



# 2022-2023 Student Handbook

PROUDLY SPONSORED BY **GEO FOUNDATION**

**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'.

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, rewarding and successful school year.

Sincerely,

Joe Arredondo, Principal

Gary Middle College

[jarredondo@geoacademies.org](mailto:jarredondo@geoacademies.org)

### 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 programs.

### 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: Mr. Joseph Arredondo, (219) 888-7120, Ext. 3430
- Assistant Principal: Mr. Terrence McCollough, (219) 888-7120 Ext. 3411
- Dean: Ms. Audrey Strong, (219) 888-7120 Ext. 3217
- Office Manager: Ms. Veronica Perez, (219) 888-7120 Ext. 3400
- Guidance & College Counselor: Ms. Raquel Ordaz, (219) 888-7120 Ext. 8130

SCHOOL HOURS   Monday - Thursday   8:00 AM - 8:00 PM  
Friday   8:00 AM - 4:00 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 3 HOURS each day. Students that do not complete the daily three-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.)

### CELL PHONE/ ELECTRONIC DEVICES

During school hours cell phones/electronic devices must be set to vibrate or silence 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 parents should be actively involved in the school. It is our intention to provide timely information in the areas of programs, curriculum, special events, procedures, policies, etc. You are encouraged to contact us by:

#### **PARENTSQUARE: UNIFYING SCHOOL COMMUNICATION**

Gary Middle College (GMC) uses ParentSquare for school communication, through email, text, and app notifications. Every Gary Middle College (GMC) parent has a ParentSquare account, which is associated with the email address and phone number provided to the school. We encourage all parents to access their accounts by downloading the mobile app to stay connected! By downloading the ParentSquare app, parent's can:

- Receive messages, including emergency alerts and school closures, from the school via email, text, or app notification
- Choose to receive information as it comes or all at once at 6pm daily
- Comment on school postings to engage in your school community
- Communicate directly with school staff

Download the app today, for free, for iOS or Android.  
Parents can also access ParentSquare directly on the web at [www.parentsquare.com](http://www.parentsquare.com).





### POWERSCHOOL

Our school has an online database for managing student data. PowerSchool offers a number of features for parents, students, teachers, and staff, including:

- Access to academic calendar and athletic schedules
- Attendance management, tracking, and notification
- Reporting tools for teachers and staff to get in touch with parents and students
- Postings of activities and events at the school

Each teacher and parent is to be registered with a username to access PowerSchool's online database. It is the expectation that all parents register in PowerSchool to have immediate access to the child's gradebook and report cards. *If you are not yet registered, please contact the Registrar.*

### DISCIPLINE PHILOSOPHY

Discipline is the demonstration of responsible behavior - academically, socially, physically, and ethically. Our goal is to establish a climate that is safe, secure, and conducive to learning. We believe the establishment of disciplinary parameters at school is central to a strong educational structure, and a safe and secure learning environment. 21st Century Charter at Gary has created a discipline plan that was developed to ensure the academic integrity of our buildings. The plan is meant to promote a school atmosphere which is conducive to student learning. Student conduct is one important indicator of school climate and a critical factor in determining a quality school. Students subjected to disciplinary actions by either the school administration or from their respective teachers will be addressed according to this plan. The staff at 21st Century Charter at Gary reserves the right to deal with each student's case according to individual situations before considering appropriate consequences. This plan is not intended to be the "last word" or "all-inclusive" concerning misbehaviors or penalties, but it is a conscientious attempt to deal fairly and consistently with students.

21st Century Charter at Gary will employ progressive discipline, using incremental interventions to address inappropriate behavior with the ultimate goal of teaching prosocial behavior. The goal of **progressive discipline** is prevention of a recurrence of negative behavior by helping **students** learn from their mistakes. Progressive discipline **may** include, but is not limited to, any of the following consequences: Verbal warning, conferencing, parent meeting, in-school suspension, out-of school suspension, alternative placement, lunch detention, after school detention, denial of privileges (loss of passing period, no internet, etc.), contract and/or drivers license revocation, and possible removal from 21C.

**DISCIPLINE STEPS AND PROCEDURES**

VIOLATION	PROCEDURE FOR CORRECTION
<p>Dress Code violation: Not in complete uniform for school/classes</p>	<ol style="list-style-type: none"> <li>1) School-personnel will reach out to the parent/guardian to discuss the dress code violation.</li> <li>2) Students who are provided a uniform by the school, whether in-need or on-loan, the expectation is that the student shall wear the uniform provided. Students who refuse to follow the dress code procedures may result in progressive discipline.</li> </ol>
<p>Technology misuse: Tampering with servers, files, pornography, adult sites</p>	<ol style="list-style-type: none"> <li>1) Suspension, loss of technology use privileges, and possible recommendation for expulsion.</li> <li>2) Reimbursement or repair of damages.</li> </ol>
<p>Electronic devices during school hours: (Including, but not limited to: cell phones, mp3 players, game systems, etc.)</p>	<ol style="list-style-type: none"> <li>1) First offense - Student Warning</li> <li>2) Second Offense - the parent must collect from the Principal on behalf of the student.</li> <li>3) Additional offenses - the student is subject to progressive discipline which may result in the phone being collected at the start of each day and returned at the end of the day.</li> </ol>

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; or

(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 Dean 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 for at least ten (10) days, the student and parent may 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 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

Our Early College program begins as early as 7<sup>th</sup> grade, with students able to take the college entrance exam, Knowledge Assessment. Students who pass may begin taking college credit courses at no cost to them as soon as their freshman year - or sooner! Students who remain in good academic and behavioral standing may earn as many as 60 college credits - and a full, accredited college Associates Degree, with the potential of a Bachelor's degree, before they even graduate from high school... **At no cost to the family or student!** These courses will fulfill both high school and college credit requirements.

***In addition, Gary Middle College (GMC) will pay for Driver's Education courses for all scholars that pass the college entrance exam, currently known as the Knowledge Assessment.***

At a very minimum, the Gary Middle College (GMC) is committed to excellence in education. As part of that commitment, and in order to meet the State of Indiana's requirement that students demonstrate College and Career Readiness during their high school years, effective for the graduating class of 2023, and encouraged for all classes graduating sooner, as part of the Core 40 (or higher) diploma requirements, all students must earn twenty-four (24) college credits from an accredited Indiana college or university, in accordance with established Gary Middle College (GMC) policy for earning college credits.

This requirement may be waived only under the following reasons:

- Approved in a student's Individual Education Plan (IEP)
- Student joined 21st Century after their freshman year
- Recommended in writing by School Principal and approved by School Superintendent.

Students who participate in our Early College Program and are jointly enrolled in the dual credit program, will have their post-secondary courses and grades posted on their Gary Middle College (GMC) transcript based on the postsecondary institution's grading scale. These are dual credit (high school and college) classes; therefore they are part of both the permanent high school transcript and the student's college transcript. If a student fails a dual credit course, they will be responsible for the full cost of the course/textbook. Additionally, prior to being allowed to enroll in

additional dual credit courses, any outstanding costs of the course/textbook must be paid in full. Outstanding balances may cause a student’s diploma to be withheld. However, the staff and administration at the school remain fully committed to every student’s success and, together with the student’s hard work and commitment, will provide every resource possible to support each student’s success in the program.

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. *\*\*Please look for Gary Middle College (GMC) to get GMC closing information.*

CBS	NBC	WGN	ABC	FOX	WGCI	Power 92	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 of 100 degrees or higher. A student 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 make any 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 (GMC) does not assume financial responsibility for Emergency Medical Services, emergency transportation, or medical services rendered.

#### HOMEWORK POLICY

Gary Middle College (GMC) has created a schedule that will allow students to complete the majority of assignments and projects in school. It is our goal to assist our scholars to find balance between their academic development and personal growth by having ample time for enjoyable activities with family.

#### 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.
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 Teasley, Attorney for GEO 317-713-4207. In the event of suspected, reported or discovered child abuse or neglect, the principal will also immediately make a report to the local child protection service or law enforcement agency.

Primary Contact: Joseph Arredondo, Principal, (219) 888-1120 Ext. 3430

Secondary Contact: Dana Teasley, GEO Attorney, 317-713-4207

Gary Police Department, (219)881-1214

Indiana Department of Child Services (DCS), (219) 886-6000 or 1-800-800-5556

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 (their parents 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 core content subjects will be **required to attend summer school**, per our approved School Board Policy. Students should anticipate no less than 4 weeks of summer school.

### 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.
- c. Any scholar who causes damage to a device may be charged to repair the device

## WORK PERMITS

The Indiana Department of Labor's new Youth Employment System, or YES, is now live, opening the door for Hoosier employers to begin using the system to comply with a new youth-employment law that goes into effect July 1. The new law requires Indiana employers who hire five or more minor employees (under age 18), per location, to list those employees in the new YES registry. The change is part of amendments to Indiana Code 22-2-18.1-26 made during the 2020 state legislative session, which also mandated implementation of the YES registry and effective date of employer registration by July 1, 2021.

The new requirement will eliminate the need for work permits in Indiana for minor employees, and shift the responsibility of tracking and reporting youth employment from schools to employers. The new YES requirement will not impact the state's work-hour requirement for minors, and all employers must still comply with the Teen Work Hour Restrictions and Prohibited and Hazardous Occupation restrictions for minors. As of July 1, employers who fail to comply with the new registration requirements may face penalties of up to \$400 per infraction.

### 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 all dictated expectations, including 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.

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

**(if student is under the age of 18)**

Parent Name (print): \_\_\_\_\_

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

Date:

\_\_\_\_\_

PLEASE DETACH THIS SHEET FROM THE HANDBOOK AND RETURN TO GMC

**Gary Middle College (GMC) Orientation Agreement**

*Please initial each item below to verify understanding of the GMC Orientation Agreement:*

\_\_\_\_\_ 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 Name (print): \_\_\_\_\_ Date \_\_\_\_\_  
Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

**(If student is under the age of 18)**  
Parent Name (print): \_\_\_\_\_ Date \_\_\_\_\_  
Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

Staff Name (print): \_\_\_\_\_ Date \_\_\_\_\_  
Staff Signature: \_\_\_\_\_ Date \_\_\_\_\_