

GORDON TECH HIGH SCHOOL
**VERIFICATION OF REVIEW OF 2008-2009 FAMILY/STUDENT
HANDBOOK**

I have reviewed and discussed the 2008-2009 Gordon Tech Family/Student Handbook with my son/daughter and agree to all of its policies and procedures.

Student's Name _____ Fr Soph Jr Sr
Please Print

Parent Name _____
Please Print Full Name Date Parent Signature

GORDON TECH HIGH SCHOOL
**STUDENT AND PARENTAL CONSENT FORM: EXTERNAL
MEDIA COVERAGE**

For valuable consideration received (waived), I hereby grant Gordon Tech High School and its legal representatives and assignees, the irrevocable and unrestricted right to use and publish photographs of me, or in which I may be included for editorial, trade, advertising, and any other purpose and in any manner and medium including electronic usages (television spots, web sites, photo CD's, e-mail, on-line stock, etc.); to alter the same without restriction; and to copyright the same. I hereby release Gordon Tech High School and its legal representatives and assigns from all claims and liability relating to said photographs.

Student's Name Printed: _____ Date: _____

Student's Signature: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Parent/Guardian Signature: _____

Signature of Witness: _____

GORDON TECH HIGH SCHOOL
Chicago, IL

Computer Technology Acceptable Use Policy Agreement

I have read and understand the Gordon Tech High School Computer Technology Acceptable Use Policy as printed on pages 24 through 27 of the GT Family and Student Handbook, and agree to adhere to the principles and procedures detailed within. I understand that from time to time, this policy may be amended.

I realize that the use of the network, including the Internet, is a privilege, not a right. I accept that inappropriate behavior may lead to penalties, including the revoking of my account, disciplinary action, and/or legal action.

I agree not to participate in the transfer of inappropriate or illegal materials through the Gordon Tech Internet connection. I realize that, in some cases, the transfer of such material may result in legal action against me.

I agree not to allow other individuals to use my account for Internet activities nor will I give anyone my password.

I release Gordon Tech High School and all other organizations related to the Gordon Tech Internet Connection from any liability or damages that may result from the use of the Internet Connection. In addition, I will accept full responsibility and liability for the results of my actions with regards to the use of the Internet. I release the school and related organizations from any liability relating to consequences resulting from my use of the Internet.

Name (Please Print)

Student Signature

Date

As the parent or guardian, I have read the Gordon Tech High School Computer Technology Acceptable Use Policy as printed on pages 24 through 26 of the GT Family and Student Handbook. I understand it and agree to the principles and procedures detailed in the policy. I hereby give my son/ daughter permission to use the Gordon Tech High School Computer Network, including the Internet.

By signing this contract, I acknowledge my agreement with the policy, and I release Gordon Tech High School and all other organizations related to the Gordon Tech Internet Connection from any liability or damages that may result from my son's/daughter's use of the Internet connection.

Parent or Guardian Signature

Date



Gordon Tech High School

A Catholic coed high school dedicated to preparing its diverse student body spiritually, academically, and personally for college and career success



STUDENT PLEDGE TO MEET GORDON TECH'S RIGOROUS ACADEMIC EXPECTATIONS

I realize that Gordon Tech is dedicated to ensuring that ALL students use their God-given talents to succeed in a rigorous college prep environment. Further, I agree to develop these gifts to the best of my ability and to dedicate myself to the pursuit of academic excellence to ensure my future success in college and beyond.

I further declare that I believe I will be successful at Gordon Tech if I always:

1. Assume full responsibility for my own learning and regularly discuss my progress in school with my parent(s) or guardian(s) and my GT counselor.
2. Attend school unless I am really ill or injured and arrive on time for all my classes.
3. Am attentive and involved in all class activities - taking notes, asking questions, participating in discussions, completing class projects and so on.
4. Complete an average of at least two hours of homework each school night.
5. Ask my teacher(s) for help and stay after school or come early, if necessary, to receive help.
6. Actively participate in after-school tutoring if it is recommended.
7. Limit my TV viewing, Internet surfing and/or videogame playing so it does not interfere with my completion of homework.
8. Set aside at least one hour of reading time on a weekly basis and read a book, magazine, or newspaper of interest to me.
9. Take immediate corrective action if I exhibit poor and/or inappropriate behavior and accept the logical consequences of such behavior, e.g., serve detention when it is assigned.
10. Actively participate in the GT Guidance Program and work with my counselor to make plans for my future after graduation.

By committing to attend Gordon Tech High School, I pledge to implement all ten of the above habits/behaviors to the very best of my ability.



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PARENT PLEDGE TO HELP STUDENTS MEET GORDON TECH'S ACADEMIC EXPECTATIONS

I realize that Gordon Tech is dedicated to ensuring that ALL students use their God-given talents to succeed in a rigorous college prep environment. Further, I agree to help my child develop these gifts to the best of his/her ability and to dedicate myself to supporting their pursuit of academic excellence required for future success in college and beyond.

I further declare that I believe my child will be successful at Gordon Tech if I:

1. Show interest in my child's progress by regularly asking about and discussing his/her school experiences.
2. Require my son or daughter to attend every day unless he or she is really ill or injured.
3. Require my son or daughter to leave early enough so that she or he arrives on time for 1st block.
4. Become informed about the expectations of each of my child's teachers and monitor homework completion, ensuring that he or she completes at least two hours per school night.
5. Insist that my son or daughter ask teacher(s) for help and expect him/her to stay after school or come early if necessary.
6. Insist that my child participate in after-school tutoring if it is recommended.
7. Grant appropriate rewards for my son or daughter's good school performance.
8. Monitor and limit his/her TV viewing, Internet surfing and video game playing.
9. Set aside at least one hour of reading time on a weekly basis.
10. Meet with teachers for scheduled progress reports.
11. Attend and participate in Parent Organization sponsored parenting and college and career planning programs.
12. Firmly support Gordon Tech's policies, procedures, and expectations.
13. Respond to reports about my child's poor and inappropriate behavior with corrective action.
14. Use the established conflict resolution procedure to resolve conflicts with school personnel.

Gordon Tech fully acknowledges and affirms that parents and guardians are the primary and most important teachers of their children. We look forward to partnering with you to ensure that your child fulfills his/her academic promise.

ACADEMIC POLICIES

Academic Integrity

Gordon Tech expects all students to submit work that is entirely a result of their own effort and to pursue academic achievement with integrity. Examples of academic dishonesty include:

- Plagiarism. This means submitting others' work (print, electronic, or oral) in whole or part without thoroughly and accurately citing its origin.
- Copying the work of another student (current or former). All assignments, quizzes, and tests, unless specifically indicated otherwise, are to be completed by individual students.
- Dual submission of a paper or assignment to two or more different teachers without their prior expressed knowledge and consent.
- Allowing other students to copy or submit his/her work as if it were theirs.

Students found in violation of this policy will not earn any credit for the assignment, quiz or test in question. The matter will be referred to the assistant principal and repeat offenders are subject to disciplinary action including detention, suspension, and possible dismissal from school.

Course Levels

In order to meet the needs of students of varying abilities and preparation, some of the core required courses are offered two levels: Honors and Regular. Counselors use a student's past achievement, standardized test scores, and faculty recommendations to place him/her in appropriate courses.

- Regular courses are designed to be college preparatory. Students who successfully complete four years of the college prep sequence of courses will meet the general entrance requirements for post-secondary institutions.
- Honors courses are designed to challenge students with outstanding ability and strong commitment to academic achievement.
- Advanced Placement courses are designed to simulate college classrooms and prepare students to meet the challenge of College Board AP assessments.

Honors Program (Classes of 2009)

The Honors Program is designed to recognize and foster academic excellence. Students who successfully fulfill the requirements of this four-year program receive the Honors Diploma, the highest academic award given by Gordon Tech.

The Advanced Placement Academy (Class of 2010-2012)

The AP Academy serves to challenge our most talented students to meet their full academic potential. AP students will have the opportunity to study with a select group of faculty members who will encourage the highest standards of achievement, critical thinking, and citizenship. Students invited to participate in this program benefit from a rigorous cross-disciplinary course of study that demands a high level of commitment to completing coursework that prepares students for success on AP exams and gaining acceptance into top colleges and universities.

Grade Definitions and Grade Points (GP)

GP

- A+** 4.00 **indicates learning at the highest level.** The student demonstrates comprehensive knowledge and understanding of content and skills, as well as the ability to generalize his/her learning to new contexts (e.g. derive a formula, design an experiment, construct an effective argument). [**Percentage ranges: 93% to 100%; 100%-98%(A+), 97%-95%(A), 94%-93%(A-)**]
- A** 4.00
- A-** 3.67
- B+** 3.33 **indicates thorough knowledge and understanding** of the covered content and skills.
- B** 3.00 The student demonstrates some ability to generalize his/her learning to new contexts.
- B-** 2.67 [**Percentage ranges: 85% to 92%; 92%-91%(B+), 90%-87%(B), 86%-85%(B-)**]
- C+** 2.33 **indicates satisfactory, acceptable knowledge and understanding** of the content and skills with limited ability to generalize learning to new contexts. [**Percentage ranges: 77% to 84%; 84%-83%(C+), 82%-79%(C), & 78%-77%(C-)**]
- C** 2.00
- C-** 1.67
- D+** 1.33 **indicates only limited knowledge and understanding** of the content and skills with little or no ability to generalize learning to new contexts. [**Percentage ranges: 70% to 76%; 76%-75%(D+), 74%-72%(D), 71%-70%(D-)**]
- D** 1.00
- D-** 0.67
- F** 0.00 Failing - indicates an unacceptable level of knowledge and understanding of the content and skills and/or failure to do acceptable, required class work and/or homework.. All failing grades (including WF's – see below - must be made up before the start of the next school year in order to return to GT. (Percentage range: 0 to 69%)
- I** **Incomplete - indicates incomplete work.** This grade is only used in medical emergencies with the expressed prior permission of the assistant principal.
- WF** **Withdrew Failing.** Students who drop or are removed from a class after five class days are assigned this grade.

Grade Point Average

Honors and Advanced Placement courses receive extra quality points. For a grade of “C” or higher, Honors classes receive an additional 0.50; Advanced Placement classes receive an additional 1.0 weighting. Students’ final rank in their graduating class is determined by the cumulative grade point average of all semester grades earned throughout the entire four years of high school.

Rank in Class

All students are ranked. Rank in class is determined by the student's cumulative grade point average based upon the final semester grades. GPA is computed using the grades of all GT courses, with the exception of those earned in Physical Education courses and Summer School.

Honor Roll

At the end of each semester, honor roll certificates are awarded accordingly:

Honors with Distinction	3.83 or higher
First Honors	3.33 to 3.829
Second Honors	2.83 to 3.329

Grade Reports

Report cards containing grades and teacher comments are issued midway through and at the end of each semester. The exact dates are printed in the school calendar. Only semester grades are recorded on a student's permanent record.

Semester Examinations

These are required comprehensive exams that are administered on the last two days of each of the four semesters. They may count for up to as much of 1/3rd of the semester grade per department policy. Students who are excused absent from a semester examination must make arrangements to make it up through the assistant principal's office. An unexcused absence from a semester examination generates a grade of "0" for the exam.

Homework Policy

With few exceptions, teachers will assign at least one-half hour of homework each night for each course taken. In order to meet the academic expectations of Gordon Tech High School, students are expected to engage in an average of two hours of homework/study, five days per week. Students should record homework assignments in their GT Agenda books.

Students can be required to stay after school for failure to complete homework and will be referred to the Dean of Students if they fail to appear. Parents are strongly encouraged to monitor their student's GT Agenda book and supervise homework completion. Additionally, parents should regularly visit teacher web pages for course and homework expectations; teachers are available by phone or e-mail to address and parental questions or concerns.

Tutoring

The school sponsors an after-school tutoring program for students who need more time or individualized assistance to master specific lessons. Students can be required to attend tutoring after school and will be referred to the Dean of Students if they fail to appear.

Block Schedule

Classes at Gordon Tech run according to a modified block schedule in which students attend four 85-minute classes each day. In most cases, core subjects such as English and Mathematics are taught all year on alternating days. Gordon Tech's academic calendar is divided into four semesters, with students having the opportunity to earn one-half credit per class each semester for a total of 8 credits per year. A minimum of 30 credits is required for a diploma.

Graduation Requirements

Preparation for a specific job, for job training or for college may require careful planning to complete courses over and above these minimum requirements. Counselors provide comprehensive college and career guidance to assist students and parents with course selections and future plans.

	<u>Credits for Classes of 2008-12</u>
English	4.0
Communications	0.5
Mathematics	4.0
Physical Education	2.0
Religious Education	3.0
Science	3.0 (Biology, Chemistry & Physics)
Social Studies	3.0
Consumer Education	0.5
Fine Arts or Applied Technology	1.0
Computer Concepts	1.0
Elective	9.0
<hr/>	
Total Required for Graduation	31

Senior Failure Make-Up and Academic Dismissal Policy

Any failure incurred in a required course during senior year must be made up before a diploma will be granted from Gordon Tech. If the course is not made up by the final day of the fourth semester, the student will not be permitted to participate in the GT graduation ceremony. Any senior failing an elective course may be denied participation in the graduation ceremony and will not receive a diploma until the credit is made up. This policy also pertains to dropped courses as indicated by the grade of “WF” (Withdraw-Failure).

Underclass Failure Make-Up and Academic Dismissal Policy

Underclassmen who receive failing grades must make up all such deficiencies before they are readmitted to school for the following school year. Students who fail a subject in summer school or are removed from summer school will not be readmitted in the fall.

Non-Refundable Fees

Students are reminded that all registration fees and mandatory fees are non-refundable for any reason. This includes academic dismissal, disciplinary dismissal, or withdrawal from Gordon Tech for any reason. These fees constitute money paid for services rendered, and therefore, cannot be refunded.

Transcripts

Official transcripts of grades and attendance will be issued for any current or former student in good financial standing with Gordon Tech. Transcripts for alumni and other former students will be processed upon receipt of a signed request and \$5.00 fee. Current seniors will be allowed ten free transcripts; additional transcript requests carry a \$5.00 fee.

ATTENDANCE AND CONDUCT EXPECTATIONS

Attendance

Gordon Tech expects students to be in school every day because classroom instruction is an invaluable aspect of the learning process. On a daily basis, we expect students to be on time for class, prepared for the lesson and ready to participate in classroom activities. We promote outstanding attendance, punctuality and discipline to meaningfully prepare students for the world beyond high school.

The Gordon Tech school day runs from 7:45AM—2:35PM. The schedule for Early Release days is from 7:45AM—11:45AM. The library and cafeteria open every day at 7:00AM. Prior to the 7:30AM Early Bell, these are the only two areas in which students are permitted.

Procedure For Reporting an Absence

1. A parent or guardian must call the GT Attendance Office at 773-423-5125 by 8:00AM on each and every day a student will be absent.
2. Upon calling, the parent/guardian should leave a message, stating his/her name, the name and year of the absent student and the reason for the absence. Additionally, we require that a phone number where the parent/guardian can be reached during the day be provided.

Procedure Upon Returning to School Following an Absence

1. Before first period, a student must report to the Attendance Office and present a signed note from a parent/guardian stating the reason for the absence(s) and a phone number where the parent can be reached.
2. The student will receive an Absence Admit Form from the Attendance Office clerk.
3. The student will present the Absence Admit Form to all of his/her teachers for signature.

Failure to Follow the Attendance Procedure

1. Students whose absence is not reported by telephone AND a note will be marked UNEXCUSED until the absence is verified by telephone AND a note from the parent/guardian is submitted.
2. Students who do not get an Absence Admit Form following an absence will not be permitted into class.

Definitions and Expectations for Attendance

A. By law, all absences are recorded in students' permanent records. Absences will be marked excused or unexcused according to these definitions:

1. **Excused Absences:** The student's absence is unavoidable and not optional. Examples of excused absences include: illness, accident, death in the family, and college visits. Students may make up all work missed during these absences, including tests. Teachers are expected to help students acquire materials/information missed during these absences.
 - Seniors may take up to five college visits before April 1st. Students must submit a letter from his/her parents or guardians giving permission for the visit the day before the visit and then present written verification from the college upon return to school. Documentation is to be submitted Attendance Office.

2. **Unexcused Absences:** The student's absence is avoidable and optional. Truancy, suspension, family vacations and unapproved college visits are examples, not an all-inclusive list, of unexcused absences.
 3. **Truancy** is an unexcused absence from two or more blocks in one day. Students who are truant or suspended may not make up any class work, including tests. Students whose unexcused absences are not due to truancy or suspension may make up class work, including tests, at the teacher's discretion.
- B. **Family vacations** should not be scheduled during the school year when classes are in session.
- C. **Late Arrivals/Early Dismissals** are pre-arranged excused absences during school hours. Parents or guardians should follow the same procedure used for reporting an absence: a phone call and a note. Students who become sick during the school day will be released only to their parents/guardians or to a family member designated by the parents/guardians.
- D. **Extended Absences.** Parents or guardians of students who are absent for an extended period of time should call the student's counselor to arrange for obtaining assignments and tutoring or other support services as needed. Students who miss more than two weeks of class may be referred to the Chicago Public schools for Home and Hospital Services.

Expectations of Punctuality and Definition of Tardy

Students will be marked tardy if they are not in their assigned class when the bell rings. By law, all instances of tardiness are recorded in students' permanent records.

- A. Students who are tardy for their first block class must report to the Attendance Office and get a Tardy Admit Form. They will serve after-school detention that afternoon.
- B. Students who are tardy for their second, third or fourth block class will receive a detention from their teacher. They will serve after-school detention that afternoon.
- C. Students who miss more than half a block of class may receive detentions for tardiness and cutting class at the discretion of the Dean of Students.
- D. Only the Dean of Students may excuse tardiness. Examples of excused tardiness include: a death or illness in the family, an accident accompanied by a police report, a vehicle problem accompanied by a bill, a CTA problem accompanied by a note from an authorized CTA representative, a medical emergency accompanied by a doctor's note. Other examples include: a pre-arranged tardy, such as a doctor's appointment or court appearance, or an extraordinary event, such as a house fire.
- E. Examples of unexcused tardiness include: weather, traffic, oversleeping, running late, "missing my ride."

Consequences of Frequent Absence and Tardiness

Frequent absence and/or tardiness may indicate that students are not taking their school responsibilities seriously. Therefore, parents/guardians will

- receive a notification when their child is absent/tardy 10 times
- be required to attend a guidance conference when their child is absent/tardy 15 times.
- be required to attend a conference with the Dean of Students when their child is absent/tardy 20 times.
- be required to meet with the Principal and Dean of Students when their child is absent/tardy 25 times. Among other consequences, the Principal reserves the right to dismiss the student from Gordon Tech or refuse credit for any class missed more than five times.

Conduct

Gordon Tech expects students to adhere to the behavior expectations explained on the following pages. It is our goal to provide the best possible environment for learning, whether students are in the classroom, on the athletic field, or engaged in any other school activity. In order to assure that this positive learning environment flourishes at Gordon Tech, we expect that all students will commit themselves to following and upholding our school rules.

Cafeteria

During the school day, students may purchase hot and cold lunches in the cafeteria. Breakfast is available from 7:00AM—7:30AM.

1. All students must enter and leave the cafeteria only through the west (cafeteria lobby) doors.
2. All food, including snacks, must be eaten in the cafeteria. Eating or drinking in the halls or classrooms is not allowed.
3. Snacks may be purchased from the vending machines in the cafeteria lobby only before or after school and during lunch.
4. During lunch periods, all students must stay in the cafeteria until they are dismissed. The cafeteria supervisor may issue hall passes.
5. Trays are to be returned after students finish lunch. Students who leave a tray behind or throw a tray in the garbage are subject to one week of “clean up duty.”
6. All milk cartons, paper plates and other disposables are to be placed in the waste containers.
7. Students will be asked to clean their tables and, occasionally, to return trays that may not belong to them.
8. Students must clean up all spilled material. Mops and buckets will be provided.
9. Disruptive behavior and misconduct will not be tolerated. Students found misbehaving in the cafeteria may be required to report for “clean-up duty” after lunchroom dismissal. Chronic offenders may be required to do clean-up work on Saturdays. Students at an entire table where disruptive or uncooperative behavior is occurring may be held in the cafeteria until they comply with the supervisor's request(s).
10. Arm wrestling and gambling of any kind are not allowed in the cafeteria.
11. Students may not block aisles in the cafeteria by moving the chairs (fire hazard).

Cell Phones and Other Electronic Devices

These devices should not be seen or used in the building during school hours. All electronic devices, including **cell phones**, must be turned off and kept in student lockers during the school day. Electronic devices that are visible/being used during the school day will be confiscated.

Penalties for using electronic devices in the building include:

1. For a first offense, the device will be confiscated for ten (10) school days.
2. For a second offense, the device will be confiscated for twenty (20) school days.
3. For a third offense, the device will be confiscated for thirty (30) school days.

A fourth offense will subject a student to serious disciplinary consequences at the discretion of the Dean of Students. Confiscated electronic devices will be identified, dated and kept in the Dean of Students' office and will only be returned to the student's parents or guardians at the convenience of the Dean of Students.

Closed Campus and Restricted Areas

Gordon Tech is a closed campus school. Students must remain on the school campus during school hours unless they have the approval of the administration to leave the campus. Students who need to leave campus before the end of the school day because of illness, etc. must be signed out in the Main Office by a parent/guardian.

Certain areas in and around the school building are considered NON-STUDENT areas.

Restriction is placed on these areas for professional, legal, health, and/or security reasons:

- the boiler room
- the gym, weight room, wrestling room, locker rooms, training room and coaches' offices except when participating in P.E. class activity or athletic events that are supervised by a Gordon Tech teacher or coach.
- the stage.
- the top of the east stairwell and underneath the east stairwell in the 800-900 building.
- faculty lounges and room 200. No student is to open the door of the faculty lounges to ask for a teacher or to enter a faculty lounge.
- the Chicago River bank and California Park.

Students are to leave the Gordon Tech premises by 3:00PM on school days unless they are participating in a Gordon Tech activity that is supervised by a Gordon Tech employee.

When a Gordon Tech employee requests that a student leave the premises, the student is expected to leave immediately. Students who refuse to leave are subject to disciplinary action.

Hall passes

If students must be in the halls for any reason when classes are meeting, they must first get a valid hall pass.

ID Cards

An identification card is issued to each student at the beginning of the school year. Every student is required to make sure that the information on the ID card is correct. The ID card must be used for:

1. payment of tuition and fees in the Business Office.
2. readmission to school through the Attendance Office after an absence.
3. checking out library materials.
4. identification at school-sponsored events.

The ID must be with the student at all times and given to any adult upon request; it may be reclaimed from the Dean of Students. Failure to produce one's ID card upon request will result in disciplinary action to be determined by the Dean of Students.

Students who lose their ID cards must report to the Dean's Office for a new ID card. Students will be charged a \$5.00 replacement fee payable at the tuition office.

Lockers

1. Gordon Tech High School is not responsible for lost, damaged, destroyed, or stolen personal property of students, whether or not those items are in a locker. Lost, damaged, destroyed or stolen personal property should be reported to the Dean of Students.
2. Lockers are the property of Gordon Tech High School and subject to search by a designated Gordon Tech representative at any time for any reason the school deems fit.
3. Students are not to share lockers or place anything in someone else's locker.
4. Students must store their personal possessions in their lockers. Students are not permitted to store possessions in the guidance offices, bookstore or any other location.
5. Students who are late to class because they have misplaced or lost their locker keys will be assigned detention.
6. Students should not store money, wallets or purses in their lockers.
7. It is the responsibility of each student to keep his/her assigned locker clean and in good condition.
8. If a locker is broken, students should bring the contents of their lockers to the Dean of Students office.
9. Students who vandalize lockers will be held accountable for restitution and face disciplinary consequences on a case-by-case basis. Students who possess permanent markers and substances that can make the locker dysfunctional will face disciplinary consequences on a case-by-case basis. Students who are in possession of another student's lock or locker keys may face a discipline board hearing and/or expulsion.

Hall Lockers

Student hall locker assignments are made by the Dean of Students. Should a hall locker become jammed or broken, please see the Dean of Students. **STUDENTS ARE REQUIRED TO HAVE A SCHOOL LOCK ON THEIR LOCKERS. STUDENTS SHOULD LEAVE THEIR EXTRA LOCKER KEY IN THEIR LOCKERS, NOT AT HOME.**

Book bags, cell phones, and all outerwear (coats, jackets, sweatshirts, hats, etc.) are to be stored in student lockers. Once the school day begins, these items are not permitted to be used/worn.

Locker Room Lockers

Athletes and P.E. students will be assigned a locker in the locker room by their coaches/teachers. Should a locker room locker change be necessary, or should a locker room locker become jammed or broken, the student must consult the Athletic Director or P.E. chairperson who are responsible for maintaining the order of lockers in the locker room. **ALL STUDENTS MUST HAVE A SCHOOL COMBINATION LOCK ON THEIR LOCKER ROOM LOCKERS, NEVER GIVE OUT THE COMBINATION TO OTHERS AND BE VERY CAREFUL NOT TO LET OTHERS SEE/STEAL THEIR COMBINATION WHEN THEY OPEN THE LOCK.**

Because the school building and the classroom corridors are locked by the time student-athletes finish practice, athletes will be permitted to leave whatever materials they are bringing home after practice in their locker room locker until the end of their practice. However, they are NOT permitted to store books, materials needed for school or their valuables in these lockers overnight or during the school day.

Telephones

A public telephones for student use is located in the gym lobby. There is a telephone in every office in the building, including the male and female coaches' offices in the locker rooms. If the public phone is not available, students are allowed to use office phones with adult supervision. Emergency calls for students should be made to the Main Office; these calls will be directed to the appropriate staff member or student.

Transportation/Parking

Student Parking Policy

There are a limited number of parking spaces available in out lot for GT students. Please understand that a parking space is a privilege and not a right. Students who wish retain this privilege will abide by the policies stated below:

- Parking privileges will be assigned upon approval of a student application through the Dean of Students Office. Seniors will be given priority.
- No student may “loan” a parking privilege to another student. Such action will result in the approved student losing the privilege to park in the lot.
- Any reckless driving or behavior that endangers the student, others and/or other vehicles will result in the student losing the privilege to park in the lot.
- All students will display the parking permit in the assigned area of the car's front windshield.
- In order to be eligible for a student parking space, the student must produce a valid driver's license and proof of valid insurance recognized by the State of Illinois.
- An unregistered student vehicle, parked illegally in the Gordon Tech High School parking lot can be towed at the owner's expense.
- The corporation known as Gordon Tech High School is not responsible for damage and/or loss to students' vehicles. Students are responsible for understanding these policies and all other regulations that Gordon Tech High School deems necessary to ensure the safety of all.

Gordon Tech High School assumes no responsibility for any means of transportation students bring to school.

1. Bicycles must be parked and chained in the bicycle racks in the back of the school. Locks and chains should be designed for bicycle security. Bicycles must not be chained across the racks, to the parking lot fence, or to sign posts on California Ave.
2. Students who drive to school must have a valid Illinois driver's license and proof of insurance.
3. Under no circumstances does Gordon Tech tolerate or permit the use of a **motorcycle** as a means of transportation to school; this includes all school-related or sponsored events.

Students who ride CTA public transportation are always representatives of their school. The Gordon Tech community expects all students to demonstrate proper behavior on CTA vehicles, thereby reflecting our school community's respect for others and for public property. Students who do not demonstrate proper behavior are subject to loss of their CTA passes and to further disciplinary action depending on the nature of the offense(s).

Students may purchase CTA bus passes at the beginning of each school year. The fee for the pass is determined by the CTA, not by Gordon Tech. Lost bus passes can be replaced in the Attendance Office.

Unacceptable Student Conduct

Listing of Unacceptable Behaviors

In order to insure the good order and discipline that are necessary for learning to occur, students are expected to fully comply with the rules, regulations, policies and procedures of Gordon Tech. Listed below are behaviors that are contrary to the good order and discipline needed to maintain a positive environment. The following behaviors will result in disciplinary consequences:

1. Sale, possession or use of weapons.
2. Selling/distributing, possession, and/or being under the influence of alcohol, narcotics, or other mind-altering substances and/or possession of drug paraphernalia. If asked by any school administrator, a student must comply with a request to take a breathalyzer or any other drug screening test. Refusal to do so may result in serious disciplinary consequences including dismissal from school. Students can be required to undergo a professional Alcohol and Other Drug Abuse Evaluation and to follow its recommendations in order to remain at Gordon Tech. If a student is judged to be under the influence of any controlled substance, including alcohol, the student will be detained until a parent, guardian, or the proper authority transports the student from the premises.
3. Sounding a false fire alarm.
4. Gang activity of any kind.
5. Fighting. **All** students who are involved in a fight will be suspended immediately regardless of the circumstances that began the fight. Consequences will be determined pending an investigation of the facts. "Play fighting" will be considered real fighting.
6. Verbal and/or physical disrespect to anyone including, but not limited to, any type of put-down, verbal abuse, improper language, intimidation, harassment, and improper touching
7. Theft which is defined as possession of another person's property
8. Insubordination or disrespect to any Gordon Tech employee
9. Sale, possession or use of fireworks, stink bombs or any item that disrupts the good order of the school
10. Smoking or possession of tobacco or tobacco-related products or articles.
11. Defacing, vandalizing or destroying school property
12. Gambling
13. Trespassing – being present anywhere on school grounds or at any school activity during a suspension period or being in the company of a person who has been dismissed from GT while on school grounds
14. Classroom disruption or disturbance
15. Eating or drinking outside the cafeteria
16. Possession of permanent markers
17. Off-campus conduct prejudicial to the school as judged by the school
18. Intentionally knocking a student's books from his/her hands ("booking"). Students involved in booking will be accountable for financial restitution.
19. Intentionally ripping pockets off shirts ("pocketing"). Students involved in pocketing will be accountable for financial restitution.
20. Public displays of affection even if both parties are consenting.
21. Violations of the Sexual Harassment Policy (see General Information, Policies, and Procedures section of this handbook). Inappropriate touching, holding, hugging, pushing, striking etc. will be considered a major offense. The Dean of Students determines what is

inappropriate. Physical contact between students in supervised P.E. classes and athletic contests is always to be monitored by the supervising teachers and coaches.

22. Cutting class (unexcused absence during a class period).
23. Violations of the Gordon Tech Dress Code (see below).
24. Violations of Gordon Tech's Sportsmanship and Fan Behavior Policy. GT policies and rules are in effect during all competitions. Expectations of athletes and spectators are that they:
 - a. have fun and encourage their peers to do the same by demonstrating positive enthusiasm without putting down the opposing team. Cheering should be for GT and not against the opponent or the officials.
 - b. remain positive and refrain from using obscene, vulgar, and taunting words and gestures.
 - c. avoid dangerous and boisterous behavior such as throwing things, fighting, shoving, pushing, and passing students in the stands.
 - d. remove hats when entering the building and keep them off for the duration of the contest.
 - e. stand, face and respectfully observe the flag during the playing of the National Anthem.
 - f. arrive before the end of half-time at a varsity contest in order to be admitted.
25. Violations of the Gordon Tech Computer Acceptable Use Policy (see General Information, Policies and Procedures section of this handbook).
26. Any offense that in the sole judgment of the Principal compromises the spirit or example that a Gordon Tech student should exhibit.

Consequences for Unacceptable Behavior

- A. Students whose behavior is deemed unacceptable may receive detention via a yellow card or a white three-part write-up. Demerits will be given in conjunction with detention as follows:
 1. If students receive a yellow detention notice, they serve detention at 2:45PM on the day they receive the detention plus they receive one demerit.
 2. If students receive a white detention notice, they serve three detentions at 2:45PM on days determined by the Dean of Students, plus they receive three demerits.
 3. The number of detentions/demerits assigned to a student may vary with the severity of the offense at the discretion of the Dean of Students.
 4. Students may be required to serve Saturday detention from 8:00AM—11:00AM, as determined by the Dean of Students. A \$10.00 fee will be assessed to cover the cost of supervision for every Saturday earned.
 5. If students are tardy to school or to their first block class, detention is to be served on the same day, at 2:45PM; plus they receive one demerit.
- B. Students must be present on time in the detention room with schoolwork to do or a book to read, or they will be required to write the student handbook. **Student involvement in jobs and/or extra-curricular activities and sports does not excuse a student from serving detention as assigned by the Dean of Students.** If students do not serve detention when it is scheduled, they are subject to suspension, unless prior arrangements have been made with the Dean of Students. All questions regarding detentions to be served will be discussed with the Dean in the cafeteria at lunchtime. Students will not be allowed to leave class to discuss detentions with the Dean of Students.

- C. Because unacceptable behavior may indicate that a student is unwilling to meet the expectations of Gordon Tech, the Dean will regularly communicate with home.
1. When students acquire 5 demerits, their parents will be contacted by phone.
 2. When students acquire 10 demerits, their parents will receive a letter.
 3. When students acquire 15 demerits, they and their parents will be required to come to a conference with the Dean, their counselor, if possible, AND they will be placed on a probation contract.
 4. When students acquire 20 demerits, they and their parents will be required to come to a second conference with the Dean and their counselor.
 5. When students acquire 25 demerits, they may be brought to the Discipline Board, which can recommend to the Principal immediate dismissal from Gordon Tech. If the Discipline Board recommends other measures, short of dismissal from school, these will be strictly and enforced and implemented.
- D. **Flagrant violations of the GT Attendance and Conduct Expectations, as judged solely by the Principal, can result in immediate dismissal from school.**

Definitions of Attendance and Behavior Violation Consequences

6. **Mandatory Counseling/Therapy or Conflict Resolution** may be required to help students live up to Gordon Tech's Behavior Expectations. All mandatory counseling or therapy requirements are directed and supervised by the guidance counselors.
7. **Demerits** (see above)
8. **Detention** (see above)
9. **Probation Contracts** are developed for students who chronically or flagrantly violate Gordon Tech Attendance and/or Behavior Expectations. The terms and conditions of these contracts, which are signed in school by the student, his/her parents or guardians, and the Dean, are defined by the Dean of Students. Students must comply with ALL of them. The student's counselor will attend this conference (if available) receives a copy of the contract and will provide encouragement and support to help the student comply with its terms and conditions. Students who violate their contracts will be referred to either the Discipline Board or the Principal for possible expulsion from school.
10. **Suspension** from school removes all privileges from a student for the length of the suspension as determined by the Dean of Students or Principal. Parents/guardians may be required to meet with the Dean of Students in the event that their child is to be suspended. The terms of the suspension will be communicated to the student's parents/guardians in writing and must be signed by all parties in order for the student to return to school. While suspended, students receive no credit for missed schoolwork, and may not participate in any school activities or be present on the school campus or at any school home and/or away activity or home and/or away sporting event, including practice. (Suspension days are, by definition, unexcused absences.)
11. **The Discipline Board** is made up of members of the Gordon Tech faculty or professional staff who are nominated by the Dean of Students and approved by the Principal. The student, his/her parents/guardians, and the student's counselor are permitted to be present at a board hearing. When a student is referred by the Dean of Students for flagrant violation(s) of Gordon Tech's behavior expectations or for an accumulation of demerits, the Dean will inform the student and parents/guardians of the Board's process and

procedures. At the conclusion of a hearing, the board makes a confidential recommendation to the Principal. The recommendation may include expulsion or a strict probation which specifies the terms under which the student may return to school. The Principal will convey his decision in writing to the parents/guardians, the Dean of Students and the guidance counselor.

12. **Expulsion.** Only the Principal of Gordon Tech may expel students. The Principal has the option of expelling students upon receiving that recommendation from the Discipline Board or of immediately expelling students for a flagrant violation of Gordon Tech's behavior policy. Students who are expelled participate in a mandatory exit interview with their guidance counselor prior to release of their records. Parents/guardians may appeal expulsion decisions of the Principal to the President. The appeal must be in writing and be based on new information not already presented to the Dean, Discipline Board or Principal. However, students who are expelled because they violate terms established by the Discipline Board have no right of appeal.

Dress Code

***Decisions on dress code matters are at the sole discretion of the Dean of Students.**

Gordon Tech students are expected to dress appropriately for school. The following dress requirements have been established so that students become accustomed to a norm of neatness and modesty that will be expected of them in the world of work and so that they experience a sense of belonging to the Gordon Tech community.

SHOES must be solid color black or brown with solid color black or brown soles. Open toe or open heel footwear may not be worn. Any shoelace color combinations that may be interpreted as gang-related are strictly prohibited.

BOOTS must be solid black or brown with solid black or brown soles. Pants must be worn loosely over the boot, which must be laced and tied at the top. No cleats or hobnails of any kind or boots, which may mark the floors, may be worn.

SOCKS are always to be worn in school. No inappropriate stockings (i.e. Thigh-high, fishnet, etc).

ELASTIC BANDS: Students are not permitted to wear elastic bands anywhere on their clothing or body.

PANTS: Loose fitting, black GT uniform pants are to be worn at the waist and over the shoe or boot. Belts are to be worn at all times.

SKIRTS: Grey GT uniform skirts are to be neatly hemmed and hang no more that 2 inches above the knee.

SHIRTS/BLOUSES: Only white GT shirts/blouses are to be worn at all times. Only gray or white undergarments with no logos (including GT) may be worn under GT shirts and blouses. Button-down shirts and blouses must always be tucked in and buttoned from the second button down. Polo shirts are permitted to hang a maximum of two inches below the waistline. Female students must wear undergarments that are not visible, and appropriately sized shirts (Allow for shrinkage when purchasing). No undershirts extending below the polo shirt will be allowed.

OUTERWEAR: No outerwear of any kind (jackets, sweatshirts, windbreakers, etc.) is permitted to be worn during the school day. The GT uniform cardigan/v-neck sweater is the only acceptable article of clothing to be worn over a GT shirt/blouse.

HEAD COVERINGS: No head coverings of any kind may be worn in the building. This includes hats, headbands, hooded sweatshirts, bandanas or any other kind of head covering. Head coverings worn in the building are subject to confiscation.

JEWELRY Earrings worn by male students in the building will be confiscated. Female students may only wear small stud earrings, one per earlobe. Extreme jewelry will be confiscated.

No visible **TATTOOS** or **PIERCINGS** (or bandages covering piercings) are allowed.

HAIR: All male students must be clean shaven; no facial hair of any kind is allowed. Any request for an exception requires a note from the dermatologist and a written contract from the Dean of Students. Sideburns must not extend below the bottom of the earlobe. No male students may wear an extreme hair style (braids, mohawks, tails). Male students' hair is to be cut so that the length of their hair neither touches their shirt collars, nor exceeds 3 inches in height. The Dean of Students reserves the right to determine the appropriateness of any hairstyle not covered herein.

LITURGY DAYS: Females are required to wear the grey, GT uniform skirt (khaki shorts acceptable for Classes '07-'09) and uniform blouses; males are required to wear black GT uniform pants (khaki pants acceptable for Classes '07-'09), white button-down GT uniform shirts and GT tie.

FINANCIAL POLICIES AND PROCEDURES

Tuition for the 2007-2008 school year is \$7,850.00. This does not include the \$225 graduation fee for seniors. All fees, including but not limited to registration, graduation and AP courses, are non-refundable. Students receiving tuition grants and/or financial aid will be required to participate in the Serve-a-thon. All other students are expected to participate in Serve-a-thon as well, to help fund school projects and programs. All students are expected to follow the guidelines for this fundraiser; otherwise, the suggested amounts will be added to the tuition cost.

Expectations, Financial Obligations, Suspensions, and Non-enrollment

As a condition of enrollment, the parents/guardians and the student mutually agree that the student will be subject to the rules, regulations, disciplinary policies and procedures which are in effect and may be established by Gordon Tech High School. In addition, each party agrees to be individually responsible for the tuition and fees established by the school for each school year that the student is in attendance. The school reserves the right to suspend students who are not current with tuition, fees or any other financial obligations unless specific acceptable arrangements have been made with the school. Failure to pay tuition, fees, or any other financial obligations to the School will result in the student not being allowed to continue attending Gordon Tech.

TUITION DISCOUNT PAYMENT PLAN FOR 2007-2008 SCHOOL YEAR

A. SINGLE TUITION DISCOUNT PAYMENT PLAN: On or before August 1, 2008 - \$100.00 Discount.

This discount applies only to those students **NOT** receiving Tuition Grants or Financial Aid. Students withdrawing for any reason will lose the Tuition Discount.

B. TEN PAYMENT TUITION PLAN:

While there is no discount for this plan, it will allow you to spread out the tuition payments. The due dates for this plan are:

7/2/08	9/4/08	11/1/08	1/7/09	3/3/09
8/1/08	10/2/08	12/4/08	2/1/09	4/1/09

- Seniors monthly payment for ten months will equal \$707.50*
- Juniors monthly payment for ten months will equal \$785.00*
- Sophomores monthly payment for ten months will equal \$785.00*
- Freshman monthly payment for ten months will equal \$785.00*

** The monthly values above do not include any financial aid or tuition grants that might affect the monthly payment amount.*

Payment

All payments are due at the GT Tuition Office on or before the specified dates. Payments may be made by cash, check, money order, or Visa/MasterCard.

Seven working days should be allowed for mail delivery. Monthly payments not received by the scheduled payment date will be assessed a **\$30 late fee**; likewise, there will be a **\$30 charge for each NSF** (Not Sufficient Funds) **check received**.

Academic Schedules

In order for students to receive their academic schedule in August, they must be current with all payments **including all past due amounts**, and have submitted completed medical forms and emergency cards. Seniors must also have their graduation pictures taken by September 1, 2007.

Advanced Placement (AP) Exam Fee

The AP exam fee will be added to the student's tuition statement beginning with the October statement during the current school year in which the exam(s) will be taken.

Senior Class Participation in Graduation Ceremonies

Participation in the graduation ceremonies is an honor and a privilege. There must be no outstanding financial balance due to Gordon Tech; likewise, all course work must be completed with final passing grades and any other obligations must be met in order to participate in the graduation ceremonies.

Tuition Grants

Gordon Tech High School will issue a Tuition Grant for the following:

- **Siblings Grant** - \$400 for each sibling in attendance during the same year, except for the oldest sibling.
- **Alumni son\daughter Grant** - \$200 (one discount per family). Students who receive tuition grants are required to participate in the Servathon fundraiser with a minimum of \$125 in pledge sponsorships.

Financial Aid

If a student is receiving any type of financial aid, the funds will be equally distributed throughout the year. Financial aid is awarded by Gordon Tech on the condition that students provide service to the school. Failure to meet any of the conditions of the Financial Aid Agreement will result in financial aid not being credited, and therefore, may result in having the financial aid agreement terminated. Financial aid forms are available in March at the time of registration. Financial aid opportunities for the 2007-08 school year are no longer available.

Financial aid and tuition grants are applicable to Gordon Tech High School exclusively and are not transferable to any other institution. Gordon Tech reserves the right to change the rate of tuition discounts and grants annually.

Refund Policy

A student may receive a partial refund of tuition less the amount of any applicable discount and/or registration fee credit if he/she leaves Gordon Tech High School during the school year. When a student leaves Gordon Tech, it is first determined in what month the student attended the last day of class. The parent/guardian is then liable for the tuition for each month or part of a month the student has attended Gordon Tech; the parents/guardians are also responsible for the month in which the student leaves Gordon Tech, even though the student was not in attendance for the entire month. If a student leaves during a given month listed below, the refund will be calculated using the following assessed values:

August	\$785.00	January	\$4,710.00
September	\$1,570.00	February	\$5,495.00
October	\$2,355.00	March	\$6,280.00
November	\$3,140.00	April	\$7,065.00
December	\$3,925.00	May, June	\$7,850.00

GENERAL INFORMATION, POLICIES, AND PROCEDURES

Abused and Neglected Child Reporting Act

Illinois law requires all school personnel, who have reasonable cause to believe a child known to them in their professional or official capacity may be being abused and/or neglected, to report or cause a report to be made to the IL Department of Children and Family Services (DCFS). Obviously, Gordon Tech will obey this law.

Bookstore

The Bookstore is located in the main corridor. Textbooks and school supplies such as pencils, pens, paper, notebooks and drawing supplies are in constant stock. Physical education clothing may also be purchased here. The bookstore is open every school day.

Change of Address and/or Telephone Number

Please report a change of address or telephone number to the Records Office immediately.

Transfer Out To Another School

A student must get a Transfer Request form available in the Records Office and complete it with his/her guidance counselor. The student's parent/guardian must then schedule an appointment with Assistant Principal, who will conduct an exit interview and approve the transfer request. No official/unofficial transcript will be issued until all financial obligations to the school have been satisfied and the student turns in his/her I.D. card to the Dean of Students.

Visitors

All visitors, including parents, guardians, alumni, college and career representatives, salespeople, student guests, and law enforcement officers should enter the building through the Main Entrance to sign in and receive and wear a visitor's badge. In order to protect student and school property, no non-Gordon Tech students are permitted in the building unless cleared by the principal and escorted by a staff member. Strangers observed in the building not wearing a visitor's badge should be immediately reported to the Main Office.

Lost and Found

The GT "Lost and Found" is located in the Dean of Students office. Articles found during school hours should be taken to the Main Office; the Dean will collect these items on a daily basis and bring them to his office for safekeeping. Lost articles should be claimed immediately; if they are not claimed, they will be donated to the needy.

Computer Acceptable Use Policy

In order for any person (parent, student, employee or guest) to use the computer technology at Gordon Tech High School, he/she must read these guidelines and sign the contract contained in this handbook.

Educational Purpose

The purpose of the Gordon Tech computer network is to advance and promote education in our school. It is intended to assist in the collaboration and exchange of information among all who are concerned with education. To achieve this goal, the network must provide high-quality information and communication resources to the educational community in an equitable, cost-effective manner, while promoting a safe and secure environment for use of the network and respect for the individual rights of all users.

Internet

Connection to the Internet will expand classroom teaching dramatically by making resources from all over the world available to students and teachers. It brings information, data, images, and even computer software into the classroom from places around the globe, and it does this almost instantaneously. Access to these resources can involve students in individual and group projects, cross-cultural collaborations, and sharing of ideas. Internet access also makes possible contact with people from all over the world, bringing into the classroom experts in every content area and counterparts in other schools.

While the benefits of the Internet are enormous, parents need to be aware that the Internet is an open system that contains pockets of material that some people would disapprove of and keep away from children. Gordon Tech High School will make every effort to prevent student access to inappropriate materials on the Internet; however, the school cannot guarantee that a student will not encounter text, pictures, or references that some would consider objectionable.

The primary purpose of the Internet connection is educational. It is essential that everyone who uses this connection understand that purpose. In using the Internet, a user must take full responsibility for his/her own actions. Gordon Tech High School, along with the other organizations sponsoring the Internet link-up, will not be liable for the actions of anyone connecting to the Internet through this hook-up. All users shall assume full liability, legal, financial, or otherwise, for their own actions.

Finally, all users should keep in mind that when they use the Internet, they are entering a global community, and any actions taken by them will reflect upon the school system as a whole. As such, all users must behave in an ethical and legal manner.

Special Note: Gordon Tech reserves the right to extend the expectations, rules, policies and consequences contained in this handbook to the realm of private/public internet postings made by students. Any student who denigrates the reputation of the school, makes threats against members of the school community or otherwise jeopardizes the safe operation of the school, via internet communication or web posting/blogging is subject to disciplinary action, including the possibility of expulsion.

Statement of Responsibility

The use of the network is a privilege. The user is responsible for what he/she says and does on the network. Because communication with thousands of others is so quick and easy, it is important for each user to think before communicating and to show respect for other people and for their ideas. It is beneficial for all users to keep the network running efficiently. Each user must take responsibility for keeping down costs and avoiding system disruption. The network administrator will make reasonable efforts to maintain reliable service and user privacy. However, there is no guarantee that the system will always be available or that data will always be saved, nor is there absolute assurance that privacy will be maintained at all times. The school assumes no responsibility for any data loss or problems arising from interruptions in service.

Responsible Use Of The Network

The use of this network is for the advancement of the education at Gordon Tech High School. Any other use by staff and students will revoke rights issued to access the system, and connection privileges may be lost. The network may not be used for illegal purposes, support of illegal activities, or the transmission of threatening or harassing material. Users must respect others' privacy and intellectual property. All communication and information accessible via the network should be assumed to be private property. The legal rights of software producers, network providers, and copyright and license agreements must be honored.

Gordon Tech High School and the network administrators reserve the right to monitor every aspect of computer use by any and all users from local files to network traffic for compliance with this Acceptable Use Policy.

Computer Technology Rules

The following rules and regulations are not intended to be all inclusive of every conceivable violation of this Acceptable Use policy. The administration reserves the right to determine what actions violate this policy in any and all situations that may arise.

1. The school provides service in accordance to the Children's Internet Protection Act (CIPA) and any violation of CIPA is also considered a violation of this Acceptable Use policy.
2. No copying, deleting, reconfiguring, or installing software on any computer is allowed.
3. A user may not alter, damage, or destroy any aspect of the network, including but not limited to network hardware, local computer hardware, software or system files.
4. A user may not alter another student's or teacher's files or other information on the network with the intention of damaging, destroying or altering such files or information or using such information for his/her own purposes.
5. Users may not use/access the network without authorization in any manner that exceeds the user's authorized use/access rights, including attempts at accessing systems from outside of the school.
6. A user must not use damaged or virus-infected disks in any computer at school. Users may be asked to hand over their disks at any time for virus detection or inspection of suitability.
7. Users may not alter the functionality or appearance of any computer. This includes customization of any system or program settings, moving, deleting or adding icons, reconfiguring screen settings, or any other changes that affect the functionality of school hardware or software.

8. Users may not use another individual's account. Users are responsible for their own individual accounts and should take all reasonable precautions to prevent others from using their accounts. Under no conditions should a user give another person his/her password.
9. All user accounts are to be used for academic purposes only.
10. Users may not plagiarize any works they find on the Internet or through any other computer resources. Plagiarism is when a user takes the ideas or writings of others and tries to present them as his/her own ideas or writings.
11. Users will respect the rights of copyright owners. Copyright infringement occurs when someone inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, users should follow the expressed requirements. If a user is not sure whether he/she can use a work, he/she should request permission from the copyright owner.
12. Users may not use the school's network for anything that is illegal, including but not limited to the dissemination of pornography, obscenity, computer viruses or software.
13. Users may not willfully promote hatred against any person or group of persons based on age, gender, color, race, disability, religion, ethnic origin, national origin or sexual orientation.
14. Users may not use obscene, profane, lewd, rude, inflammatory, threatening, or disrespectful language online.
15. Users may not harass another person. Harassment is persistently acting in a manner that stresses or annoys another person. If a user is told by a person to stop sending messages, he/she must stop immediately.
16. Users may not post personal contact information about themselves or any other individuals. Personal contact information includes, but is not limited to, address, phone numbers, work address, email addresses, etc.
17. Users may not agree to meet with anyone they meet online.
18. Users agree to immediately disclose to a teacher, librarian or appropriate Gordon Tech authority figure any attempts by someone to arrange a meeting, solicitation of pornography, or solicitation of any illegal items or activities.
19. Users may not use Gordon Tech's network or the Internet to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, illegal purchase of merchandise, engaging in criminal gang activity, or threatening the safety of another person.
20. Users may not access chat rooms unless they are part of an approved *bona fide* on-line course; partake in any financial transactions; waste paper or printer cartridges; or participate in political lobbying and campaigning.
21. Users agree to immediately report any violation of this policy they observe or have knowledge of to the administration as soon as they know it.

Emergency Procedures

Fire Drills

Fire drills are held according to the city fire code. The fire signal is a pulsating blast of the fire horn. The fire alarm should be sounded by anyone who has seen a fire in the building who should then immediately go to the Main Office to report the location of the fire.

When the first blast of the horn is heard, students are to:

1. Follow the teacher's instructions.
2. Maintain silence.
3. Leave the room in an orderly manner.
4. Evacuate the building in the prescribed manner. Evacuation information is posted in each classroom.
5. The first students to open the outside doors should hold these doors open for the students and teachers that follow.
6. Science and Industrial Technology classes must pay particular attention to the following:
 - If experiments are in progress and gas is being used, turn off all gas jets.
 - Turn off all machinery.

Severe Weather/Tornado Warning

In the event of a weather emergency, the school has established procedures to protect the safety of all students and staff members.

Upon a weather emergency announcement from the principal's office all:

- electrical, A-V, and lighting equipment must be turned off.
- doors leading to corridors and windows must be opened.
- adults and students must gather quickly, calmly, and quietly in the corridor next to the classroom walls, opposite the windows, be seated on the floor facing the wall, away from the windows, leaning forward with faces between knees and arms covering the back of head and neck.

Students in the Cafeteria should be seated on the floor facing the north wall leaning forward with faces placed in between knees and arms covering the back of head and neck.

P.E. classes that are held indoors should proceed to the locker room and students should be seated on the floor. Outdoor P.E. classes should be taken to the shelter at Montrose and California (time permitting) or to the center of an athletic field where the students should be instructed to assume a prone position.

Students in the library should be seated on the floor facing the west wall leaning forward with face placed in between knees and arms folded to cover the back of head and neck.

An **ALL CLEAR** announcement will be made when the danger has passed.

Health and Emergency Information

Health Records

- Emergency Information Cards and Updated Medical Information Form. The school expects the family to update emergency cards and medical information, which are kept in the Attendance Office, so that the school can respond swiftly to address student's needs.
- Health Conditions or Chronic Illness. If a student has any health condition that requires immediate attention, the Records Office and the Attendance Office must be notified of this fact by a note from the student's physician. Withholding necessary information about a serious health condition could be hazardous in case of an emergency.
- Student Accident Insurance Claim. Students who are injured during school hours or at school activities should obtain an insurance claim form from the Business Office or the athletic trainer within five days of the accident. Parents/guardians are to complete section 1B and return the form to the Business Office. The school accident insurance is a secondary policy.
- Medical Records. Medical Record Forms are issued to all incoming freshmen and transfer students. The medical record form is to be filled out by a physician and an eye doctor. This information must be completed and returned to the Records Office by August 1, or students will not receive their class schedules and will not be able to start school on time. Days missed from school, due to the suspension, will be considered unexcused absences.

Infectious Diseases Including Sexually Transmitted Diseases

Parents and school personnel have an obligation to report such conditions to the administration. Students with chronic infectious or communicable or sexually transmitted diseases may be permitted to attend classes, but only if there is no risk of transmission of the disease to others. The school reserves the right to exclude students from school if it believes it to be necessary.

Medical Exemptions from P.E. Class

To be exempt from P.E. classes the student must have a written note from his/her parent/guardian explaining the medical problem. This note must be presented to his/her P.E. instructor on the day that the medical problem exists.

Any student who must be excused from P.E. class participation for an extended period of time must bring a note from a doctor to the Attendance Office. At the discretion of the instructor, alternative assignments and/or activities will be made on an individual basis. These assignments must be satisfactorily completed in order for the student to earn credit.

Pregnancy Policy

As a Catholic community, Gordon Tech affirms and encourages the need to make good moral choices, which include abstinence from engaging in pre-marital sex as well as not considering abortion as a possible course of action should pregnancy occur.

The administration and student service personnel of Gordon Tech High School will extend every effort to assist and support a pregnant student in her educational development as well as in her personal and social adjustment.

When the school becomes aware of a student who is pregnant:

1. A conference will be held with the student, her parents and her guidance counselor to determine the most appropriate course of action. If the father is a GT student, he and his parents will also be included in this process.
2. Should the student decide to stay at school, the student and her parents/guardians assume all responsibility for pre-natal care as well as all school obligations. Absence from school for maternity reasons will be addressed, as are all extended absences for medical reasons.
3. Gordon Tech will fully cooperate with the student who enrolls in an alternative program. The educational program alternatives must be compatible with the program offered at Gordon Tech so that the student will be able to return to Gordon Tech with a minimum of difficulty.
4. Gordon Tech may request periodic updates on the student's condition. To facilitate the student's return to the school community after the delivery, there will be a conference with the Guidance Counselor.
5. As with all Gordon Tech students, the student is expected to abide by all academic, behavioral, and social norms of the school. Students will not be allowed to have their infant/child with them during the school day.

Sexual Harassment Policy

It is the intent of this policy to prevent any occurrence of sexual harassment at Gordon Tech High School and to inform all members of the Gordon Community of the procedures to follow if questions or problems arise. Sexual harassment is illegal under both state and federal law and objectionable under any circumstances. It is Gordon Tech's policy that no member of the school community may sexually harass any other member of the Gordon Tech community. Gordon Tech will not condone sexual harassment of or by students, faculty, staff or administrators.

Definition of Sexual Harassment

Sexual harassment is unwelcome personal attention that is coercive or offensive to another person. It occurs when sex becomes a part of a situation that should be sex-neutral. Sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature constitute harassment when:

1. Submission to such conduct is deemed to be either explicitly or implicitly a term or condition of any individual's employment or education.
2. Submission to or rejection of such conduct by an individual is deemed to be used as the basis for academic or employment decisions affecting that individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive educational or employment environment. This includes any program or activity under the auspices of Gordon Tech High School.

Examples of Sexual Harassment

1. Unwelcome touching, patting, or pinching
2. Sexually offensive language, pictures, or objects
3. Derogatory, sexually-based humor
4. Pressure to engage in sexual activity
5. Disparaging remarks to a person about his/her gender
6. Obscene gestures
7. References to an assumed or desired sexual relationship
8. Suggestive references about a person's body or appearance
9. Unsolicited and/or unwanted notes, graphics, calls, company, requests for dates

How To Respond To Sexual Harassment

1. Say "no." Unwelcome personal attention is defined as sexual harassment when it is a pattern of behavior that continues after you say "no."
2. Don't blame yourself. It's not your fault.
3. Don't ignore it. The behavior is likely to continue.
4. Tell someone!

Ideally you can tell the other person to stop, and he/she will. Keep a record of what is going on, how you feel about it, and what you have done to stop it. If a student wants advice or support, contact the Dean of Students. He can support you as well as help you decide what you want to do and how to go about it. Any student who believes he or she has been sexually harassed should report such incidents to the Dean of Students. He will investigate your complaint and take appropriate action. If an employee wants to file a complaint, he or she should contact the Principal or if necessary, the President or Chair of the Board. Substantiated charges will result in appropriate corrective action up to and including discharge or expulsion of the offending party. In responding to complaints of harassing behavior, Gordon Tech will respect the rights of due process and confidentiality. Any person who, in good faith, brings forth a complaint of sexual harassment will not be subjected to retaliation or harassment.

STUDENT SERVICES

Campus Ministry

Liturgical Services

The school day begins with a prayer. During Advent and Lent, special prayers are offered to highlight the importance of these seasons in the liturgical cycle of the Church year. Each class period also begins with a prayer. Periodic reading and reflection of the Sacred Scriptures is encouraged. Students are encouraged to lead these prayers.

Eucharistic and para-liturgical services are coordinated by the campus minister for the spiritual development of the school community throughout the school year. There are also periodic opportunities for the students to receive the Sacrament of Reconciliation. Members of the school community, who wish to receive this sacrament apart from the times scheduled, are encouraged to see the campus minister or one of the religious priests.

Students who are interested in receiving the sacraments are encouraged to contact the campus minister. Arrangements will be made to prepare them in cooperation with their local parish community.

Christian Witness: Mission Collections and Food Drives

The weekly mission collection, to which students are encouraged to contribute, has as its purpose to instill the conviction that living in a Christ-like manner is not merely a theoretical process but also a real life activity in which they are called to participate. We are reminded of the words of Jesus: "If you did it to the least of my brothers and sisters you did it for me." The money received is distributed to various Catholic and other charitable organizations as well as the missionary work of the Congregation of the Resurrection.

Christian Witness: Service Requirement

All students are required (for graduation) to complete twenty (20) hours of community service each year as an integral part of the religious education program. Freshmen and sophomores may work for their family or school community, but juniors and seniors must volunteer to work with recognized social service agencies such as hospitals, nursing homes, or soup kitchens.

Retreats

All freshmen make an in-school retreat and sophomores and seniors are required to make an off-campus retreat under school supervision at Resurrection Center in Woodstock, Illinois. Students who miss the day they are scheduled must attend a later retreat and reimburse the school for the cost of the train ticket. Retreat days are considered as regular school days so the school policy on attendance also applies to retreats.

Funerals and Hospital Visits

When a parent of a student dies, the campus minister should be notified so that arrangements can be made to attend the wake and funeral service. At the discretion of the family, student representatives will be selected to attend the funeral service. If a student is hospitalized, the campus minister should be informed so that a visit or a call may be made.

Guidance and Counseling Program

The Guidance Department is staffed by four counselors whose main duty is to get to know students assigned to them and to help students grow to know and understand themselves more fully. Each student is assigned a counselor while he/she is still in the eighth grade, and this counselor maintains contact with the students for all four years at Gordon. Students will be regularly scheduled for group and individual interviews through their high school years, but they are always encouraged to see their counselor on their own for any academic, personal, and/or college planning issues or concerns that they may encounter while in high school. Students are protected by confidentiality in their discussions with counselors.

Outcomes

The outcomes of the Guidance Department are as follows. They state clearly and exactly what the Guidance Department expects the students to accomplish as a result of the Guidance Program.

- Academic Area: Each student will:
 1. assess his/her academic strengths and weaknesses.
 2. plan and execute a course of studies in relation to a personal assessment of his/her goals, interests, abilities, achievements, and experiences.
 3. formulate and implement plans to improve his/her academic performance.
- Personal Area: Each student will:
 1. identify areas of concern and areas of individual strength and talent.
 2. develop a positive self-concept.
 3. form satisfying interpersonal relationships with peers, parents, teachers, and other adults.
- College Planning Area: Each student will:
 1. gather post-secondary information from a variety of sources.
 2. evaluate the information in relation to his/her abilities, interests and values.
 3. develop and implement decision-making skills to formulate short and long-range college and career plans.

Services

The following services based on the objectives are offered to the student body:

1. Testing - various tests are administered and interpreted to all students as part of the guidance program. Incoming freshman take the Explore Assessment, sophomores the PLAN Test and PSAT, juniors and seniors the ACT.

In addition, students may take the Scholastic Aptitude Test (SAT), and the Kuder Interest Inventory on their own.

2. Counseling - Students are seen by their own request and through teacher and parent referral.
 - Personal - Students are counseled regarding concerns about themselves, their family, and relationships with others.
 - Academic - Students who experience academic difficulty are helped to make plans to improve their school performance.
 - College - Students are given guidance to help them with all facets of the college selection and admissions process.

- Career - Students are given guidance to help them form short and long-range goals to be attained after leaving high school.
- Drugs - Gordon Tech recognizes that alcohol, chemical or other drug abuse is both a preventable and treatable illness which adversely affects not only the health, performance and safety of the abuser but also family, friends and the school community. Our intention is to offer programs to prevent the possession, use or distribution of alcohol, steroids, narcotics, chemicals and other non-prescribed drugs.
- Disciplinary - Students who are guilty of serious infractions of the rules of Gordon Tech are always referred to the Counselor by the Dean. It is always hoped that a student will be able to make a satisfactory adjustment to the school, and the Dean and Counselor will coordinate their efforts to achieve this.

Career and College Information

The Guidance Department, together with the Librarian, continually revise and update the extensive college career files housed in the Library. Reference books as well as pamphlets on career opportunities and the training and education required to achieve them are kept there.

Work Permits

According to Illinois State Law, students under 16 years of age who want to work outside of school must present to their Counselor the following items:

1. Letter from the employer stating the kind of work the student will be doing. Work may NOT include running errands, delivering messages, activity at a place of amusement, operation of machine, or assembling. Only three hours are permitted on a regular school day. The exact number of hours and the shift time must be mentioned in the letter (e.g., 3:30PM to 5:30PM). Working hours must be between 7:00AM and 7:00PM.
2. A letter of approval by a parent or legal guardian stating specific knowledge of the type of employment and acceptance of responsibility for satisfactory grades in school. This form letter will be picked up in the counselors' office.
3. A city, state, county, federal or hospital birth certificate is necessary. A baptismal certificate is not legally acceptable. Upon receiving these documents, the counselor can present the student with an approved work permit.

Work Placement Information

There is a Job Placement Board on the east wall between the Bookstore and the 300 corridor.

Library

The library, located south of the main lobby on the first floor, is open from 7:00AM to 3:30PM, Monday through Friday, sometimes later. During these hours, students may use the library for reading, quiet study, and research.

Library Usage

1. Most students will be using the library during Blocks 1 - 4 with their class. A library pass is not needed if a student is with a scheduled class.
2. Students wishing to use the library during their lunch period must obtain a library pass from any cafeteria monitor, and must stay the entire period.
3. Students not reporting to the library after obtaining a library pass will be considered as "cutting."

General Library Rules

1. All library users must respect other students' rights by remaining quiet. Excessive noise will not be tolerated.
2. Respect to library staff (including the student workers) is to be maintained at all times.
3. Books may be checked out with student I.D. Reference material and magazines are not to be taken out of the library.
4. Books may be checked out for 15 days and may be renewed three times.
5. The fine for an overdue book is 10 cents per day, including holidays and weekends.
6. Students are required to pay for any lost or damaged library materials.
7. Books must be returned personally to the librarian at the front desk and not just left on the counter.
8. Any student who does not settle his/her library account will automatically lose library privileges. The student will not receive grades or a diploma until all library accounts are settled.
9. Students may be banned from the library if they consistently display bad conduct. Any act of vandalism to furniture, books, etc., will result in immediate restitution, library suspension for a maximum of one year with restitution and disciplinary action.
10. NO food or drink is allowed in the library.

Library Computer Usage Rules

1. Students wishing to use the computers must first show their I.D. and sign in at the front desk.
2. Only students using the computers may be in the computer area.
3. Only one student may be at a computer station at a time. At the discretion of the librarian, those students who have demonstrated responsibility may be granted permission for group usage.
4. All rules of the Gordon Tech Computer Acceptable Use policy (see General Information, Policies and Procedures section of this handbook) are in effect.

STUDENT CO-CURRICULAR ACTIVITIES AND ATHLETICS

Gordon Tech encourages all students to participate in school-sponsored co-curricular activities because they play an important role in the development of the whole person. Participation in co-curricular activities can enhance students' academic growth because active membership in an activity and maintenance of strong grades requires the disciplines of good time management and focused attention. Participation in co-curricular activities complements students' academic growth by providing opportunities to develop talents and abilities outside the classroom and to cultivate the communication and teamwork skills needed for positive interpersonal relations.

Students may choose from a wide range of clubs, listed below under Student Activities and Athletic Programs. Students should read about all of them and find one or more that interest them. Announcements of the meetings and/or try-outs times are made over WKGT.

Athletic Programs

Gordon Tech fields these teams for competitive play:

Baseball (boys)

Basketball

Bowling (boys)

Cross Country

Football (boys)

Soccer

Softball (girls)

Tennis

Track and Field

Volleyball

Wrestling (boys)

Athletic Academic Eligibility Policy

Gordon Tech High School expects all athletes to reach their fullest potential on the field and in the classroom. **GT expects the behavior of all athletes, in school and on the field and on the sidelines, to be examples of Faith, Respect, Discipline and Excellence.** Athletes who do not meet these expectations cannot participate. Athletes who receive one or more failing grades on the weekly Academic Report Form compiled by the Athletic Director will be ineligible for games or meets the following week. If an athlete receives no failing grades the following week, (s)he will become eligible for games or meets.

Athletic Eligibility Policy

Athletes' grades are checked on a weekly basis. Students who are failing one or more courses on the day grades are checked are ineligible to participate in formal competition the entire following 7-day week (Sunday through and including Saturday) but may practice at the discretion of the coach.

Gordon Tech athletes who do not have fourth block classes and are waiting for after-school practices, games or meets must go to the library in dress code or leave the building until practice begins.

Compliance with Interscholastic Rules and Regulations:

As a member of the Chicago Catholic League, the Girls' Catholic Athletic Conference, and the Illinois High School Association (www.ihsa.org), Gordon Tech High School follows the rules and regulations concerning the recruiting of athletes.

Student Activities Program

Student Activities Eligibility Policy

Students participating in a co-curricular activity approved by the School Leadership Team must maintain all passing grades at all times. If a student receives a failing grade in one or more courses on a weekly progress (s)he is ineligible to participate in any student activity the following week. If the student receives no failing grades the following week, (s)he will become eligible for participation.

Gordon Tech offers these clubs to appeal to many different student interests.

1. The **African American Culture Club** provides African-American students or students who are interested in African or African-American culture an opportunity to share experiences and to increase their awareness and appreciation of these distinctive heritages.
2. The **Art Club** provides the student body with many opportunities for cultural and artistic development
3. **Know Your Heritage Club** is an opportunity for students to learn about other cultures and test their new found knowledge against other schools in the Chicago area.
4. The Gordon Tech **Band** is open to anyone who plays or is interested in learning to play a band instrument.
5. The Gordon Tech **Band** is open to anyone who plays or is interested in learning to play a band instrument.
6. The **German Club** is open to all students. Students participate in fundraisers, learn about German culture and have the opportunity to visit Germany during spring break.
7. **Student Ambassadors** a group of students selected by faculty and staff to help with admissions. (ie, school visits, open house, registration) These students also give tours, serves as shadow hosts and greeters for special events. They are the face of GT.
8. Being a member of the Ram **Chess Team** develops a student's discipline, attention and judgment. Members compete at the varsity, junior varsity and freshman levels.
9. The **Environmental Club** is designed for students who want to work for the maintenance and well being of their physical surroundings.
10. **Class Officers** are chosen by their classmates through an election process to represent their class in decisions regarding prom, the junior ring mass and class-oriented events.
11. Students who like to write poetry, short stories and other creative writing samples can submit these for possible publication in the **Literary Magazine**.
12. Members of the **National Honor Society** have been given the opportunity of belonging to this organization because they demonstrate the qualities of scholarship, leadership, character and service.
13. Students who enjoy science and are interested in working with 5th-8th graders can join the **Science League**. Local grammar schools meet once a month to compete in various science-related events. Members of this club help these students with their projects.

14. The **Spanish Club** provides Latino students or students who are interested in Latino cultures an opportunity to share experiences and to increase their awareness and appreciation of these distinctive heritages.
15. Members of the **Speech Club** participate in speech and debate competitions with other schools.
16. The **Stage Crew** offers students an opportunity to learn about the technical aspects of a theatrical production: lighting, set construction, props, costumes, and sound.
17. **Student Council** members are chosen by the student body to serve as their representatives to faculty and administrators on issues of importance to them. They also organize several social and fund-raising events throughout the school year.
18. Aspiring photographers, writers and advertisers find a workshop for their talents in the year-long endeavor of creating the school yearbook, **Tech Log**.
19. Students who have studied television production in class may choose to increase their knowledge and experience by participating in the daily production of **WKGT**, Gordon Tech's closed circuit television channel.

General Guidelines for Student Clubs

1. All clubs, organizations, activities and events must be approved and placed on the calendar by the School Leadership Team (SLT).
2. All meetings must be held in rooms assigned by the SLT who should be notified of all meetings at least five (5) school days in advance.
3. A faculty moderator must supervise students whenever and for as long as they meet in the school building.
4. Everything that is posted on a Gordon Tech bulletin board must bear a stamp that shows the SLT has approved it. Approved posters are to be hung only on the bulletin boards or brick tiles, not on painted or wood surfaces.
5. Every club/organization is responsible for keeping accurate financial records. Creativity is helpful in fund-raising, but the club moderator must approve all fund-raising activities. S/He will then submit all fund-raising requests to the SLT for final approval. The business office will not accept any transactions without the approval of the SLT.