

Archbishop Neale School  
104 Port Tobacco Road  
La Plata, Maryland 20646



Office: 301-934-9595  
Fax: 301-934-8610  
[www.ArchbishopNealeSchool.org](http://www.ArchbishopNealeSchool.org)

---

Dear Parents and Students,

Welcome to Archbishop Neale School! In choosing Archbishop Neale School for your child you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Archbishop Neale School for the 2016-2017 school year. Please read the document carefully and sign the agreement page. This agreement states that you intend to abide by the policies of Archbishop Neale School during the 2016-2017 school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual formation in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion, and that Archbishop Neale School may fulfill its mission to ***FOSTER A LIFELONG COMMITMENT TO GOSPEL VALUES, ACADEMIC EXCELLENCE, AND SERVICE TO OTHERS.***

Sincerely in Christ,

Rev. Lawrence C. Swink  
School Administrator

Ms. Linda A. Bourne  
Principal

Mrs. Miranda Farren  
Vice Principal

## Table of Contents

HISTORY.....	3	LITURGIES.....	13
PHILOSOPHY.....	3	LOCKERS.....	13
PARISHES IN THE CONSOLIDATION.....	5	LOST BOOKS.....	14
ABSENCE/DURING THE SCHOOL DAY.....	6	LUNCH.....	14
ACADEMIC ELIGIBILITY.....	6	MEDICATION ADMINISTRATION.....	14
ACCREDITATION.....	6	NATIONAL JUNIOR HONOR SOCIETY.....	14
ADMISSION.....	6	NOTICE OF	
AFTERCARE PROGRAM.....	6	NON-DISCRIMINATORY POLICY.....	14
ARCHDIOCESAN SCHOOL ATTENDANCE.....	7	OUT-OF-UNIFORM GUIDELINES.....	15
ARCHDIOCESAN SCHOOL COUNSELING		PARENT PARTICIPATION PROGRAM (PPP).....	15
SERVICES.....	7	PARENTS AS PARTNERS.....	15
ATHLETIC PROGRAM.....	7	PARENT/GUARDIAN COOPERATION.....	16
BULLYING/CYBERBULLYING		PHONE MESSAGES.....	16
AND HARASSMENT.....	7	PICTURES.....	16
CALENDAR.....	8	PRE-KINDERGARTEN.....	16
CARE OF SCHOOL PROPERTY.....	8	PROMOTION AND RETENTION.....	16
CELL PHONES.....	8	REGISTRATION PROCEDURES.....	17
CHEATING.....	9	RELIGIOUS FORMATION.....	17
CHILD PROTECTION POLICY.....	9	REPORT CARDS.....	17
COMMUNICATION – HOME/SCHOOL.....	9	SAFETY.....	17
CONDUCT.....	10	SCHOOL BOARD.....	18
CONFERENCES.....	10	SCHOOL HOURS.....	18
COUNSELOR.....	10	STUDENT RECORDS.....	18
CURRICULUM.....	10	SUPPLIES.....	18
DEFICIENCY NOTICES.....	10	TARDINESS.....	18
DISCIPLINE.....	11	TECHNOLOGY & INTERNET USAGE.....	19
DRUGS AND ALCOHOL.....	11	TESTING.....	21
EMERGENCY CLOSING.....	11	TEXTBOOKS.....	21
EMERGENCY DRILLS.....	12	THREATS.....	21
EMERGENCY INFORMATION.....	12	TRANSFER/WITHDRAWAL.....	21
FACULTY.....	12	TRANSPORTATION.....	22
FIELD TRIPS.....	12	TUITION AND FEES.....	23
GIFT CERTIFICATE PROGRAM.....	13	UNIFORMS.....	23
GROUPING.....	13	VISITORS.....	23
GUM.....	13	VOLUNTEERS.....	23
HOMEWORK.....	13	WAITING LIST POLICY.....	23
HOME AND SCHOOL ASSOCIATION (HSA).....	13		
INSTRUCTIONAL ORGANIZATION.....	13		

## **HISTORY**

Archbishop Neale School had its beginning in the Sacred Heart School, which opened in La Plata on September 6, 1927. By 1933, the enrollment extended to 12th grade. In 1948, the pastors of the parishes represented by the student body agreed that they should equally share the responsibility of the school. Hence, the school became known as Sacred Heart Consolidated School.

By 1951, it was obvious that the school was no longer capable of housing the ever-increasing enrollment. It became necessary to build a new school. After a series of meetings of the School Board with Archbishop O'Boyle, it was announced on January 8, 1952, that the name of the new school would be Archbishop Neale School in memory of Archbishop Leonard Neale of Port Tobacco, the second Archbishop of Baltimore. The school was staffed by the Sisters, Servants of the Immaculate Heart of Mary of Scranton, Pa., who taught at Sacred Heart School and at Archbishop Neale School from 1952 until 2006.

On Sunday, April 28, 2002, a deadly tornado struck the La Plata area. Many businesses, homes and the Archbishop Neale

## **PHILOSOPHY**

As a community of committed believers in Jesus Christ, Archbishop Neale School strives to share His message as we grow in this community. Through work and example we hope to intensify:

- a realization of the presence of God in our lives and our need to develop a relationship with God;
- an appreciation for the gift of life - our own lives, the lives of others, and life as it exists in all levels of creation;
- a respect for each person as a unique member of God's family;
- an awareness of and an active concern for others;

School buildings were destroyed. People from all over rallied to support the ANS community by volunteering their time, making financial gifts, and donating school supplies. Through the generosity of the Church of Jesus Christ of Latter-Day Saints in White Plains and the First Baptist Church of La Plata, classes resumed on May 7th.

Through the leadership and guidance of Reverend Matthew J. Siekierski and the school administration, a new school was designed and construction began. The ground breaking ceremony for the new Archbishop Neale School was held on September 8, 2002. The new school was built on the same site and classes resumed on January 29, 2004.

Archbishop Neale School is part of the Catholic School System in the Archdiocese of Washington. Archbishop Neale School currently has a faculty and staff of lay teachers who are certified and highly qualified in their respective areas of teaching. The pastor of Sacred Heart Church is the School Administrator.

- an understanding of the values and standards fostered by the Catholic Church, and a personal response to liturgical experiences.

This faith community realizes and accepts its ongoing responsibility to build a mutually supportive relationship necessary for the total education of each child. Together we strive to:

- foster and facilitate open communication among teachers, parents, students, and parish priests;
- model behaviors and attitudes that reflect a spirit of cooperation and acceptance;

- inspire each other as we grow in and deepen our relationship with the Lord; and
- support and enrich all members in fulfilling their unique roles.

As an academic institution, we believe that academic development occurs through the systematic presentation of logically organized subject matter. Working toward academic excellence, we seek to recognize the uniqueness and ability of each member in the process of teaching and learning. We strive to accomplish this by:

- creating an atmosphere in which the members of this community are encouraged to inquire, discover, and create;
- emphasizing the responsibility and self-discipline necessary for motivation and learning;
- encouraging all students to develop appropriate study habits, listening skills, and research skills;
- providing an organized curriculum that addresses the needs of the students;
- sponsoring programs that assist parents, teachers, and students in their respective roles;
- fostering an environment that allows and encourages the students to reach their potential in all areas of growth; and
- developing an appreciation for truth, a quest for knowledge and wisdom, and an inquisitive yet disciplined mind.

Committed to the active support and the spiritual growth within our families and the apostolic service to society, we strive to impart the message of the Gospel as taught by Jesus Christ. It is our hope that this spirit will be a catalyst for our commitment to witness our faith, to pursue truth, to promote a sense of belonging, and to serve society.

---

Our school symbol is "JOINED IN HEART." It is a sign of unity, our unity as a Catholic Consolidated School.

Each section of the cross represents a Parish of our Consolidation. Members of the Consolidation work together to provide a school where Christian

Est.

P  
A  
R  
E  
N  
T  
S

♥

P  
R  
I  
E  
S  
T  
S

S  
T  
U  
D  
E  
N  
T  
S

1927

F  
A  
C  
U  
L  
T  
Y

values, Catholic doctrine and quality academic standards are priorities.

The heart in the center reminds us that ANS had its origin as Sacred Heart School. It also reminds us that at the core of our school is LOVE ~ love for God and love for each other.

**Committed to the recognition of the multi-dimensional needs of each child**

---

## PARISHES IN THE CONSOLIDATION

Holy Ghost, Issue, MD  
Phone: 301-259-2515  
<https://holyghostissue.org/>  
15848 Rock Point Road  
Newburg, Maryland 20664

Sacred Heart, La Plata  
Phone: 301-934-2261/301-870-3895  
<http://www.sacredheartlaplata.org/>  
201 St. Mary's Avenue  
P.O. Box 1390  
La Plata, Maryland 20646

St. Catherine of Alexandria, McConchie  
Phone: 301-934-9630  
<https://stcatherinemd.org/>  
7865 Port Tobacco Road  
P.O. Box 278  
Port Tobacco, Maryland 20677

St. Ignatius, Chapel Point  
Phone: 301-934-8245/301-753-4334  
<http://www.chapelpoint.org>  
8855 Chapel Point Road  
Port Tobacco, Maryland 20677

St. Ignatius Loyola, Hilltop  
Phone: 301-934-9630  
<https://stignatiusmd.org/>  
6455 Port Tobacco Road  
P.O. Box 278  
Port Tobacco, Maryland 20677

St. Joseph, Pomfret  
Phone: 301-934-8943/301-870-3041  
<http://stjoepomfret.weconnect.com/>  
4590 St. Joseph Way  
Pomfret, Maryland 20675

St. Mary, Newport  
Phone: 301-934-8825  
<http://www.stmarychurchnewport.org/>  
11555 St. Mary's Church Road  
Charlotte Hall, Maryland 20622-9616

St. Mary, Star of the Sea, Indian Head  
Phone: 301-753-9177/301-743-5770  
<https://www.staroftheseaindianhead.org/>  
30 Mattingly Avenue  
Indian Head, Maryland 20640

### **ABSENCE DURING THE SCHOOL DAY**

Early dismissal is discouraged except in emergency situations. No student is dismissed early from classes without a written note from a parent stating date, time and reason. This note is to be given to the homeroom teacher, who will forward it to the Office. Parents or designated persons must report to the Office to sign the student out before leaving. Students will be called to the Office for departure upon the arrival of the parent or designated person. If the student returns to school during the same school day, he/she must be signed back into school by a parent or designated person.

### **ACADEMIC ELIGIBILITY**

Students in appropriate grades who are eligible are encouraged to participate in extracurricular sports. However, since our philosophy encompasses the education of the whole child, we do not diminish the importance of academics. Therefore, students are ineligible to try out or participate in sports if:

- A student receives 2 deficiencies indicating a “D” or 1 deficiency indicating an “F” during a marking period. In this case, the student is ineligible until report cards are issued.
- The same criteria applies to report card grades with the additional requirement of “S” or better in all specials classes.
- A student receives more than one (1) detention in a marking period or receives one suspension in a marking period.

### **ACCREDITATION**

Archbishop Neale School has received Accreditation from AdvancedEd. Archbishop Neale School has met the requirements established by the AdvancedEd Accreditation Commission and Board of Trustees and is thereby accredited by the Southern Association of Colleges & Schools Council on School Improvement.

### **ADMISSION**

Archbishop Neale School admits students of any race, color, national or ethnic origin into its Pre-K to 8 educational program. The Waiting List Policy is followed regarding acceptance when the class quota is filled. Registration is held in the spring. Students must be four years old by September 1 to enroll in the Pre-Kindergarten program. Students must be five years old by September 1 to enroll in the Kindergarten program. Students must be six years old by September 1 to enroll in the First Grade program. Screening is required for transfer students in Grades 1-8 in order to determine academic placement.

### **AFTERCARE PROGRAM**

The Aftercare Program at Archbishop Neale School is licensed by the Maryland Child Care Administration and is open to all students in Grades PreK-8. The program provides extended care at an additional charge for students. They must be registered to attend the program. The objective of the program is to provide children with age-appropriate opportunities to satisfy their needs for social, emotional, physical and intellectual development in a safe, supervised and friendly environment.

## **ARCHDIOCESAN SCHOOL ATTENDANCE**

The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);
2. Death in the student's immediate family;
3. Necessity for a student to attend a judicial proceeding;
4. Lawful suspension or exclusion from school by chief administrative officer;
5. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
6. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent or guardian, is an unexcused absence.

**Parents are requested to call and report all absences to the school office before 8:00 a.m.** A note explaining the reason for the absence is required when the student returns to class.  
**Students should be fever-free for 24 hours before returning to school.**

**Students who are late more than once during a marking period or absent at all, (half-days count as absences) will not be eligible for a perfect attendance award.**

The Archbishop Neale School calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

## **ARCHDIOCESAN SCHOOL COUNSELING SERVICES**

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to Archbishop Neale School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

## **ATHLETIC PROGRAM**

Students in appropriate grades of Archbishop Neale School may try out for extracurricular sports throughout the school year. These sports include volleyball, basketball, cheerleading, soccer, track, softball, archery, lacrosse and field hockey. The goal at Archbishop Neale School is to introduce fundamentals of each of these sports and at the same time keep an academic level of excellence. (See Academic Eligibility) By Maryland State standard, in order to try out for any sport, all athletes are required to have a current sports physical on file in the school. To be considered current, the student must have a sports physical dated after June 1.

## **BULLYING/CYBERBULLYING AND HARASSMENT**

***Threats:*** *In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, Archbishop*

*Neale School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary.*

**Prevention Programming:** *As a Catholic School, Archbishop Neale School believes and teaches that each of us is called to love our neighbor and to treat them with respect. Archbishop Neale School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner. The reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.*

*Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:*

- 1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or*

*places an individual in reasonable fear of harm to the individual's person or property; and*

- 2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus, or substantially disrupts the orderly operation of a school.*

## **CALENDAR**

The school calendar is published at the beginning of each school year. For the most part, Archbishop Neale School follows the Charles County Public Schools calendar. A few exceptions are necessary to coincide with Archdiocesan activities.

## **CARE OF SCHOOL PROPERTY**

School furniture, equipment and property are to be cared for responsibly. Any damage, defacement or destruction will be penalized by detention or suspension. Parents/ Guardians will be expected to assume the cost of necessary repairs or replacement.

## **CELL PHONES**

If a student needs a cell phone after school due to walking home from the bus stop, entering a house where no one is home, or attending sport practices or games, the Office is required to have written parental permission in order for students to have a cell phone on school property. Cell phones are to remain off and in the student's backpack during school hours. Students should at no time be involved in texting during the course of the school day. At no time during the day should a cell phone be in a student's possession. Cell phone use is prohibited during the aftercare program and on the school bus.

Students in possession of a cell phone at school face detention and confiscation of their cell phone which will be returned to the parent/guardian from the main office ONLY.

### **CHEATING**

Cheating of any type will not be tolerated. Students who choose to cheat face a “0” on that assignment or test and detention.

### **CHILD PROTECTION POLICY**

The Archdiocese of Washington has completed its revision of the Child Protection Policy, which was effective on June 1, 2003. In accordance with this policy, all volunteers who have contact with children must complete the Child Protection Policy Compliance Checklist for Volunteers.

#### **Register for an account on VIRTUS at [www.virtus.org](http://www.virtus.org).**

Attend a Protecting God’s Children for Adults Workshop no later than 60 days following the assumption of duties. If access to the Internet is not available, please see the Child Protection Compliance Coordinator at the school for further assistance with the registration process. When you set up your account on VIRTUS, the system will allow you to register for the required workshop. Choose a date and location from the drop-down menu that fits your schedule.

#### **Complete Volunteer Application Form.**

Return the completed application to the Child Protection Compliance Coordinator at the school. A copy will be retained at the school and the original will be sent to the Office of Child and Youth Protection at the Archdiocese of Washington.

#### **Call the Child Protection Compliance Coordinator at the school to set up an appointment to initiate the electronic background check.**

The steps above must all be completed and recorded on VIRTUS before a background screening appointment is scheduled. Bring the following documents to background check:

- Check or money order payable to Archbishop Neale School (ANS) in the amount of \$13.50
- Two forms of valid identification (state issued); one must be a photo ID; debit/credit cards are not valid forms of identification

#### **Read the Child Protection Policy Booklet**

The Acknowledgement Form in the back of the booklet must be signed and returned no later than 30 days following the assumption of duties to the Child Protection Compliance Coordinator at the school. A copy will be retained at the school and the original will be sent to the Office of Child and Youth Protection at the Archdiocese of Washington.

The mandatory education programs on child protection are held at various locations in the Archdiocese throughout the year. You are required to attend one three-hour session. They are generally held in the evening or on weekends. The session locations and times are posted on the Archdiocese of Washington website [www.adw.org](http://www.adw.org).

#### **COMMUNICATION BETWEEN HOME AND SCHOOL**

A school newsletter is published at the beginning of each month. This and other information are sent home via the students. Please see that this information is given to you. We urge you to pay special attention to notices, requests, deadlines,

etc. Upon request monthly bulletins and quarterly report cards will be mailed to non-custodial parents. Parents are also notified via email of calendar updates/changes through the SchoolReach Notification System.

## **CONDUCT**

The stated philosophy of Archbishop Neale School emphasizes respect for the human dignity and uniqueness of every individual. In accordance with this philosophy, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development, self-discipline, and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. The Principal or Vice Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, electronic devices, or anything that will detract from the learning environment are not allowed at school at any time.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students will be returned to the parent/guardian ONLY from the main office. In the case of students who ride the bus, this may require a special trip to the school.

## **CONFERENCES**

Parent-Teacher conferences are scheduled after the first report card.. When necessary, a conference may be requested at other times by either the parent or the teacher. The Principal and Vice Principal are also available for conferences when the need arises.

## **COUNSELOR**

A certified counselor serves the needs of students and parents through class and individual consultation.

## **CURRICULUM**

The educational program at Archbishop Neale School provides for the individual growth of the student in all phases of development. Basic instruction is offered in the areas of academic and religious knowledge, with special emphasis on Christian values, peace and justice issues, and the uniqueness of each person. Our strong academic program is designed to provide for various student needs and abilities. Advanced courses are offered in Math and Foreign Language to students who qualify. The STEM , STEAM, CODE Programs are an extension of our math and science curriculum as they support areas of science, technology, engineering and math. Students who are experiencing difficulty receive help in a small group setting. The curriculum is standards-based under the guidelines of the Archdiocese of Washington.

## **DEFICIENCY NOTICES**

Deficiency notices and/or Academic Progress Reports are issued midway through each quarter to students in Grades 4-8 if their academic performance indicates a grade of D or F, or if any student does not appear to be working to potential. Notices may also be given closer to the end of the marking period if the

overall grade has dropped since the time deficiency notices were originally sent. Parents are urged to contact teachers in writing, by email, or by phoning the school at any time during the marking period if there are any concerns.

## **DISCIPLINE**

Discipline procedures at Archbishop Neale School receive strong emphasis. The main areas of focus include Christian Attitude, Behavior, Safety, Respect, and Responsibility. Of specific concern is abusive or offensive verbal or written language and violence of any kind. Together with parental support and cooperation we strive to foster a positive approach. Our policy for suspension and expulsion is in accordance with Archdiocesan policy. The administration of Archbishop Neale School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to cyber-bullying.

### **Detention**

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal. *Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc. Detentions are to be served the date assigned.*

### **Suspension**

Students who are given an in-school suspension will be required to report to the Principal or Vice Principal upon arrival to receive assignments and instructions about where the suspension will be served. Students must complete all

classwork and tests assigned to the class. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension.

Students whose behavior on the school bus violates the rules of conduct established by Charles County Public Schools Transportation division may be suspended from riding the bus. Written notification will be provided to the parents who will need to arrange alternate transportation. Students suspended from the bus are expected to attend school unless parents are otherwise notified by the Principal.

### **Expulsion**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Archbishop Neale School. Students who have been expelled will not be allowed to return to the school grounds without prior permission from the Principal.

## **DRUGS AND ALCOHOL**

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

## **EMERGENCY CLOSING**

When it becomes necessary for school to be dismissed early or begin late due to inclement weather, Archbishop Neale School will follow the policy for Charles County Public Schools. Please refer to the radio and TV stations for such an announcement. When possible, Archbishop Neale School will issue a message via SchoolMessenger® to inform parents of

schedule changes. Parents may also register to receive notifications through the Charles County Citizens Notification Service (CNS). There is a link at [www.ccboe.com](http://www.ccboe.com). Do not call the school for this information.

## **EMERGENCY DRILLS**

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds; Maintain silence until the drill is complete
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's;
5. Respond "Here" or "Present" to the teacher taking attendance;
6. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds; Maintain silence until the drill is complete;
2. Walk briskly to the assigned place in single file;
3. Kneel, face wall, and put hands over head;
4. Respond "Here" or "Present" to the teacher taking attendance;
5. Return to classroom when signal is given.

## **EMERGENCY INFORMATION**

Each student must have an emergency form on file. This provides the Administration with information concerning persons to be contacted in case of emergencies. This form also provides current/past health information for the student, need for medications, and any pertinent family circumstances that

may arise. Any medication that is to be dispensed to your child during the school day must have a signed physician's order and parent authorization for each medication. (See Medication Administration).

## **FACULTY**

The Archbishop Neale School faculty is comprised of highly qualified and dedicated teachers and staff who are committed to the ministry of Catholic education. All teachers have a Professional Development Plan wherein they complete extended course work and attend workshops that are an integral part of meeting their requirements as teachers in a Catholic school in the Archdiocese of Washington.

## **FIELD TRIPS**

Field trips are considered a privilege and an educational experience, not a right. The school reserves the right to exclude from these events a student whose conduct does not reflect acceptable behavior.

- If a field trip is planned for a class, parents are required to sign the **official** permission slip in order for students to participate. **Notes:** Verbal permission cannot be accepted..
- The school will exercise care in planning and following safety procedures for trips.
- All field trip chaperones must be in compliance with the Child Protection Policy of the Archdiocese of Washington.
- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- Parents may refuse to permit their child's participation in a field trip by stating so on the permission slip. Students who

do not attend a field trip will remain at home with the parent and will be marked absent for the day.

- All monies collected for the field trip are non-refundable.
- Cell phones and other electronic devices are not allowed on field trips unless otherwise directed by the teacher and/or administration.
- Parents who chaperone a field trip may not bring pre-school or school age siblings on the field trip.
- All volunteer chaperones must be 21 years of age or older.

### **GIFT CERTIFICATE PROGRAM**

Parents are expected to participate in the gift certificate program by purchasing \$2,000 in gift cards between May 1 and April 30 each school year. Failure to do so will result in a \$100 fee at the end of the school year. Parents who purchase \$4,000 in certificates will earn half of their PPP requirement. Parents who purchase \$8,000 in certificates will earn their full PPP requirement. These obligations must be met in full; no partial credit will be given.

### **GROUPING**

Students are grouped according to ability in some subject areas in order that continuous progress may coincide with skill development.

### **GUM**

Students should not chew gum at any time that they are at school or on a school-sponsored field trip or retreat. This includes before school, during school, and after school.

### **HOMEWORK**

Most teachers require homework daily. Specific guidelines are explained at the beginning of each year. A place conducive to

study, with minimal distractions, should be chosen and homework should be done at a designated time. Home assignments may include written work, reading, study or long-term projects.

### **HOME AND SCHOOL ASSOCIATION (HSA)**

All parents are considered members of the HSA. The purpose is to serve as a vehicle for parent participation in the Archbishop Neale School community; provide programs designed to meet parental interests and needs; and financially aid Archbishop Neale School through fund raising activities. Meetings are held at designated times during the year, and include relevant topics related to Archbishop Neale School or the thrust of Catholic education in general. Attendance at meetings is encouraged.

### **INSTRUCTIONAL ORGANIZATION**

Departments are organized as follows: Primary (Grades PK3-2); Intermediate (Grades 3-5); Junior High (Grades 6-8). Grades 6-8 are departmentalized.

### **LITURGIES**

Liturgies, which are scheduled throughout the year, are held at the school. Class liturgies are celebrated in the school chapel. Students are involved in preparation and participation in order to appreciate more fully the central form of worship in the Catholic Church.

### **LOCKERS**

Each student in grades 1-8 is assigned a locker in which to store clothing, lunchboxes, backpacks, and textbooks. In order to maintain a quiet atmosphere for class, students are allowed

to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time.

### **LOST BOOKS**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

### **LUNCH**

A hot lunch program is available or students may bring a lunch from home. White or chocolate milk are purchased through the milk program for an additional fee or students may bring their own drink. Canned or bottled sodas are not permitted. Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times. Students in Primary Grades may bring an extra snack for the morning recess period. Order forms for hot lunch are sent home bi-weekly.

### **MEDICATION ADMINISTRATION**

A Physician's Order and Authorization Form is required for any medication or treatment in the health room. If your child will be taking any medication, including non-prescription medication (e.g. Tylenol, Advil, etc.), the medication is to be sent to the health room marked with your child's name and grade and accompanied by a Physician's Order. The medication must be in its original container. Any prescription medication must have the original label on the medication indicating it was prescribed for the student. The medication will only be dispensed to your child during school hours if the physician has signed the order, and you have completed the "Parent/Guardian Authorization" section on the Physician

Order Form and you have provided the school with this form and the indicated medication. This form can be obtained at any time in the school office.

### **NATIONAL JUNIOR HONOR SOCIETY**

Membership in the Archbishop Neale School Chapter of the National Junior Honor Society is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of Scholarship, Service, Leadership, Citizenship and Character.

Eligibility:

- a. Candidates must be second semester sixth graders or in grades 7-8.
- b. Candidates must have been in attendance for a period of one semester at Archbishop Neale School.
- c. Candidates shall have a minimum cumulative grade point average of 3.5 (out of 4.0) and have no detentions or suspensions.
- d. Upon meeting the grade level, behavior, and GPA standard requirements, candidates shall then be considered based on their service, leadership, citizenship, and character.

### **NOTICE OF NON-DISCRIMINATORY POLICY**

The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington: [www.adwcatholicschools.org](http://www.adwcatholicschools.org).

### **OUT-OF-UNIFORM GUIDELINES**

- Girls may wear dresses or skirts that are no more than 2 inches above the knee, blouses, khaki or dress slacks, crop/capri pants, or dress jeans. Low rise or jeans with rips or tears may not be worn.

- Leggings or jeggings must be covered by tops no more than 2 inches above the knee.
- If any student wishes to wear shorts, the ANS uniform shorts must be worn.
- Low cut dresses or shirts, tight fitting clothing or baggy pants or pants with rips or tears may not be worn.
- Halters, tank/spaghetti strap tops, tube tops, midriff tops, or pajama bottoms may not be worn.
- Hats, bandannas, and head scarves may not be worn.
- Shoulders must be covered and undergarments are not to be exposed.
- Articles of clothing with written sayings explicit or suggestive writing/pictures or any accessories that contradict the values of a Catholic school may not be worn. Wording on clothing is limited to logo/sports teams only.
- Flip-flops/shower-type shoes, bedroom slippers, backless shoes or any shoe of this type/style may not be worn.

The administration reserves the right to judge the appropriateness of attire. Parents will be called to provide appropriate clothing or students will be given a spare uniform to change into should they wear clothing deemed inappropriate.

### **PARENT PARTICIPATION PROGRAM (PPP)**

All parents are asked to volunteer service to Archbishop Neale School during the year. A variety of opportunities are outlined in the booklet which is published annually and coordinated by the HSA. The school depends on the invaluable service this program offers. Failure to participate at the expected level will result in a \$400 fee at the end of the school year (\$200 for single-parent families).

### **PARENTS AS PARTNERS**

As partners in the educational process at Archbishop Neale School, we ask parents:

- To set rules, times, and limits so that your child:
  - Gets to bed early on school nights
  - Arrives at school on time and is picked up on time at the end of the day
  - Is dressed according to the school dress code
  - Completes assignments on time, and
  - Has hot lunch or a nutritional bag lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To teach the Catholic faith by word and example including attending Mass if the family is Catholic;
- To support and cooperate with the discipline policy of the school;

- To treat teachers with respect and courtesy in discussing student problems or concerns.

### **PARENT/GUARDIAN COOPERATION**

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of Archbishop Neale School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that Archbishop Neale School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of Archbishop Neale School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and Archbishop Neale School.

### **PHONE MESSAGES**

Phone calls to the office for the purpose of delivering messages to students are limited to emergencies. Students are not allowed to use the school phone unless absolutely necessary. We cannot guarantee that last minute non-emergency communications will be delivered. The use of time-sensitive fax or email messages for students is discouraged, especially without a follow-up phone call alerting us of the message.

### **PICTURES**

Individual pictures of students are taken in the fall and class pictures are taken in the spring. Notice will be given prior to the date with specific details.

### **PRE-KINDERGARTEN**

Archbishop Neale School provides a full-day session of Pre-Kindergarten which provides an opportunity for children to learn through a wide range of experiences as individuals and as part of a group. Each child is invited to come, to participate, to discover, and to learn.

### **PROMOTION AND RETENTION**

A student will be promoted or retained on the recommendation of the teachers and the Principal pursuant to their evaluation of the student's cognitive ability, performance and maturity. Teachers will inform parents of the possibility of retention as soon as it is indicated. In our concern for the development of the whole child, we will make every effort to educate the child at the level most appropriate. In that case the policy and practice of promotion and retention will be seriously evaluated and consistently maintained. Social promotions are not consistent with our philosophy or educational practices. Eighth grade students who do not meet qualifications for graduation will be presented with a Certificate of Attendance at the graduation ceremony. Students will not be permitted to repeat eighth grade at ANS. It will be at the discretion of the Administration as to whether or not a student will be allowed to repeat a grade at ANS the following year.

### **REGISTRATION PROCEDURES**

Those who request admission to Archbishop Neale School must complete the necessary application using the TADS online system. There is a link under the "Admissions" tab on the school website. Baptismal Certificates for Catholics, Birth Certificates for Non-Catholics and Immunization Records must be presented. Test scores and report cards must be reviewed for



## **SCHOOL BOARD**

As a consolidated school, Archbishop Neale School has a School Board, comprised of priests and representatives from the various parishes, as well as an Out-of-Consolidation and a Non-Catholic member. The parish representatives are appointed by the Pastors. The Out-of-Consolidation and Non-Catholic members are chosen by the Administrative Team. The Principal and a faculty representative are also members. The Board assists in various dimensions of the school's operation and formulates general policy when appropriate and/or necessary. Committees actively provide feedback or input to enhance the work of the Board.

## **SCHOOL HOURS**

Full Day:	7:35 a.m. - 2:00 p.m.
Early Dismissal:	12:00 Noon
Aftercare:	2:00 - 5:00/6:00 p.m.

Students are not permitted to return to the instructional areas of the building after dismissal unless accompanied by a teacher or staff person. Students who choose to return to the instructional areas of the building without a teacher or staff person face disciplinary consequences. Parents may be admitted to the building to accompany their child to a classroom or locker via the main office after school hours.

## **STUDENT RECORDS**

Archbishop Neale School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail or delivered by school personnel. No records will be given to parents to transport to the new school. Parents requesting records/

transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents. No records will be sent to transferring schools of students whose financial commitment is in arrears.

## **SUPPLIES**

Students in Grades PreK-3 are provided with necessary supplies appropriate for the grade and parents receive a bill. All students must provide their own art supplies.

## **TARDINESS**

The school doors are opened for students at 7:00 a.m. Students arriving at that time will go to the Cafeteria until they are escorted by their teachers to their classrooms at 7:25 a.m. Students arriving in their homeroom after the first bell (7:35 a.m.) will be considered tardy. The adult who brings them to school must sign them in at the Office before they report to class. Continual tardiness is a concern and will be questioned.

## **TECHNOLOGY AND INTERNET USAGE**

Student Responsibilities When using any Technology Equipment, All Students:

- Shall use all Technology Equipment, including but not limited to computers, networking systems, Internet, mobile devices, tablets, hosted or cloud-based environments, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras (“Technology Equipment”) with

care and respect, whether at school, at home, or elsewhere.

- Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. This includes, but is not limited to, creating, publishing, displaying or in any way disseminating any information or files that are abusive, obscene, sexually oriented, threatening, harassing, or damaging to another's reputation.
- Shall not violate any local, state or federal laws.
- Shall not engage in cyber-bullying behavior.
- Shall not use the device to capture photos, video, audio or other media involving other students, faculty or staff without explicit permission from the subjects of the media.
- Shall never use the technology in bathrooms or locker rooms.
- Shall not impersonate others or hack or otherwise seek unauthorized access to any restricted information or account.
- Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware.
- Shall not engage in any behavior otherwise prohibited by school disciplinary standards.

Schools may supply students with Technology Equipment owned or leased by the school for instructional use. Schools may also permit students to use their own Technology Equipment during class as directed by their teachers as part of a "BYOD" (Bring Your Own Device) initiative. When using

Technology Equipment supplied by the School, or Technology Equipment permitted under a BYOD initiative, all students:

- Shall not reconfigure any school hardware, software, or network settings.
- When on school grounds, shall access only school-supplied wifi or other networks provided by the school. Under no circumstances may students use Technology Equipment to access the Internet through 3G or 4G connections or any other means not specifically provided by the school.
- Shall not attempt to bypass or otherwise evade any content filters or security measures in place on the Technology Equipment.
- Shall not intentionally receive or send any viruses, worms, Trojan Horses, or any other kind of malware.
- Shall not install, download, upload, or otherwise transfer any software, files, or other data onto Technology Equipment supplied by the school without first obtaining the teacher's permission.
- Shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; and shall not plagiarize works found on the Internet or elsewhere.
- Shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.
- Shall not take photographs or record audio or video unless as directed by the teacher for instructional purposes.
- Shall be solely responsible for the physical security and care of their Technology Equipment. The school does

not assume responsibility for damages, lost or stolen devices.

- Shall ensure that their Technology Equipment is fully charged at the beginning of the school day.
- Shall promptly comply with a teacher's request to shut down, close, put away, or hand over any Technology Equipment.
- Shall not play any games on Technology Equipment except as directed by the student's teacher for instructional use.
- Shall not give out, post, or otherwise distribute personal information such as social security numbers, birthdays, credit card or bank account information, photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.

All students understand and acknowledge:

- Student use of cell phones, tablets, laptops, and any other portable electronic devices during school hours is strictly prohibited, except in the case of a medical emergency or as otherwise directed by the student's teacher for instructional use.
- Schools may require that Technology Equipment used in a BYOD program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content of the Technology Equipment.
- Use of equipment is a privilege, not a right. As such, any violation of this policy may result in permanent revocation of their technology

privileges and other disciplinary action may be taken in the sole discretion of the principal.

- Use of all Technology Equipment may be monitored. There is no expectation of privacy for any information stored on any Technology Equipment used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such Technology Equipment. The school reserves the right to access a student's computer files or any other Technology Equipment when required for the maintenance of the school's Technology Equipment, in emergencies, in the course of investigation of possible wrongdoing or a disciplinary infraction or at the discretion of the principal. If a student refuses to grant the school full access to his or her Technology Equipment for such a purpose – for instance, by withholding a password – the school may treat that refusal as an admission of wrongdoing.

Parent/Guardian Acknowledgement

- Parent/guardian shall be responsible for reading and reviewing the terms listed above with their child.
- Parent/guardian shall be responsible for any damages, claims and expenses resulting from their child's use of the school's Technology Equipment.
- Parent/guardian shall be responsible for any damages, claims (including theft) and expenses of all personally owned Technology Equipment used in any BYOD program.
- Parent/guardian acknowledges that any failure to honor the terms of this agreement may result in disciplinary

action determined at the discretion of the Principal, any or all of the student's technology privileges being revoked, and/or the reporting of such infraction to appropriate authorities.

- Parent/guardian acknowledges that violation of any provision of this policy may result in confiscation of the equipment until retrieved by such parent/guardian.

Parent/Guardian acknowledges that they have read and reviewed the terms of acceptable technology use with the student listed below, and both parent and student understand and agree to abide by those terms.

### **TESTING**

Scantron tests are administered to students in Grades 2-8 three times a year. Parents are given a report of the student's test results as soon as they are available. Our curriculum provides for ongoing testing as a means of evaluation. Subject area tests are given periodically upon completion of unit or level material. The students in grades three to eight take the Faith Knowledge Assessment annually. Archbishop Neale School students consistently perform above the national average on standardized tests. Students registering for a Catholic High School are administered the High School Placement Test in conjunction with the Archdiocese of Washington.

### **TEXTBOOKS**

Current textbooks and workbooks that are aligned with the Standards of the Archdiocese of Washington are provided. Each student is responsible for the good condition of his/her books. Damaged or lost books will require payment to the school. Book bags and pencil cases are required for all students. Book bags/backpacks with wheels are not permitted. They do not fit in the lockers. Hard cover textbooks must be

covered at all times. Cooperation with these procedures is required.

### **THREATS**

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, Archbishop Neale School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.

### **TRANSFER/WITHDRAWAL**

Families withdrawing students from the school should notify the Principal as soon as possible. Records will be forwarded to the new school upon request. A \$10 per child fee is charged for the transfer of records with the exception of graduates. Parents must sign a release form in order to have these records forwarded. No records will be sent to transferring schools of students whose financial commitment is in arrears.

### **TRANSPORTATION**

#### **Parking**

**Parking is not permitted in front of the school before 7:40 a.m. or after 1:40 p.m., as this area is reserved for loading and unloading of school buses. Parking is available in marked spaces on the school grounds for those visiting the school at any time during the day.**

**Early Pick Up**

**Because it is so disruptive to the learning environment and other school operations, we ask that you please try to avoid picking your child up early from school as classes are still in session until 1:45 PM. If this cannot be avoided, a note must be sent to the homeroom teacher with the expected time of pick up. Students without a note will be dismissed at regular time and parents must pick them up at carpool.**

**School Bus**

Those students who reside within the designated geographic boundaries for Archbishop Neale School receive bus transportation provided by Charles County. Students must ride the appointed bus and may not deviate from this practice without a written notice from the parent, signed by the Principal or Vice Principal. Such permission can only be granted on a limited basis as space warrants.

Students can only be transported to and from their residence. If a student will be riding the bus to or from a sitter's house, it is mandatory that parents request this permission from the Director of Transportation Services, Charles County Board of Education, La Plata, Maryland 20646. Unless permission has been granted in writing by the Board of Education, we will not be able to allow students to ride the bus to a sitter's house. Students must ride the same bus in the afternoon that they ride in the morning. They may not ride on two separate county buses.

**Carpool**

**For morning drop-off, cars must pull to the rear of the school. Students may not be dropped off at the front entrance of the school before 7:40 as this area is designated for buses only from 7:00-7:40 a.m., as mandated by the Charles County Board of Education Transportation Department. Buses are not to be blocked at any time. Parents arriving after the 7:35 bell are required to park and escort their child(ren) into the building and sign them in at the main office.**

**In the afternoon, students who travel by car will be dismissed from the back playground. Drivers are to park their cars in the rear of the school following the direction of the carpool supervisory staff and proceed to the area where the students are assembled to meet their parents. Parents are to walk their child(ren) to their car when the staff has indicated that it is safe to do so. Cars will be released from the playground area after all drivers and passengers are in their cars. Parents arriving after the completion of afternoon carpool are to pick up their child(ren) in the main lobby. Carpool students not picked up by 2:25 p.m. will be sent to Aftercare for pick up and charged the appropriate fee.**

**Inclement Weather Dismissal**

If there is inclement weather at dismissal time or if the grounds are unsafe for walking due to snow or ice, students will be dismissed to the gym. Parents will follow the usual procedures for parking on the back playground and will enter the gym through the designated entrance door to meet their child(ren). They will exit through the designated exit door and escort their child(ren) to the car. Cars will be released from the playground area after all drivers and

passengers are in their cars. Parents arriving after the completion of afternoon carpool are to pick up their child(ren) in the main lobby.

### **TUITION AND FEES**

A non-refundable Registration Fee is payable to Archbishop Neale School at the time of registration. Tuition payments are collected by FACTS Tuition Service. Tuition cannot be paid at the school.

### **UNIFORMS**

Students must be in compliance with the designated uniform guidelines. Refer to the Uniform Guidelines supplement for specific uniform details regarding the regular school and gym uniforms. Uniform guidelines must be followed at all times. Disciplinary measures will be taken when a student does not wear the proper uniform. Parent notes requesting deviation from these rules will not be accepted except in emergency situations. Pre-Kindergarten and Kindergarten students are not required to wear uniforms.

### **VISITORS**

Anyone coming into the school must report to the Office. Parents and visitors may not go to the classrooms while school is in session. For the safety of the students you must receive permission from the Office to enter areas beyond the school lobby. Visitors are asked to wear badges while they are in school

### **VOLUNTEERS**

All volunteers must use the Volunteer sign in sheets. All volunteers are expected to dress appropriately. Clothing should be modest and neat. Volunteers are asked to wear

badges while they are in school. Siblings are not allowed to accompany parent volunteers for meetings, lunch or recess duty, assisting with classroom or library activities, or decorating hallways or bulletin boards.

### **WAITING LIST POLICY**

1. Catholics within the consolidation with children presently enrolled.
2. Catholics within the consolidation.
3. Catholics out of the consolidation with children presently enrolled.
4. Non-Catholics with children presently enrolled.
5. Catholics out of the consolidation not presently enrolled.
6. Non-Catholics not presently enrolled.

### **\*\*Right to Amend**

**Archbishop Neale School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via Home/School Folder or through e-mail communication.**