Unity, Service, Excellence, Opportunity

2025-2026 PARENT & STUDENT GUIDE TO OUR LADY OF TEPEYAC HIGH SCHOOL

Policies Disclaimer

The policies outlined below represent a framework. This list is not exhaustive and should not be considered comprehensive of all Our Lady of Tepeyac High School policies. Statements in this Guide are subject to amendment whenever the school deems it necessary. OLT will attempt to keep parents/ guardians informed of all changes as soon as practical. Some changes may be made immediately due to unforeseen circumstances.

Non-Discrimination Statement

Our Lady of Tepeyac High School does not unlawfully discriminate on the basis of race, color, gender, sexual orientation, religion, or national or ethnic origin in its student admission process, faculty and staff hiring practices, educational policies, scholarships, athletics, or other school administered programs.

General School Compliance

The school agrees to comply with any other applicable State or federal law or regulatory requirements.

Revised: July 2025

Our Lady of Tepeyac Pledge

WE are Tepeyac Girls

WE seek Opportunity

WE are College Bound

WE are United

WE will be of Service to each other and our world

WE will strive for Excellence

WE BELIEVE in ourselves

WE BELIEVE in each other

WE BELIEVE in Our Lady of Tepeyac

School Information 7
School Prayer 7
School Colors 7
Nickname 7
Mission 7
Vision 7
Accreditation 7
Compliance 7
Questions or Concerns? 7
Notification of Designation of Directory Information 8
Annual Notification of Rights under FERPA 8
Leadership Team 9
Faculty 10
Grading Scale, Honor Roll, GPA Equivalents, Homework Policy, Cumulative Exams, and Tutoring Program 11
A. Official Grading Scale 11
B. Honor Roll Criteria 11
C. Grade Point Average Equivalents 11
D. Homework Policy 11
E. Cumulative Exams 11
1. Final Exams 11
2. Quarter Exams 12
F. Tutoring Program (Formerly known as MASH) 12
Expectations & Policies 12
A. Fundraising 12
B. Tuition & Fees 13
1. Basic Information 13
2. Importance Of Payment On Time 13
3. Financial Aid/Scholarship Recipients 13
4. Transfer Students 14
5. Report Cards 14
6. Family Contact Information 14
C. Attendance 14
1. Students are required to be in daily attendance. 14
2. Closed Campus 14
3. School Hours 14
4. Supervision 15
5. Absences 15
6. Consequences of Absences 15
7. Chronic or Habitual Truancy 16
8. Vacations 16
9. Illness During School Day 17
10. Early Dismissal 17

11. Tardy Detention Tier System 17
D. Lunch 18
E. Uniforms 18
1. Description of Uniform 18
a. Descriptions of Specific Parts of the Uniform 19
Polos 19
Skirts 19
Khakis 19
Clothing Worn Under Skirts 19
Gym Uniform 19
Shoes 19
Socks/Tights 19
Sweaters/Tepeyac Wear 19
2. Hair Color/Style 20
3. Piercings 20
4. Head Coverings 20
5. Tattoos 20
6. Gang Colors, Pins, & Symbols 20
7. Birthday Out of Uniform Privilege 20
F. Faith Requirements 21
1. Student Service Hours Expectations 21
2. Retreats 22
G. Taking Care Of Property 23
1. School Property 23
2. Personal Property 23
3. Lockers 23
H. Academic Expectations 23
I. Field Trips 23
J. Formation 23
K. Health Related Topics (Including Birth Certificates) 25
1. Birth Certificate 25
2. Medical Forms 25
3. Temporary Or Chronic Health Issues 25
4. Pregnancy 25
5. Counseling 25
6. Child Abuse 26
7. Drug Testing 26
8. Opioid Antagonists Policy 26
9. Student Medical Rights 27
L. Student Office Telephone Usage 27
M. Halls/Bathrooms 27
N. Parking Lot 27
O. Visitors 28

P. Parent/Guardian Phone Calls 28
Q. Computer Usage/Email 28
1. Student Email 28
2. Computer Classroom Rules 28
3. Social Media Policy Statement 28
R. Behavior Expectations And Disciplinary Procedures 31
1. General Student Conduct Guidelines 31
2. General Parent/Guardian Conduct Guidelines 32
3. Any OLT Staff Member Or Volunteer Can Redirect Any OLT Student Behavior 32
4. Student Identification 32
5. Attendance At Junior/Senior Prom 32
6. Disciplinary System 32
a. Restorative Justice in Our Discipline System 32
b. Guiding Values & Tiers 33
c. Swearing Policy-Respect in Language Matters 35
d. Tardy Detentions 36
e. Detention Procedures 36
f. Detentions and Quarter/Semester Exams 37
7. Expectations Of Suspended Or Expelled Students 37
8. No Tolerance Discipline Issues 37
a. Harassment 37
b. Bullying 38
c. Discrimination 39
d. Fighting 39
e. Cutting School/Classes 39
f. Drug/Alcohol Possession/Usage 39
g. Vaping 39
h. Stealing 40
i. Gang Activity/Graffiti 40
j. Weapons 40
9. Cell Phones/Smart Watches 40
10. Usage of Electronic Devices (Wireless/Wired Air Pods, Etc.) 42
11. Cheating And Plagiarism 42
12. Lockers 42
Students Transferring Into Our Lady of Tepeyac High School 42
Students Transferring Out of Our Lady of Tepeyac High School 42
School Closing 43
Senior College Information 43
A. College Visits 43
B. Transcripts 43
Asbestos Information 43
Plyer vs. Doe 44
Missing Children Records Act of Illinois 44
Graduation and Participation in Graduation Ceremony 45

A. Graduation Requirements 45
1. Academic Requirements 45
2. Valedictorian And Salutatorian 45
3. Financial Obligations 45
4. Discipline Policy Regulations 45
Parent/Guardian Guidebook Acknowledgment 46

School Information

Our Lady of Tepeyac High School
2228 South Whipple Street
Chicago, Illinois 60623
Phone: (773) 522-0023
Fax: (773 522-0508
Website: www.ourladyoftepeyac.org

School Prayer

God, grant me the serenity to accept the things I cannot change,
courage to change the things I can,
and wisdom to know the difference.
Our Lady of Tepeyac, Pray for Us.

School Colors

White, Blue and Raspberry

Nickname

Tigers

Mission

Our Lady of Tepeyac High School is a Roman Catholic girls' secondary school deeply rooted in the Little Village that provides a multicultural educational experience developing each young woman to her full intellectual and spiritual potential in an environment that values learning linked to faith, family and community.

Vision

In order to fulfill its mission, Our Lady of Tepeyac will strive to be recognized as the premier Catholic mission high school in Chicago as evidenced by:

- All graduates prepared for post-secondary education through a strong curriculum targeted to the learning style of young women
- Funded endowment facilitating tuition rates to meet each qualified student's needs
- Credentialed and compensated faculty and staff
- Attractive facilities that meet the educational needs of current and prospective students
- Level of faculty, staff, student, parent and community involvement in extracurricular and cross-curricular activities

Accreditation

Our Lady of Tepeyac High School is accredited by the Illinois State Board of Education.

Compliance

All Archdiocesan Schools must adhere to any and all applicable Archdiocesan policies and procedures, and applicable state, and federal laws and regulations to the extent such laws do not conflict with Catholic teaching, divine, or Canon Law.

Questions or Concerns?

If you have any questions or concerns about the contents of this guidebook, please contact the President, Principal, or the

Regional Director of High Schools at the Archdiocese of Chicago.

Notification of Designation of Directory Information

Notice is hereby given of Our Lady of Tepeyac High School's FERPA (Family Educational Rights and Privacy Act) policy and parents' and eligible students' (students over 18 years of age) rights under the Act.

Designation of Directory Information. Parents and eligible students are advised that OLT has designated the following information contained in educational records of its students as "Directory Information" for purposes of FERPA: the student's name, addresses (including email addresses), telephone number, date of birth, year of school, parish, dates of attendance, participation in recognized activities and sports, photographs (including identification pictures), videos depicting and/or concerning life at OLT, diplomas and awards received, and previous educational institution(s) attended. Directory Information may be disclosed without consent.

Parents' and Eligible Students' Right to Prevent Disclosure of Directory Information. Any parent or eligible student wishing to prevent disclosure of directory information must file a written notification to this effect with the Principal of OLT.

Annual Notification of Rights under FERPA

FERPA affords parents and eligible students certain rights with respect to the student's education records. These rights are:

A. The right to inspect and review the student's education records within 45 days of a written request to the Principal of Our Lady of Tepeyac High School.

B. The right to request in writing an amendment of the student's education records that the parent or eligible student believes are inaccurate and to a hearing if the requested amendment is denied.

C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Our Lady of Tepeyac High School as an administrator, supervisor, instructor, or support staff member; a person serving on the School's Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or a company providing degree verification services to the School).

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Our Lady of Tepeyac High School to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

A signature line can be found on the Parent/Guardian and Student Contract at the end of this guide.

Leadership Team

Meghan Murray (773) 522-0023 ext. 103
President
mmurray@ourladyoftepeyac.org
President's Office

Lily De La Luz (773) 522-0023 ext. 102
Vice President of Mission and Engagement
ldelaluz@ourladyoftepeyac.org
President's Office

Kathleen Ingram (773) 522-0023 ext. 110
Principal
Political Science
kingram@ourladyoftepeyac.org
2nd Floor Office

Oblate James Holzhauer-Chuckas ObSB (773) 522-0023 ext. 113
Dean of Students
Theology III & Dean's Circle
oblatejames@ourladyoftepeyac.org
2nd Floor Office

Clare Cullinan (773) 522-0023, ext. TBD
Campus Minister
Senior Service Project, CMLT & Junior Formation
ccullinan@ourladyoftepeyac.org
2nd Floor Office

Maria Ochoa (773) 522-0023 ext. 111
Director of Student Support
Algebra I
mochoa@ourladyoftepeyac.org
Rm. 304 (Office for Student Support)

Abigail Camacho: (773) 522-0023 ext. 114
Inclusive Education & Athletic Director
Introduction to Law, Fitness/Wellness & Freshwoman Formation
acamacho@ourladyoftepeyac.org
Rm. 305 (Resource Room)

Zuleima Bahena (773) 522-0023 ext. 108
Director of College Readiness
College & Beyond, Academic Success & NHS
zbahena@ourladyoftepeyac.org
Rm. 101 (College Readiness Center)

Cynthia Rodriguez (773) 522-0023 ext. 109
Director of College Readiness
College & Beyond, Academic Success & NHS
crodriguez1@ourladyoftepeyac.org
Rm. 101 (College Readiness Center)

Isabelle Del Real (773) 522-0023 ext. 104
Director of Finance & Scholarships
idelreal@ourladyoftepeyac.org
1st Floor Main Office

Rosa Navarrete (773) 522-0023, ext. 101
Secretary
rnavarrete@ourladyoftepeyac.org
1st Floor Main Office

Enrica Cesario (773) 522-0023, ext. TBD
Director of Student Activities
ecesario@ourladyoftepeyac.org
Rm. 105 (Office of Admissions, Engagement, and Development)

Anna Leo (773) 522-0023, ext. 107
Development and Marketing Coordinator
aleo@ourladyoftepeyac.org
Rm. 105 (Office of Admissions, Engagement, and Development)

Natalie Ramirez (773) 522-0023 ext. 105
Director of Admissions
Student Council & Student Ambassadors
nramirez@ourladyoftepeyac.org
Rm. 105 (Office of Admissions, Engagement, and Development)

Diana Rodriguez (773) 522-0023 ext. 106
Director of Family Engagement
Student Ambassadors
drodriguez@ourladyoftepeyac.org
Rm. 105 (Office of Admissions, Engagement, and Development

Faculty

All faculty can be reached at (773) 522-0023 or via their email.

Julia Bukovatz:
Art Room
jbukovatz@ourladyoftepeyac.org
Art

Rubi Cárdenas:
Rm. 307
acardenas@ourladyoftepeyac.org
Beginner's Spanish, Intermediate Heritage Spanish, Intermediate Spanish, Advanced Spanish, AP Spanish Literature & Culture, Sophomore Formation

Jasmine Chacón:
Rm. 204
jchacon@ourladyoftepeyac.org
Literature, Language & Composition, World Literature, Multicultural Literature, Fitness/Wellness, Junior Formation

Maria Corpuz:
Resource Rm.
mcorpuz@ourladyoftepeyac.org
Resource

Connor Corr:
Rm. 203
ccorr@ourladyoftepeyac.org
World Literature, American Literature, AP Literature & Composition, Creative Writing, Freshwoman Formation

Jashania Duncan
Rm. 301
jduncan@ourladyoftepeyac.org
Geometry, Algebra II, PreCalculus, STEM, Sophomore Formation

Jordan Fisher:
Rm. 201
jfisher@ourladyoftepeyac.org
Biology, Anatomy, Sophomore Formation

Audrey Greger:
Rm. 102
agreger@ourladyoftepeyc.org
Algebra I, Algebra II, Algebra III, Freshwoman Formation

TBD:
Rm. 306
Title I - IMPACT

James Katula:
Rm. 202
jkatula@ourladyoftepeyac.org
Chemistry, Physics, Meteorology, Music, Junior Formation

Colten Maertens:
Rm. 303
cmaertens@ourladyoftepeyac.org
Theology I, Theology II, World Religion, Introduction to Philosophy, Senior Formation

Sue Olenski:
Rm. 101 (College Readiness Center)
solenski@ourladyoftepeyac.org
College Readiness

Ben Parma:
Rm. 101 (College Readiness Center)
bparma@ourladyoftepeyac.org
College Readiness

Stephanie Roldan:
Rm. 201
sroldan@ourladyoftepeyac.org
Physical Education, Health

Veronica Romo:
Rm. 302
vromo@ourladyoftepeyac.org
World History, U.S. History, Chicago History, Sociology, Senior Formation

Mary Rossi:
Art Room
mrossi@ourladyoftepeyac.org
Art

Reyna Saavedra:
Art Room
rsaavedra@ourladyoftepeyac.org
Publications

Grading Scale, Honor Roll, GPA Equivalents, Homework Policy, Cumulative Exams, and Tutoring Program

A. Official Grading Scale

A+	99-100	B+	91-92	C+	83-84	D+	75-76	F	68 or
A	95-98	B	87-90	C	79-82	D	71-74		below
A-	93-94	B-	85-86	C-	77-78	D-	69-70		

B. Honor Roll Criteria

A Honor Roll 3.7 grade point average and above

B Honor Roll 2.9 – 3.69 grade point average

If a student earns an F in any course, she is ineligible for either honor roll.

C. Grade Point Average Equivalents

College Prep		Honors/AP	
A+	4.3	A+	4.8
A	4.0	A	4.5
A-	3.7	A-	4.2
B+	3.3	B+	3.8
B	3.0	B	3.5
B-	2.7	B-	3.2
C+	2.3	C+	2.8
C	2.0	C	2.5
C-	1.7	C-	2.2
D+	1.3	D+	1.3
D	1.0	D	1.0
D-	0.7	D-	0.7
F	0.0	F	0.0

D. Homework Policy

Homework/Projects/Classwork is due at the deadline given by the teacher. If a student needs extra time to complete the work, she must communicate with her teacher to see if the teacher will approve turning work in late and agree on the timeframe. If the teacher approves, the work can receive full credit if it turned in within the timeframe. If the work is not turned in by the agreed upon timeframe, the student receives a 0. If students do not speak to the teacher and do not turn in the work, the student receives a 0. All students receive 1 missing assignment pass per quarter.

E. Cumulative Exams

1. Final Exams

Final exams will be held at the end of each semester; they are cumulative and one component of each exam must be written. Students **MUST** be in **COMPLETE UNIFORM** in order to take exams—OLT t-shirts are acceptable if exams fall on a Friday. **ALL** financial obligations (tuition, sports fees, club fees, field trip monies, Spirit Week fees, etc.) must be up to date in order for students to take exams. **In order for students to take semester final exams, rental textbooks MUST be returned, according to whether the class is a semester long or full year course.**

Final exams make up 20% of the Semester Grades.

2. Quarter Exams

Quarter exams will be given at the end of the first and third quarters and will be calculated into the quarter grades. Students **MUST** be in **COMPLETE UNIFORM** in order to take exams—OLT t-shirts are acceptable if exams fall on a Friday. **ALL** financial obligations (tuition, sports fees, club fees, field trip monies, Spirit Week fees, etc.) must be up to date in order for students to take exams.

F. Tutoring Program

Tepeyac's Tutoring Program supports students who are earning below a C in a core class (English/Math/Science/Theology/History) at either Progress Report time (every 5 weeks into a new quarter) or when Quarter report cards are issued. Tutoring is required on Tuesdays/Thursdays from 3:10pm-4:00pm for a duration of two weeks/four sessions, in order for the student to receive one-on-one help from the classroom teacher where the grade is lower than a C. The teacher assists the students based on the current needs, which could include: homework, quiz and test preparation, class projects or papers, or to review subject content. Students whose grades are lowered due to attendance issues or whose only issue is completing homework, rather than struggling with content, are not required to attend tutoring.

- **Support Provided:** Tutoring sessions offer one-on-one assistance from the classroom teacher in the subject area where the student's grade is below a C. Support may include:
    - Homework assistance
    - Quiz and test preparation
    - Class project or paper support
    - Review of subject content
- **Location:** Rooms 203-204
- **Monitoring and Evaluation:**
    - **Progress Tracking:** Individual student progress is monitored using a rubric.
    - **Teacher and NHS Support:** Teachers and members of the National Honor Society are available during sessions to assist students.
- **Outcome-Based Approach:**
    - If a student's grade improves to above a C after the two-week period, they will no longer be required to participate in the program.
    - Students whose grades do not improve after the 2 weeks will be referred to College Readiness counselors for further support.
- **Attendance Policy:**
    - Students are expected to attend all scheduled sessions and will receive 3 points per session which can then be added to quizzes or tests in their class(es).
    - If students do not attend their sessions
        - 1 Session Missed = Formation Detention and a Parent Phone Call
        - 2 Sessions Missed = 1 hr SaturdayDetention and a Parent Phone Call
        - 3rd Session Missed = Exclusion from all Extracurriculars until Grade is a C- or better and a Parent Phone Call

Expectations & Policies

A. Fundraising

In an effort to keep tuition as affordable as possible, each student is required to supplement her tuition by bringing in a minimum of **$200.00** in fundraising efforts. **All** students must participate in the raffle fundraiser. **Fundraising obligations not met will be added to the balance of tuition for that quarter. Tuition and fundraising obligations must be up to date in order to attend classes, take exams, and receive report cards/transcripts.**

B. Tuition & Fees

1. Basic Information

Tuition for the 2025-2026 school year is $6900.00 plus an additional $200.00 in fundraising (see above). The actual cost to educate each student is $15,000—each family receives a grant from the school to cover the difference.

Tuition does not include a $350.00 non-refundable annual registration fee (covering cost of school IDs, lanyards, standardized testing, annual yearbook, Freshwoman-Sophomore-Junior retreats, and planners). **This registration fee must be paid in full before students begin the school year.** The Senior KAIROS retreat is an additional fee.

There is a $200.00 textbook/Chromebook rental fee. All semester textbooks must be returned before 1st semester or 2nd Semester final exams; all full year textbooks must be returned before 2nd semester exams:

If textbooks are not returned or are damaged, there will be a fee of **$50.00** per missing textbook.

If novels are not returned, there will be a fee of **$10.00**

If a chromebook is broken/unusable, there will be a fee of **$250.00.**

If a charger is broken/lost, there will be a fee of **$50.00.**

If a soft case is not returned, there will be a fee of **$10.**

If a hard case is not returned, there will be a fee of **$20.**

Uniforms are **NOT** included in the tuition.

There is a **$150.00** graduation fee for all graduating Seniors.

2. Importance Of Payment On Time

Our Lady of Tepeyac High School is a tuition-generated institution. It is, therefore, very important that Parents/Guardians and students observe the payment schedule. Tuition payments are due on the 1st of every month. If payment has not been made by the 5th a late fee of $25.00 will be added to the tuition due, the student could be held from classes **and** sent home until payment is made. **Absences from classes due to nonpayment of tuition are not excused.**

3. Financial Aid/Scholarship Recipients

Families who receive financial aid from Our Lady of Tepeyac High School **MUST** agree to the following expectations listed on the Financial Aid Agreement:

- Students maintain a 2.0 (C) average.
- Students observe all rules and policies of OLT.
- Parents **MUST** attend the 2 Parent-Teacher Conferences, as well as any other required parent meetings. Failure to do so will result in a $50.00 deduction per missed conference/meeting in financial aid—this amount will then be added to tuition owed.
- Students who receive a grade of "F" in any class in any quarter will have a $50.00 deduction per "F" in financial aid—this amount will then be added to tuition owed.
- Students who receive a grade of "D" in any class in any quarter will have a $25.00 deduction per "D" in financial aid—this amount will then be added to tuition owed.

4. Transfer Students

Students who transfer into OLT will be charged tuition based on the number of quarters they will be in attendance and receive grades/credits. The cost for each quarter's tuition for the 2025-2026 academic year is $1725.00. In addition, all transfer students are expected to participate in fundraising ($200.00).

Students who withdraw from OLT are **not** entitled to a refund for amounts that were due according to their payment schedule, nor will students be given transcripts until all financial obligations are met and all textbooks are returned.

5. Report Cards

Report cards will be issued to Parents/Guardians at the end of each quarter either by mail or during a conference. There will be conferences for 1st and 3rd Quarter Report Cards. It is mandatory for parents and students to attend parent-teacher conferences. (See Financial Aid Agreement).

Please note that report cards will be withheld if financial obligations are not met.

6. Family Contact Information

It is essential that the school office has the most current contact information for students. Information regarding Parents'/Guardians' addresses, telephone numbers, and emergency contacts **MUST** be given to the school office. We use an automated system, School Messenger, to send mass voicemail/text/email reminders to families, so it is imperative that we have each family's most up to date contact information.

C. Attendance

1. Students are required to be in daily attendance.

Student attendance is a very important part of the educational process:

- Attending class helps students:
  - stay on track
  - understand material and expectations
  - foster important peer social interactions
  - generally promotes a sense of community connectedness
- We believe all classroom activities and experiences are vital and can never fully be replicated outside the classroom environment
- Student absences hamper class progress and lead to increasing levels of stress as they attempt to catch up with missing work.
- It is important parent(s)/guardian(s) create a habit of responsibility and reliability in their student(s), which regular daily attendance fosters.
- The attendance policy outlined in this guidebook complies with Illinois School Code.

2. Closed Campus

Our Lady of Tepeyac High School is a closed campus. Students are **NOT** to leave the building between 7:50am (8:50am on Tuesdays and Thursdays) and 3:00pm. Lunch is served in the student cafeteria, located in the grade school.

3. School Hours

School hours are from 7:50am until 3:00pm each day with the exception of Late Starts (Tuesdays when school hours are 8:50am until 3:00pm). The first bell rings at 7:50am/8:50am and students should be in their assigned first period class by 7:55am/8:55am. The second bell rings at 8:00am/9:00am and attendance is taken at this time. Students who are late/tardy will receive detentions.

4. Supervision

Our Lady of Tepeyac employees are not responsible for supervising students who arrive on school grounds more than 30 minutes before school and/or 30 minutes before a school-sponsored activity is scheduled to begin or students remaining on school grounds more than 30 minutes after school and/or 30 minutes after the school-sponsored activity ends. **Parents or guardians should not rely on Our Lady of Tepeyac employees to provide supervision for their child outside of school hours or school-sponsored activities.**

If students are in the building after the end of the school day and are **NOT** involved in a school regulated activity **MUST** behave in a reasonable and quiet manner. If not, they will be made to leave by 3:10pm. Students are to be off the 2nd and 3rd floors daily by 4:00pm, unless under the direct supervision of a teacher.

5. Absences

Our Lady of Tepeyac High School expects parent(s)/guardian(s) to make responsible efforts to ensure the regular attendance of their student(s) and to inform the school of any absence and the reason for the absence.

When a student is absent from school, a Parent/Guardian **must** either call the school (773) 522-0023 between the hours of 7:30am and 9:00am to explain the absence or submit the online Absence Note (available in English and Spanish) via the school's website. If a phone call or form is not received by 9:00 am, the school office will make a phone call home to check on the absence. In addition, if there is no response from the family about the absence, the student will receive a 2 hour detention. The calling or submitting a report of an absence on our website does not excuse the absence, it simply explains it.

The day a student returns to school, she must bring a note from a Parent/Guardian, including a phone number where the Parent/Guardian can be reached. This note must be turned in to the 1st floor office before the school day begins. The school may call the Parent/Guardian to verify the note. Doctor's notes may also be checked for authenticity. A note from a Parent/Guardian **DOES NOT** excuse the absence, it simply explains it.

If a student is out for **5 or more days** due to illness, a doctor's note is **REQUIRED** in order for the student to reenter school If a doctor's note is not turned in, the student will not be allowed to come back to school until a doctor's note is presented. Doctor's notes may also be checked for authenticity. A note from a Parent/Guardian **DOES NOT** excuse the absence, it simply explains it.

In the event that a Parent/Guardian knows in advance a student must be absent, arrangements should be made with the Principal and individual instructors; students are responsible for making up all work/tests/quizzes etc. missed due to an absence in a timely fashion.

6. Consequences of Absences

- Students are allowed up to four (4) unexcused absences per quarter
- At the 5th unexcused absence, quarter grades will drop 1 letter grade per day missed; for example, 5 unexcused absences = 1 grade drop, 6 unexcused absences = 2 grades dropped, and so on.
- Once a student reaches 8 or more unexcused absences per quarter, she will automatically fail the class(es).
- Students who reach 5 unexcused days absent will also be placed on an Attendance Agreement and a parent will be required to come in for a meeting.
- **What is an excused absence?**
    - a doctor/dentist/medical professional note

- In the event a student is out of school due to illness for 3 or more days, a doctor's note will be **REQUIRED** for readmittance to the building.
- a personal family matter, such as a funeral (documentation must be provided).
- other circumstances will be considered at the discretion of the school administration and will require some sort of documentation.

If a student's quarter grade drops to an F because of attendance, a percentage of **65%** will be used to calculate the semester grade.

7. Chronic or Habitual Truancy

In the state of Illinois, Chronic or Habitual truancy refers to any student who is absent without valid cause (documented: chronic illness, hospitalization, family death, family emergency; or a doctor's note) for 5% out of 180 school days. 5% of the 2025-2026 school year is 9 or more days absent from school or class in total. Also, according to the Parent Student Guide to OLT, a student's grades begin to drop after the 4th unexcused absence in any given quarter…once a student reaches 8 unexcused absences she will be unable to pass her classes at the quarter. Keep in mind, quarter failures often lead to semester failures and credit loss.

OLT is committed to working students and families who are experiencing truancy in order to develop an understanding of the importance of education (in person learning and socialization) and to remove attendance barriers.

If a student is approaching truancy, at the 4th unexcused absence and the 6th unexcused absence:

- parent(s) and/or guardian(s) can expect to hear from the school through letters, phone calls, and/or text messages

Once a student reaches truancy, the 9th unexcused absence:

- parent(s) and/or guardians must come into the school for a meeting and a probation/attendance contract will be drawn up.
  - As a part of the contract, OLT will ask students to meet with counselors and/or other support personnel to perform biweekly or weekly check-ins
- If truancy continues, additional days beyond original, a meeting with administration will be held to determine the student's future at OLT.

8. Vacations

Vacations **MUST** be planned during the summer months or during the school's **SCHEDULED** Christmas or Easter/Spring Breaks. Days missed due to vacations taken at times other than Christmas or Easter/Spring Breaks are **UNEXCUSED**. Days missed due to **EXTENDING** Christmas or Easter Breaks are **UNEXCUSED**. These missing days could result in placing a student on an Attendance Contract.

Students who miss Quarter or Semester exams are at risk of failure.

Here are the scheduled breaks for the high school:

Thanksgiving Break	11/24 - 11/28/25
Christmas Break	12/22/25 - 1/2/26
Easter Break	3/30/26 - 4/3/26

9. Illness During School Day

If a student should become ill during the school day, the student MUST ask their teacher to go to the 1st floor office where a school employee will place a call home…students are not allowed to place these calls themselves using their personal cell phones.. If it is determined that the student will go home, the parent/guardian must come in to sign out the student prior to leaving. If a student is found to have used their personal cell phone to place the call, the student will receive a 3 hour Saturday detention for misuse of a cell phone.

10. Early Dismissal

To be released from school during the school day, the student's Parent/Guardian must come into the 1st floor office to sign the student out, listing both the date and the reason for early dismissal. If the Parent/Guardian cannot come to pick up the student, a letter authorizing someone else to do so must be delivered to the 1st floor office. This letter **MUST** include a telephone number at which the parent/guardian can be reached for verification. Please remember the attendance policy still applies to these absences.

11. Tardy Detention Tier System

Overview

Students are expected to arrive at school on time and be present in their assigned classes when the bell rings. This tardy detention system allows for grace while promoting responsibility and timely attendance. It should be noted that parents/guardians are notified throughout each tier as a way of promoting partnership with the Dean's Office.

Tiered Consequence Structure

Tier 1: Grace Period

- **Limit:** Up to 4 unexcused tardies per quarter are permitted without consequence.
- **Intervention:** A courtesy reminder will be sent after the 3rd tardy from the Dean of Students to the student and parents/guardians.
- **Documentation:** Tardies are tracked in the school's student information system.

Tier 2: Formation Detention

- **Trigger:** Beginning with the 5th unexcused tardy in a quarter.
- **Consequence:** A 30-minute detention during Formation Time (Monday, Wednesday, or Friday) in Rm. 101.
- **Duration:** This applies to the next 4 unexcused tardies (5th–8th tardy).
- **Procedure:** Students will be notified and assigned a specific Formation period detention. Parents will also be notified.

Tier 3: Saturday Detention

- **Trigger:** Upon reaching the 9th–12th unexcused tardy in a quarter.
- **Consequence:** Each tardy will be served during Saturday detention.
- **Procedure:** Students will be notified and assigned a specific Formation period detention. Parents will also be notified.
- **Missed Detention:** Missing an assigned Saturday detention without prior approval results in a duplicate detention being assigned.

Tier 4: In-School Suspension & Attendance Probation

- **Trigger:** Upon the 13th unexcused tardy in a quarter.
- **Consequence:**
    - Full day In-School Suspension.

- Placement on Attendance Probation.
  - Student forfeits participation in athletics and student organizations.
- A C.A.Res Plan (Community Accountability and REStoration Plan) will be developed in collaboration with:
  - Student
  - Parents/Guardians
  - Dean of Students

Restorative Focus

The system emphasizes:

- Early intervention and clear communication.
- Opportunities for restoration and reflection through structured consequences.
- Collaborative planning for ongoing support if chronic tardiness persists.

In addition to receiving tardy detentions, it must also be noted that **every three (3) tardies equals one (1) unexcused absence** according to the attendance policy.

D. Lunch

Lunch is served daily in the grade school cafeteria. If a student brings a lunch from home, refrigeration and microwaves **WILL NOT** be provided.

Students and Parents/Guardians **ARE NOT ALLOWED TO ORDER FOOD TO BE DELIVERED TO THE SCHOOL** Food that is delivered in this manner will be confiscated. This includes food delivery services, such as UberEats, Grubhub, etc.

Students are required to eat lunch in the cafeteria and to stay in the cafeteria for the entire lunch period, except in the case of a documented medical issue.

E. Uniforms

1. Description of Uniform

Students must wear the complete school uniform, which consists of the skirt or tan dress khakis (bootcut or straight leg), the Schoolbelles monogrammed OLT polo (white, light blue, or navy blue), any color socks/tights and any color/style of gym shoes (not CROCS), everyday.

In addition, on Fridays, students may wear any OLT t-shirt or OLT sports jersey. Seniors may wear college shirts on Fridays. Sports jerseys may also be worn on game days. However, all Tepeyac wear (t-shirts/jerseys/skirts/joggers/sweatshirts etc.) and college wear **MUST** be in their original condition – **no alterations**. If students alter in any way Tepeyac wear or college wear, and wear the items to school, they will be considered out of uniform and receive a 2-hour detention. In addition, students may not wear the hood of the OLT hoodies during the school day.

During times of extreme heat, it is up to teacher discretion as to whether or not a student may wear a Tepeyac sweatshirt/hoodie. In these cases, if the teacher asks the student to remove a Tepeyac sweatshirt or hoodie...the student **MUST** always have the uniform polo on underneath to avoid an out of uniform detention.

Mass Day Uniform—whenever we are going to mass, the following uniform must be worn: complete school uniform—skirt or tan dress khakis, the Schoolbelles monogrammed OLT polo or OLT Sweatshirt, socks/tights and gym shoes. Coats/jackets/hoods etc. are **NOT** to be worn during the mass.

a. Descriptions of Specific Parts of the Uniform

Polos

Students may wear a **WHITE** shirt underneath their polo, however the sleeve length of the polo and the undershirt **MUST** be the same…i.e. if a student is wearing a short sleeve polo, then the undershirt must be short sleeve as well.

Skirts

Skirts can be **NO SHORTER** than 3 inches above the knee. If a skirt is found to be shorter than the acceptable length, students will receive a two (2) hour Out of Uniform detention, **MUST** order a new uniform skirt and **WILL** wear a donated skirt until the new skirt arrives.

Khakis

Dress Khakis must be tan, boot cut or straight leg and fitted at the waist.

Clothing Worn Under Skirts

Only **SHORTS** may be worn under the skirts, and they **CANNOT** hang lower than the hem of the skirt. Students have the option of purchasing OLT shorts to wear under the skirt. **IF** the shorts hang lower than the hem of the skirt, or if students wear other items of clothing, such as pajama bottoms, jeans, sweats, etc., they will receive a two (2) hour Out of Uniform detention and be required to remove the item of clothing and turn it into the 2nd floor office until the end of the school day or other appropriate time.

Gym Uniform

During gym classes all students **MUST** wear their gym uniforms. The gym uniform consists of a gray OLT t-shirt and blue OLT shorts. These **MUST** be purchased through the school. Failure to wear the gym uniform will result in a loss of participation points and/or a two (2) hour Out of Uniform detention.

Shoes

Gym shoes may be any color and any style (but not with a "high heel"). **NO CROCS, slippers, chanclas, etc.**

Socks/Tights

Socks/tights may be any color or style. Nothing gang or drug related will be tolerated and will result in a meeting with parents/guardians.

Sweaters/Tepeyac Wear

Students are allowed to wear only Tepeyac sweatshirts during Mass…no jackets, other sweaters/sweatshirts.

Freshwomen are allowed to wear non-Tepeyac navy blue or white sweaters up until the first Tepeyac Wear order is distributed. After the distribution, wearing non-Tepeyac wear will result in a two hour (2) out of uniform detention

Transfer students will be given a grace period until appropriate Tepeyac Wear can be received.

2. Hair Color/Style

Hair may be any color or style, except mohawks and spikes. If students have a question about a hair style they would like, they should speak to the administration prior to getting the hair style. Nothing gang or drug related will be tolerated and will result in a meeting with parents/guardians. The Administration reserves the right to amend this policy at any time.

3. Piercings

Piercings are allowed. Nothing gang or drug related will be tolerated and will result in a meeting with parents/guardians. The Administration reserves the right to amend this policy at any time.

4. Head Coverings

Students are able to wear silk scarves in school colors (**navy, white, gray, raspberry, and turquoise**) in appropriate styles, as seen below. If these styles are not adhered to, students will receive a two (2) hour Out of Uniform detention.

Students are **NOT ALLOWED** to wear other head coverings (hats, hoods, bandanas etc.) of any kind or for any reason. Students wearing these items will be asked to remove them and turn them in to the 2nd floor office—items may be returned at the Administration's discretion. Students will receive a two (2) hour Out of Uniform detention.

5. Tattoos

Students are allowed to have visible tattoos, except on the face. Nothing gang or drug related will be tolerated and will result in a meeting with parent/guardian. The Administration reserves the right to amend this policy at any time.

6. Gang Colors, Pins, & Symbols

Gang representation of any kind is **UNACCEPTABLE**. This includes, but is not limited to, the wearing of gang colors, use of gang symbols and/or graffiti found in/on textbooks, notebooks, lockers, skin etc. Students violating this policy will be out of school suspended and will not be permitted back to school until Parents/Guardians meet with the Administration. Gang representation can result in expulsion.

7. Birthday Out of Uniform Privilege

As a Catholic community that celebrates the unique dignity and worth of each student, we joyfully recognize birthdays as a special occasion in the life of our students.

Out-of-Uniform Privilege

Students may come **out of uniform** on their birthday. Students must follow the following guidelines on their out-of-uniform day:

- Attire must be appropriate for a Catholic school environment.
- No ripped jeans, short shorts, crop tops, or clothing with inappropriate graphics or messages.

- Students must be wearing gym shoes. No crocs, heeled shoes, flip flops, or any non-gym shoe can be worn.
- Students will be given a birthday button to wear on the day they are celebrating their birthday so that there is awareness of their birthday. This should be picked up in the Dean of Students Office and returned at the end of the day.

Students with birthdays when school is not in session may select a day during the academic year, coordinated with the Dean of Students, to use their out-of-uniform privilege that aligns with days leading up to a major break (Thanksgiving, Winter, Spring, Summer, etc.). Students are encouraged to notify the Dean of Students Office **at least one day in advance** of the day they intend to come out of uniform to celebrate a birthday on a day when there is no school.

Morning Announcements

Each student's birthday will be **announced during morning prayer and the Pledge of Allegiance** as a way of honoring and praying for them on their special day. A list of birthdays will be organized weekly by (including any upcoming breaks) the Dean of Students Office.

F. Faith Requirements

1. Student Service Hours Expectations

Part of the foundation of being enrolled in a Catholic school is the tenant of learning how to be a person for others and living love in action. The Service Program helps provide students with opportunities and resources for fulfilling service hours.

Freshwomen	● 10 hours through the First *Year Experience* program ● 10 hours planned individually ● 10 hours through your family Total number of hours expected: 30* **10 hours need to be Christian service.*
Sophomores	● 15 hours planned individually ● 10 hours through OLT ● 5 hours through family Total number of hours expected: 30* **15 hours need to be Christian service.*
Juniors	● 20 hours planned individually ● 20 hours through OLT Total number of hours expected: 40* **20 hours need to be Christian service.*
Seniors	● 20 hours through Senior Service Project class* ● 15 hours through OLT ● 15 hours planned individually Total number of hours expected: 50** **These hours should reflect the mission of Christian service, which is in service of the poor and marginalized.* ***30 total hours need to be Christian service (20 hours through Senior Service Project plus 10 hours through OLT and individual planning).*

Volunteering and Christian Service

Giving of one's time is admirable in our fast-paced, individualistic, and competitive society we live in. It is important to take time and use our gifts to serve our communities. In a Catholic community, while we

encourage general acts of volunteerism, we also challenge ourselves to look outside of what might be easy and look at how we can be in service to others and their basic needs, especially those who are poor and marginalized through Christian service. You can find out more about what Christian service is through this document.

Service Categories

Family	Service to your family can include things like helping with child or elder care, going above and beyond to help care for the house, or helping a neighbor.
OLT	Opportunities to volunteer or serve through OLT are important in connecting with the ways the school community needs help.
Community - General	OLT students come from 26 different zip codes. There is no shortage of help needed in our immediate neighborhoods and in the wider city and Chicagoland area. You can connect with organizations like the Greater Chicago Food Depository to organize and distribute food in local communities or deliver meals with Meals on Wheels.
Parish/Faith-Based	Connecting with a faith-based community or parish to find out what they do to serve others is a good way to practice love in action. Connect with Mother of the Americas Parish right on our campus.
Regional	Outside of our immediate communities, there are needs across state lines. We are part of Episcopal Region 7, which includes Illinois, Wisconsin, and Indiana. Check out what opportunities are out there for young people through the Archdiocese or other parishes.
National	Outside of our Episcopal Region, there are needs across the country. For example, Catholic Heart Work Camp is a Catholic organization that organizes service sites across the country to serve the immediate communities of that city or town.
International	On the global stage, there is a lot of need. In countries that struggle with resources, there is a need for helping build homes, educate people, and bring food and basic supplies to communities that are in need. Connect with organizations like Catholic Relief Service, Solidarity Bridge, or the Red Cross.

Theological and Spiritual Reflection

It is important to reflect on your service opportunities to understand how your gifts were used to serve others. To help you reflect on your experiences, check out this reflection sheet.

Service Sites and Partnerships

Our Lady of Tepeyac High School collaborates and partners with a number of organizations who do work on behalf of the poor and vulnerable. For a list of sites and available service work, click **here**.

Submit Your Service Hours

All service hours must be submitted by students through the MobileServe app/website and verified electronically by the supervisor by the quarterly deadlines in order to be counted.

2. Retreats

ALL students, regardless of their inclusion in a religion class, must participate in their grade-level retreat. Failure to do so will result in the student being required to participate in a school-supervised activity.

G. Taking Care Of Property

Our Lady of Tepeyac High School is **YOUR SCHOOL—EVERYONE** should help to keep it safe, clean and in good order.

1. School Property

Painting, tagging, and/or marking the school inside or outside, including walls, desks, lockers, bathrooms, etc. with graffiti is considered a Tier 3 Serious Infraction.

2. Personal Property

Students are responsible for their belongings.. **THE SCHOOL WILL NOT REPLACE ANY LOST OR STOLEN ITEMS**. Students are to make sure their lockers are locked at all times and that personal belongings are on their person.

3. Lockers

Lockers are the property of the school. Students **MAY ONLY** adhere items to their lockers, inside and out, using appropriate magnets or scotch tape…**NO** duct tape, stickers of any kind etc. are allowed on or in the lockers. Students are **NOT ALLOWED** to write on the inside or outside of lockers. Anything on the outside of lockers **MUST** be appropriate or it will be removed. Lockers should also be cleaned periodically, specifically to get rid of old food wrappings or containers. Formation teachers will check lockers quarterly. The Administration retains the right to check/inspect lockers at any time.

H. Academic Expectations

- Standardized Testing:
  - PreACT (Fall & Spring): Freshwomen, Sophomores
  - PreACT & ACT (Fall & Spring): Juniors
- In addition, all Juniors are **REQUIRED** to take the ACT test again during the following summer or fall of Senior year. The Junior advisors/College Readiness Director will monitor this requirement. If there is an emergency and a student cannot take the ACT on the scheduled date she **MUST** meet with the College Readiness Director and reschedule to the next available official ACT test date.
- **ALL** schedule changes **MUST** be made/approved by the Administration.
- Students may not seek credits from other schools in order to graduate early or speed up the credit process.
- Progress Reports are distributed to the Parents/Guardians at the end of the first half of each quarter. Formation teachers will keep copies in order to monitor students' progress.

I. Field Trips

Field trips are an extension of the classroom. Therefore, school rules apply on all trips in addition to any special requirements chaperones may have. Additionally:

- A permission slip signed by a parent must be completed and turned in to the trip chaperone on/before the date of the trip.
- Appropriate dress for the trip is expected and will be listed on the permission slip.
- Additional information may be requested by the chaperone to guarantee student safety.
- Students without the necessary permission slips will be unable to participate.
- Students are responsible for making up all class work missed as a result of attending a trip.

J. Formation

The mission of the OLT Formation Program is to provide students with the space and curriculum to explore academic, social, personal, and college and career readiness topics that are relevant to high school students. Formation lessons include reflection, growth mindset, mindfulness, cooperative learning, social-emotional

development, as well as an integration of college readiness topics, service projects, alumni connection programs, financial literacy workshops, career and internship opportunities, speakers, panels, and discussions. Formation will focus on the social, emotional, and academic development of our students.

Formation Outline

- Formation Structure: 28 minutes each day
- Environment: Quiet, respectful, encouraging, and student-centered
- Purpose: Academic support, community building, personal growth, and holistic well-being

Monday, Wednesday, and Friday | Formation Focus

Focus: Academic readiness and organization

- Silent study or reading time (no idle use of Chromebooks or any electronic devices)
- Teacher check-ins for academic support
- Optional: Peer tutoring or academic mentoring
- Weekly Planner Check-ins (in small groups):
    - Monday: What do I want and need to accomplish this week?
    - Wednesday: How is my week going?
    - Friday: What did I accomplish this week?

Tuesday and Thursday | Mini Session (Rotating Topics)

Focus: Personal and communal growth

- **Mental Health Tools**
    - Coping with stress and anxiety
    - Grounding and mindfulness exercises
    - Healthy social media habits
- **Faith Formation**
    - Saint of the week reflection
    - Guided prayer or journaling
    - Mini-discussion on Catholic Social Teaching
- **Leadership & Life Skills**
    - Time management
    - Conflict resolution and peer mediation
    - Digital citizenship
- **Community & Connection**
    - Student-led discussions
    - Birthday shout-outs or gratitude circle
    - Club or campus ministry spotlights
- **Physical and emotional well-being**
    - Stretching or chair yoga
    - Guided breathing or meditative walk (outdoors when possible)
    - Desk-friendly workouts
    - Dance or upbeat movement activity
    - “Wellness Walk and Talk” in pairs or small groups
- **Annual Safe Environment Training (Archdiocese Requirement)**

The formation teacher’s role is an active one which requires the teacher to:

1. Help students define and create realistic academic, personal, and college readiness SMART goals.
2. Help students develop the skills required for success in school (e.g., time management skills, organizational skills, study skills).

3. Routinely check in on students' grades, goals, and progress throughout the year, maintain frequent contact with advisees and their parents/guardians.
4. Provide an environment for the advisory group that will facilitate a cohesive, supportive, peer group.
5. Provide students with up-to-date information on school wide events and activities, policy changes, important dates, opportunities, and resources and advise students on academic, social, and college readiness development concerns/questions.
6. Consult regularly with faculty colleagues on advisees' progress, strengths, and struggles and with fellow formation grade level groups.

K. Health Related Topics (Including Birth Certificates)

1. Birth Certificate

A certified copy of each student **MUST** be filed for students to enroll in OLT.

2. Medical Forms

Each student is required to have submitted their complete Immunization Form. Seniors require their 2nd dose of Meningitis vaccine before the beginning of Senior year. Students will be excluded from school on or about October 15 if this form is not submitted.

All students should have a completed Physical Form on file.These are due at the beginning of Freshwoman Year or at the time a student transfers in. Students will be excluded from school on or about **October 15** if this form is not submitted. Emergency Action Plans and Medical Authorization Forms for allergies, epilepsy, asthma, diabetes etc. are due by the first day of school.

Each student new to an Illinois school must have a vision exam submitted by **October 15th**.

All incoming 9th graders must submit a dental exam before **May 15th**.

3. Temporary Or Chronic Health Issues

If a student has a temporary or chronic health issue, such as allergies, asthma, diabetes, cardiac issues, physical handicaps etc., the Administration **MUST** be made aware, in writing, of the situation in order to provide the safest environment possible for the student.

If a student requires prescription medication, the medication must be stored in the 2nd floor office and the student must administer the medication within the 2nd floor office. Students may carry on their persons inhalers, epipens/benadryl, and diabetic and seizure medication.

When students have special needs with outside providers, the school requires a consent to release form for the purpose of coordinating care.

4. Pregnancy

Should a student become pregnant, it is **REQUIRED** that the Administration be made aware of the situation in order to provide the safest environment possible for the student.

If the administration becomes aware of a student's pregnancy, an administrator will contact the family to discuss the situation.

5. Counseling

OLT is pleased to partner with United Stand Counseling Center & St. Anthony Hospital to offer counseling and academic coaching services to our students. Students may be referred by school personnel, per parent request or by self-referral. There are a limited number of counseling spots and therefore counseling may be

time-limited and referrals provided if no counselor is available. Counselors may see a student if she is in crisis or up to three times without parent consent. Consent forms will be sent home with the student and services may not continue without parent permission.

Students may also have telehealth appointments in a private space with their personal counselors, with parental consent.

6. Child Abuse

By law, the State of Illinois requires school personnel to inform the Department of Children and Family Services of any allegation/suspicion of child abuse/neglect.

7. Drug Testing

OLT reserves the right to drug test any student at its discretion.

8. Opioid Antagonists Policy

A 2024 Illinois law requires non-public schools to maintain a supply of undesignated opioid antagonists in any secure location where an individual may have an opioid overdose unless there is a shortage of opioid antagonists, in which case the non-public school shall make a reasonable effort to maintain a supply of an opioid antagonist.

Supply of Undesignated Opioid Antagonists Policy

In accordance with applicable State law, the school will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in the name of the school and provide or administer them as necessary according to State law.

To the extent the school is able to maintain a supply of undesignated opioid antagonists, they will generally be available during:

- school hours: 8:00 am to 3:00 pm
- after-school hours: 3:00 pm to 6:00 pm

They will be maintained in the following designated secure location: the 2nd floor office. A mobile one to be used when outside the building.

However, no one should rely on the school for the availability of opioid antagonists. This Policy does not guarantee the availability of undesignated opioid antagonists.

An opioid antagonist is defined as a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to any person that they, in good faith, believe is having an opioid overdose while in school, while at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities. The school shall maintain a list of trained personnel. Prior to the administration of an undesignated opioid antagonist, trained personnel must submit to the school's administration proof of completion of a training curriculum to recognize and respond to an opioid overdose.

Upon any administration of an undesignated opioid antagonist, the school must immediately notify the students' parents or guardian or emergency contact.

Within 24 hours after the administration of an opioid antagonist, the school must notify the health care provider who provided the prescription for the opioid antagonist of its use.

Within three days after the administration of an opioid antagonist, the school must report the required information to the Illinois State Board of Education on the form titled, *Undesignated Opioid Antagonist Reporting Form*.

The Catholic Bishop of Chicago, an Illinois corporation sole, the School, their employees and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the students' parents or guardians or by the student's physician, physician's assistant, or advanced practice registered nurse. A student's parent(s) or guardian(s) must indemnify and hold harmless the Catholic Bishop of Chicago, an Illinois corporation sole, the School and their employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

The parents or guardians of the student must sign a statement acknowledging that the School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of opioid antagonists, regardless of whether authorization of was given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless the School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

9. Student Medical Rights

OLT and school personnel incur no liability for injuries occurring when administering asthma medication, an epi pen auto injector or an opioid antagonist.

OLT allows self administration and/or self carry of asthma/diabetes/seizure medication and epi injectors upon receipt of necessary documents (signed parent permission notification, the prescription label with name of medication, dosage and time/circumstance it should be administered.)

OLT has adopted a policy for the administration of a medical cannabis infused product to a student who is a registered qualifying patient. A parent or guardian may administer the product or the product may be administered by a student under the supervision of a school administrator.

Students may possess and use a topical sunscreen product while on school property or at a school-sponsored event of activity without a physician's note or prescription if the product is approved by the U.S. FDA.

L. Student Office Telephone Usage

Students cannot gather in the 1st floor office. Students **<u>may not</u>** use the office phone for personal phone calls. In the event a student **<u>MUST</u>** call home, the office staff will place the phone call. If the office staff is unable to place the call, students **<u>MUST ASK PERMISSION</u>** before they will be allowed to place a call.

M. Halls/Bathrooms

Students are to move to their classes quickly, quietly, and calmly during the four (4) minute passing period. During this time students should also, if needed, make stops at lockers or bathrooms.

If there is some medical reason a student needs to use the bathroom frequently during the course of the school day, a note from a doctor must be given to the 2nd floor office.

N. Parking Lot

The parking lots are for the parish, grade school, and high school faculty and staff—**<u>STUDENTS ARE NOT ALLOWED TO USE EITHER LOT</u>**. Unauthorized cars will be towed at the owner's expense. Parents/Guardians

are welcome to use the large parking lot on Albany whenever they come to the high school; however, care should be given that cars are parked **ONLY** in the available slots or in a single row down the center of the parking lot—it is important for SAFETY reasons that the parking lot **NOT BE OVERCROWDED**.

O. Visitors

ALL visitors to the building must go to the 1st floor office in order to sign in and receive a visitor pass.

P. Parent/Guardian Phone Calls

Parents/Guardians should **NOT** text message or call student cell phones during the course of the school day. If parents/guardians need to reach a student, please call the 1st floor office and a message can be delivered to the student.

Q. Computer Usage/Email

1. Student Email

All students are assigned a student email address ending in "@ourladyoftepeyac.org". This email address is the primary way to send and receive communications from the school, teachers, and peers. It also grants access to Google Apps, allowing students to use its online word processor, spreadsheet, slides, calendar, and groups services.

With some exceptions, all email addresses are the student's first initial and last name. Those students with different emails will be notified. The default password for new accounts is "changeme," and students will be required to create and write a new password on their first login.

All students are responsible for logging in to their email at least once per day, either at school or at home, by opening a Web browser and surfing to <http://mail.ourladyoftepeyac.org>. Any missed communications (including, for example, teachers' notes about homework or projects) are the student's responsibility.

The Administration reserves the right, under circumstances that warrants an investigation involving safety, to monitor **ALL** student communications via Our Lady of Tepeyac email. A student's Google account photo must be school appropriate. One of the following is strongly recommended: a headshot of the student, an OLT logo, or no picture.

If a student chooses a photo or image outside of those recommendations, photos may be changed at the discretion of the Administration

2. Computer Classroom Rules

- Students are **NOT** to eat or drink near computers or laptops.
- Students are **NOT** to access blocked websites, including, but not limited to, Twitter, Facebook, etc.
- Students **MUST** print **ONLY** those things that are necessary for academic work—excessive printing of photographs or other items is **NOT ALLOWED**. Printing of class-required color items will require direct assistance from the technology coordinator.
- Students must **ONLY** use chromebooks when directed to by the classroom teacher. If a chromebook is used without permission, a Misuse of Technology detention will be given.
- **STUDENTS WHO VIOLATE THESE POLICIES MAY LOSE CHROMEBOOK PRIVILEGES.**

3. Social Media Policy Statement

Purpose

This policy outlines expectations for student conduct on social media—covering both on-campus and off-campus activity—to help create a safe, respectful, and values-aligned school community.

- Applies at all times: in and out of school, whenever online actions impact the school community or its members.

- Reinforces that all students represent the school and its values in their digital presence.
- All students must comply, and acknowledgment is required annually.

School Values & Catholic Identity

- Students are expected to show **respect, dignity, and integrity** in all their online interactions.
- Digital behavior should reflect Gospel values, with charity and kindness guiding interactions—even during disagreements or debates.
- Virtues such as prudence, justice, honesty, and compassion are as important online as in person.
- Students should think carefully before posting, recognizing that actions online can impact others and the school's reputation.
- Model digital citizenship by standing up against injustice, refraining from participating in harmful trends, and supporting peers who may be targeted online.

Legal Compliance

- **Privacy:** The school will never ask you for social media passwords. Investigations into online conduct will only occur with specific evidence and will involve the student and parents.
- **Bullying and Harassment:** Bullying, cyberbullying, intimidation, or threats—direct or indirect—are forbidden under state law and school policy, even if they occur off campus but affect the school environment.
- **Protected Characteristics:** Any conduct targeting a person's race, religion, sex, gender identity, sexual orientation, disability, or other protected status is strictly prohibited, reflecting legal and Catholic commitments to human dignity.
- **Student Rights:** You have the right to free and respectful expression online. Speech that is harassing, bullying, or constitutes a threat or disruption is not protected and will be addressed.

Expected Online Behavior

- **Be respectful:** Use positive, appropriate language; do not post or share anything hurtful, untrue, or that you would not say in person or in front of a teacher.
- **Protect privacy:** Keep your own and others' personal information, photos, and private conversations confidential. Do not share content about others without consent.
- **Show integrity:** Never impersonate others, create false accounts, spread rumors, or cheat (including posting assignments or answers).
- **Uphold school values:** Present yourself as a positive ambassador for your school and faith, both in private and public interactions.
- **Use technology for good:** Participate constructively in school forums, celebrate peers' achievements, and use digital platforms to support learning, advocacy, and school spirit.

Prohibited Conduct

The following actions and content are strictly prohibited on social media or any digital platform, **whether during school or outside of school, when such conduct relates to the school or other members of the school community.** Engaging in these behaviors will result in disciplinary consequences:

- **Cyberbullying and Harassment:** Do not engage in or encourage harassment of students or staff—this includes insults, exclusion, threats, and repeated unkind messages.
- **Discrimination or Hate Speech:** Never post or share language, images, or content that belittle others for personal traits or identities, even as a "joke."
- **Sexual Harassment or Explicit Content:** Refrain from sharing sexual rumors, explicit messages or images, or viewing and distributing sexually explicit material.
- **Impersonation/Privacy Violations:** Do not create fake identities or share someone's private information ("doxxing") without consent.
- **Academic Dishonesty:** Do not use social media to cheat, plagiarize, or gain unfair academic advantage.
- **Illegal or Dangerous Activity:** Do not take part in online activities that are illegal or unsafe, including hacking, spreading malware, or participating in harmful online challenges.
- **General Misconduct:** Any online behavior that violates these standards, school rules, or the law may result in disciplinary action.

Privacy and Monitoring

- The school protects students' privacy online and will not monitor personal accounts without legitimate cause or evidence.
- **School devices and networks:** Activity on school-provided technology may be monitored; use should follow the Acceptable Use Policy.
- **Public or group sharing:** Teachers and administrators may review public posts and activity relating to the school.
- **Investigations:** Reports of problematic conduct may prompt a focused review involving the student and their parents. The school limits investigations to relevant content only and will communicate transparently with those involved.
- **No discipline for unrelated personal use:** The school will not discipline students for general social media use that is unrelated to school, unless it violates policy or law.

Reporting & Support

- Students or parents should report concerns (such as cyberbullying, harassment, or policy violations) to the Dean of Students or another Administrator..
- Reports should include as much detail as possible (what happened, who was involved, evidence of the online activity).
- Reporting in good faith is protected; retaliation against reporters will not be tolerated.
- All reports are investigated quickly and discreetly, involving parents and guardians as needed.
- Support is available for those affected, including counseling, restorative sessions, and faith-based guidance.

Disciplinary Action

- **Minor/offenses:** First or minor violations are typically met with warnings, meetings, and educational assignments designed to foster better choices. Parents may be informed.
- **Moderate/repeat offenses:** More serious or repeated infractions can result in detentions, restricted device privileges, behavior contracts, documentation in the student's record, and parent

conferences.

- **Serious/offenses:** Severe violations (including sustained bullying, hate speech, or serious harassment) may warrant in- or out-of-school suspension, loss of leadership roles, required counseling, and strict probation.
- **Extreme cases:** Expulsion is possible for the most serious or repeated violations, especially when safety or dignity is at risk. Illegal conduct will also be reported to authorities.
- Restorative actions (like apologies, counseling, or service) are emphasized where possible to encourage reconciliation and growth.
- Disciplinary records are maintained, and conditions for restoring good standing are clearly communicated.

Policy Administration

- This policy is binding as part of the Student Handbook, provided annually (and to new families as they join), and acknowledgment is required.
- The policy is formally reviewed and updated at least every two years in consultation with school stakeholders and in response to changing laws or new online trends.
- Students and parents are always notified of substantive changes or updates, with ongoing education provided to explain and reinforce expectations.

Final Reminder

Your digital presence is a reflection of yourself and our Catholic school community. Use social media to uplift others, show respect and kindness, and live out Christian witness.

If you're ever unsure about whether something is appropriate, seek advice from a teacher or administrator—better to ask than to risk harm. Aim always to "love one another as I have loved you" in both your words and actions, both online and off.

R. Behavior Expectations And Disciplinary Procedures

1. General Student Conduct Guidelines

- Students are **EXPECTED** to be **RESPECTFUL** of **ALL** adults in and around Our Lady of Tepeyac High School.
- Students are **EXPECTED** to be **RESPECTFUL** of fellow students and the property of others.
- Students are **EXPECTED** to be polite and use good manners at **ALL** times.
- Students are **EXPECTED** to use **ACCEPTABLE** language at **ALL** times.
- Students are **EXPECTED** to have all necessary materials for classes, including completed homework assignments.
- Students are **EXPECTED** to follow **ALL** classroom policies.
- Students are **EXPECTED** to be **HONEST** in doing homework and taking quizzes/tests/exams.
- Students are **EXPECTED** to be **CALM** in the halls, particularly when classes are in session and during exam time.
- Students are **EXPECTED** to be **RESPECTFUL** and **REVERENT** in church and to **ACTIVELY** participate in liturgies.

Unity is one of our core values here at Our Lady of Tepeyac High School. Unity is not only togetherness and working as a team. It is also treating every member of the Tepeyac family with common human decency and respect. Our faith also dictates that we must treat others with kindness and respect. Failure to treat others with common human decency and respect diminishes a student's ability to learn and the

school's ability to educate. Should student repeatedly fail to treat other with common human decency and/or respect, they are subject to consequence based on the behavior within our 4-Tier discipline response system

2. General Parent/Guardian Conduct Guidelines

- Parents/Guardians will act as good role models.
- Parents/Guardians will treat all OLT community members with respect.
- Parents/Guardians will review and discuss the OLT Student Handbook with their daughter.
- Parents/Guardians will comply with the decisions of OLT regarding discipline and behavioral matters.
- Should Parents/Guardians violate 1 or more of these conduct guidelines, they will no longer be welcome in the building or at any school sponsored events.

3. Any OLT Staff Member Or Volunteer Can Redirect Any OLT Student Behavior

Any OLT staff member, teacher or volunteer is **EXPECTED** to discipline any student who violates the rules or policies of OLT.

4. Student Identification

All students are given a student identification at the beginning of the school year. Students **must** have their student identification cards on their person at **ALL** times. Should a card be lost or stolen, students should see the Dean in order to obtain a replacement for $5.00—allow at least 2 school days for processing.

5. Attendance At Junior/Senior Prom

If a Junior or Senior consistently violates rules and policies of OLT, she is proving to the school Administration that she does not adequately represent an upperclasswoman of Our Lady of Tepeyac High School; therefore, she will not be allowed to attend the Junior/ Senior Prom.

6. Disciplinary System

a. Restorative Justice in Our Discipline System

Restorative justice is an integral part of our school's overall discipline system. This approach moves beyond traditional punishment by focusing on repairing harm, restoring relationships, and fostering a stronger, more compassionate school community.

Purpose:

Restorative justice at our school focuses on repairing harm, restoring relationships, and building a stronger, more compassionate community. This approach prioritizes healing and accountability over punishment, encouraging students to reflect on their actions and understand their impact on others.

Goals:

- Promote empathy, respect, and responsibility among all members of the school community.
- Support students in taking accountability and making amends for harm caused.
- Foster open dialogue and understanding between those affected by conflict or wrongdoing.
- Rebuild trust, encourage forgiveness, and strengthen relationships.
- Create opportunities for growth, learning, and positive change after mistakes.

By embracing restorative practices, our school community works together to resolve conflicts, restore dignity, and support every student's personal and moral development.

b. Guiding Values & Tiers

Guiding Values

- Dignity of the Human Person
- Restorative Justice
- Accountability
- Education and Formation
- Community and Relationship Building

Tier 1: Classroom-Based and Low-Level Infractions
Examples of Infractions

- Disruptive behavior in class
- Unexcused tardiness (3 occurrences)
- Unprepared for class
- Minor dress code violations
- Eating during class
- Putting on makeup during class
- Cell phone misuse

Response & Consequences

- Handled by classroom teacher
- Verbal or non-verbal redirection
- Private conversation or redirection
- Parent contact (if pattern develops)
- Classroom-based restorative circle or reflection
- Lunch/after-school reflection assignment

Documentation

- Discipline referral logged
- Dean of Students documents incident and follows up with referring staff

---

Tier 2: Repeated or Moderate Infractions
Examples of Infractions

- Repeated Tier 1 behaviors
- Defiance/disrespect to faculty/staff
- Inappropriate or offensive language
- Academic dishonesty (minor)
- Leaving class without permission
- Unexcused Tardiness (6 occurrences)

Response & Consequences

- Referral to Dean of Students
- Student completes Reflection & Accountability Form
- Parent/guardian contacted
- Restorative conversation or peer mediation (if appropriate)
- Community service within school (e.g., helping staff, mentoring peers)
- Written apology or restitution

Documentation

- Discipline referral logged
- Intervention plan created with Dean of Students
- Dean of Students meets with Principal
- Dean of Students follows up with referring staff
- Dean of Students meets with student and their family to discuss
- Intervention plan monitored by Dean of Students

Tier 3: Serious Infractions

Examples of Infractions

- Repeated Tier 2 behaviors
- Vandalism
- Skipping class or leaving campus without permission
- Academic dishonesty (major or repeated)
- Possession of restricted items (e.g., vape, unauthorized technology)

Response & Consequences

- Formal meeting with student, parents/guardians, Dean, and counselor or licensed social worker consultant
- Restorative justice conference with all affected parties
- C.A. RES Plan
- Suspension (in-school), only if restorative options are not viable
- Mandatory counseling sessions (internal or referred)
- Loss of extracurricular privileges for a period

Documentation

- Discipline referral logged
- Review for behavior contract and support services by Dean of Students with Principal
- Full report submitted to administration with final decision documented

---

Tier 4: Severe or High-Risk Infractions

Examples of Infractions

- Threats of violence
- Physical altercations
- Possession or use of illegal substances
- Possession of weapons
- Gang-related activity
- Significant theft
- Harassment, bullying/cyberbullying, intimidation, hate speech
- Severe violations of safety

Response & Consequences

- Immediate removal from setting
- Risk assessment by Administration
    - If deadly weapons are found, student is subject to immediate expulsion pending investigation
- Mandatory parent meeting with Dean, Principal, President, and counselor or licensed social worker consultant
- Possible long-term suspension or expulsion
    - Consultation with administration and program leadership (example: athletics would include Athletic Director)
- Required C.A. RES plan (if returning), including counseling and contract

- Involvement of outside services (if legally mandated)
- Loss of extracurricular privileges for the remainder of the year with possibility of reentry at the discretion of administration

Documentation

- Discipline referral logged
- Full administrative review and documentation
- Dean of Students and Principal make recommendation to President for final decision
- Dean of Students requests a meeting with the student and their family
- Dean of Students, Principal, and President meet with student and family to discuss final decision (President leads discussion)

S**upportive Measures Across All Tiers**

- Regular check-ins with counselors or mentors
- Faith-based reflection tools (e.g., guided examen, journaling)
- Restorative Circles to rebuild relationships
- Student mediation teams (such as Dean's Circle mediators)
- Collaboration with Campus Ministry for reconciliation and spiritual growth

c. Swearing Policy-Respect in Language Matters

Purpose:

At Our Lady of Tepeyac High School, we strive to create a respectful, welcoming, and Christ-centered environment. Our words have power, and we believe that respectful language reflects the dignity of each person as a child of God.

Policy:

Swearing, profanity, and inappropriate language are not permitted during the school day or during any school-sponsored activities. This includes but is not limited to:

- Use of vulgar or obscene language
- Profanity directed at others
- Repeated use of casual swearing in classroom, hallway, or social spaces

Accountability Options:

When a student is heard using inappropriate language, she will be asked to make a choice:

1. **Detention (Restorative Reflection)**
    - Serve a 30-minute detention.
    - Students may be asked to write a short apology or commitment statement depending on the situation where swearing was used.

OR

2. **Swear Jar Contribution**
    - Contribute **$1 to the campus Swear Jar**. Funds collected will be donated to a cause voted on by the Dean's Circle (e.g., local shelter, food pantry, etc.). The Swear Jar is located in the Dean of Students Office (Darth Vader helmet).
    - Students who choose this option may still be asked to verbally acknowledge their language and commit to improvement. Students who do not pay will be billed by the Finance Office at the end of the year.

Additional Guidelines:

- Repeated violations (more than 3 per semester) will result in a parent contact and may include additional consequences or restorative conversations with the Dean of Students.

- Intentional or aggressive profanity directed at others will result in immediate referral and is not eligible for the swear jar option.

Why It Matters:
Using respectful language is part of building a community where everyone feels safe and valued. This policy is not about punishment — it's about accountability, choice, and becoming more intentional in how we speak to one another.

d. Tardy Detentions

See p. 17. **TARDY DETENTION TIER SYSTEM**

e. Detention Procedures

Issuing Detentions

- ➔ The Dean's Office is responsible for issuing detention notices to students who violate school policies or behavioral expectations.
- ➔ Communication:
  - ◆ The Dean's Office will provide written notice to students and their parents/guardians regarding assigned detentions and any carry-over hours.

Detention Schedule

- ➔ Detentions are held twice a month on Saturday from 9:00 AM to 12:00 PM on the following dates:
  - ◆ September 6, 20
  - ◆ October 4, 18
  - ◆ November 8, 22
  - ◆ December 13
  - ◆ January 10, 24
  - ◆ February 21, 28
  - ◆ March 7, 21
  - ◆ April 11, 18
  - ◆ May 2, 16
- ➔ Students are required to arrive on time and remain for the duration of their assigned detention period.

Attendance Requirements

- ➔ Students must attend detention on the date assigned unless they have an approved excuse from the Dean's Office.
- ➔ Students who miss detention without an approved excuse will be required to serve a duplicate detention (the same number of hours again) at the next scheduled detention date.
- ➔ Excess Hours:
  - ◆ If a student is assigned more than 3 hours of detention, the additional hours will be carried over to the next scheduled detention date.

Expectations

- ➔ Students are expected to bring schoolwork or reading materials to detention. They may also be asked to do service around the school during detention.
  - ◆ Phones must be placed in silent mode and put in the phone bin upon entry.
  - ◆ Eating, sleeping, watching personal media, and use of personal devices are prohibited during detention.
- ➔ Disruptive or non-compliant behavior during detention may result in additional disciplinary consequences.

f. Detentions and Quarter/Semester Exams

All detentions **MUST** be served **BEFORE** students will be allowed to take Quarter or Semester Exams. If a student fails to take Quarter or Semester exams she will fail the respective marking period, so it is **VERY IMPORTANT** students keep up with their detentions.

7. Expectations for In-School Suspension (ISS)

In-School Suspension (ISS) is designed as a structured, supervised consequence for significant behavioral infractions, allowing students to reflect on their actions, complete academic work, and engage in restorative practices while remaining in a safe and supportive school environment.

A. **Notification and Preparation**

a. The Dean of Students notifies the student and parent/guardian of the ISS assignment via email or during a scheduled conference.
b. The student is informed of the date(s), reason for the ISS, and expectations in writing.
c. Teachers are notified and asked to submit all classwork, homework, and necessary materials for the student to complete during the time the student will be out of the classroom.

B. **Arrival and Check-In**

a. Student reports directly to the designated ISS room upon arrival by the time of the first bell. Student is not allowed to go anywhere else except to the designated ISS room.
b. Personal belongings (including phone and smartwatch) are surrendered to the Dean of Students and securely stored.

C. **Daily Structure (M, W, F - adjust for TH late start)**

a. **8:00 AM – 12:00 PM**: Academic work time (with breaks as outlined below).
b. **12:00 PM – 12:30 PM**: Lunch (in the ISS room).
c. **12:30 PM – 2:45 PM**: Academic work continues; student completes reflective and restorative activities.
d. **2:45 PM-3:00 PM**: End-of-day reflection, cleanup, and check-out.

D. **Breaks:**

a. Two short breaks (one in the morning, one in the afternoon) supervised by staff.
b. Bathroom breaks permitted using the bathroom in the Principal's Office.

E. **Behavioral Expectations**

a. Silence is maintained unless communicating with the supervisor.
b. Student remains on task.
c. No sleeping or use of unauthorized devices.
d. Disrespectful or insubordinate behavior may result in further disciplinary action.

F. **Reflection & Restoration**

a. Student completes a **Restoration & Reflection Packet** provided by the Dean's Office.
b. May include writing prompts, apology letters, and a plan for behavior improvement.
c. Restorative conversation scheduled with a staff member before returning to regular classes. Counseling may be provided upon request and as scheduling allows.

G. **Check-Out**

a. Supervisor reviews completed academic work and reflection packet.
b. Student retrieves personal belongings.

H. **Re-Entry**

a. Final check-in with the Dean of Students following the day or days serving ISS to confirm re-entry plan and support.

8. **Expectations of Out of School Suspended Or Expelled Students**

If a student is out of school suspended she is able to make up assignments within the same number of days she was suspended. Students will be allowed to make up tests, quizzes or major assignments. Should a student not show up to make up the test or quiz at the designated time, she will receive a 0%. All suspensions count **as UNEXCUSED ABSENCES.**

Students who are Out of School Suspended **MAY NOT** be in the school building during the school day in order to pick up assignments or textbooks—this **MUST** be done after school.

If a student is expelled from Our Lady of Tepeyac, she **MAY NOT** be on school property or attend **ANY** school-sponsored events held on school property (school, gym, church, grade school, courtyard, parking lots).

9. **No Tolerance Discipline Issues**

a. ***Harassment***

Harassment on the basis of any protected characteristic is strictly prohibited. This includes any verbal or physical conduct that denigrates or shows hostility or aversion toward any individual or his/her relative, friends or associates because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, citizenship or disability that:

- has the purpose or effect of creating an intimidating, hostile, or offensive school environment;
- has the purpose or effect of unreasonably interfering with an individual's performance at school;
- otherwise adversely affects an individual's school experience.

Harassing conduct includes, but it not limited to:

- epithets, slurs, or negative stereotyping;
- threatening, intimidating, or hostile acts;
- written or graphic material that shows hostility toward an individual or group and that is placed on walls or elsewhere on the school's premise where is could be viewed by others or circulated by any means,

Sexual Harassment is strictly prohibited. Government regulations define sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Employees or students who violate this policy against sexual and other forms of harassment will be subject to corrective action up to and including termination or expulsion.

OLT complies with all applicable sections of the Illinois School Code [105 ILCS 5] and relevant case law.

Any student who believes that she has been the subject of sexual or any other forms of harassment by anyone at OLT should bring the matter to the attention of an OLT staff member, the Principal, Dean, or President of OLT. A prompt and thorough investigation of any alleged incident will be conducted and appropriate corrective action taken if warranted.

To the extent possible, complaints of harassment will be treated as confidential. OLT will not retaliate in any way against any current, potential, or former student, who, in good faith, reports harassment or participates in the investigation of such a complaint report. Any attempt at such

retaliation will not be tolerated and will itself be subject to appropriate corrective action up to and including termination or expulsion.

b. Bullying

Bullying, intimidation, instigation of bullying, and harassment diminishes a student's ability to learn and the school's ability to educate. Our Lady of Tepeyac High School is committed to fostering a learning environment in which all students feel respected and safe. Harassment or bullying based on actual or perceived race, color, national origin, religion, sex, sexual orientation, gender identity, ancestry, age, and physical or mental disability is a violation of state and federal laws. Additionally, harassment or bullying of others based on their association with a person or group with one or more of the above mentioned actual or perceived characteristics violates state and federal laws.

Harassment or bullying of any member of the OLT community is considered a no tolerance behavior issue. Harassment or bullying behaviors result in an intimidating and hostile educational environment. Such behavior may be physical, verbal, written, visual, nonverbal, and/or sexual.

Examples of harassing or bullying behaviors include, but are not limited to, repeated instances of name-calling, using derogatory slurs, stalking, sexual violence, causing emotional harm, threatening or causing physical harm, unwanted physical contact, and intimidating threats, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Verbal harassment includes, but is not limited to, repeated instances of spreading rumors and asking a community member highly personal questions. Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's acts of reprisal or retaliation will be treated as bullying for purposes of determining any consequences.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing false information will be treated as a serious behavioral offense.

The behaviors described above are prohibited in each of the following situations:

- while in school, on school property, or on buses used for student transportation, at public transportation stops within an 8 block radius, or at school sponsored/sanctioned events or activities that are either on or off the Our Lady of Tepeyac High School campus
- through the transmission of information from a school computer, a school computer network, or other school electronics
- through the transmission of information from a computer that is accessed at a non-school location, activity, function, or program or the use of technology or electronic device that is not owned, leased, or used by OLT

Bullying includes cyberbullying (bullying through the use of technology or any electronic communication, i.e. Twitter, Facebook, Instagram, etc.) which is repeated communication made in writing or electronically, directed towards a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- placing the student in reasonable fear of harm to her person or property
- causing a substantially detrimental effect on the student's physical or mental health
- substantially interfering with the student's academic performance
- substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by OLT

Any student who engages in harassment and/or bullying behavior will be subject to disciplinary action which may include, but are not limited to verbal reprimand, counseling sessions, parent and administration conference, suspension or expulsion from OLT.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to any adult in the building with whom the student is comfortable speaking. In addition, parents and adults within the school may report bullying to the Principal.

All behaviors that violate city, state, and federal laws will be reported to the appropriate law enforcement agency.

c. Discrimination

Any student who believes that she has been the subject of discrimination in any form by anyone at OLT should bring the matter to the attention of an OLT staff member, the Principal, Dean, President of OLT, or Regional Director at the Archdiocese of Chicago. A prompt and thorough investigation of any alleged incident will be conducted and appropriate corrective action taken if warranted.

d. Fighting

Should a fight occur on school property, at a school sponsored event or between two (2) or more OLT students off school property, the parents/guardians of student(s) involved will be informed and the student(s) will go home for the remainder of the day and possibly the day after the altercation. This is treated as a Tier 4 infraction. Law enforcement may be informed if the incident is deemed serious by the administration

Students who instigate, antagonize or intimidate other students can be out of/in school suspended or expelled.

e. Cutting School/Classes

A "cut" refers to any instance when a student willfully or intentionally skips class or does not attend school without permission. This is treated as a Tier 3 infraction.

f. Drug/Alcohol Possession/Usage

Possessing/using/distributing drugs or alcohol is strictly forbidden at school, on school property, or at any school-sponsored event. Any violation will be treated as a Tier 4 infraction.

Students found to be in possession of alcohol or drugs MAY BE drug tested by the Principal and local law enforcement, as well as the IL State Police, will be notified.

The Dean shall notify the Illinois State Police of such incidents through SIRS in IWAS.

g. Vaping

Vaping is the act of inhaling a vapor produced by an electronic vaporizer or e-cigarette. The inhaled vapor can contain nicotine, THC (a chemical found in marijuana), and other substances. The liquids that are vaporized come in many different flavors and might even smell fruity. Many of the flavors of these liquid concentrates, or 'vape juices', are sweet and have names such as, cinnamon roll, marshmallow, bubblegum, lemonade and cookies. Vaporizers and e-cigarettes come in all different shapes and sizes; some will look like pens, a stylus for computers, and even flash drives. Most of these devices are very small and can be easily hidden.

As vaping uses either nicotine or marijuana, in addition to other flavorings, it is clearly prohibited for all students in all circumstances. Given cause, student lockers, school bags, purses, and the student herself may be searched in the presence of two administrators. Should a student be caught in the act of vaping, in possession of vape paraphernalia (i.e. flavored liquid cartridges, vape "pen", etc.) or distributing vape paraphernalia, consequences will involve: Parent Notification and Drug Testing. This is treated as a Tier 4 infraction.

Local law enforcement, as well as the IL State Police, will be notified if students are found to be in possession of marijuana/THC laced liquid.

h. Stealing

If a student is found to have stolen from another member of the Our Lady of Tepeyac High School community it will be treated as a Tier 4 infraction.

i. Gang Activity/Graffiti

Gang representation and/or activity of any kind are **UNACCEPTABLE**. This includes, but is not limited to, the wearing of gang colors, use of gang symbols and/or graffiti found in/on textbooks, notebooks, lockers, skin etc. This is treated as a Tier 4 infraction.

j. Weapons

A student found to be in possession of a weapon of any kind, including, but not limited to knives, guns, etc. will be automatically expelled from Our Lady of Tepeyac High School. Local law enforcement, as well as the IL State Police, will also be notified.

The Dean shall notify parents and the Illinois State Police of such incidents through SIRS in IWAS.

10. Cell Phones/Smart Watches

Cellphones are **NOT TO BE USED** in the building, church or gym/social center at **ANY TIME** during school hours, 8:00am (9:00am on Tuesdays and Thursdays) until 3:00pm. Students may **NO LONGER** use their cellphones between classes or at lunch.

In order to help students stay on task during class time, cell phones/smart watches are to be turned off and placed in a designated location for the duration of each class. Students will carry their phones with them between classes, repeating the procedure in every class period.

If a cell phone/smartwatch is used/seen/heard or in possession of phone in classrooms during school hours, the phone and its components/smartwatch will be taken away from the student, given to the Dean, a 3 hour detention will be served on a designated Saturday, and the phone will be returned at the end of the day it was taken.

- If a student refuses to turn the item over to whomever asks for it, the student will be escorted to the Dean, parents/guardians will be called and the student will be in school suspended for the day
- If a student refuses to turn the item over to the Dean she will be in school suspended for two (2) days and a parent meeting must occur before returning to classes.

The **SECOND** time a cell phone is taken, the phone will be returned at the end of the school day, the student must serve a 3 hour Saturday detention (9am-noon) and a meeting will be scheduled between the Dean and the Parent/Guardian to inform the Parent/Guardian that thereafter the student **MUST** turn in her cell phone to the Dean daily for a to be determined amount of time. If a student does not serve her Saturday detention or turn in her cell phone she will be in school suspended on the following school day.

If a student is found to be turning in a “dummy” or fake phone, she will serve a three (3) hour Saturday detention and be required to turn in her real phone daily to the Dean for a “to be determined” period of time. The phone will be returned at the end of each day.

Beginning in the 2nd Semester (January 2026)

Phone-Free Policy

Rationale and Faith Context

We believe that intentional disconnection from mobile devices helps our students:

- Be more present to one another,
- Build authentic relationships rooted in respect and empathy,
- Reduce distractions and anxiety caused by constant digital interaction,
    - It takes students an average of 20 minutes to regain focus after a nearby cell phone distraction according to a 2023 UNESCO study.
- Deepen focus, creativity, and spiritual reflection throughout the day.

Inspired by the Benedictine value of *"listen with the ear of the heart"*, this policy calls each student to attentiveness in body, mind, and spirit.

Purpose

In alignment with our mission as a Catholic educational community dedicated to academic excellence, personal integrity, and holistic human health (body, mind, and spirit), we are committed to fostering an environment that encourages presence, engagement, and meaningful human connection. In support of this goal, we are implementing a phone-free policy using Yondr pouches.

Policy Overview

To create a focused, respectful, and spiritually enriching learning environment, all students are required to secure their personal mobile phones in Yondr pouches during the academic school day.

Implementation Guidelines

1. **Daily Procedure:**
    - Upon arrival, students will place their phones in a Yondr pouch, securely lock it, and keep it with them throughout the day.
        i. This procedure does not need to be supervised by an adult. We will trust our students to do this as part of their responsibility as students.
    - The pouch will remain locked from the start of the school day.
    - Unlocking stations for unlocking phones at dismissal time will be placed in strategic locations throughout the building.
2. **Academic & Extracurricular Exceptions:**
    - Exceptions may be made for approved extracurricular needs (e.g., student council fundraiser or other event) with administrative approval.
3. **Compliance and Consequences:**
    - Students who are caught using their phone when not allowed will serve a 3-hour Saturday detention.
    - Repeat violations will involve parent/guardian communication and possible loss of personal device privileges on campus.
4. **Emergency Use:**
    - In the event of a school wide emergency, students' phones will be unlocked for use in line with school wide emergency procedures.
    - Parents/guardians needing to reach a student during the day must contact the main office at (773) 522-0023.

11. Usage of Electronic Devices (Wireless/Wired Air Pods, Etc.)

Students **are allowed** to listen to music with headphones via cell phones, iPods, MP3 players, CD players, and radios in the building **before school and after dismissal**, providing she is **NOT** disturbing others and is **NOT** in tutoring**;** Detention or other school sponsored activity or function. **IF** these items are used at **ANY** other time, they will be subject to a 3 hour detention.

12. Cheating And Plagiarism

Anytime students are caught cheating, or turning in work that has been plagiarized (taken from someone else's work, including the use of AI,), that work/test etc. will **NOT BE ACCEPTED** and the students will receive **NO CREDIT** for the assignment/test etc. If students are found to have cheated or plagiarized a second time, the students will fail that Quarter in that class.

Cheating on Quarter or Semester Exams **WILL** result in **AUTOMATIC** failure of that Quarter or that Semester.

Parents/Guardians will be informed by phone of any cheating or plagiarism.

13. Lockers

Lockers are the property of Our Lady of Tepeyac High School. The Dean, Principal and/or Advisors can and will conduct periodic locker checks.

Lockers may be decorated for birthdays or other events, but stickers and other permanently adhered items **CANNOT** be used.

Students Transferring Into Our Lady of Tepeyac High School

Students who are transferring in to Our Lady of Tepeyac High School shall first meet with our Director of Finance & Scholarship and then meet with the Principal or Dean to discuss historical grades and reasons for transferring. Prospective transfer students will be made aware of the school's decision to accept or decline within 3-5 business days. Once a student has been accepted, the school will request certified copies of student records within 14 days.

Students Transferring Out of Our Lady of Tepeyac High School

In the event an OLT student finds it necessary to transfer from OLT to another high school, the parents/guardians of the student **MUST** contact the school and may be required to speak directly with the Principal **BEFORE** the transfer will be processed.

In addition, in order for student records, health forms, transcripts etc. to be released **ALL FINANCIAL OBLIGATIONS (tuition, fees, fundraising etc.) MUST BE MET**.

The process of transferring a student out of OLT, provided the meeting has been held and all financial obligations have been met, will take a minimum of three (3) school days.

The school sends unofficial records of students transferring to other schools within 10 days of the request.

School Closing

In the event Our Lady of Tepeyac will be closed (due to power outages, extreme weather, etc.) announcements will be made on the following stations and also on the student/parent portals:

AM Stations	**FM Stations**	**TV Stations**
WLS 890	WCLR 102	Channel 9-WGN
WGN 720	WBBM 96.3	Channel 32-FOX
WIND 560	WFYR 103.5	
WMAQ 670	WMET 95.5	

Parents/Guardians can also check www.emergencyclosingcenter.com. In addition, families will be notified via email, School Messenger and Facebook/Instagram messages.

Senior College Information

A. College Visits

Seniors are allowed **two (2) excused absences per semester** to visit college campuses. For the absence to count as an excused college visit day, students **MUST** complete the college visit form available in the 2nd floor office. The form requires a parent signature and **MUST** be turned in to the College Readiness Director at least 24 hours before the visit. In addition, the student must provide documentation from the college or university she visited to verify she was there. If a student takes more than two (2) college visit days each semester, those absences will be **UNEXCUSED**.

B. Transcripts

The fee for transcripts is $5.00. Transcript request forms can be acquired from the College Readiness or College Counselors. A minimum of two (2) school days' notice is REQUIRED for processing.

Please note that transcripts and/or records of any kind will not be released if financial obligations are not met.

A signature line can be found on the Parent/Guardian and Student Contract at the end of this handbook.

Asbestos Information

TO: Parents, Teachers and all other School Employees

FROM: Lynne Allen – Office of Catholic Schools/Kathleen Ingram-- Principal

RE: Notification Letter Concerning Asbestos Content & Management Plan

In 1986, Congress passed the Asbestos Hazard Emergency Response Act. (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected and identify asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damaged.

Your school has been inspected and some asbestos containing materials were identified in your building. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students.

Your school's Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program.

A copy of the inspection report and the management plan is on file at your local school office for review if you so desire

Plyer vs. Doe

Plyer v. Doe, is a landmark Supreme Court decision holding that states cannot constitutionally deny students an education on account of their immigration status.

Missing Children Records Act of Illinois

Sec. 2. If the authorities have reason to believe that a missing person has been enrolled in a specific Illinois elementary or secondary school, it shall notify the last such known school as to the disappearance at which time the

school shall flag the missing child's record pursuant to Section 5. Upon learning of the recovery of a missing person, the Department shall so notify the Registrar and any school previously informed of the person's disappearance.

Sec. 5. Duties of school or other entity.
(a) Upon notification by the Department of a person's disappearance, a school, preschool educational program, child care facility, or day care home or group day care home in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school or other entity shall be alerted to the fact that the record is that of a missing person. The school or other entity shall immediately report to the Department any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Department that the missing person has been recovered, the school or other entity shall remove the flag from the person's record.

(b) (1) For every child enrolled in a particular elementary or secondary school, public or private preschool educational program, public or private child care facility licensed under the Child Care Act of 1969, or day care home or group day care home licensed under the Child Care Act of 1969, that school or other entity shall notify in writing the person enrolling the child that within 30 days he must provide either (i) a certified copy of the child's birth certificate or (ii) other reliable proof, as determined by the Department, of the child's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the child's identity and age shall include a passport, visa or other governmental documentation of the child's identity. When the person enrolling the child provides the school or other entity with a certified copy of the child's birth certificate, the school or other entity shall promptly make a copy of the certified copy for its records and return the original certified copy to the person enrolling the child. Once a school or other entity has been provided with a certified copy of a child's birth certificate as required under item (i) of this subdivision (b)(1), the school or other entity need not request another such certified copy with respect to that child for any other year in which the child is enrolled in that school or other entity.

(2) Upon the failure of a person enrolling a child to comply with subsection (b) (1), the school or other entity shall immediately notify the Department or local law enforcement agency of such failure, and shall notify the person enrolling the child in writing that he has 10 additional days to comply.

(3) The school or other entity shall immediately report to the Department any affidavit received pursuant to this subsection which appears inaccurate or suspicious in form or content.

(c) Within 14 days after enrolling a transfer student, the elementary or secondary school shall request directly from the student's previous school a certified copy of his record. The requesting school shall exercise due diligence in obtaining the copy of the record requested. Any elementary or secondary school requested to forward a copy of a transferring student's record to the new school shall comply within 10 days of receipt of the request unless the record has been flagged pursuant to subsection (a), in which case the copy shall not be forwarded and the requested school shall notify the Department or local law enforcement authority of the request.

Graduation and Participation in Graduation Ceremony

ALL graduation requirements **MUST** be met in order to participate in the graduation ceremony.

A. Graduation Requirements

1. Academic Requirements

- Having at least 24 credits

- Passing four (4) credits of Theology (including retreats and service hours), four (4) credits of English, four (4) credits of Mathematics, three (3) credits of Social Studies, three (3) credits of Science, two (2) credits of Foreign Language, one (1) credit each of Physical Education/Health, Fine Arts and Computer Technology; Remaining credits to be made up of electives.
- Attending and participating in the Senior KAIROS retreat
- Taking the ACT test
- Participating in the Senior Service Project
- Taking ALL exams
- **IF A SENIOR HAS MORE THAN 1 CREDIT MISSING IN ANY COMBINATION OF AREAS, SHE WILL NOT BE ALLOWED TO PARTICIPATE IN THE GRADUATION CEREMONY**.

2. Valedictorian And Salutatorian

- In order to be recognized at the Baccalaureate Ceremony and the Graduation Mass as the Valedictorian (graduate with the highest cumulative grade point average) or the Salutatorian (graduate with the second highest cumulative grade point average) a student **MUST** have attended Our Lady of Tepeyac High School during **both** her Junior and Senior Years.

3. Financial Obligations

- Having **ALL** tuition paid
- Having graduation fee paid
- Having **ALL** fundraising paid
- Having **KAIROS** fee paid
- Having **ALL** sports fees paid
- Returning **ALL** rental textbooks/novels
- Returning chromebook, charger and holder

4. Discipline Policy Regulations

- Having **ALL** detentions served

Parent/Guardian Guidebook Acknowledgment

As Parents/Guardians of _____, we certify that we have read over the entire Our Lady of Tepeyac High School Student Handbook and that we understand all that it contains.

_____ _____

Parent/Guardian Signature Print Name

_____ _____

Parent/Guardian Signature Print Name

_____ _____

Phone Number Parent Email

As a student of Our Lady of Tepeyac High School, I certify that I have read and understand the Our Lady of Tepeyac High School Student Handbook.

_____ _____

Student Signature Print Name

FERPA Authorization Signature

By signing below, you authorize Our Lady of Tepeyac High School to share personally identifiable information from your child's educational records.

_____ _____

Parent/Guardian Signature Print Name

_____ _____

Parent/Guardian Signature Print Name

Photo Release Signature

By signing below, you authorize Our Lady of Tepeyac High School to use photos, digital or otherwise, online or in print, of your daughter, in promotional materials for the school.

_____Please check here if you **DO NOT** give photo release permission (**DO NOT SIGN if you are not giving permission**)

_____ _____

Parent/Guardian Signature Print Name

_____ _____

Parent/Guardian Signature Print Name

Opioid Antagonist Administration Non-Liability

By signing below, you acknowledge that the School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of opioid antagonists, regardless of whether authorization of was given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless the School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

_____ _____

Parent/Guardian Signature Print Name

_____ _____

Parent/Guardian Signature Print Name

Please bring this **SIGNED** contract to your Formation teacher.