

GCIA Student Handbook



2018-2019

Name: _____

Table of Contents

What is GCIA?	2
Mission	2
Contact Information	2
Staff	3
Partner Schools	4
Academics	6
English Language Learning Program (ELL)	6
Partner Schools	6
Rules and Expectations	7
Conduct	7
Rooms	7
Kitchens	8
Visitors	8
Study Hall	9
Transportation	9
Leave	9
Curfew	10
Attendance	10
Guerin Prep	10
Disciplinary Procedure	11
Facilities	12
Location	12
Surroundings	14
Emergency Procedures	16
Contact	16
Tornadoes	16
Fire	17
Intruder	18
Request Forms	19
Signature Page	22

What is GCIA?

The [Greater Chicago International Academy \(GCIA\)](https://www.gciaedu.org/)¹ was started in the fall of 2014 with the mission to serve the international community in its pursuit of education in the United States.

Offering international students the chance to attend high quality high school programs here in the Chicago suburbs, GCIA pledges to serve its students in this pursuit, liaising with our partner schools and acting as a bridge between parents or guardians and their children. GCIA provides opportunities for students to develop their English skills and to learn about American culture through both classroom learning and interactive extra-curricular activities.

Mission

The GCIA mission is to recruit international students, provide them with a safe environment, cultivate self-discipline within them, strengthen their English language skills, and foster a culture that encourages their academic success.

Contact Information

Address:
8001 W. Belmont Ave.
River Grove, IL 60171

GCIA Duty Phone: +1 (312) 888-1719

GCIA WeChat ID: gcia-001



¹ <https://www.gciaedu.org/>

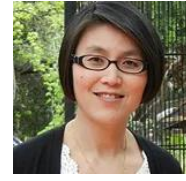
Staff



Jian Sun
President



Matthew Gibson
Principal



Stephanie Wang-Tallion
Assistant Principal



Thomas Osgood
ELL Instructor



Sam Buffington
Facilities and Transportation
Manager; SA



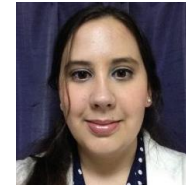
Yanfei Hu
Student Advisor



Miriam Gonzalez
Student Advisor



Steven Beatty
Student Advisor



Emmaline Conover
Student Advisor

Dr. Gibson mainly manages the Wisconsin International Academy (WIA) program. Mrs. Wang-Tallion manages the Greater Chicago International Academy (GCIA) program.

There is a Student Advisor (SA) on duty 24/7. They act as parents, mentors, tutors, and advocates to GCIA students. They perform many tasks, including helping with English language learning, leading student activities, upholding rules and expectations, and ensuring a safe environment.

Partner Schools

Guerin College Preparatory High School

[Guerin Prep](http://www.guerinprep.org/)² is a Catholic, co-educational, college preparatory high school serving the Northwest side of Chicago and surrounding suburbs. The 1:12 teacher to student ratio is conducive to a rich learning experience.

Guerin Prep offers an environment that leads to success. Guerin Prep offers three academic programs of study. Teachers, counselors and coaches work to build a nurturing and supportive community where every person is valued. Experiences in academics, athletics, arts and service are readily available. They have excellent teachers, 60 percent of who have their master's degrees or are working toward them, and a laptop program which rivals any in the Archdiocese of Chicago.

IC Catholic Prep

[IC Catholic Prep](https://www.iccatholicprep.org/)³ challenges and inspires young men and women to think independently, act selflessly, and lead confidently so that they will succeed in college, thrive in life, and make the world a better place.

While many students seek the anonymity of a bigger high school, as still others simply follow their grade school friends to one high school or another, IC Catholic Prep is methodically developing a different kind of student – these are the industry-building entrepreneurs of the future, the imagination-bending artists, the let's-get-going leaders, the I-will-make-a-difference citizens – and we welcome them and nurture them and empower their independent thinking at ICCP not because they fit some mold, but rather because they are the ones who seek to break it.

Saint Laurence High School

Founded in 1961, [St. Laurence](http://www.stlaurence.com/)⁴ is a Catholic, college preparatory high school conducted by the congregation of Christian Brothers. Rich in academic and athletic tradition, the school is situated on a spacious 23-acre suburban campus and serves young men and women from Chicago and surrounding suburbs. The complex includes a chapel, five academic wings, four computer labs, science labs, a media center, guidance center with career planning and college placement, a 1,600 seat gymnasium, a fitness center and a two-floor leadership center.

² <http://www.guerinprep.org/>

³ <https://www.iccatholicprep.org/>

⁴ <http://www.stlaurence.com/>

St. Laurence provides a balanced curriculum that is responsive to the needs of their students while offering up-to-date technology, facilities, labs and an environment necessary for learning.

Timothy Christian School

Founded in 1911, [Timothy Christian Schools](https://www.timothychristian.com/)⁵ is a fully accredited, parent-run, P-12 Christian school system that places academic excellence and a reformed Biblical worldview at the heart of its mission.

In 2015, 95% of Timothy's students who took advanced placement tests for college level credit scored equal to or better than the score typically necessary to receive college credit. Over half of their students who took advanced placement exams were recognized by the College Board as an AP Scholar, AP Scholar with Honors or an AP Scholar with Distinction.

⁵ <https://www.timothychristian.com/>

Academics

English Language Learning Program (ELL)

GCIA offers a high quality academic preparation program, providing an immersive ELL experience, educating students to be knowledgeable, skilled, confident, and well-prepared for high school and future undergraduate study in the United States. ELL courses are scheduled and delivered to students during regular class times as an integral part of their high school education.

The GCIA curriculum fulfills two purposes*:

- 1) to provide instruction appropriate for students' English proficiency levels; and
- 2) to hone students' academic skills for high school success and future college study.

The GCIA curriculum focuses on skill development embedded in content area study and practice. Development of English language skills in listening, speaking, reading, and writing is delivered through relevant coursework.

* for Guerin Preparatory High School, GCIA ELL class credit can be used as the class credit for Foreign Language classes

Partner Schools

GCIA students must attend school and adhere to all rules and policies set by their high school while at school. Students are expected to remain good standing in regards to their grades and schoolwork. Additionally, their behavior at school should be in keeping with both the school's and GCIA's standards.

Rules and Expectations

Conduct

1. Students are **prohibited from engaging in any illegal activity**. Illegal activity is dictated by the Illinois State Government and the United States of America Federal Government. This includes, but is not limited to:
 - a. No use of controlled substances
 - b. No smoking (tobacco, marijuana, etc.)
 - c. No alcohol
2. Bullying, including violence, harassment, and intimidation, is prohibited. Bullying is defined as any severe or pervasive physical, verbal, or visual act or conduct, including written or electronic communications, directed toward a student or students that causes a detrimental effect.
3. Students are prohibited from engaging in sexual activity while on GCIA premises.
4. Students are not allowed to have open flames in their rooms (candles, gas cookers, etc.).
5. Students are not allowed to have cutting devices in their rooms (knives, etc.).
6. Students are not allowed to cook in their rooms. They should cook in the kitchen area.
7. Students are only allowed on their floor. (Example: Students in rooms on the 2nd floor are not allowed on the 3rd floor.)
8. **Quiet hours are from 10:30pm to 6am every day.**
9. Students should practice English whenever possible.

Rooms

1. Upon arrival, new students will pick out a room. They will go through and sign a checklist about the room's condition with an SA. They will be given one set of bedding.
2. Students are responsible for cleaning their own room.
3. Rooms should be kept clean. Student Advisors (SA) will perform **weekly room checks** to ensure students are cleaning their rooms.
4. Maintenance issues should be reported to the SA on duty.
5. Students are only allowed on their floor. (Example: Students in rooms on the 2nd floor are not allowed on the 3rd floor.)

Room Check Criteria

- Desk is clean & organized
- Floor is clean & clear of clothes, food, & trash
- Sink & counter are wiped & clean
- Bed is made

6. Students are not allowed to have open flames in their rooms (candles, gas cookers, etc.).
7. Students are not allowed to have cutting devices in their rooms (knives, etc.).
8. Unscheduled and unannounced room checks will be performed by GCIA staff as needed to check for paraphernalia (alcohol, cigarettes, candles, etc.).
9. If a student loses their room key, there will be a **\$25 fee**. They will be given a replacement key within one week.
10. **Quiet hours are from 10:30pm to 6am every day.**

Kitchens

1. Students may bring in cooking utensils and/or small kitchen equipment. Utensils and equipment must be **electrical**; no gas equipment is allowed.
2. Students must store all utensils, equipment, and nonperishable food in the kitchen area. Students may label utensils, equipment, and food with their name.
3. Students must clean up after themselves. This includes any utensils and equipment used as well as the kitchen area (counters, appliances, etc.).
4. Students may not use the kitchen area **after 10pm**.
5. Students should not enter the staff kitchen.
6. Breakfast and dinner will be served every day and lunch will be served on weekends and holidays. Students are expected to eat lunch at school or provide their own on school days.
7. Students should clean up after themselves in the kitchen and dining room.

Visitors

1. **Visitors are allowed from 1pm-6pm every day.**
2. Visitors must sign in and sign out at the Entrance Station. They must do this for every visit.
3. Visitors are allowed only in the common areas on the first floor. They may not go to the 2nd or 3rd floors.
4. Students are **responsible** for their visitors' mess or damage.

Study Hall

1. Study Hall hours are from **7pm-9pm, Sunday through Thursday**. Study Hall hours are not required on Friday and Saturday nights.
2. All students should utilize study hall hours to do school work.
3. Students may study in the study area, in the common areas, or in their rooms.

Transportation

1. Students attending Guerin Prep may walk to and from school as our building is connected to the school building. Students attending Timothy Christian, IC Catholic Prep, or St. Laurence will take GCIA provided transportation service
2. If you will not be using provided transportation, please notify Sam or your driver.
3. All transportation request for sports, clubs, scheduled or activities must be filled out and turned in 48 hours in advance. The request form must be turned into the transportation request box. ([See Transportation Request.](#))
4. Doctors' appointments should be scheduled during business hours, between 8am and 3pm Monday through Friday. Transportation requests for doctors' appointments should be turned in asap to avoid scheduling conflicts.
5. **All passengers are required to wear seatbelts by State and Federal law.**
6. All students must sit upright in their seats at all times.
7. No yelling or screaming.
8. No fighting and no weapons.
9. All drinks **MUST** have lids.
10. All students are responsible for picking up their own trash.

Leave

1. Students must legibly sign out to leave the dorm and sign back in when they return. This includes going to the gym, library, grocery store, going for a walk, etc.
2. If a student wishes to stay elsewhere past curfew or overnight, they must get permission from their parents/guardians. This **permission must be given to a Student Advisor at least 24 hours before the student leaves**. Travel information and departure and arrival times should be included. ([See Leave Request Form.](#))

Curfew

1. Students must be in the building by **10:30pm** every day.
2. Sunday-Thursday nights, students must be in their rooms by **10:30pm**. On Friday and Saturday nights students must be in their rooms by **12:00am**.
3. Seniors may earn the privilege of extending their curfew to midnight (12:00am) on Fridays and Saturdays. If a senior has no rule violations and a GPA of 3.0 or above for 1 quarter, they are eligible for extended curfew for the following quarter.
4. Special permission for a curfew extension may be granted if students have permission from their parents. GCIA staff must receive parental permission directly **at least 24 hours in advance** of the curfew extension.

Attendance

1. Students must be on time for study hall, curfew, and bed check unless other arrangements have been accepted by GCIA staff.
2. Students must adhere to the attendance rules set by their school.
3. If a student does not attend school because they are sick, they must turn over all electronic devices to the SA on duty until the end of the day. Students who stay home sick should stay in their rooms.

Guerin Prep

Our building is located on the Guerin College Preparatory High School (Guerin Prep) campus. ***Some rules have been set by Guerin Prep, which GCIA student must follow.*** These include, but are not limited to:

1. Guerin Prep does not have an open campus. Therefore, GCIA students may not return to the GCIA building during school hours.
2. The doors between GCIA and Guerin Prep will be open from 7:30am to 8:00am and after school for 30 minutes.
3. All GCIA students may use the Guerin Prep study area, library, and gym. The hours for these areas are handled by Guerin Prep. Students must have supervision in the form of an SA to be in these areas after school hours.

Disciplinary Procedure

When students violate a rule, the following process will be followed:

- First offense - verbal warning
- Second offense - written warning
- Repeated offenses - contacting parents
- Serious issues and repeated offenses - probation or expulsion

If conduct rules are violated, then the verbal and written warning will be skipped, and parents will be contacted immediately. GCIA will handle unusual situations on a case-by-case basis.

Potential consequences for violating rules and expectations also include, but are not limited to:

- Loss of sign out privileges (students may only leave the dorm for school)
- Supervised study hall (students must leave their room door open or study in a supervised location)
- Behavioral contract and action plan

Facilities

Location

GCIA is located in Building H on the Guerin Prep High School campus. Also on this campus, are football and soccer fields, baseball field, softball field, two gymnasiums, an 800-square foot wrestling practice room, a state-of-the art strength and conditioning fitness center, and a 200-square foot Athletic Medicine facility run by certified trainers. Our dorm is connected to the Guerin Prep main building and gives GCIA students direct access to the classrooms, library, cafeteria and other study spaces without the need of going outside.

Bedrooms

Student bedrooms are located on the 2nd and 3rd floors. All student bedrooms are furnished with a bed frame, mattress, desk, desk chair, desk lamp, dresser, built-in closet, built-in sink with mirror, full length mirror, air conditioner, and heater. Air conditioners can be controlled by the students. Heat is provided by radiators and is controlled by the building manager.

There are shared bathrooms on each of the student floors. These include toilet stalls, shower stalls, and bathtubs.



Common Spaces

On the first floor are several common spaces. The Quiet Room has desks and tables for individual and group study. The Student Union has a pool table, air hockey table, and ping pong table, as well as seating areas, a TV, and other games and books. There is also a practice room with a piano. Laundry facilities are located in the basement with coin operated washers and dryers.



The dining hall is connected to the student kitchen, which has a refrigerator, microwave, toaster oven, dishwasher, and lots of cabinets for storing dishes and appliances. Students may store food and dishes here. Breakfast and dinner are provided daily. Lunch is provided by the schools on school days and by GCIA on weekends and holidays. Food is catered from nearby restaurants or bought from local grocery stores. Occasionally, some staff will cook for the students as a special treat.



The SA office, SA room, and guest rooms are also located on the first floor. There is also a staff kitchen which serves as storage for GCIA's dishes and serving ware.

Surroundings

River Grove Metra Station

- 0.9 miles (18 minutes walking distance)
- Milwaukee District West Line
- 30-40 minute train ride to Union Station (downtown Chicago)




Chicago Transit Authority Bus #77

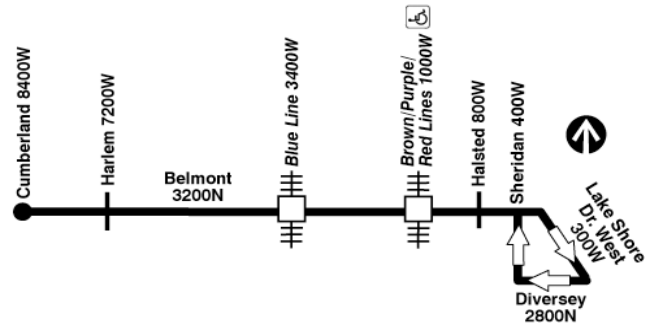
- Runs down Belmont Ave. from River Grove to Lake Shore Drive
- Stop in front of the school: Belmont & Pacific
- Connects to Blue, Red, and Brown lines subway stations
- Red/Brown lines provide access to Chinatown

[Ventra Card & App](#)⁶

Card: use on buses and subway/L trains

App: purchase metra tickets and refill card





Thatcher Woods Center⁷

- 0.4 miles, 7 minutes walking distance
- Food
 - Rich's Fresh Market (grocery store)
 - Dunkin' Donuts & Baskin Robbins
 - D' Agostino's Pizza Parlor
 - Goody's Fast Foods
- Ross (clothing store)
- Walgreens (convenience store, pharmacy)
- First Midwest Bank & Chase Bank
- River Nail Spa
- Great Clips (hair dresser)



⁶ <https://www.ventrachicago.com/>

⁷ <http://properties.icretailcenters.com/property/output/document/view/id:3725>

Nearby Restaurants

- Happy Garden Chinese Restaurant
- Elmwood Family Restaurant
- Asian Town Noodle
- Luke's on Harlem
- Taco Burrito King
- Olivia's Taste
- Bar Tucci Italian
- Hands on Modern Thai & Sushi Bar
- Yummy Asian Restaurant

Nearby Movie Theaters

- Cinemark Melrose Park, 15 minutes driving, 30 minutes by #331 bus
- AMC Norridge 6, 10 minutes driving, 30 minutes by #77 & #90 bus

Fashion Outlet of Chicago⁸

- 15 minutes driving distance
- Open Mon.-Sat. 10am-9pm, Sun. 10am-7pm
- Over 130 designer outlets



Rosemont Entertainment District⁹

- 15 minutes driving distance
- iFly-an indoor skydiving entertaining center
- Movie theater
- Restaurants

O'Hare International Airport¹⁰

- 10-20 minutes driving distance
- direct flights to over 200 destinations in North America, South America, Asia, Africa, and Europe

⁸ <http://www.fashionoutletsofchicago.com/>

⁹ <https://www.rosemont.com/thepark/entertainment/>

¹⁰ <https://www.flychicago.com/ohare/home/pages/default.aspx>

Emergency Procedures

Contact

Emergency: 911

River Grove Police Department: 708-453-2121

River Grove Fire Department: 708-453-8154

SA Duty Phone: 312-888-1719

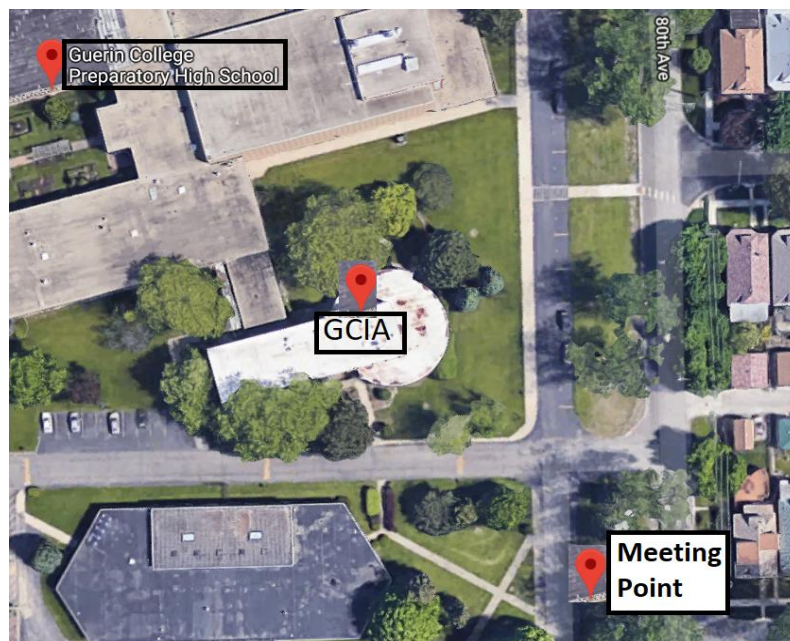


Tornadoes

1. When a tornado warning is issued, the SA on duty will make an announcement over the PA system and through WeChat.
 - a. Tornado Watch: Weather condition show a tornado is *possible*, but has not been seen. Keep updated on weather conditions.
 - b. Tornado Warning: A tornado has been *seen*. Take shelter immediately in a safe, sturdy structure.
2. Follow instructions from SAs and other staff.
3. Walk to the basement.
 - a. You may bring flashlights and blankets, but do so quickly.
4. Sit on the floor, cross-legged or kneeling and leaning forward.
5. The SA will take attendance and contact any students who are unaccounted for.
6. The SA will continue to monitor weather conditions. Only when the warning has been lifted, will students and staff return to rest of the building.

Fire

1. Fire alarm will sound.
2. Follow instructions from SAs and other staff.
3. Leave the building by the quickest and safest route
 - a. Front door, side door, Student Union doors
 - b. Before leaving a room with a closed door, check that there is no fire on the other side. If the door is hot, do not open it.
 - c. Leave all belongings. Clothes, phones, etc. can be replaced. You cannot.
4. Close doors behind you. This helps prevent the fire from spreading.
 - a. Room doors
 - b. Building doors
5. Walk to the designated meeting point.
 - a. Walk away from GCIA towards Holy Cross.
 - b. Go to the island between Davenport and 80th Ave. (See map below.)
6. Once at the designated meeting point, attendance will be taken.
 - a. The SA on duty will contact the Fire Department and let them know if any students are unaccounted for.
 - b. If anyone is in need of medical help, they will be brought to emergency responders.
 - c. The SA will contact parents.
7. Only when the Fire Department clears the building and declares it safe, will students and staff be allowed back in the building.



Intruder

1. If an unauthorized and/or violent person enters the building, the SA on duty will send an announcement through WeChat.
2. Follow instructions from SAs and other staff.
3. Immediately go to the nearest secure room (bedroom, kitchen, etc.)
 - a. Close and lock all doors
 - b. Close and lock all windows
 - c. Close blinds and curtains
 - d. Sit on the floor, out of sight of doors and windows (under a desk or table, in a corner, etc.)
 - e. Remain silent
 - f. DO NOT let anyone in or out.
4. The SA will contact students through WeChat to determine locations, but will not conduct an in-person search.
 - a. If any students are outside the building, they should remain where they are. DO NOT return until you receive the “all clear” announcement.
5. The SA will contact the authorities
6. Only when the authorities clear the building and declares it safe will the SA send an “all clear” announcement. You may then return to your normal routine.

Request Forms

Late Return Request

Late Return Request
Submit 24 hours in advance. Turn in to a Student Advisor. May be submitted via WeChat, text, or email to GCIA phone or email.

I, _____, give permission for _____ to leave the dorm and return past curfew on _____. They will be back at the dorm at _____.

I release GCIA from any liabilities associated with this situation.

Parent Signature: _____

Weekend Leave Request

Weekend or Holiday Leave Request
Turn in to a Student Advisor. May be submitted via WeChat, text, or email to GCIA phone or email.

I, _____, give permission for _____ to leave the dorm for (circle one: Weekend / Holiday).

Departure Date & Time : _____
Return Date & Time: _____

Transportation, provide information for departure and return:

- Car
 - Driver: _____ Contact Information _____
- Bus
 - Number/Route: _____
- Train
 - Line/Route: _____
- Plane
 - Airport: _____ Airline/Number: _____

I release GCIA from any liabilities associated with this situation.

Parent Signature: _____

Transportation Requests

- All transportation request for sports, clubs, scheduled or activities must be filled out and turned in 48 hours in advance. (See form below.)
- Doctors appointments should be turned in as soon as possible to avoid scheduling conflicts. (See form below.)
- Schedule all doctor's appointments during business hours. When possible try to schedule appointments between 8am-3pm.
- The filled request form with schedule (sports, clubs etc.) must be turned into the transportation request box. Once approved/denied you will be notified.
- If there is an emergency transportation needed, contact the Student Advisor (SA) on duty immediately.

Weekend Transportation

- **A transportation request needs to be filled out using the normal request form. Turn the completed form into the transportation request drop box by Thursday night one week prior to the event.**
- **Once that information is received a driver and vehicle will be put on the schedule for the following weekend event.**

Airport Pick-ups and Drop-offs

- A sign up sheet will be posted at the dorm 2 weeks prior to departure/arrival
- Students must sign up one week prior to departure/arrival.
- To be approved all information must be completed.
- There will be no airport pickups/drop offs for students who do not sign up for transportation.

Transportation Request Form

Transportation Request Form Submit 48 hours in advance. Turn into Sam or box outside office. All sports must have schedule, coach/teacher must fill out bottom of form. If you have questions call Sam 773-639-4016

Name _____ Today's date _____
 Date needed _____ Time needed _____
 Activity _____ Return time _____
 Other students going with you _____
 Coach/Teacher if club/sports practice:
 Daily _____ Weekly _____ Bi-monthly _____ Monthly _____
 Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___ Sunday ___
 Coach/ Teacher _____
 Approved _____ Denied _____

Appointment Request Form

You can fill this out yourself and submit it to Sam, or you can ask an SA to help you make the appointment and fill it out.

Appointment and Transportation Request Form Submit 48 hours in advance. Turn into Sam or box outside office. If you have questions call Sam 773-639-4016

Name _____ Today's date _____

Type of Appt. needed: Doctor _____ Eye Doctor _____ Dentist _____ Other _____

Below you will find your appointment day and time:

Date: _____ Time: _____



Signature Page

After you have received your copy of the GCIA Student Handbook and read it, please fill out and sign this form. Then, give the completed form to a GCIA staff member. If you have any questions about the information in the handbook, please ask a GCIA staff member.

- I have received a copy of the GCIA Student Handbook.
- I have read the GCIA Student Handbook and agree to follow the rules and expectations.

Chinese Name (print): _____

English Name (print): _____

Signature: _____

Date: _____

