



2020-2021  
Student  
Handbook

**Disclaimer:** The GMC Family expects you to conduct yourself professionally as you would in a workplace environment at all times



Dear Students and Families —

Welcome to Gary Middle College, a proud member of the GEO Foundation family of schools. If you are a returning student, welcome back! If you are new to our family, we are glad to have you!

Our schools are dedicated to providing the highest quality education to all students. While many schools say that, to us it means finding extraordinary teachers, equipping them with the latest technology, and training them well on the techniques and curriculum that provide you with the best chances of success. We want to see you excel!

Thank you again for choosing our school to help you with your educational journey. We pledge to give you our best every day, and in return, we expect you to give us your best, too.

Have a wonderful school year!

A handwritten signature in black ink, appearing to read "K. Teasley". The signature is fluid and cursive, with a large, looping "S" at the end.

Kevin D. Teasley, Founder and President  
GEO Foundation and Gary Middle College



Hello,

As principal, I am proud to welcome you to your journey of academic success. We at Gary Middle College (GMC) strive to offer you state-of-the-art facilities with a solid core of dedicated and professional staff members eager to assist you in this most important journey.

At GMC we believe in a team and family type environment and encourage our students to communicate with us on a regular basis. Doing so will allow all of us to work proactively in attempting to help assure your success with earning your Core-40 High School Diploma and Ivy Tech College credits.

Thank you for choosing GMC to further your educational endeavors. We are looking forward to an exciting and rewarding and successful school year.

Sincerely,

Joe Arredondo  
Principal  
Gary Middle College  
jarredondo@geoacademies.org



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### NONDISCRIMINATION POLICY

No school owned or operated by GEO Academies or Gary Middle College shall discriminate against any student, teacher, or employee on the basis of race, religion, genders or national origin. Furthermore, the school admits students of any race, religion, gender, color, national and ethnic origin, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, gender, color, national or ethnic origin, and disability in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered program.

### MISSION STATEMENT

Gary Middle College will make "no excuses" for its student population and will dedicate itself to ensuring that all students show growth in character, academics, life skills, the arts, and wellness using teaching skills tailored to meet the needs of each student.

### SCHOOL CONTACT INFORMATION

Principal East and West - Mr. Joseph Arredondo - (219) 888-7120 Ext. 3430

Assistant Principal East and West- Mr. Terrence McCollough - (219) 888-7120 Ext. 3411

Office Manager East and West- Ms. Veronica Perez - (219) 888-7120 Ext. 3400

Guidance Counselor Mr. Thomas Ingram (219) 888-7120 Ext. 3212

Dean – Ms. LaRia Crews (219) 888-7120 Ext. 3211

SCHOOL HOURS Monday – Friday 8:00 AM – 8:00 PM

#### Exiting the building

- Students must leave the school building immediately following our dismissal times listed above. Once students leave the school, they are not allowed to re-enter the school building.

#### After school pick up

- Students that are under 18 years of age are expected to be picked up (if not driving or riding with another student/s) by the dismissal times listed above. Students left after these times may be reported to the police for loitering on school property.



### ACADEMIC DISHONESTY

A student is guilty of Academic Dishonesty when he/she engages in any illegal or improper activity for the purpose of improving a grade or test score, either for themselves or others.

Level One — Level One violations will be handled by the teacher, and students will receive a zero on the assignment. Examples include:

- Looking on another student's test or quiz or allowing another student to look at your test or quiz.
- Using electronic devices or other secretive methods to give answers on a test or quiz.
- Taking substantial information from another source, but not crediting the source (plagiarism).

Level Two — Level Two violations will be handled by the Academic Counselor, and students will receive no credit for the class. Examples include:

- A second Level One violation.
- Taking papers or writing from the Internet, other publications, other individuals - Plagiarism
- Removing and/or using a prior test/exam or any part of a test/exam to use or give to others.

### ATTENDANCE POLICY

Students are required to attend a minimum of 4 HOURS each day. Students that do not complete the daily four-hour requirement will receive an unexcused absence. Please note students are only allowed 10 UNEXCUSED absences for the ENTIRE SCHOOL YEAR.

Excused: a student is considered to have an excused absence under the following conditions:

A student calls the school's attendance line, (219) 888-7120 Option 1 to report the nature of the absence for the following reasons:

1. Death in the immediate family
2. Medical, dental, court, and/or other required appointments. Statement from the doctor, dentist, etc., required upon return to school.
3. Personal illness or injury
4. Major religious holiday

Unexcused: Any absence, lateness, or early release that does not meet the above conditions shall be considered unexcused.



### Consequences:

- a. After three (3) days of cumulative absence due to an illness (excused or unexcused), a doctor's statement or other verification will be required upon the student's return to school.
- b. After five (5) days of cumulative absences (excused or unexcused), a conference between the student, the parent (if student is under 18), and the principal/dean will be required to assess the reasons for absences and the impact the absences are having on the student's academic work.
- c. After seven (7) days of cumulative absences (excused or unexcused), a letter will be sent to the parent/guardian or student indicating that additional absences could jeopardize the student's enrollment at Gary Middle College.
- d. At ten (10) days of cumulative absence (excused or unexcused), the student will be considered a "habitual truant" and may be considered for removal from the program and, if under 18, referred to the Lake County Superior Court Juvenile Division Special Services Truancy Program. A student is expected to make up work within the same amount of time for which they were absent. Example: A student was absent for one day-a student has one day to make up work. If a student is absent for two days, the student has two days to make up work, etc. The student is responsible for asking for his or her make up work. Tests and quizzes are expected to be taken upon return if the student only misses one day.

### BULLYING

We insist on a professional, safe, and respectful environment at Gary Middle College. Bullying of any kind, towards students, teachers, staff, or others, will absolutely NOT be tolerated. Bullying can take many forms, including slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or any other oral, written, or physical actions that make our school feel like an unsafe place. Bullying is prohibited within our building, on our buses, and to and from school events or field trips. Bullying is also prohibited on all student social media sites, including, but not limited to Facebook, Twitter, Tumblr, Instagram, or any other social media site. Students who engage in bullying on social media sites outside of school are still subject to all disciplinary policies, up to and including suspension and expulsion.

### DRESS CODE

Students are expected to dress in business casual / workplace attire. All tops must be at an appropriate length and pants must be worn at the WAIST. All headgear must be removed upon entering the building (including females).



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### CELL PHONE/ ELECTRONIC DEVICES

During school hours cell phones/electronic devices must be set to vibrate or silenced and stored out of sight. Unwarranted disruptions to the educational process will not be tolerated and students may be dismissed from class.

NOTE: Classroom telephones are to be used only with teacher permission and under direct teacher supervision.

### CHANGE OF PERSONAL INFORMATION

If a student changes his/her name, telephone number, or address, the parent must report the new information promptly to the attendance office. The telephone number is 219-888-7120 Option 0

### COMMUNICATING WITH THE SCHOOL

We believe that students should be actively involved in the school. It is our intention to provide timely information in the areas of program, curriculum, special events, procedures, policies, etc. A school newsletter and communications with individual teachers will be the primary sources of school news. You are encouraged to contact us by:

- Emailing the teacher
- Writing a note on a separate sheet of paper. It is the student's responsibility to share all parent notes with the teacher.
- Calling the school to leave a message for the teacher. All calls will be returned within a 24hour period.

You can also find pertinent school information on our website at:

<https://garymiddlecollege.org>

### COMMUNICATING WITH STUDENTS - ALERT SYSTEM

We believe that communicating with our families is one of the most essential pieces to a strong school. Gary Middle College has a phone service that allows us to create phone calls and text messages to reach our students and families concerning activities, announcements, emergencies, etc. Please inform the school if your phone number changes so that we are always current in the case of emergencies.

### DISCIPLINE PHILOSOPHY

Discipline is the demonstration of responsible behavior academically, socially, physically and ethically. Students are expected to behave in a manner consistent with allowing the learning process to proceed efficiently. This means that students' behaviors must show consideration for other students, faculty and staff. Behavior which inhibits the learning of others or negatively affects their safety will not be tolerated and will result in consequences appropriate to the offenses committed.

**DISCIPLINE STEPS AND PROCEDURES**

<b>VIOLATION</b>	<b>PROCEDURE FOR CORRECTION</b>
DRESS CODE VIOLATION	<ol style="list-style-type: none"> <li>1. FIRST OFFENSE DISMISSAL FOR THE DAY</li> <li>2. FURTHER OFFENSES WILL LEAD TO MORE SEVERE CONSEQUENCES, POSSIBLY INCLUDING BUT NOT LIMITED TO REMOVAL FROM THE PROGRAM</li> </ol>
INSUBORDINATION: FAILURE TO FOLLOW DIRECTIVES FROM STAFF MEMBERS	<ol style="list-style-type: none"> <li>1. FIRST OFFENSE - DISMISSAL FOR THE DAY</li> <li>2. FURTHER OFFENSES WILL LEAD TO MORE SEVERE CONSEQUENCES, POSSIBLY INCLUDING BUT NOT LIMITED TO REMOVAL FROM THE PROGRAM</li> </ol>
CONTINUED CLASSROOM DISRUPTION	<ol style="list-style-type: none"> <li>1. FIRST OFFENSE - DISMISSAL FOR THE DAY</li> <li>2. FURTHER OFFENSES WILL LEAD TO MORE SEVERE CONSEQUENCES, POSSIBLY INCLUDING BUT NOT LIMITED TO REMOVAL FROM THE PROGRAM</li> </ol>
VANDALISM DAMAGE OF SCHOOL PROPERTY	<ol style="list-style-type: none"> <li>1. IMMEDIATE REMOVAL FROM CAMPUS AND POSSIBLY INCLUDING BUT NOT LIMITED TO REFERRAL TO GARY POLICE DEPARTMENT</li> </ol>
TECHNOLOGY MISUSE: TAMPERING WITH SERVERS, FILES, PORNOGRAPHY, ADULT SITES	<ol style="list-style-type: none"> <li>1. IMMEDIATE REMOVAL FROM CAMPUS AND POSSIBLY INCLUDING BUT NOT LIMITED TO REFERRAL TO GARY POLICE DEPARTMENT</li> </ol>
ELECTRONIC DEVICES DURING SCHOOL HOURS; (INCLUDING, BUT NOT LIMITED TO CELL PHONES, MP3 PLAYERS, GAME SYSTEMS, ETC	<ol style="list-style-type: none"> <li>1. FIRST OFFENSE - DISMISSAL FOR THE DAY</li> <li>2. FURTHER OFFENSES WILL LEAD TO MORE SEVERE CONSEQUENCES, POSSIBLY INCLUDING BUT NOT LIMITED TO REMOVAL FROM THE PROGRAM</li> </ol>





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<p>THEFT OF SCHOOL PROPERTY REMOVING SCHOOL PROPERTY FROM A DESIGNATED LOCATION WITHOUT PERMISSION FROM SCHOOL PERSONNEL</p>	<ol style="list-style-type: none"> <li>1. IMMEDIATE REMOVAL FROM CAMPUS AND POSSIBLY INCLUDING BUT NOT LIMITED TO REFERRAL TO GARY POLICE DEPARTMENT</li> </ol>
<p>OBSCENITY/PROFANITY: USING LANGUAGE THAT IS OFFENSIVE AND PROFANE IN CONVERSATION</p>	<ol style="list-style-type: none"> <li>1. FIRST OFFENSE - DISMISSAL FOR THE DAY</li> <li>2. FURTHER OFFENSES WILL LEAD TO MORE SEVERE CONSEQUENCES, POSSIBLY INCLUDING BUT NOT LIMITED TO REMOVAL FROM THE PROGRAM</li> </ol>
<p>FIGHTING ANY CONFRONTATION IN WHICH BOTH PARTIES HAVE CONTRIBUTED IN A CONFLICT BY WORDS, ACTIONS, OR DEEDS</p>	<ol style="list-style-type: none"> <li>1. IMMEDIATE REMOVAL FROM CAMPUS AND POSSIBLY INCLUDING BUT NOT LIMITED TO REFERRAL TO GARY POLICE DEPARTMENT</li> </ol>
<p>HORSEPLAYING: RUNNING, HITTING ANOTHER STUDENT, "PLAYING"</p>	<ol style="list-style-type: none"> <li>1. FIRST OFFENSE - DISMISSAL FOR THE DAY</li> <li>2. FURTHER OFFENSES WILL LEAD TO MORE SEVERE CONSEQUENCES, POSSIBLY INCLUDING BUT NOT LIMITED TO REMOVAL FROM THE PROGRAM</li> </ol>
<p><b>SEVERE VIOLATION, NOT LIMITED TO:</b></p>	<p><b>DISCIPLINARY ACTIONS TO BE FOLLOWED</b></p>
<p>USING TOBACCO ON SCHOOL GROUNDS AT ANYTIME: INCLUDING SCHOOL ACTIVITIES/FUNCTIONS</p>	<p>IMMEDIATE REMOVAL FROM CAMPUS AND POSSIBLY INCLUDING BUT NOT LIMITED TO REFERRAL TO GARY POLICE DEPARTMENT</p>
<p>GAMBLING OR POSSESSING/USING GAMBLING PARAPHERNALIA</p>	<p>IMMEDIATE REMOVAL FROM CAMPUS AND POSSIBLY INCLUDING BUT NOT LIMITED TO REFERRAL TO GARY POLICE DEPARTMENT</p>
<p>POSSESSION OF SMOKING MATERIALS</p>	<p>IMMEDIATE REMOVAL FROM CAMPUS AND POSSIBLY INCLUDING BUT NOT LIMITED TO REFERRAL TO GARY POLICE DEPT.</p>



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<p>SEXUAL HARASSMENT - UNWELCOME SEXUAL ADVANCES, REQUESTS FOR SEXUAL FAVORS AND/OR INAPPROPRIATE VERBAL/NONVERBAL CONDUCT OF A SEXUAL NATURE, INCLUDING SUCH ON SOCIAL MEDIA</p>	<p>IMMEDIATE REMOVAL FROM CAMPUS AND POSSIBLY INCLUDING BUT NOT LIMITED TO REFERRAL TO GARY POLICE DEPARTMENT</p>
<p>BULLYING: REPEATED ACTS OR GESTURES INCLUDING VERBAL, WRITTEN, OR PHYSICAL ACTS COMMITTED BY A STUDENT OR GROUP OF STUDENTS WITH THE INTENT TO HARASS, RIDICULE, HUMILIATE, INTIMIDATE, OR HARM ANOTHER STUDENT INCLUDING SUCH ON SOCIAL MEDIA</p>	<p>IMMEDIATE REMOVAL FROM CAMPUS AND POSSIBLY INCLUDING BUT NOT LIMITED TO REFERRAL TO GARY POLICE DEPARTMENT</p>
<p>FIRECRACKERS AND OTHER EXPLOSIVE DEVICES</p>	<p>IMMEDIATE REMOVAL FROM CAMPUS AND POSSIBLY INCLUDING BUT NOT LIMITED TO REFERRAL TO GARY POLICE DEPARTMENT</p>
<p>POSSESSING, USING OR TRANSMITTING ALCOHOL, DRUGS, LOOK-A-LIKE DRUGS WHILE ON SCHOOL PROPERTY OR ATTENDING A SCHOOL FUNCTION</p>	<p>IMMEDIATE REMOVAL FROM CAMPUS AND POSSIBLY INCLUDING BUT NOT LIMITED TO REFERRAL TO GARY POLICE DEPARTMENT</p>
<p>ATTENDING A SCHOOL FUNCTION WHILE UNDER THE INFLUENCE OF A CONTROLLED SUBSTANCE, DRUGS OR ALCOHOL</p>	<p>IMMEDIATE REMOVAL FROM CAMPUS AND POSSIBLY INCLUDING BUT NOT LIMITED TO REFERRAL TO GARY POLICE DEPARTMENT</p>
<p>POSSESSION OF DRUG PARAPHERNALIA</p>	<p>IMMEDIATE REMOVAL FROM CAMPUS AND POSSIBLY INCLUDING BUT NOT LIMITED TO REFERRAL TO GARY POLICE DEPARTMENT</p>
<p>PHYSICAL ATTACK OF A STAFF MEMBER</p>	<p>IMMEDIATE REMOVAL FROM CAMPUS AND POSSIBLY INCLUDING BUT NOT LIMITED TO REFERRAL TO GARY POLICE DEPARTMENT</p>



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BOMB THREATS	IMMEDIATE REMOVAL FROM CAMPUS AND POSSIBLY INCLUDING BUT NOT LIMITED TO REFERRAL TO GARY POLICE DEPT.
GUNS ON SCHOOL PROPERTY	IMMEDIATE REMOVAL FROM CAMPUS AND POSSIBLY INCLUDING BUT NOT LIMITED TO REFERRAL TO GARY POLICE DEPT.

In addition (IC 20-33-8-15), a student may be suspended or expelled in unlawful activity on or off school grounds if: (1) The unlawful activity may reasonably be considered to be an interference with school purposes or an educational; function; if (2) The student's removal is necessary to restore order or protect persons on school property; Including unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

\* The Principal and/or Academic Coach reserve the right to adjust the consequences on a case-by-case basis depending on the severity to which actions were committed.

\*\* If a student has been suspended from school at least ten (10) days, the student and parent will participate in an expulsion meeting and could lead to expulsion through due process.

\*\* Any student suspended from school is not allowed on school property until their suspension period is over. Any violation could lead to arrest for trespassing on school property.

DRIVING RULES AND REGULATIONS

Driving/parking at Gary Middle College is a privilege-NOT A RIGHT! All vehicles driven to Gary Middle College by students must be parked in the school parking lot. When driving/parking on Gary Middle College property, students agree to provide access to vehicles upon request of the administration or security. Gary Middle College is not responsible for damage to vehicles or theft of the contents of vehicles.

1. Driving/Parking Violations -- Students who drive to school are expected to exhibit safe driving habits at all times. Speeding or reckless driving on school property will not be tolerated. All posted signs and traffic patterns must be obeyed. Students driving inappropriately, recklessly, or unsafely are subject to suspension, and loss of driving privileges. STUDENTS ARE RESPONSIBLE FOR THE CONTENTS OF THEIR VEHICLE AT ALL TIMES.
2. PENALTIES FOR DRIVING VIOLATIONS Violation of the driving/parking regulations will range from loss of driving privileges to suspension. Severe violations of driving regulations could result in loss of driving privileges for the entire year on the first offense, additional disciplinary action by school authorities, and/or possible prosecution by law enforcement. When driving privileges are



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suspended, students are required to surrender their parking permit to the school administration.

3. **ARRIVAL AT SCHOOL** All students who drive to school are to park in the designated area and exit their vehicles immediately upon arrival. All car doors must be locked. Absolutely no cruising or loitering is permitted in the parking lot at any time. No student is permitted in the parking lot at any time during school hours without permission from the Academic Dean. Students observed in the school parking lot during school hours without permission may be considered truant.
4. **DEPARTURE FROM SCHOOL** Upon dismissal from school, student drivers are to enter their vehicles and are not permitted to loiter in the parking lot.
5. **ACCIDENTS** — Any student who has been involved in an accident or has sustained damage to his/her vehicle must report as soon as possible to the school security and or administration.

EARLY COLLEGE PROGRAM

Students who participate in our Early College Program and are jointly-enrolled in Ivy Tech will have their Ivy Tech grade posted on their Gary Middle College transcript based on the Ivy Tech grading scale. These are dual credit (high school and college) classes; therefore, they are part of the high school transcript. If a student fails a class at Ivy Tech, they will be responsible for the cost of the class/textbook prior to being allowed to enroll in additional dual credit courses.

EMERGENCY CLOSINGS

It may be necessary for the school to close or delay opening because of severe weather conditions or other emergency situations. If a closing seems possible, you are requested to watch one of the following television stations for this information or check their websites.

CBS	NBC	WGN	ABC	FOX	WGCI	Power92	WSRB
Channel 2	Channel 5	Channel 9	Channel 7	Fox 32	107.5	92.3	106.3



### HEALTH, INJURY AND ILLNESS REPORTING PROCEDURES

1. When a student becomes ill or injured at school he/she is to report to the teacher. The teacher will initiate a "Nurse Referral".
2. It is school policy to send a student home with a temperature or 100 degrees or higher. should remain at home until his/her temperature has been below 100<sup>0</sup> for 24 hours without fever reducing medications.
3. The parent/guardian is responsible for transporting the student home or making arrangements for transportation. If the student is to be released to someone other than the parent/guardian, the school must be notified by the parent/guardian. Another student may not transport a student who is ill or injured. The school nurse may not transport ill or injured students.
4. If the parent/guardian cannot be reached, persons who are listed on the enrollment/emergency card as "will assume care for my child if I cannot be reached" will be contacted in the order give (#1 first and #2 if necessary). Parent/guardian permission to release the student to anyone other than the parent/guardian must be on file or verbally obtained.
5. In the event that the parent/guardian or the designated temporary caretakers cannot be to contact the parent/guardian, or the temporary caretaker are unsuccessful, in the best judgment of the school nurse or the designee, and if the student's condition is not deemed to be serious, he/she will be transported home by the usual means.
6. If the student's condition appears to be or appears to become such that immediate medical attention is required, Emergency Medical Services will be requested, and their recommendations will be followed.
7. Gary Middle College does not assume financial responsibility for Emergency Medical Services, emergency transportation, or medical services rendered.

### HOMEWORK POLICY

Gary Middle College students are encouraged to do as much work at home as possible. Completion times for courses vary depending upon how quickly students finish their work. We



strongly recommend a minimum of ten hours of additional work outside the classroom to maintain a pace for graduation.

### IMMUNIZATIONS

Indiana Code requires that the school corporation maintain a file of immunization history for each student. When a student enrolls for the first time or any subsequent time and at any level, his/her parents must show either that he/she has been immunized or that a current religious or medical objection is on file. The law further states that no child may remain in school beyond the date of his enrollment without minimum required immunizations.

### MEDICATION POLICY

When it is necessary for a student to take medication during the school day, Indiana State Code must be followed. Both prescription and non-prescription medication must be brought to the school clinic and kept there for the nurse or nurse-delegate to dispense. Medication may be given or dispensed only by a school administrator, school nurse, teacher, or other school employee designated by the school administrator.

#### Prescription Medication

1. The school must have written permission from both the doctor and parent or legal guardian to give the student prescription medication. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school year. The parent note should include the time schedule for administration of medication. If the medication is to be terminated prior to the date on the prescription, the written consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.
2. Medication must be in the original pharmacy container with the pharmacy label bearing: date, student's name, name of medication and strength, directions for administering (frequency and amount).
3. In NO INSTANCE may the physician's ordered medication dosage or frequency of administration for prescription medication be altered.
4. In NO INSTANCE may the student carry inhaler(s) on him/herself without a Student Asthma Action Card filed in the clinic and signed by parent and physician, giving permission for the student to carry an inhaler on his or her person.

#### Non-Prescription Medication

1. The school must have written permission from parent and doctor including date, student's name, name of medication, amount to be given, frequency of administration and time schedule and date to discontinue.



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2. The school must be in an original container bearing the name of medication, directions for use, recommended dosage and manufacturer's expiration date (if appropriate).
3. Medication containers must be labeled with the student's name in permanent marker.
4. In NO INSTANCE may the manufacturer's recommended dosage or frequency of administration for non-prescription medications be exceeded, unless a written note from the physician, stating that the medication may be given, is presented with the medication.

#### MONEY

It is strongly suggested that students not be allowed to carry significant amounts of money to school unless there is a specific purpose for which it is to be used. In cases where money is lost or stolen school personnel will not investigate.

#### PARENT RIGHTS

Parents have the right to see all records that pertain to their individual student (under the age of 18). If you desire to view your student's records, contact the Principal. Student records may not leave the office area. You will be given a private area to view the records. By law, student records must be kept confidential and viewed only by school personnel dealing with the child directly. No information can be shared publicly in any way without expressed written permission of the parent or guardian.

1. Non-Custodial Parent Rights - Unless a court order is on file preventing a parent from visiting or receiving information concerning a child, non-custodial parents have the right to visit children, view records, and take part in communications regarding the child. Please contact the Principal concerning any problems with custodial and non-custodial parents that would affect our school.
2. Special Education - Parents of students identified with disabilities have certain legal rights. Please contact the office for a copy of those rights and educational safeguards.

#### SUSPICION OF ABUSE REPORTING POLICY

Indiana Law requires a person to immediately report suspected and reported child abuse to the authorities and in organizations such as Gary Middle College, to the appropriate individual in charge. A person who fails to do so can be prosecuted for a Class B misdemeanor or, in extreme circumstances, may be subject to civil liability for money damages. All employees and volunteers at Gary Middle College must adhere to the following procedures:

In the event of suspected, reported or discovered child abuse or violation of the Child Protection Guidelines of Gary Middle College, the employee or volunteer shall immediately notify the principal. In the absence of the principal, notify Dana Johnson, Attorney for GEO 317-536-1026 ext. 4207. In the event of suspected, reported or discovered child abuse or neglect, the principal



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will also immediately make a report to the local child protection service or law enforcement agency.

Primary Contact: Mr. Joe Arredondo, Principal-219-888-1120 ext. 3430

Secondary Contact: Dana Teasley, GEO Attorney-317-536-1026 ext. 4207

Gary Police Department-219-881-1214

Child Protection Services- 219-886-6000

At the beginning of each school administrative year, all employees and volunteers working with minor children will receive training regarding the signs of child abuse, including child sexual abuse, and will receive instruction regarding reporting procedures for any and all suspected child abuse.

### SMOKING POLICY

SMOKING IS NOT PERMITTED anywhere on school property, including around or inside all buildings, school grounds or vehicles on school property. Smoking will also not be permitted while on field trips. If a student chooses to smoke, he/she must sign out and leave for the day but may return for the night program to complete the daily attendance requirement.

### STUDENT RESPONSIBILITIES

Once a student turns 18, they become legally responsible for themselves. This means they are able to legally access their own school records (and their parent cannot, without written permission from the student.) It also means that the student is no longer required by state law to attend school. However, this does not mean a student may attend whenever they wish. Attendance is mandatory at Gary Middle College, and once a student enrolls with us, they agree to follow our policies, including attendance and truancy. All students are required to attend school for the required number of days. Please see our Attendance Policy for more detail

### SUMMER SCHOOL

Students who fail any subject of the ECA testing as well as students who are formally retained will be required to attend summer school, per our approved School Board Policy. Students should anticipate no less than 30 days of summer school (5 weeks), and students should expect to attend in professional attire. Students who have more than 3 days of unexcused absences and/or tardies will not be enrolled as a student the following year and placed on the waiting list.





## TECHNOLOGY USE POLICY

Use of technology is essential to the curriculum and learning at Gary Middle College. Students will participate in a variety of lessons and activities using computers, printers, scanners, and other digital equipment. Students will receive training to use technology at school and home. Students are expected to follow and agree to the "Acceptable Use Policy" signed by all students and parents upon acceptance of enrollment. Appropriate use of technology is outlined below.

1. Acceptable Use Policy - Regardless of the circumstance, each student is expected to be responsible and honest, use common sense, and practice proper etiquette at all times. In order to comply, the following rules are in effect:
  - a. It is a federal crime to unlawfully copy software; any student attempting to copy the school's software and/or multi-media materials will be referred to the school's administration and law enforcement for disciplinary consequences according to the student handbook for vandalism.
  - b. Tampering with or vandalizing any part of the hardware or software will result in disciplinary consequences according to the student handbook for vandalism.
  - c. Using any commands on the computer that could alter the operations of any part of the computer system, including the default settings, will result in disciplinary consequences according to the student handbook for vandalism.
  - d. The downloading of programs from any source is strictly prohibited. Failure to comply will be treated as vandalism.
  - e. Use of computers outside of class period and after school is at the discretion of the teacher. No student is to use computers without an authorized faculty or staff member or parent (at home) present. Failure to comply will be treated as vandalism.
  - f. Students are not allowed to take computers out of the school without teacher approval. Failure to comply will be treated as theft.
  
2. Consequences for misuse -
  - a. First Offense: Changing computer configuration, deliberately accessing another student's account, deliberately harming any of the equipment, or surfing the web without an educational assignment will result in the parent being called and the student losing all computer privileges for a specified period of time outside of the usage necessary for the basic curriculum.
  - b. Repeat offenders and/or students who deliberately access pornographic materials from the Internet will lose all computer privileges and will be processed through expulsion procedures. Students will be immediately suspended out of school for any such infraction.



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### WORK PERMITS

Work permits are issued by the principal. This is a two-step procedure. The student must first obtain the "Intent to Employ" card from the employer. Then the student must bring his/her completed "Intent to Employ" form signed by his/her parent/guardian and his/her prospective employer. A work permit will be generated by the principal and given to the student. These steps must be followed each time a student changes employment.

### CHILDCARE

Childcare is available to students with small children who qualify.

### BUS PASSES

Bus passes for GPTC bus service are available to eligible students based on attendance, academic progress, and professional behavior.

### CAMPUS

Gary Middle College students are restricted to the two campuses only. Students are strictly prohibited from the high school, elementary school, and preschool portable as well as the playground area. Legally students cannot be around school children without proper background checks and clearance. Any student caught in these restricted areas may result in immediate removal from the program. Strict adherence to this policy is mandated.



DETACH THIS SHEET FROM HANDBOOK AND RETURN TO GMC.

I, \_\_\_\_\_, have read and understand the Gary Middle College student handbook and agree to adhere to expectations for attendance, behavior, and academic progress. I understand that failure to comply with any expectations dictated in the handbook may result in removal from the program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



PLEASE DETACH THIS SHEET FROM THE HANDBOOK AND RETURN TO GMC

GMC Orientation Agreement

Orientation Agreement for new GMC students:

- I agree to complete a 3 credit IVY Tech class as part of my graduation process.
- I agree to complete GMC placement tests before beginning classes at Gary Middle College.
- I understand that I will have to complete all required graduation exams at Gary Middle College.
- I understand that I am expected to complete 5 or more credits a semester.
- I understand that missing 10 or more days of school is grounds for removal from Gary Middle College.
- I understand that I will not receive a verification of enrollment until after the probationary period of 30 days of attending Gary Middle College.
- I understand that I will not receive a bus pass until after the probationary period of 30 days with no referrals and good attendance.
- I understand that failure to complete any of these requirements may result in the removal from Gary Middle College.

Student (print) \_\_\_\_\_ Date\_\_\_\_\_

Student Signature \_\_\_\_\_ Date\_\_\_\_\_

Staff Signature \_\_\_\_\_ Date\_\_\_\_\_