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# 2025-2026

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## Family Handbook

**Our Lady of Tepeyac Catholic Elementary School**  
2235 S. Albany Ave  
Chicago, IL 60623  
(773) 522-0024

Established in 1927,  
Our Lady of Tepeyac  
Elementary School  
was previously named  
St. Casimir. Our  
school campus located  
in the Little Village  
community of Chicago  
on Albany Ave and  
Cermak Road

**\*Tentative 2025-2026 School Year Calendar – Calendario provisional del 2025-2026**

August 14	Early Childhood First day of 5 years old - 8th Grade & After School Prog. begins
August 18	Early Childhood First day of 3 year to 4 year old @ 7:50 AM
August 27	Mandatory Parent Night Meeting @ 6:00 PM
August 29	Prof. Development - No School / No Early Childhood Prog.
September 1	Labor Day – Holiday - No School / No Early Childhood Prog.
September 26	Sys. Prof. Development – No School / No Early Childhood Prog.
October 13	Indigenous Peoples’ - Holiday - No school / No Early Childhood Prog.
November 1	HOPE Benefit 6 PM to 10 PM
November 7	Sys. Prof. Development - No School / No Early Childhood Prog.
November 21	Parent Teacher Conferences (9:00 AM - 6:00 PM)
Nov 24-28	Thanksgiving Holiday – No School / No Early Childhood Prog.
December 6	Catholic High School Entrance Exam (8:00 AM)
December 19	Christmas Concert (12:30 PM) - No After School Prog.
Dec 22 - Jan 2	Winter Break – No School / No Early Childhood Prog.
January 5	Classes Resume @ 7:50 AM
January 19	Martin Luther King, Jr. - Holiday – No school / No Early Childhood Prog.
January 25	Family Mass @ 10:00 AM Celebrating Catholic Schools Week
Jan 26-30	Catholic Schools Week
February 6	System-wide Prof. Development - No School / No Early Childhood Prog.
February 13	Prof. Development - No School / No Early Childhood Prog.
February 16	Presidents Day – Holiday - No School / No Early Childhood Prog.
March 13	Prof. Development - No School / No Early Childhood Prog.
March 16	Prof. Development - No School / No Early Childhood Prog.
March 20	Parent Teacher Conferences (9:00 AM - 6:00 PM)
April 3	Good Friday - No School / No Early Childhood Program
April 6-10	Spring Break - No School / No Early Childhood Program
April 13	Classes Resume @ 7:50 AM
May 13	May Crowning & Rosary @ 8:30 AM
May 22	Prof. Development - No School / No Early Childhood Program
May 25	Memorial Day – Holiday - No School / No Early Childhood Prog.
May 27	8th Grade Graduation Ceremony @ 5:30 PM in Church
May 29	3-4 year old Celebration @ 9:00 AM
June 1	5 year old Celebration @ 9:00 AM
June 3	Awards Ceremony & Last Day of School/Grades 1-7
June 4-11	Staff Development Days - No School

***\*Calendar subject to change. Some events may or may not occur. Thank you for your patience and understanding.***

## **Mission**

The students at Our Lady of Tepeyac Elementary School are leaders living their faith by involvement in the church, school, community and the world. Through Catholic based education our students will be able to reach their full potential by embracing diversity and acting for social justice, as they continue to prepare to be lifelong learners.

## **A message from our Principal**

Welcome to the 2025-2026 school year. School has started, and the children are already hard at work. Please, take the time to read the Family Handbook. I am very proud of the academic achievements all of the students have made in the previous year in partnership with their families. Together with the faculty and staff, we plan to have a wonderful school year filled with promise. Please feel free to stop by my office with any questions or concerns, new ideas to help the students or just to say hello! By working together as a community, our children have succeeded and will continue to do so.

Our Lady of Tepeyac Catholic Elementary School follows the Archdiocese of Chicago policies and procedures. In addition, we implement the State of Illinois requirements for recognition.

Have a blessed school year,

*Mrs. Patricia Krielaart*

## Organization

Our Lady of Tepeyac Elementary School  
2235 S. Albany Ave.  
Chicago, IL 60623  
773-522-0024 Main  
773-522-4577 Fax

Website: [tepeyacelementary.org](http://tepeyacelementary.org)

Office Hours: Mon.-Fri., 7:30-4:00 pm

## Administration

Patricia Krielaart, Principal  
Norberto Ramos, Assistant Principal

Maria Carrillo, Office Manager  
Bertha De La Luz, Financial Aid Coordinator  
Selena Contreras Rangel, Dev. & Marketing Coordinator

Mariana Rojas, After School Coordinator  
Ana Avila, Lunchroom Manager  
Antonio Sanchez, Building Engineer  
Miguel Diaz, Custodian

## Faculty

Preschool (Room 101 & 103)	Mrs. Negrete, Teacher, Mrs. Jimenez, Teacher Aide
Kindergarten (Room 102)	Ms. Reyna Sotelo
Grade 1 (Room 104)	Mrs. Julie O'Rourke
Grade 2 (Room 207)	Ms. Alondra Ornelas
Grade 3 (Room 208)	Mrs. Rachel Lancon
Grade 4 (Room 201)	Mr. Caleb Ranweiler
Grade 5 (Room 206)	Mr. David Lancon (English Language Arts)
Grade 6 (Room 302)	Mr. Robert Gonzalez (Social Studies)
Grade 7 (Room 306)	Mrs. Mariann Franczek (Science)
Grade 8 (Room 304)	Ms. Tamara McClain (Math)
Art (Room 203)	Mrs. Patricia Herrera
Counseling (Room 303)	Mrs. M. Munoz
Library (Room 308)	Mrs. O'Neill
Physical Education (Gym)	Coach Lucky
Title 1 Teacher (Room 202)	Ms. M. Garcia & Ms. J. Boss
Technology (Room 205)	Sr. Jessi Beck, PBVM

## Table of Contents

<b>Academic Program</b> .....	<b>7</b>
<b>Acknowledgement of Receipt of Handbook</b> .....	<b>7</b>
<b>Admission and Enrollment of Students</b> .....	
...7	
<b>After School Program</b> .....	<b>8</b>
<b>Arrival Access to the Building</b> .....	<b>9</b>
<b>Arrival &amp; Dismissal Procedures</b> .....	<b>9</b>
<b>Asbestos</b> .....	<b>10</b>
<b>Athletics</b> .....	<b>11</b>
<b>Athletics: Concussions</b> .....	<b>12/13</b>
<b>Attendance</b>	<b>13</b>
• <b>Excessive Absenteeism</b> .....	
.....14	
<b>Birthday Celebrations: BETA Club: Bullying Prevention</b> .....	<b>14-15</b>
<b>Cellular Phones &amp; Electronic Devices</b> .....	<b>16</b>
<b>Child Abuse/Neglect: Child Custody</b> .....	<b>16</b>
<b>Code of Conduct Teachers/Standards of Behavior</b> .....	<b>16/17</b>
<b>Conferences / Communications with Teachers</b> .....	<b>17</b>
<b>Counseling</b> .....	<b>17</b>
<b>Discipline</b> .....	<b>17</b>
<b>Dress Code - Uniform</b>	

<b>Policy</b> .....	<b>18/19</b>
.....	
<b>Drug Free Schools; Emergency Closings; Emergency Forms; Emergency Safety Drills</b> .....	<b>20/21</b>
<b>Equal Employment Opportunity; Exclusion Medical</b> .....	<b>21</b>
<b>Expulsion</b> .....	<b>21</b>
.....	
<b>Field Trips</b> .....	<b>22</b>
.....	
<b>Financial Aid</b> .....	<b>22</b>
.....	
<b>Fundraising Activities</b> .....	<b>22</b>
.....	
<b>Gang Activities</b> .....	<b>23</b>
.....	
<b>Governance</b> .....	<b>23</b>
.....	
<b>Grading System</b> .....	<b>23</b>
.....	
<b>Graduation Requirements</b> .....	<b>23</b>
.....	
<b>Health Examination &amp; Immunizations</b> .....	<b>23/24</b>
...	
<b>Illinois State Recognition</b> .....	<b>24</b>
.....	
<b>Lunch &amp; Recess</b> .....	<b>24</b>
.....	
<b>Medication</b> .....	<b>24/25</b>
.....	
• Allergies	25
• Asthma	25
• Diabetes	26
• Medical Cannabis	26
• Sunscreen	27
<b>Opioid Antagonists Policy - Supply of Undesignated</b> .....	<b>27/28</b>
<b>Probation</b> .....	<b>28</b>
.....	
<b>Promotion/Retention</b> .....	

.....	<b>28</b>
<b>Responsibilities:</b>	
<b>Parents/Guardians</b> .....	<b>29</b>
.....	
<b>Responsibilities:</b>	
<b>Student</b> .....	<b>29</b>
.....	
<b>Right to</b>	
<b>Amend</b> .....	<b>29</b>
.....	
<b>Safety and</b>	
<b>Security</b> .....	<b>30</b>
.....	
• <b>Battery Against School Personnel</b>	<b>30</b>
• <b>Firearms and Drugs</b>	<b>30</b>
• <b>Right to Search</b>	<b>30</b>
<b>Sexual</b>	
<b>Harassment</b> .....	<b>30</b>
.....	
<b>Technology - Acceptable</b>	
<b>Use</b> .....	<b>31</b>
.....	
<b>Confidentiality &amp; Social</b>	
<b>Media</b> .....	<b>31</b>
.....	
<b>Technology Use Outside of</b>	
<b>School</b> .....	<b>32</b>
.....	
<b>Tuition &amp; Exclusion</b>	
<b>Policy</b> .....	<b>33</b>
.....	
<b>Volunteer Service</b>	
<b>Hours</b> .....	<b>33</b>
.....	
<b>Parent/Guardian Consent Form</b>	
<b>2025/2026</b> .....	<b>35</b>
• <b>Formulario de consentimiento del padre/tutor 2025-2026</b>	<b>36</b>
<b>Acknowledgement of Receipt of Family</b>	
<b>Handbook</b> .....	<b>37</b>

## Academic Program

The Our Lady of Tepeyac Elementary School curriculum follows Archdiocesan standards and includes all required elementary subjects: language arts (reading, English, spelling, handwriting), math, biological and physical sciences, social studies, the arts, physical education, health and computer science. As a Catholic school, the teaching of religion is given a place of priority in the instructional program. All academic instruction is taught in English.

## Acknowledgement of Receipt of Handbook

Parents/guardians are required to read all procedures and policies stated in this handbook, share the contents with your children, please **sign the final pages of this handbook and return them to school** by the requested date.

## Admission and Enrollment of Students

Our Lady of Tepeyac Elementary School admits students of any race, color, national and ethnic origin, citizenship status, or disability, to all the rights, privileges, programs and activities generally accorded or made available to students in this school in accordance with applicable local, state and federal anti-discrimination statutes to the extent that such anti-discrimination statutes do not conflict with the teachings of the Roman Catholic Church. Admission is not denied to students with special learning needs based solely on ability or achievement. Such admissions decisions are made on a case by case basis and take into account our school's ability to meet the child's diagnosed special learning needs based upon our available resources. If the school determines that we do not have the resources to meet the student's diagnosed special learning needs that will enable the child to succeed even at the minimum proficiency level, admission may be denied.

Our Lady of Tepeyac Elementary School does not discriminate based on gender, race, color, national and ethnic origin, citizenship status, or disability, in administration of educational policies, athletic or other school-administered programs in accordance with applicable local, state and federal anti-discrimination statutes to the extent that such anti-discrimination statutes do not conflict with the teachings of the Roman Catholic Church.

The principal is responsible for ensuring the school's compliance with our non-discrimination policies. In the event that a parent/guardian feels that she/he or her/his child has been the victim of discrimination, she/he is encouraged to promptly contact the principal or Regional Director of the Office of Catholic Schools to report and discuss the concerns.

In the admission of students to Our Lady of Tepeyac Elementary School, the order of priority shall be as follows:

1. Children from families with children already enrolled.
2. Children of parishioners.
3. Children from neighboring parishes with or without schools.
4. Transfer students from other Catholic schools.
5. Transfer students from public school.

The Archdiocese of Chicago schools follow the State of Illinois school age requirement for admission. Parents/guardians are required to submit a certified copy of the child's birth certificate, or other government-issued document verifying the child's date of birth, within 30 days of enrollment.

The Archdiocese of Chicago schools follow the State of Illinois school age requirement for admission.

- A **non-refundable Registration Fee of \$125 per child** is required each school year at Our Lady of Tepeyac Elementary School. Please note, **as of July 1 the Registration Fee will increase to \$150 per child.**
- A **non-refundable Book Fee of \$200 per child** is required each school year at Our Lady of Tepeyac Elementary School.

## After School Program

As an option and a service for the parent working outside the home, the after-school program is available as a daily option from 3:00 – 6:00 PM on full days of school, with the fee of \$5 per day for the 1<sup>st</sup> student / \$3 additional sibling (per day). **This program is paid weekly.** Your child will not be allowed to stay in After School if the fee is not paid promptly. **There is no after school program the day before Christmas Break and the last day of school.**

Participation in the program is restricted to students attending Our Lady of Tepeyac Elementary School. Before students can be allowed to participate, **parents need to register their child.** The program provides a variety of after school activities including snacks for students pre-registered to the program. Activities involving art, tutoring and homework time are included.

Children are to be picked up promptly at or **before 6:00 PM.** If a parent is not able to pick-up the child personally, the parent must communicate to the school, in a timely manner, the name of the person who will be responsible for picking up the child. **A late fee of one dollar (\$1) per minute is charged after 6:00 PM** to parents that are chronically late in picking up their children from the program.

**Exclusion from after school:** the school reserves the right to dismiss a child from the program *if a parent fails to meet the financial obligations of the program* or if a child is consistently a behavioral problem.

*If financial accounts are not kept current, a child cannot return to the after-school program until the balance due is paid. All unpaid balances will be added to the financial statement sent by the school office monthly and are subject to late fees.*

## Arrival Access to the Building

As an increased security measure, Our Lady of Tepeyac Elementary School requests that all parents report to the main office upon arrival in the building if you have business to take care of (tuition, attendance, questions or concerns).

**Please do not escort children directly to the classroom**, unless you were authorized to do so by the principal, office manager or her designee. Communications with the teachers, in justice to the students and the teaching-learning process, no teacher should be contacted during the teaching hours of the school day for a phone conference.

The very best way to get immediate feedback about your child is meeting face-to-face with the teacher at arrival/dismissal time. Teachers are available to meet with parents daily between 7:30 AM and 7:50 AM or between 3:15 – 4:00 PM. Please contact the main office to schedule a time to meet with teachers before or after school.

Another way to communicate with teachers is via electronic mail. Every teacher has a school issued email address which they will share with parents' information about their classroom.

Also, feel free to call 1-773-522-0024 to leave a message for your child's teacher anytime.

## Arrival & Dismissal Procedures

**For the security of your child, please enter at the north side doors (closer to the parking lot: Door 2) from 7:15 AM to 7:45 AM on school days.**

Students are to assemble in an orderly fashion in the lunchroom. Students may enter the building quietly at 7:15 AM for breakfast; and it ends promptly at 7:45 AM. The **first bell rings at 7:50 AM**. All students must be in the building when the **tardy bell rings at 8:05 AM**.

***Drivers need to exercise caution when dropping off students at arrival and dismissal time.***

Do not double park or block residents from leaving their homes. If you have business in the school office, park your car properly and walk back to the school office. Encourage your child to be ready to exit the car when you arrive.

Do not leave your children unattended; the school is not responsible for students arriving before breakfast. The North door will open at 7:15am for breakfast. **Please do not park in the school's parking lot as the space is limited and we are not responsible if you cannot exit the lot.**

**School hours:** 7:50 AM – 3:00 PM = Full Day

**Dismissal hours:** Pre-K, Kindergarten, and 1st - 2:45 PM  
2nd, 3rd, 4th and 5th - 2:55 PM  
6th, 7th and 8th - 3:00 PM

For an Early Dismissal, please call the main office indicating the date and time your child will leave early for any reason. ***\*No student will be released to anyone other than their parent/legal guardian unless the main office is notified prior to the dismissal. The person picking up your child will need to present an ID.***

Students who remain late on a continuing basis will be enrolled in the After-School Program with appropriate charges allocated to the families.

## Asbestos

### ARCHDIOCESE OF CHICAGO

Facilities and Construction Department



835 N. Rush Street  
Chicago, Illinois 60611-2030  
(312) 534-8342 FAX (312) 534-9805

DATE: September 1, 2025  
TO: Parents, Teachers and all other School Employees  
FROM: Kevin O'Malley / Patricia Krielaart  
RE: Notification Letter Concerning Asbestos Content & Management Plan for Your School

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.

Sincerely,

Patricia Krielaart  
Principal  
Designated Person

## Athletics

The role of athletics in the life of a student athlete is to provide a learning experience. Games, as well as practice fields, are actual classrooms. Practice is the means toward an improved performance during an athletic contest that measures performance. **Participation in athletics is not a right but as a privilege with responsibilities attached.**

Prior to any athletic participation, including practicing as well as competing, there must be:

1. Permission from the parent/legal guardian for the student to engage in sports;
2. A sports physical, completed and signed by a physician, physician's assistant, or advanced nurse practitioner, within the last year;
3. A Concussion Information Sheet, signed by both student and parent/guardian, and;
4. A paid fee for participation in the chosen sport.

When students choose to become athletes, they are committing additional time, effort, and often, expense to the endeavor. All students involved in sports represent the values of the school. Students are expected to act accordingly when dealing with classmates, teachers, and opposing teams. Athletics and academics go hand in hand in the formation of the whole child which is why students that participate in sports must adhere to the academic standards identified by their teachers and coaches.

**\*Athletes should be picked up at the main school building, *not* the gym.**

Many practices, but not all, will be held at **Our Lady of Tepeyac – Gymnasium**, 2414 S. Albany Ave, Chicago, Illinois 60623.

There is no minimum grade point average for participating in the sports programs. Team coaches do expect the players to keep up with their schoolwork, homework, and maintain their grades. It is very important for athletes to learn to organize their time to succeed in both school and sports. **It is the parent's responsibility to monitor the child's academic progress based on their capabilities.**

If there is a persistent academic problem with a student who participates in sports, the teachers and/or principal will bring this to the parents' attention for intervention.

Student athletes and parents are responsible and required to follow the rules set by the schools and league.

Our Lady of Tepeyac Catholic Elementary School allows a student athlete to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences provided such uniform modifications do not contradict or create confusion with Catholic social teaching. The modification of athletic or team uniforms may include, but is not limited to, the wearing of a hijab, an undershirt, or leggings. If a student chooses to modify his or her athletic or team uniform, the student

is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

### **Concussions**

Per the CDC, a concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

If an apparent head injury occurs, or other injury occurs in which a concussion is suspected, the student athlete will be immediately removed from practice/play. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. This includes physical education classes, physical activity at recess, and sports practices or games.

Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences.

Additionally, resting after a concussion is critical because it helps the brain recover. Mental and cognitive exertion requires the brain’s energy, and when the brain’s energy is depleted due to injury, symptoms such as headaches and problems concentrating can worsen. For example, if a student with a concussion spends a lot of energy studying intensely for an exam, there will be less energy available to help the brain repair itself, which may delay recovery. These effects are referred to as cognitive-exertional effects. Understanding the effect of cognitive exertion following a concussion is very important for a student because school engagement and learning requires active thinking. Therefore, the goal is to limit cognitive activity to a level that is tolerable for the student and that does not worsen or result in the reemergence of concussion symptoms. A plan for taking a break from intensive cognitive activity, known as cognitive rest, should be included in the return to school management plan provided by the student’s health care provider.

A student’s best chance for a full recovery from a concussion depends on timely implementation of two critical components: cognitive rest and physical rest. Our Lady of Tepeyac Elementary School has formed a Concussion Oversight Team (COT) to oversee the implementation of our safety procedures as they pertain to confirmed and suspected concussions. The COT includes the principal, the assistant

principal, and the school secretary, and is responsible for implementing the Return to Learn (RTL) and Return to Play (RTP) protocols. The school secretary will implement the protocols to the extent possible; if she is unavailable, the principal will implement the protocols.

#### Return to Learn Protocol

1. The student athlete is immediately removed from practice/play if a coach, physician, game official, athletic trainer, the student's parent/guardian, or the student believes that she/he has sustained a concussion.
2. She/he must be evaluated by a licensed health care provider who has experience managing concussions before she/he may return to school.
3. The health care provider must provide written instructions regarding the student athlete's return to school, including guidance about when it is safe for a student to return to school and appropriate levels of cognitive and physical activity.
4. The student and his/her parent/guardian must sign the Post-Concussion Consent Form.

#### Return to Play Protocol

1. The student athlete is immediately removed from practice/play if a coach, physician, game official, athletic trainer, the student's parent/guardian, or the student believes that she/he has sustained a concussion.
2. She/he must be evaluated by a licensed health care provider who has experience managing concussions before she/he may return to practice/play.
3. The health care provider must provide written instructions regarding the student athlete's return to play, including when they can return to play and what steps the school should take to help them safely return to play.
4. The student and his/her parent/guardian must sign the Post-Concussion Consent Form.

## Attendance

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are required to attend school on a daily basis for the school term, unless an absence is excused. **If your child is going to be absent for the day, you are required to call the school office at 773-522-0024 by 8:30 AM.** Upon a student's return to school, according to State law, the parent/guardian **must send a note** to the teacher explaining the reason for the absence. If a child has been absent due to a serious contagious disease or for a period of more than 3 days, a note of admission from a physician must be presented. According to State law, children should not miss more than 9 days of school in a school year. It is important that students be punctual in school attendance. A student is considered tardy after 8:05 AM, according to the school clock and bell.

Excused absences still count in the overall absences number.

Doctor and dental appointments should be made outside of school time, when at all possible. Parents are asked to plan vacations which correspond to the school's vacation period according to the school calendar which was published at the beginning of the school year. Teachers should not be asked to provide instructional materials in advance for children having special vacation periods. If parents wish to have the child complete some assignments during the trip, teachers will need at least a one week's notice in advance to prepare the materials. If parents plan to take their children out of school for 3-5 consecutive days, they are advised to notify and discuss with the teacher(s) the effect it will have on the student. The final decision is the responsibility of the parents. It is the responsibility of the student to make up school work upon their return to class. Parents must make every effort to avoid appointments which cause the student to arrive late and/or leave before 3:00 PM.

### **Excessive Absenteeism**

Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success.

\*If there is no improvement in attendance or cooperation by the student or parent/guardian with its efforts for their child, the student may be withdrawn from the school.

***\*\*When a child has excessive absences from school, we ask that you contact us. Please respond to our phone calls, text messages, or emails. Also, we may have you come into the school building to pick up your child from the main office and speak about the situation.***

## **Birthday Celebrations**

All food needs to be store bought with the ingredients label attached due to the possible food allergies in the classroom. Parents must also notify the main office of treats being brought and all treats are to be eaten in the cafeteria after 1:30 PM. If parents are not Virtus trained, they are not allowed to stay.

## **BETA Club**

Is a junior high national honor society for grades 6 to 8. Eligible students must maintain an "A" honor roll or "B" honor roll average and have exemplary behavior.

## **Bullying Prevention**

As Catholics we believe in the dignity and respect of all individuals created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community. Bullying is: any intentional, repeated, hurtful act or conduct (physical, verbal, emotional or sexual) including communications made in

writing or electronically, occurring on campus or off campus during non-school time, directed toward another student or students, that has or can be reasonably predicted to place the student or students in an unreasonable fear of harm to the student or student's person or property cause a substantially detrimental effect on the student or student's physical or mental health; interfere substantially with the student or student's academic performance; interfere substantially with the student's ability to participate in or benefit from the services, activities or privileges provided by the school.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying. Cyber bullying can include the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos or videos. Bullying acts or conduct described above can include the following:

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching and excessive tickling;
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip and threats, whether in person or through any form of electronic communication and the Internet;
- **Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- **Sexual** which includes but is not limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying:

- During any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus or at school sponsored or school-sanctioned events or activities  
Through the transmission of information from a school or home computer network or other similar electronic school or home improvement.

All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all.

Bullying by a student or students may result in suspension and/or expulsion from the school.

Our Lady of Tepeyac Elementary School may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and the school may require the student to share content in the course of such an investigation.

## **Cellular Phones & Electronic Devices**

Our Lady of Tepeyac Elementary School strongly discourages students from bringing cell phones, *Apple watches, Samsung watches, or any digital watch; wireless earbuds* or iPods, iPads or tablets, portable game consoles (PSP, Nintendo), and other electronic devices to school.

Students must let the teacher or school know if they are carrying telephones to school. **Cellular phones in the school must be in the off position and kept in a secure place provided by the classroom teacher.** Teachers and staff will confiscate these items when they are used during the school day. Parents will be required to conference with the principal to arrange their return.

**Our Lady of Tepeyac Elementary School is not responsible for these items that are readily lost, misplaced, misused, or stolen.**

## **Child Abuse/Neglect**

All school employees are legally designated as Mandated Reporters; by law, the State of Illinois requires school personnel to inform the Department of Children and Family Services (DCFS) of any allegation and/or suspicion of child abuse or neglect.

## **Child Custody**

The school abides by the provisions of the *Family Educational Rights and Privacy Act*, regarding parents' rights of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of non-custodial parents to his/her child's school records. *The release of copies of school records to the non-custodial parent is granted unless there is a court order to the contrary.* **It is the responsibility of the custodial parent to provide the Principal with an official copy of the court order.**

Unless informed otherwise and in writing and with adequate evidence that a parent is not permitted to have unqualified access to the child, the school may release a child to a non-custodial parent after school hours or allow said parent to visit a child outside the school hours.

## **Code of Conduct Teachers/Standards of Behavior**

All personnel are expected to read, understand and comply with archdiocesan policies and procedures addressing the protection of children and youth including but not limited to those requiring the

immediate reporting of all concerns about suspicious inappropriate behavior (whether physical, emotional, psychological or sexual) and boundary violations to the school principal and those mandated reporting laws pertaining to the abuse and/or neglect of minors.

## **Conferences / Communications with Teachers**

It is vital to the learning process that regular evaluation periods take place to determine the concepts and skills that have been mastered and to diagnose the new areas of concentration.

To this end, **report cards are given three times a year** to indicate student progress, potential, need, et cetera; progress reports are also sent home between report cards so that parents are informed of ongoing progress or the lack of it. **Parent-teacher conferences are held in the Fall (November) and Spring (March) of the school year.**

**In justice to the students and the teaching-learning process, no teacher should be contacted during the teaching hours of the school day for a phone conference. Parents are asked to contact the main office to schedule a time to meet with the teacher(s) before or after school.**

Special needs, whether academic, behavioral or emotional, may not always be met at Our Lady of Tepeyac Elementary School. Referrals to other agencies may be necessary. It is the responsibility of the parent to follow through with the outside agencies for further evaluation.

## **Counseling**

Our goal is to promote the healthy growth and development of the whole child. Counseling services are available to support students in this goal. A teacher may contact you if she/he feels that your child may benefit from counseling services. A student or parent/guardian may also initiate the request for counseling services by contacting the principal to discuss the reason for referral and begin accessing services.

## **Discipline**

Our Lady of Tepeyac Elementary School is a community where parents, students, faculty, administration, and staff cooperate in the teaching-learning process in which each learner becomes progressively more responsible for his/her thinking and acting. Our Lady of Tepeyac Elementary School will report any aggression or physical contact made from a student to a teacher to the Chicago Police Department and to the Illinois State Board of Education.

To accomplish this task of formation, cooperation is needed. The students must sense unity between home and school in the expectations placed upon them to bear responsibility for themselves, for others, and for the property of others.

Consequences will be administered on a case by case basis, but if your student continually does not follow the rules, the following procedures will take place:

1. Conference with student
2. Teacher conference with parents

3. Detention is issued
4. In school suspension
5. Out of school suspension
6. Expulsion

An effective teaching environment is enhanced when order is maintained. All students are expected to demonstrate good behavior and comply with rules that have been designed for the well being and safety of all members of our school community.

## Dress Code

In keeping with the concept of Christian dignity and personal esteem, parents and students are required to cooperate fully regarding the wearing of the Our Lady of Tepeyac Elementary School (OLT GS) uniform. Students are expected to report to school and leave school in complete uniform each school day.

- Hair treatments with bleaching, highlights or hair coloring are not permitted.
- Haircuts with lines and/or carvings are not allowed.

As per Illinois PA 102-0360 Our Lady of Tepeyac Catholic Elementary School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including but not limited to protective hairstyles such as braids, locks and twists.

### Pre-Kinder Uniform Policy:

The Pre-K students wear the Tepeyac gym uniform every day (Tepeyac t-shirt/shorts or Tepeyac sweatshirt/jogging pants). Children wear gym shoes every day. **No** light up shoes because they are too distracting at school.

### Boys Uniform (K-8)

- Navy blue **dress** pants (**no cargo pants or elastics on bottom of pant legs**)
- **White polo shirt; navy blue or red polo** (short sleeve or long sleeve); undershirts must be white
- **Solid** color socks
- Black or brown solid color dress shoes; or **solid** white, black or blue gym shoes
- TEPEYAC t-shirt or TEPEYAC sweatshirt (ok to wear to gym)
- TEPEYAC short or TEPEYAC sweatpant (ok to wear to gym)

#### *Optional Items*

- Navy blue or red v-neck pullover vest, sweater or TEPEYAC sweatshirt

### Girls (K-3)\*\*\*

- Plain jumper (**knee length**)
- **White polo shirt; navy blue or red polo** (short sleeve or long sleeve); undershirts must be white
- **Solid** color socks (white, navy blue, black, red)
- Black or brown solid color dress shoes; or solid white, black or blue gym shoes
- TEPEYAC t-shirt or TEPEYAC sweatshirt (ok to wear to gym)
- TEPEYAC short or TEPEYAC sweatpant (ok to wear to gym)

#### *Optional Items*

- Navy blue or red v-neck pullover vest, sweater or TEPEYAC sweatshirt

Beginning December 1 thru March 15 (during the winter months), the girls may wear navy blue uniform pants in lieu of their skirts. (No leggings, no jeggings, jeans or gym pants). If your daughter is not wearing the correct navy uniform pants, parents will be called.

### **Girls (Grades 4-8)\*\*\***

- Uniform skirt (**knee length**)
- **White polo shirt; navy blue or red polo** (short sleeve or long sleeve); undershirts must be white
- **Solid** color socks (white, navy blue, black, red)
- Black or brown solid color dress shoes; or **solid** white, black or blue gym shoes
- TEPEYAC t-shirt or TEPEYAC sweatshirt (ok to wear to gym)
- TEPEYAC short or TEPEYAC sweatpant (ok to wear to gym)
- Optional Items*
- Navy blue or red v-neck pullover vest, sweater or TEPEYAC sweatshirt

Beginning December 1 thru March 15 (during the winter months only), the girls may wear navy blue uniform pants in lieu of their skirts. (No leggings, no jeggings, jeans or gym pants). If your daughter is not wearing the correct navy uniform pants, parents will be called. (No gym pants).

**It is the parent/guardian's responsibility to see that their child is in complete uniform. If the student is constantly out of uniform, then a detention will be issued.**

Proper grooming is required:

- Neat, clean uniform
- Trimmed, well-groomed hair with traditional hairstyles
- No fad colors; no fad cuts (bleaching, coloring, graphics/lines)
- No tattoos (permanent or temporary)
- No multiple piercings
- Appropriate jewelry avoiding trendy bracelets, rubber bands
- Boys may not wear earrings in school or at school events
- No make-up, no acrylic, false or stick on nails. **Only** clear or light colored nail polish.
- For boys, hair length should not touch the back of the shirt collar or the eyebrows or cover the ears!
- Boys may not wear ponytails.

**Sandals and flip-flops are never allowed as footwear for our students since they offer no support and can be dangerous on the stairs.**

On **Out of Uniform days** all the above rules are still in effect. Short shorts, distressed jeans, short skirts, tank tops, spaghetti strap shirts, crop tops, Crocs, flip flops or slippers may **not** be worn.

## **Drug Free Schools**

**The policy of Our Lady of Tepeyac Elementary School states that the possession, distribution, and/or use of illegal substances including alcohol are strictly prohibited. Violation of this policy will result in immediate suspension and possible expulsion.**

The State of Illinois requires schools to prevent anyone from bringing in, making, using, handing out, selling, or having with them illegal drugs and alcohol. The policy is simple: drug/alcohol possession or use is not permitted at school or events.

All students have the right to attend school in an environment conducive to learning. Since alcohol/other drug use is illegal, addictive, and interferes with both effective learning and the healthy development of children and adolescents, Our Lady of Tepeyac Elementary School has a fundamental legal and ethical obligation to maintain a drug-free educational environment.

## **Emergency Closings**

If it becomes necessary to close school due to severe weather or other unforeseen circumstances, you will be notified by the school website ([tepeyacelementary.org](http://tepeyacelementary.org)), via School Messenger (text message or phone call), and by social media (Facebook). **IF THE CHICAGO PUBLIC SCHOOLS CLOSE BECAUSE OF THE WEATHER WE MUST ALSO CLOSE THE SCHOOL. IF THE ARCHDIOCESE CLOSES – WE MUST ALSO CLOSE. OTHERWISE WE ANTICIPATE BEING OPEN.**

**PLEASE CHECK THE TV STATIONS FOR SCHOOL CLOSINGS – CHANNELS 2, 5, 7, 9, OR THROUGH THE EMERGENCY STORM CENTER at [www.emergencyclosings.com](http://www.emergencyclosings.com).**

## **Emergency Forms**

**A registration form must be completed and on-file for each child with the school office on or before the first day of school.**

Parents are requested to list the names of responsible available persons who can be contacted by the school office in the event parents cannot be reached in an emergency. These individuals are the only people authorized to pick up a student from school. If an adult other than the parent or someone listed on the registration form tries to pick up a child from school, the child will not be released until the parent confirms the identity of that individual in person or via telephone. Parents should telephone or notify the teacher in writing when they are sending someone to pick up their child.

**The parent/guardian must notify the main office if you have a change of address, telephone number, etc. so that we may have your most updated information on file.**

## **Emergency Safety Drills**

Fire, tornado, lock down, evacuation and crisis drills are important. They are designed to teach students and staff procedures to follow in case of an actual emergency.

Crisis folders and maps for evacuation are in each classroom. Emergency drills shall occur on a regular basis. Students **MUST** follow the rules during emergency safety drills, which include:

- ❖ always following the directions of the teacher or administrator
- ❖ staying with one's class; if a student becomes separated, he/she must go to the nearest adult
- ❖ silence is required so all can hear emergency information

We ask that parents / guardians remind their students of the importance of their behavior during drills so that they are well prepared if an actual emergency were to occur.

## Equal Employment Opportunity

The Archdiocese of Chicago shall assure equal employment opportunity in all its employment policies and practices. These policies and practices shall be administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, or mental/physical disabilities not affecting one's ability to perform the essential functions of one's job.

## Exclusion Medical

This measure is defined as the short-term removal of a student from attendance in regular classes, specials (such as art, library or gym), or permanent removal from school, usually for non-disciplinary reasons.

Examples of reasons for exclusion are the following: communicable disease, infestation with parasites, failure to comply with compulsory immunization laws, failure of the parents to uphold their financial obligations with the school, etc.

**Exclusion cases usually do not directly involve the behavior of the student and are, therefore, different from disciplinary cases. Notice in writing to the parents detailing the reasons for and conditions for the exclusion will be provided.**

## Expulsion

This measure is defined as the termination of a student's privilege to attend the school; it requires the transfer of a student to another school. Expulsion is a serious punishment; it is invoked when the well being of the school body and faculty is endangered.

Some possible reasons for suspension and/or expulsion include:

- Incurable behavior
- Display of serious disrespect to teachers, administrators, other adults serving in the school, or other students.
- Vandalism
- Theft of school property or the property of others
- Possession, distribution, use of drugs or alcohol or tobacco products

- Being under the influence of alcohol and/or drugs on school grounds or in the school area
- Possession of matches, lighters, fireworks, weapons, or other objects able to cause bodily harm and injury.

## Field Trips

Field trips are extensions of learning that cannot take place within the school building. The Chicago area offers many, diverse opportunities for field trips: aquarium, arboretum, architectural tour, art institute, botanical garden, fire stations, health centers, historical sites, hospitals, museums, newspaper building, theater or opera, police station, post office, zoo, etc.

The aim of the field trip is to have it correlate or enrich the classroom experience.

The school obtains written consent from parents/guardians before taking students on a field trip. No student may go on a field trip without the necessary permission form. Students who fail to submit a proper form will not be allowed to participate in the field trip.

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation in a field trip if they fail to meet academic or behavioral requirements. Parents will be advised when a student is denied participation due to unmet financial obligations.

***Chaperones must be in compliance with all requirements of the Archdiocesan Office for the Protection of Children and Youth.***

## Financial Aid

**Families must apply for financial aid every year.** An annual review, which includes up-to-date financial papers, is made of each school family's tuition/fee status to determine eligibility for financial aid. Financial aid award letters are sent by mail or communicated by telephone at the beginning of the school year. All payments must be made in a timely manner. **All finances must be paid in full by the end of each academic year.** Our Lady of Tepeyac reserves the right to exclude students from their regular classes, special activities, or field trips if parents do not keep their financial accounts current. Financial aid cannot be submitted without the required and up-to-date financial documents (i.e., W-2 Form, Federal Income Tax Return, and 3 current pay statements).

**\*Excessive absences and absenteeism can result in the loss of financial aid/scholarships.**

## Fundraising Activities

Parents take an active role in promoting programs that contribute to the financial operation of the school.

Each family assumes responsibility for participating in fundraising activities to benefit the school.

The expected family fundraising obligation is **\$300** per family per year.

## Gang Activities

Gang-related activities have no place in Catholic schools. The following activities and/or behaviors shall be constituted as violations and are subject to disciplinary action:

- \*Any conduct **on or off** school premises that may be gang related.
- \*Any conduct that may be gang-related during school sponsored events or activities.
- \*Students wearing clothing/symbols that may be, in the manner displayed, gang related. This includes, but is not limited to jewelry, jackets, sweatshirts, caps, or other forms of clothing.
- \*The display of signs/symbols performed in person or written on paper in notebooks, textbooks, or other possessions that may be gang related.
- \*The use, possession, and/or concealing of a weapon.

**Such violations may result in probation, suspension, and/or expulsion.**

## Governance

Our Lady of Tepeyac Catholic Elementary School adopts in whole all policies set forth in the **Educational Policy Manual for School Administrators** published by the Office of Catholic Schools of the Archdiocese of Chicago. The school administrator, faculty and governance board are required to follow all policies of the Archdiocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those set policies and procedures established by the Chicago Archdiocese.

## Grading System

The grading system for students at Our Lady of Tepeyac elementary school, as specified in the Power School portal, is as follows. Report cards will be issued three times per year (trimesters). Parents are advised to keep up with their children’s grades using the PowerSchool parent portal.

A+= 95%	B+ = 88%	C+ = 80%	D+ = 72%
A = 93%	B = 85%	C = 77%	D = 69%
A- = 90%	B- = 82%	C- = 74%	D- = 66%
			F = 50%

## Graduation Requirements

As a requirement for graduation, students are expected to achieve a passing grade on exams for the Constitutions of the United States and the State of Illinois. Additional graduation requirements include satisfactorily completing academic requirements, adhering to the school’s code of conduct, returning all school materials, and meeting all financial obligations of fees and tuition.

## Health Examination and Immunizations

The Illinois School Code and the Department of Public Health require physical examinations of all students entering Preschool, Kindergarten, and Grade 6, and those entering school for the first time. Student’s

complete record of physical exam and immunizations must be in the school office no later than October 15 or the student will be excluded from school.

This examination shall include evidence of immunity to those diseases specified in the recommendations of the Illinois Department of Health: measles, smallpox, tetanus, diphtheria, poliomyelitis, pertussis, and mumps. Additional health examinations of students may be required when deemed necessary by school authorities.

Also, note that the State of Illinois requires a dental examination for students entering Preschool, Kindergarten, Grade 2, and Grade 6. The State of Illinois also requires a vision examination for students entering Kindergarten, and those students entering school for the first time.

Specific questions should be directed to the school office or your medical provider.

## Illinois State Recognition

All Archdiocesan Schools must be registered with the State of Illinois and be recognized by the Illinois State Board of Education (ISBE) School communities and their principals must comply with State requirements annually in order to maintain ISBE recognition. These requirements include meeting administrative deadlines as determined by ISBE to ensure compliance and recognition.

## Lunch & Recess

Students remain at school for lunch. They bring their own lunch from home or participate in the FSP Lunch Program. The lunchroom is in the lower level of the main building.

Weather permitting; students in all grades have outdoor recess in our school playground. Older students use the playground at least twice per week. Younger students use the playground daily.

The expected behavior of the students in the lunchroom is as follows:

### Lunchroom Guidelines

- Remain seated in assigned section of the lunchroom for their grade
- Speak in moderate tones; never yell
- Observe appropriate table manners
- Clean up after themselves
- Line up silently

## Medication

According to Archdiocesan policy, schools may administer prescriptions to students, as well as regular medical treatment for health conditions, at the discretion of the Principal. Parents/Guardians shall provide documentation from a licensed medical practitioner on the type, dosage, and frequency of the prescription or treatment. All prescription medications are kept in a secured area of the Main Office. The Principal ensures

that appropriate, approved school personnel are properly trained in administering the prescription or medical treatment. In administering such medications, including asthma medication, an epinephrine auto-injector, or an opioid antagonist, Our Lady of Tepeyac Elementary School and its employees and agents shall incur no liability for injuries occurring in their administration.

### **Allergies**

Parents/Guardians must notify the school in writing of any diagnosed allergies. For serious allergies, the Principal will meet with the Parent/Guardian to develop a written set of procedures, as well as an Allergy Emergency Action Plan, to ensure a safe environment for the child. School personnel may administer epinephrine auto-injectors (“epipens”) with the approval of the parent/guardian, and with proper authorization from the Principal and training.

Students may self-administer an epinephrine auto-injector with the following documentation in place:

- written authorization from the student’s physician, physician assistant, or advanced practice registered nurse
- a written statement from the student’s physician, physician assistant, or advanced practice registered nurse containing the following information:
  - the name and purpose of the epinephrine auto-injector,
  - the prescribed dosage, and
  - the time or times at which or the special circumstances under which the epinephrine auto-injector is to be administered

Our Lady of Tepeyac Elementary School and its employees and agents shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the use of an epinephrine auto-injector by the student.

### **Asthma**

Our Lady of Tepeyac Elementary School requests that parents submit an Asthma Action Plan annually.

Students may self-carry and self-administer an asthma inhaler with the following documentation in place:

- written authorization from the student’s physician, physician assistant, or advanced practice registered nurse
- written and signed authorization from the parents or guardians
- the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is administered

School staff who work with students with asthma complete a bi-annual training on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.

Our Lady of Tepeyac Elementary School and its employees and agents shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication.

**Diabetes**

To receive assistance with diabetes management at school, the student's parent/guardian must submit written and signed parent or guardian authorization, as well as a "Diabetes Care Plan" to the school. The Diabetes Care Plan is a document that specifies the diabetes-related services needed by a student at school and at school-sponsored activities. It identifies the appropriate staff to provide and supervise these activities. The following information must be included in the Diabetes Care Plan:

- the treating health care provider's instructions concerning the student's diabetes management during the school day,
- a copy of the signed prescription and the methods of insulin administration,
- appropriate safeguards to ensure that syringes and lancets are disposed of properly,
- requirements for diet, glucose testing, insulin administration, treatment for hypoglycemia, hyperglycemia, and what to do in emergency situations,
- procedures regarding when a delegated care aide (a school employee who has agreed in writing to receive training in diabetes care and to assist students in implementing their diabetes care plan) must consult with the parent/guardian or health care provider to confirm that an insulin dosage is appropriate, and
- the signatures of the health care provider and the student's parent/guardian

Students are allowed to self-manage their diabetes in the school setting if they are authorized to do so by their diabetes care plans. The diabetes care plan should specify the nature of the student's self-management and may include: allowing the student to check blood glucose levels when and wherever needed; self-administration of insulin; self-treatment of hyperglycemia or hypoglycemia; and allowing the student to possess, at all times, supplies and equipment necessary for diabetes management including syringes, food and drink.

When a student with diabetes is enrolled at Our Lady of Tepeyac Elementary School, all school personnel receive annual training in the basics of diabetes care, how to identify when a student with diabetes needs immediate or emergency medical attention, and whom to contact in the case of an emergency.

**Medical Cannabis**

Students are not permitted to use or possess cannabis infused products in our school except in accordance with the law and school policy. School policy should provide that if a parent/guardian of an elementary student who demonstrates his/her son or daughter is a "registered qualifying patient" and has an individual who is a "registered designated caregiver," both of whom hold medical cannabis registry cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school. The school may not deny a student attendance solely because he or she requires administration of medical cannabis during school hours.

A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

**Sunscreen**

Students may possess and use a topical sunscreen product that is approved by the United States Food and Drug Administration while on school property or at a school-sponsored event or activity without a physician's note or prescription.

**Opioid Antagonists Policy - Supply of Undesignated**

A new Illinois law that went into effect on January 1, 2024, 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

maintained in the following designated secure locations: In the main office. In the lunchroom, with the person in charge of the after-school program. A mobile one, in a case, which will go back and forth to the gym.

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 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.

## Probation

This measure is defined as the supervision and evaluation of a student's conduct for a specified period; at the end of which, a determination is made as to whether the student has overcome his/her problem or needs of further discipline. Ordinarily, it is imposed in conjunction with counseling.

## Promotion / Retention

Academically students are responsible to:

- Pass all major classes (Reading/Math/Social Studies/Science/Language Arts)
- Summer school may be required to promote the student if they receive more than one failing grade in a major subject.
- If summer school is not attended, retention may be an option.

If Our Lady of Tepeyac Elementary School does not provide summer school, a list of schools will be provided to parents.

## **Responsibilities: Parents/Guardians**

We ask that you follow the conducts stated below:

- Model positive behavior.
- Be respectful and courteous to others when attending Athletics.
- Do not be rude toward coaches when attending Athletic events.
- Refrain from cursing or yelling on school property.
- Be respectful to all school administration, faculty and staff.

## **Responsibilities: Student**

When students do not meet these expectations, consequences may be given. Students are expected to:

- Be respectful and courteous to others
- Participate in class
- Avoid disrupting the teaching and learning process
- Complete homework
- Respect public and private property

### **Students must refrain from:**

- Fighting
- Use of harassment or intimidation
- Aggressive behavior
- Use of profane, vulgar, abusive, disrespectful language
- Cheating
- Conduct unbecoming a Catholic student
- Other inappropriate conduct as deemed by faculty and staff

## **Right to Amend**

No handbook can explicitly state every rule or regulation. The school reserves the right to interpret and develop policies and regulations as necessary based on the philosophy and objectives of Our Lady of Tepeyac Elementary School. Parents and students will be notified of changes as soon as reasonably possible. An annually updated copy of the Family Handbook is distributed at the beginning of each school year, and a copy of the most up-to-date version of the handbook may be accessed on our website or requested in the Main Office.

## Safety and Security

Doors on the north end of the building open at 7:15 AM – 7:45 AM. At 8:05 AM all doors are locked for the day. After 8:05 AM the child walks to the main entrance and rings the doorbell to be let in and please walk your child directly to the main office. Students are supervised in the lunchroom, hallways, playlot and at the gym. If parents come to school, you must report to the main office upon entering the building.

Students are expected to:

- Have a hallway/bathroom pass when they leave their classroom
- Be on time for all classes
- Move about the school buildings in an orderly, safe manner
- Follow all school rules
- Accept consequences given by the school for failure to meet expectations

### ❖ Battery Against School Personnel

Instances of battery against school personnel are contrary to our mission as a Catholic school and will not be tolerated. School personnel must report such instances of battery in writing to the principal as soon as reasonably possible following the incident. The principal will then immediately report the incident to local law enforcement officials, and will notify the Illinois State Police within three days through the School Incident Reporting System (SIRS) in IWAS.

### ❖ Firearms and Drugs

The principal will immediately notify a local law enforcement agency of firearm incidents or verified incidents involving drugs occurring on school grounds. If a student is in possession of a firearm, then the school administrator will also immediately notify the student's parent or guardian. The principal will also notify the Illinois State Police of such instances within three days through the School Incident Reporting System (SIRS) in IWAS.

### ❖ Right to Search

All property of the school, including students' desks and backpacks may be searched or inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures as well as any containers, purses, or articles of clothing that are left unattended on school property.

## Sexual Harassment

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, by a parent of a student, or by one student of another is unacceptable conduct. Employees, parents or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, termination of employment, restrictions, or expulsion.

## Technology - Acceptable Use

Our Lady of Tepeyac Elementary Schools utilizes modern instructional technology to enhance teaching and learning. The use of this technology is a privilege. Users are prohibited from the following:

- violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information;
- attempting any unauthorized access, including hacking of any computer system;
- accessing or downloading unacceptable or obscene materials;
- re-posting personal communication without the author's prior consent;
- violating copyright laws;
- using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes;
- downloading, installing or storing software on a school computer without the approval of appropriate school personnel;
- changing or attempting to alter any configuration, program or password on any computer or system (approved school personnel may be permitted to change their own passwords at the discretion of the principal);
- using a school computer without knowledge/approval of school personnel responsible for the computer;
- using inappropriate language, pictures, and gestures in any form on the Internet;
- using the Internet for entertainment or limited-discovery function;
- using the Internet for unauthorized purchases.

Violations of this policy are subject to disciplinary action. Parents must sign and return the Agreement included at the end of this handbook.

### Confidentiality and Social Media

Emails are not considered a confidential means of correspondence and may be accessed by designated school personnel. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

However, the school, at the discretion of the administration, may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy. The school may require the student to share content in the course of such an investigation.

## Technology Use Outside of School

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of the school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to, bullying and harassment of others, inappropriate use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family. Parents/Guardians are encouraged to monitor their child's use and/or misuse of technology outside of school, including the age requirements for social networking websites.

## Tuition & Exclusion Policy

Ten (10) equal tuition payments are made on the 1st - 5th day of each month from August to May.

***If tuition payments are not made by the 5<sup>th</sup> day of each month, there is a \$25 late charge.***

The 10-month payment schedule is designed to enable parents to budget more easily. Failure to meet any or all financial obligations can result in the retaining of academic documents (report cards, awards, transfers, diplomas, or other school activities, etc).

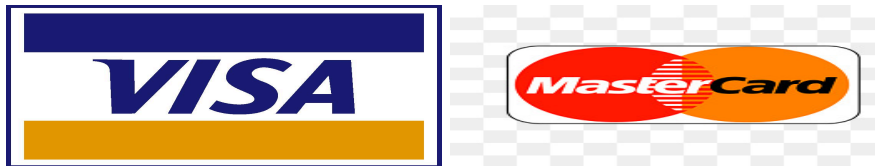
If tuition and/or fees are past due by the 15<sup>th</sup> of each month, students can be excluded from attending classes until 50% of the outstanding balance is paid. By the 30<sup>th</sup> of the month the other half of the remaining balance must be paid. Parents will be called to pick up their child/children if the balance is not paid.

**The school reserves the right to exclude a child from school, field trips, or school activities if a parent refuses to communicate with us regarding balances due.**

### ***\*Account Balances***

If you have any open balances on your account regarding school fees, fundraising obligations, tuition, after school program, etc.; and if you do not respond to our telephone calls, text messages, or emails, we may ask you to pick up your child from the main office so that we may speak with you about the situation.

Remember that we accept all major credit cards for tuition payments and fees.



## Volunteer Service Hours

All families are required to do 10 hours of service to the grade school per school year. Parents are dedicated volunteers who work to sponsor family oriented school events aimed at creating a sense of community.

Please complete your Virtus training so that you may volunteer. Activities include:

- \*Catholic Schools Week Activities
- \*Family Dance
- \*Family Masses
- \*Family Movie Night
- \*Guadalupe Novena Night
- \*HOPE Benefit
- \*School Lunch Duty
- \*Service Day (2 days, no children)
- \*Special Breakfasts
- \*Trunk or Treat



Parent/Guardian Consent Form 2025-2026  
Acceptable Use of School Technology by Student

I / we have read the school technology guidelines and have discussed them with my child (ren). In consideration of the privilege of my child (ren) using the school's electronic communications system\* and in consideration of having access to the public networks, I / we hereby release the school, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of or inability to use, the system, including, without limitation, the types of damage identified I the Acceptable Use Procedures (AUP).

I / We understand that access to the school technology resources is not a private activity and that the school will monitor student activity on any of the school resources including but not limited to the computer system, e-mail system and other electronic devices and programs.\*

I/ we have read the school's technology procedures and regulations and agree to abide by these provisions. Violation of these provisions may result in suspension or revocation of system access. I/ We also understand that any actions taken through the school network that are in violation of the school disciplinary code will be handled in accordance with the code. Appropriate legal authorities may be contacted if there is any suspicion of illegal activity.

**Parent/Guardian: (Please initial in space provided below)**

\_\_\_\_\_ I / we do give permission for my child to participate in the school's electronic communications system including the Internet and certify that the information contained on this form is correct.

\_\_\_\_\_ I / we do not give permission for my child to participate in the school electronic communications system including the Internet and certify that the information contained on this form is correct.

**Student: (Please initial in space provided below)**

\_\_\_\_\_ I have discussed, with my parents/guardian, how I may appropriately use the schools' technology tools.

Name of Student

Grade

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print name of parent/guardian

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

**\*Including but not limited to Internet access, fax, e-mail, stand-alone computer and telephone.** The parent/guardian is responsible for any damage caused through the student's inappropriate use of the school's Internet system.

**Formulario de consentimiento del padre / tutor 2025-2026  
Uso Aceptable de la Tecnología de la Escuela por Estudiante**

Yo / hemos leído las guías de tecnología de la escuela y las hemos discutido con mi (s) hijo (s). En consideración del privilegio de mi (s) hijo (s) usando el sistema de comunicaciones electrónicas \* de la escuela y en consideración de tener acceso a las redes públicas, yo / nosotros liberamos / liberamos a la escuela, sus operadores y cualquier institución con la que están afiliados. Todos los reclamos y daños de cualquier origen que surjan del uso o incapacidad de mi hijo para usar el sistema, incluidos, entre otros, los tipos de daños identificados en los Procedimientos de uso aceptable (AUP).

Entiendo / entendemos que el acceso a los recursos tecnológicos de la escuela no es una actividad privada y que la escuela controlará la actividad de los estudiantes en cualquiera de los recursos escolares, incluidos, entre otros, el sistema informático, el sistema de correo electrónico y otros dispositivos y programas electrónicos. \*

He / hemos leído los procedimientos y reglamentos de tecnología de la escuela y acordamos cumplir con estas disposiciones. La violación de estas disposiciones puede resultar en la suspensión o revocación del acceso al sistema. Yo / Nosotros también entendemos que cualquier acción tomada a través de la red escolar que viole el código disciplinario de la escuela se maneja de acuerdo con el código. Las autoridades legales apropiadas pueden ser contactadas si hay alguna sospecha de actividad ilícita.

**Padre / tutor: (Escriba sus iniciales en el espacio provisto a continuación)**

\_\_\_\_\_ Yo doy permiso para que mi hijo participe en el sistema de comunicaciones electrónicas de la escuela, incluido Internet, y certifico que la información contenida en este formulario es correcta.

\_\_\_\_\_ No otorgamos permiso para que mi hijo participe en el sistema de comunicaciones electrónicas de la escuela, incluido Internet, y certificamos que la información contenida en este formulario es correcta.

**Estudiante: (Escriba sus iniciales en el espacio provisto a continuación)**

\_\_\_\_\_ He discutido, con mis padres / tutores, cómo puedo usar apropiadamente las herramientas tecnológicas de las escuelas.

Nombre del Estudiante

Grado

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nombre del padre/tutor (letra de molde)

Firma del padre/tutor

Fecha

\* Incluye, entre otros, acceso a Internet, fax, correo electrónico, computadora individual y teléfono. El padre / tutor es responsable de cualquier daño causado a través del uso inapropiado del sistema de Internet de la escuela.

## Acknowledgement of Receipt of Family Handbook 2025-2026

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Child's Name (Oldest or Only)

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Parent's Name (Please print)

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By my signature below, I acknowledge that on the date printed below, I received a copy of the parent and student handbook for Our Lady of Tepeyac Elementary School. I further acknowledge that I can access the handbook online at [tepeyacelementary.org](http://tepeyacelementary.org) or I can request another hard copy of the handbook for \$1 from the main office.

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Parent Signature

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Date

