**When the Junior College is in session**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>7:45 AM to 9:00 PM</td>
</tr>
<tr>
<td>Friday</td>
<td>7:45 AM to 4:00 PM*</td>
</tr>
<tr>
<td>Saturday</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>5:00 PM to 9:00 PM</td>
</tr>
</tbody>
</table>

**When the Junior College is not in session**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>7:45 AM to 5:00 PM</td>
</tr>
<tr>
<td>Friday</td>
<td>7:45 AM to 4:00 PM*</td>
</tr>
<tr>
<td>Saturday</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>5:00 PM to 9:00 PM</td>
</tr>
</tbody>
</table>

* During the summer the library closes at noon on Friday.

Note: Generally Accelerated Reader testing is available until 15 minutes before closing times. During the school year testing ends at 8:45 PM. For additional information or holiday schedules please check Edline.

**TEXTBOOKS**

Teachers will issue textbooks for student use during the school year. Textbooks are to be returned at the end of the school year in reasonably the same condition as issued. 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.

Many classes now issue students a workbook that supplements the textbooks. The first workbook is issued at no cost to the student, but if it is lost, the student is required to pay the replacement fee.
CHAPTER 5
EXTRACURRICULAR ACTIVITIES

GENERAL

Any Senior High School Cadet who wishes to participate in any extracurricular activity must meet State and GMC eligibility and participation rules. Extracurricular activities are defined as: "Any school sponsored program for which some or all of the activities are outside the regularly scheduled class day". Examples are: All individual and team sports, cheerleading, literary meets, bands, chorus, clubs, drill team, color guard and academic bowls. It does not include field trips, homework or occasional work required outside the school day for a scheduled class.

ELIGIBILITY FOR HIGH SCHOOL STUDENTS

To be eligible to participate in an extracurricular activity a cadet must meet the following requirements:

- Be a cadet who is in regular attendance and is taking a minimum of five subjects toward graduation.
- Have passed a minimum of five courses the preceding semester during each sport season. If two classes are failed at the end of a semester, the athlete is ineligible. Enrichment classes do not count for eligibility. Eligibility will be lost beginning on the first day of the new school semester and will end on the first day of the next semester. If an athlete fails more than two classes during spring semester, that athlete may be allowed to make up one credit 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 added together to give a yearly grade to determine pass or fail. This yearly grade will be used to decide eligibility for the second half of the year, per a new rule by Georgia High School Association (GHSA).
- Meet the requirements of normal semester or years of enrollment. A cadet is ineligible for further participation for eight consecutive quarters or four consecutive years from the date of first entrance or enrollment in the ninth grade.
- Be an amateur.
- Has not been eligible to play for more than eight semesters of athletic competition.
- 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 year's standing.
- Has not participated in any unauthorized game or contest.
- Be on track toward 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 10 credits.
  - At the end of 11th grade, earned a minimum of 16 credits.
- Have on file in the Nurses Office a completed GHSA certificate of annual physical examination.
- Have on file with the seasonal coach; insurance form (release), permission for medical treatment form, and transportation release form.
- Follow all rules established by the coach of the specific activity.
• Cadets may not practice for, nor participate in, extracurricular activities while suspended from school to include In School Suspension (ISS). However, ISS is over at 3:15 p.m. and if the cadet has completed his/her hours he/she may participate after school. He/she will not be permitted to leave ISS before 3:15 p.m. to participate.
• All cadets 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.
• Any student that quits a sport prior to the first game will be allowed to participate in any sports at any time. Any student that quits the sport after the first contest will not be allowed to play any other sport until the sport they quit is completely over.

EXTRACURRICULAR ACTIVITIES

GMC has many high school and middle school extracurricular activities including: football, cheerleading, boy’s and girl’s basketball, baseball, girl’s softball, boy’s and girl’s tennis and golf, rifle team, cross country, track, soccer, wrestling, chorus, spring musical, drill team, band, color guard, Odyssey of the Mind, and literary competitions.
CHAPTER 6
ADMINISTRATIVE MATTERS

ATTENDANCE POLICY 2011-2012

Attendance Policy for students under the age of 16:

• 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 School Handbook.

Excused Absences
A parent may submit undocumented excuses (parent notes) for ten (10) days per school year. All other absences must be documented with a statement from a doctor or a medical facility or they shall be unexcused. These excuses must be submitted by 9:00 a.m. of the day the Cadet returns to school. 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.

Reasons Accepted for Excused Absences:
• 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 (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.

Procedures for Students under the age of 16 with excessive unexcused absences:
• When a student accumulates ten (10) unexcused absences, the school shall contact the parent/guardian by letter informing them of the ten (10) unexcused absences.
• The school’s administration shall notify the parents/guardian of the absences and include a written summary of the consequences for failing to comply with the Compulsory Attendance Law.
• Penalties are fines up to 100 per day; up to 30 days per jail, community service or a combination of the penalties, at the discretion of the court.
• Each unexcused absence over (10) is considered a separate offense. After ten (10) unexcused absences, the school’s administration will refer the student to the Baldwin County Truancy Office. Upon receiving a referral, the Attendance Officer may refer cases of ten (10) unexcused absences to the Dept. of Family and Children Services (or other appropriate community agencies), Interagency Council and/or to the Attendance Support Team for the School. The Attendance Support Team can be composed of the System Attendance Officer, 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, legal action will be taken against the parent and the student. A Juvenile Complaint Report will be filed on the student and a State Warrant will be issued for the parent/guardian.

Unexcused Absences for Students over the age of 16:

• Students with more than ten (10) consecutive days due to unexcused absences, who are not subject to compulsory school attendance (over the age of 16), and who are not receiving instructional services required by the Federal Individuals with Disabilities Act (IDEA) may be disenrolled from GMC.

• If a student is between 14 and 18 years of age and ten unexcused absences are accumulated within one year, his/her eligibility to obtain or retain and instruction permit or driver’s license may be impacted.

TARDIES

Cadets are late when they enter a class, a formation or any other school activity after the assigned time for the activity to begin. Cadets are allowed two “free” tardies to school each semester. Cadets will earn 5 demerits for each subsequent unexcused late to school. Cadets arriving at school after 7:40 must report to the Usery Hall Office to sign in. Students must be accompanied by a parent or bring a parental note at the time they sign in. High school students who miss morning formation for an unexcused reason, (excused reasons are the same as for excused absences) will report to the military department at 4:00 P.M. for an afternoon formation. Failure to report will result in one hour of bullring the first time and two hours for each subsequent time.

Tardies to class result in the following demerits/hours. If students are tardy, they will receive 5 demerits for the first offense, 10 demerits for the second offense, 15 demerits for the 3rd and 4th offense, and any subsequent tardies will result in 1 automatic hour. Tardies are cumulative on a semester basis and a student’s total count will start over each semester.

SCHOOL HOURS

Students should not arrive at school before 7:00 a.m. as there are no personnel on duty. The school cannot be responsible for student’s safety before this time.

Cadets, not under the direct supervision of a faculty or staff member, must leave the campus not later than 4:00 p.m. daily. Cadets who are under the supervision of a faculty or staff member must stay in that area. They must leave the campus or report to the designated gathering point immediately following the activity. Cadets who are not in the proper place at the proper time are guilty of a deficiency in the virtue of punctuality.
BULLDOG CLUB

GMC’s booster club is called the Bulldog Club. Its membership consists of parents, teachers and other friends of GMC. The club has various money-making and service projects during the year. Cadet, parent and faculty support is encouraged at all Bulldog Club events.

SCHOOL MEALS

- **General.** School regulations prohibit cadets from leaving campus during the school day; therefore cadets must eat lunch on campus. Cadets may bring their lunches to school if they do not wish to participate in the school prepared lunch program. Cadets who elect to bring their lunches should bring them from home in the morning. Food will not be delivered to the school.
- **Dining Hall.** A dining hall is provided where cadets may eat lunch. Cadets may order a full meal, short order, or salads.
- **Conduct.** Cadets are expected to maintain order and observe proper etiquette in the Dining Hall. Middle School Cadets must eat in the dining hall. High School Cadets may purchase their meals in the canteen or the dining hall, and may eat in either the dining hall or atrium area.

FIELD TRIPS

All cadets must have written permission (signed permission slip) from their parents or guardians to go on any field trip sponsored by GMC. Cadets are responsible for arrangements to complete work missed during a field trip. A cadet may be prohibited from participating in a field trip due to disciplinary reasons.

ILLNESS

Any cadet who becomes ill during the school day must report, with permission, to Health Services. The nurse will determine whether the cadet is able to remain in class or whether the cadet should be allowed to go home. If the nurse is not available, the Principal or his designee will determine the cadet’s disposition. The Principal’s or Nurse’s office will contact the cadet’s parents or guardians to make them aware of the need for the cadet to leave school.

MEDICAL INFORMATION

The parents or guardians of a cadet who has a medical problem must advise the school nurse of the nature of that problem and prescribed medication that the cadet may be taking. If the nature of the medical problem dictates, the school nurse will inform the Administration, Senior Army Instructor or Middle School Military Instructors, and the student’s classroom teachers.
LEAVING SCHOOL BEFORE END OF SCHOOL DAY

No cadet is allowed to leave the campus for any reason during the school day without permission from the Principal or his designee. If a cadet must leave school before the end of the school day, the cadet’s parent or guardian must send a note giving the time that the cadet is to leave and the telephone number at which the parent or guardian can be reached, or the parent must actually come into the building and sign the student out. A cadet must leave campus immediately after being signed out.

INSURANCE

Full time accident insurance is provided as a part of the required fees paid by the cadets. The policy provides coverage for doctor and hospital services required as a result of accidental injury only, co-beneficial with any other health insurance that provides coverage for the cadet. Participation in football is not covered by ordinary school accident insurance.

VISITORS

Cadets may not have visitors on campus during the school day except for parents or guardians. Upon arrival on campus, all visitors’ must report to the Usery Hall Office to obtain a visitor’s pass.

PARKING

Students parking on campus are required to have a current and properly displayed parking pass, and are authorized to park only in legitimate parking spaces. Cadets may park in designated lots, which will be announced at the beginning of each year. Parking violations may result in fines, which will be posted to the students’ accounts in the Business Office.

Vehicles 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 written permission from a designated school representative (HS staff or faculty). Failure to abide by this rule may result in one’s parking privileges being revoked and the student will also receive a conduct report for being in an off limits area.
CHAPTER 7
COURTESY

GENERAL

Cadets are expected to 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, 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 and, when appropriate, salute.

INDIVIDUAL SALUTES

- **General.** The hand salute is an important courtesy and is the military way of saying “Hello”.
- **Outdoors.** All cadets in uniform will salute commissioned and warrant officers of the Armed Forces and GMC faculty members in uniform, both on and off campus.
- **Salute and Greeting.** The hand salute is given when the cadet is within approximately six paces of the superior. The cadet will hold the salute until the superior returns it. The hand salute will always be accompanied by a greeting such as, “Good morning sir/ma’am”, or “Character above all, sir/ma’am.”
- **Indoors.** Cadets do not salute indoors except when reporting. Individuals will, however, stand at attention when the Colors are presented or honors played indoors.

SALUTING IN GROUPS

- **General.** Only the cadet in charge of a formation 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 cadet 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. The cadet in charge of the detail or group, if not actively engaged, salutes and greets for the entire detail. 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 salute and carry on.
REPORTING

- **Indoors.** When reporting to a superior indoors, a cadet will uncover (remove his/her hat,) unless under arms, knock on the superior’s door, and when instructed to do so, will enter the room. Upon entering the room, the cadet will halt two paces from the superior’s desk, salute, and say, “Sir, cadet (last name) reports.” The cadet will hold the salute until the superior returns it. The cadet will remain at the position of attention unless told to do otherwise. When his business is completed, the cadet will stand at the position of attention, salute, hold the salute until it is returned, take one step to the rear, do an about face, and depart the room.

- **Outdoors.** When reporting to a superior outdoors, a cadet will halt at attention two paces in front of, and facing the superior, and then follow the procedure outlined above.

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 will call the class to attention and the group will stand until otherwise directed.
CHAPTER 8
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 his or her 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 cadets are expected to adhere. However, as part of their moral ethical development at GMC, cadets are expected to go beyond this baseline and develop an understanding of the “Spirit of the Code.”

After ingraining the prohibitions of the Code in cadets, the character development program focuses on inculcating this related principle. Instead of limiting cadets to just lying (a proscription), the Spirit of the Code accentuates being truthful in all matters. This also applies to the principles of fairness (cheating), respect for others and their property (stealing), and corporate responsibility (toleration). Cadets who live and abide by the Spirit of the Code will never have to worry about violating the proscriptions of the Code.

The Spirit of the Code is embodied in positive principles behind each of the Code’s four prohibitions. As an assertion of the way of life that marks true men and women of character, the Spirit of the Code goes beyond the mere external adherence to rules and procedures. Cadets who live and abide by the Spirit of the Code are truthful, fair, respectful, and corporately responsible.

STANDARDS

The Honor Code is the heart of GMC. It binds graduates across the years and allows us to “hold our comrade’s hands” across the generations. The Code pervades every personal, academic, and military activity of the Corps, and it represents a rigid standard by which all cadets must live. Because the code is such an integral part of the life of each cadet, its very existence depends on the vigilance of every cadet at GMC. Therefore, suspicion of a violation of this Code must be reported immediately. A cadet 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).

ADMINISTRATION AND ENFORCEMENT

The code is administered and enforced by the cadets themselves, and therefore belongs to the Corps. In the broadest sense, however, it belongs to all GMC men and women everywhere—those who have been cadets, those who are cadets, and just as importantly, to those who will be cadets in the future. The Code must be their most jealously guarded possession - their honor.
But the Code is never to be left behind when a cadet departs the campus. Although a cadet may be in summer school or another college, there remains a moral obligation to the Code and the personal standards set by the Code. It is, therefore, far more than just a set of principles for the years in the life of a cadet. It is a Code that must be strictly followed by cadets wherever they may be, if they wish to preserve their most priceless possession - their honor.

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.”

- The word “Certified” when applied to any cadet’s act, statement, or written work, endorses such behavior as equal in every way to a code of honorable conduct. It implies reliability, validity and complete truth. Half truths, evasive answers, or quibbling cannot, and will not, be tolerated.
  - **Official Statements.** All official statements, written or oral, are certified. An official statement is defined as one made to an officer of GMC, an instructor, or any person acting in an official capacity.
  - **Delinquencies.** Cadets acting in an official capacity are certified to transmit accurately to the proper authority all reports transmitted to them by other persons acting in official capacities. When reporting delinquencies and answering reports, all cadets are certified to make a full and clear report to the proper authority.
  - **Roll Call.** When a report of the roll at any official duty is given, the report is certified as correct in its entirety.
  - **Official Records.** Stealing, destroying or changing in any manner any official record with intent to deceive is a violation of the Honor Code.

- **Lying.** Lying is making an oral or written statement with intent to deceive another person for purpose of personal gain or advantage.

- **Cheating.** Cheating is giving or receiving unauthorized aid in school work. It is also the representation of another person’s work as one’s own. All assigned academic work is certified as the cadet’s own even though the word certified or pledged is not written on the work itself. Each cadet is responsible for understanding the policies of his instructors in matters concerning academic work.

- **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, or the appropriation of it for the use of someone other than the true owner.

- **Instigation.** It is a violation of the Honor Code for a cadet to attempt to influence another cadet to violate his honor.

- **Investigation.** A cadet 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 illness so as to avoid duty is a violation of the Honor Code.

• **Questioning.** Cadets 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.

**CHARACTER 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. Duty is a personal choice. It is an expression of individual will. It reveals itself through the accomplishment of all required tasks, in a timely manner, and to the best of one’s ability. Duty also looks beyond merely satisfying the needs of the individual to finding opportunities to benefit the organizations to which one belongs. It is duty that encourages us to honor commitments that might later cause us inconvenience. Duty is all about doing the right thing, in the right way, for the right reason, at the right place, at the right time, for as long as we can. We should do our duty simply because it is the right thing to do and for no other reason. General Robert E. Lee once wrote: “Duty then is the most sublime word in our language. Do your duty in all things. You cannot do more. You should never wish to do less.”

**Honor** is the tribute we pay to virtue. Honor is not so much a thing in itself as recognition of other things, especially recognition of lives lived in accordance with the Virtues, most notably prudence, justice, temperance, fortitude, faith, hope, and charity. When we honor people, the honor comes not from us but from them, from that which they reflect in their lives. The honor they exemplify by living virtuously is an admonition to us to go and do likewise. Duty and Honor are inseparable companion values that travel everywhere together. After all, it is our duty to behave honorably. Honor requires of us that we habitually live to the highest moral standards. An honorable person subscribes to the belief that there are universal moral principles that bind us all. 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.** Despite all of its problems, and there are many, America is still the greatest country in the world. Its greatness is not based solely on its economic or military strength. Rather, its greatness is founded on shared timeless principles such as those addressed in our nation’s Constitution: Life, Liberty, the Pursuit of Happiness, the Dignity of Man, and Freedom. It is also founded on our collective willingness to share our good fortune and our strength with anyone in the world who genuinely needs it.
Generations of Americans have reaffirmed their loyalty and devotion to our country. During times of war, Americans have fought and died to defend our liberty and promote the ideals of democracy. In times of peace, we strive to preserve the rights secured for us in the Constitution and to ensure that every American enjoys the full protection of those rights. Throughout the decades, Americans have strived to build upon the "more perfect Union" envisioned by our country's founders.

Most dictionaries define patriotism as "love of country and devotion to its welfare." A patriot is "one who loves his (or her) country and zealously supports its interests." We want our students to be fierce patriots. Patriotism means love of country and implies a readiness to sacrifice for it, to fight for it, perhaps even to give one's life for it. In the traditional or Spartan sense, patriots are those who love their country simply because it is their country--because it is "their birthplace and the mansion of their fathers," as Alexis de Tocqueville wrote in Democracy in America. It is a kind of filial piety. The value of country is inextricably linked with the virtue of loyalty. And, by extension, the loyalty to country extends to our state, school, family and friends.

**Self-discipline** is a pre-requisite for any of the other virtues. A person exhibiting complete self-discipline has little to fear from any vice. Rather, it is yielding self-discipline to our weaker impulses that result in a lack of virtue. The Greek philosopher Aristotle noted that to achieve a happy life, we must not only know virtue, but we must practice it. We must live it. We rely on self-discipline to practice virtuous behavior until virtue becomes habit, and we have inculcated virtue into our character.

Both moral and physical courage are akin to self-discipline. Although it is readily apparent that moral courage is the harder of the two, true character must have both. We must not only know "the good" as Plato asserted, but we must also have the courage to "do the good," even in the face of adversity.

**Respect for Others** is a critical virtue for those living in community. Respect for Others recognizes that all human beings have an inherent worth and deserve to be treated with dignity and respect. We follow the Golden Rule of Reciprocity that is part of the foundation of our moral code. We treat other people as we would want to be treated. By living this virtue, we give voice to our belief that we live in a moral community in which it is our duty to treat others with respect, dignity, and kindness, and in ways where cost is not counted.

At Georgia Military College, the staff, faculty, and cadet leadership are committed to fostering virtue and developing character. When a cadet exhibits any of these traits in an exemplary manner, he or she will be recognized and rewarded with merits. Conversely, if a cadet demonstrates by his or her actions a deficiency in one or more of the above virtues, corrective training and/or disciplinary procedures will be used to identify the deficiency and correct the misbehavior. Then, in the Aristotelian tradition, a cadet will practice that virtue until it becomes habit and is subsequently inculcated into their character.
HIGH SCHOOL HONOR VIOLATION REPORTING/COUNCIL PROCEDURES

• Purpose and Function of the Honor Council. The primary purpose of the Cadet Honor Council is to conduct hearings on Honor Code violations involving Georgia Military College High School Cadets. 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. The functions of the GMC Honor Council are to conduct Honor Code violation investigations, conduct Honor Council hearings, and create an atmosphere of honor.

• 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 Corps of Cadets. Each class in the High School (grade 9-12) will elect three members with the faculty making the final approval. The Chairman of the Council must be a senior and is elected by members of the Honor Council. 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 (cadet, staff or faculty member) who determines that an Honor Code violation has taken place shall immediately report the violation to the Principal. The Principal 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. Cadets 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 Principal that an Honor Code violation may have occurred, the Chairman will:
  o 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.
  o If sufficient reason exists to continue, set a date, time and place for the Council to meet. Notify the Council and Faculty Advisor.
  o If sufficient reason does not exist to continue, notify the Faculty Advisor and the Principal. The Principal will notify the accused cadet that the matter has been dropped and all records have been destroyed.
MIDDLE SCHOOL HONOR VIOLATION REPORTING/COUNCIL PROCEDURES

Reporting Honor Code Violations. Any person at GMC (cadet, 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, 5 hours will be assessed for the first offense and ten hours for the second offense. Any subsequent offense will result in administrative action.

ORIENTATION

Each cadet will be given annual instruction on the Honor Code by the members of the Honor Council.
CHAPTER 9
THE CADET DISCIPLINARY SYSTEM

GENERAL

Cadets enrolling in Georgia Military College 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 is 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.

MILITARY FRAMEWORK

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.

The Principal is the senior GMC official placed in charge of all High School and Middle School cadets. The President of Georgia Military College has made him responsible for maintaining good order and discipline within the High School and Middle School. He 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.
THE DISCIPLINARY SYSTEM

Cadets earn merits for exemplary behavior, performance, and service. Any cadet commander or any Georgia Military College Staff or Faculty member can recommend merits. Merits cancel out demerits on a one for one basis. Cadets earn demerits for violating cadet rules and 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 having the Principal/Assistant Principal suspend or refer the matter to a Cadet Honor Council. If appropriate, the Principal will refer the case to the Georgia Military College Disciplinary Board. A detailed list of violations, demerits, and Bullring hours is found elsewhere in this manual. In addition to the disciplinary assessments listed later, minor use of physical training may be used in order to reinforce a teaching point.

For every 10 demerits a cadet accumulates, one hour of Retraining is awarded. Retraining is a punishment period supervised by a Military Instructor in which cadets are required to march or perform some form of work around campus for one-hour periods each day. Attendance at Retraining is mandatory. Unexcused absences reflect a deficiency in the virtues of Duty and Responsibility and result in additional disciplinary measures.

Both merit and demerit slips (conduct reports) that are written by high school cadets are reviewed by the SAI. The SAI is the primary conduit for all military related matters. Conduct reports written by middle school students are reviewed by the MSMI. All conduct reports written by staff and faculty (other than military infractions) are reviewed by the Assistant Principal. The Assistant Principal is the primary conduit for all academic related matters. Once approved, they are forwarded to the Discipline Secretary for posting.

The Retraining Execution/Warning List is published daily and is posted on the bulletin boards in Usery Hall. Cadets are required to read the bulletin board at least twice a day. A cadet whose name appears on the Warning List has 24 hours to submit an appeal. 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. Appeals should only be submitted for those charges that the cadet feels are unwarranted or for which special circumstances may deserve a mitigated punishment. Appeal sheets are available from the SAI or the MSMI and must be returned to them within 36 hours of demerit/offense posting. Failure to complete the appeal form correctly or return it within the allotted time may result in denial of the appeal.

CADETS AS STUDENTS

Cadets as students are expected to behave and perform to high disciplinary and academic standards. Disciplinary standards are established by the Principal and enforced by the Administration, the Senior Army Instructor, the faculty, and the cadet chain of command. Academic standards are established by the Principal and enforced by the Georgia Military College faculty.
MERIT AWARDS/DEMERIT ASSESSMENTS

MERIT AWARDS

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

VIRTUE DEFICIENCIES

1. SELF-RESPECT

- Brass not shined
- Improper nametag, nameplate
- Dirty uniform
- Failure to shave
- Improper uniform
- Patches not sewn on properly
- No ID card
- Hat not worn properly
- Improper rank/award
- Conduct prejudicial to good order

- Button not buttoned
- Dirty shoes/boots
- Uncut/unprepared hair
- Out of uniform
- Poor personal hygiene
- Unserviceable uniform
- Unauthorized jewelry/hair ribbon
- Hands in pockets
- Poor military appearance

2. BEARING

- Disturbance in the classroom, dining hall, etc.
- Disturbance/moving in ranks
- Public display of affection
- Chewing gum

- Failure to salute/Improper salute
- Profanity/Improper language
- Loitering
- Food or drink in an academic building
- Fraternization with a college student

3. COOPERATION

- Failure to follow instructions
- Failure to sign in/out properly
- Improper report
- Littering
- Lost weapon card
- Sleeping in class
- Unexcused absence from parade
- Abandoning school property
- Incorrect official report
- Neglect of duty
- Weapon/equipment improperly secured

- Failure to prepare for class
- Failure to secure equipment
- Improper performance of duty
- Walking on grass
- Failure to follow directions
- Unexcused absence from class/school
- In an off-limits area**
- Absence from assigned duty
- Lack of responsible action
- Removal of food from dining hall
- Unexcused sign out
<table>
<thead>
<tr>
<th>Clothing record not cleared</th>
<th>Conduct unbecoming a cadet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unauthorized activity</td>
<td>Abuse of school property</td>
</tr>
<tr>
<td>Unauthorized possession*</td>
<td>Unexcused bullring</td>
</tr>
<tr>
<td>Habitual violator of rules</td>
<td>Smoking or chewing tobacco</td>
</tr>
<tr>
<td>and regulations</td>
<td></td>
</tr>
</tbody>
</table>

4. HONOR

<table>
<thead>
<tr>
<th>Cheating on a test or exam</th>
<th>Copying a fellow cadet’s assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lying or misrepresenting the truth</td>
<td>Producing a false signature</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>Stealing</td>
</tr>
<tr>
<td>Conviction under state criminal law</td>
<td>Gambling</td>
</tr>
<tr>
<td>Conduct that discredits the school</td>
<td></td>
</tr>
</tbody>
</table>

5. PUNCTUALITY

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

6. RESPECT FOR OTHERS

<table>
<thead>
<tr>
<th>Failure to heed summons</th>
<th>Disrespect to cadet officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disrespect</td>
<td>Inappropriate physical contact</td>
</tr>
<tr>
<td>Vandalism</td>
<td>Threatening another person</td>
</tr>
<tr>
<td>Disrespect to the U.S. Flag</td>
<td>Disobedience of orders</td>
</tr>
<tr>
<td>Disrespect to faculty or staff</td>
<td>Insubordination to faculty or staff</td>
</tr>
<tr>
<td>Fighting</td>
<td>Hazing</td>
</tr>
<tr>
<td>Pulling fire alarms</td>
<td>Physical assault on faculty or staff</td>
</tr>
<tr>
<td>Bullying</td>
<td></td>
</tr>
</tbody>
</table>

**Off-Limits Areas-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.
- Any grass or dirt areas. Cadets must use the paved walkways.
- The Old State Capitol Building except to attend scheduled activities or classes.
- Any sidewalk area which surrounds the main block of the campus, except the area at the crosswalks to the Cordell Events Center or to the portables adjacent to Parham Hall.
- The area behind the Cordell Events Center.
- The areas surrounding the Sibley-Cone Library except the sidewalk leading into its front entrance.
- Any parked automobile 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 Zell Miller Atrium and Canteen except for the designated high school lunch period.

CONDUCT REPORTS

Merits and demerits are entered into a cadet’s disciplinary record by the submission of “Conduct Reports.”
Cadet leaders of every rank are expected to take corrective action when character deficiencies are manifested. JROTC Instructors also prioritize their efforts with corrective training over disciplinary punishment.

Conduct reports received one day will appear on a cadet’s record the following day. A summary of disciplinary performance for each cadet is kept on file in the Discipline Office for three years.

MINOR VIRTUE DEFICIENCIES—CLASS I

In addition to corrective training, 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): Deficiency in the virtue of self-respect includes major uniform infractions, unprepared for inspection, etc.

Bearing: Deficiency in the virtue of bearing is evidenced by shortcomings in areas such as conduct prejudicial to good order and discipline, fraternization between college cadet leaders and subordinates, etc.
**Cooperation:** Deficiency in the virtue of cooperation is 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:** Deficiency in the virtue of honor is evidenced by shortcomings in areas such as violating profile, violating off-limits area, falsely accusing another, etc.

**Punctuality:** Deficiency in the virtue of punctuality is evidenced by shortcomings in areas such as being absent from one’s place of duty.

**Respect for Others:** Deficiency in the virtue of respect for others is evidenced by shortcomings in areas such as disrespect to national colors, disrespect to a fellow cadet, use of gross profanity, 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 Principal or Assistant Principal by anyone having knowledge of an offense. All Class III misconduct will be referred to the Principal or Assistant Principal who may then refer it to the Honor Council, the Georgia Military College Disciplinary Board, or take disciplinary action through a 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 Georgia Military College’s cadet uniform, refusal to properly 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 violating drug & alcohol policies, lying, stealing, cheating, 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, etc.
**Other Offenses:** These offenses include any violation of the Student Handbook, gambling, participation in gang-related activities or dress, an offense that discredits the Corps of Cadets, and other major disciplinary violations not listed above.

Minor infractions should be handled by the individual faculty member. The Assistant Principal adjudicates major infractions. Serious infractions may be referred to the Disciplinary Board and, depending upon circumstances, result in expulsion and/or civil action.

When notified of a major or serious offense, the Assistant Principal will investigate to determine the facts of the case and to identify any extenuating or mitigating circumstances. Then, based on the investigation, one of the following actions will be taken:

- Take no action
- Dismiss the case as unfounded
- Assess demerits/hours
- Request suspension or expulsion from the Principal
- Refer the case to a Disciplinary Board

**BULLYING POLICY**

Georgia Military College 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 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.

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.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the Executive Vice-President.
- 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 after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom or cafeteria
- Reassignment of classes
- In-school suspension
- 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.

Please note: Any form of electronic bullying (cyberbullying) using school equipment, school networks, e-mail systems or committed at school is strictly prohibited.

All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.

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, schools 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 should 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 must be notified. 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 should 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 may 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.

**EXCESSIVE DEMERITS, DISCIPLINARY TOURS AND EXCESSIVE RETRAINING HOURS**

Immediate dismissal, suspension, or bullring hours may be awarded for certain offenses. Reduction in cadet rank may also result from Class II and Class III violations.

A one-hour retraining tour is awarded for each ten demerits accrued in excess of merits earned. Once served, 10 demerits will be removed from the cadet’s record for each retraining hour served. The normal disciplinary tour is marching. A restricted tour (non-marching) is conducted for physically incapacitated cadets or during periods of inclement weather. Service tours are conducted when staff or faculty need assistance.

Disciplinary tours are conducted immediately after school. Excused absences are awarded for those cadets absent school or excused by the Assistant Principal or Principal for illness, family emergency/illness, or after-school academic assistance. Academic assistance requires that a cadet provide a note signed and dated by the appropriate faculty member. After school employment is not an excuse for missing bullring. Cadets are required to present appropriate written documentation to the Usery Hall Office by 9 a.m. the following school day. **Unexcused absences** from bullring will result in 2 additional hours being assessed.

Cadets who accumulate over five hours of Retraining will lose their extra-curricular activity privileges until their disciplinary obligations have been satisfied. For example, a band member or basketball player with excessive hours of Bullring is not allowed to practice, travel, or participate with the team until the disciplinary obligation is satisfied. Cadets who accumulate more than 10 hours will be subject to one day of In-School-Suspension. This will take 6 hours off the cadet’s account. If a cadet goes over 10 hours for the second time, he or she will receive a 1 day suspension at home. Cadets who are suspended two or more times during a school year will be referred to the Disciplinary Board. This board will recommend intervention strategies. The board can also recommend suspension and, in extreme cases, recommend to the President that the cadet be expelled from Georgia Military College.
GEORGIA MILITARY COLLEGE DISCIPLINARY BOARD

Extremely serious cases of cadet misconduct may be referred by the Principal to the Georgia Military College Disciplinary Board. 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 President of Georgia Military College. Expulsion from Georgia Military College is the most serious punishment the Disciplinary Board can recommend.

PARADES & COMMAND RETREATS

Military parades and command retreats are scheduled throughout the school year. Attendance at these scheduled parades and retreats is mandatory for all cadets. The dates and times for most of the parades are listed on the school calendar but additional parades may be scheduled and the dates and times of parades and retreats may be adjusted. Up-to-date information on Parades and Command Retreats is available on Edline. Failure to attend a parade or command retreat will result in 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 MSMI at least 72 hours prior to the day of the parade or command retreat.

CELL PHONES

Cadets may have cell phones at school, but they must be turned off from 7:40 to 3:15. Cadet cell phones should not be visible at any time during the school day. Cell phone use by cadets will not disrupt the learning environment. Infractions should be reported to the administration who will determine appropriate punishment.

TOBACCO PRODUCTS

Georgia Military College Campus is a tobacco-free environment.
CHAPTER 10
CADET REGIMENTAL ACCOLADE AND MOTTO

PURPOSE

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

CADET FORMATIONS

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.

<table>
<thead>
<tr>
<th>Commander</th>
<th>“Prepare for the Regimental Accolade!”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadets in Unison</td>
<td>“Character Above All Sir!”</td>
</tr>
<tr>
<td>Commander</td>
<td>“Three Words to Live By!”</td>
</tr>
<tr>
<td>Cadets in Unison</td>
<td>“Duty, Honor, Country, Sir!”</td>
</tr>
</tbody>
</table>

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.
CHAPTER 11
GEORGIA MILITARY COLLEGE ALMA MATER AND CADET PRAYER

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, 0 Lord, that we might lead.

Amen
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.