



Archbishop Neale School

104 Port Tobacco Road, La Plata, MD 20646

Phone 301-934-9595 - Fax 301-934-8610

www.archbishopnealeschool.org

Follow us:



facebook

YouTube



Instagram

Parent/Student Handbook 2025 - 2026

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



Office: 301-934-9595
Fax: 301-934-8610
www.ArchbishopNealeSchool.org

Dear Parents and Students,

We'd like to welcome back all of our returning families and those families joining us this year. 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. 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 2025-2026 school year.

The faculty and staff of ANS 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. Scott Woods
School Administrator

Mrs. Teresa A. Skinner
Principal

PARISHES IN THE CONSOLIDATION	3
ACCEPTABLE USE OF TECHNOLOGY	4
ACCREDITATION.....	6
ADMISSION & ENROLLMENT	6
AFTERCARE PROGRAM.....	6
ARCHDIOCESAN SCHOOL COUNSELING SERVICES	7
ARRIVAL & DISMISSAL PROCEDURES	7
ATHLETIC PROGRAM/ELIGIBILITY	8
ATTENDANCE POLICY	8
CALENDAR	9
CARE OF SCHOOL PROPERTY	10
CELL PHONES/SMART DEVICES	10
CHEATING	10
CHILD PROTECTION POLICY	10
COMMUNICATION BETWEEN HOME/SCHOOL	11
CONDUCT	11
CONFERENCES	11
COUNSELOR/STUDENT SUPPORT ADVISOR	11
CURRICULUM	12
CUSTODY AGREEMENTS	12
DISCIPLINE	12
DRUGS, ALCOHOL, TOBACCO OR WEAPONS	13
EMERGENCY CLOSING.....	13
EMERGENCY DRILLS	13
EMERGENCY CONTACT & INFORMATION	14
FIELD TRIPS.....	14
GUM	15
HEALTH ROOM & MEDICATION ADMINISTRATION	15
HOMEWORK.....	15
HOME AND SCHOOL ASSOCIATION (HSA)	15
INSTRUCTIONAL ORGANIZATION.....	15
INTERIM NOTICES	16

LITURGIES	16
LOCKERS.....	16
LOST OR DAMAGED BOOKS	16
LUNCH.....	16
MISSION	16
NATIONAL JUNIOR HONOR SOCIETY	16
PARENT/GUARDIAN COOPERATION.....	17
PARENT AS PARTNERS.....	17
PARENT PARTICIPATION PROGRAM (PPP)/ VOLUNTEER HOURS	18
PHONE MESSAGES.....	18
PICTURES.....	18
PRE-KINDERGARTEN	18
PROMOTION AND RETENTION	18
REGISTRATION PROCEDURES	19
RELIGIOUS FORMATION	19
REPORT CARDS	19
SAFETY.....	20
SAFE ENVIRONMENT FOR STUDENTS.....	20
SCHOOL FUNDRAISING.....	21
SCHOOL HOURS	21
STUDENT/PARENT HANDBOOK	21
STUDENT RECORDS	22
SUPPLIES.....	22
TESTING	22
TEXTBOOKS	22
TRANSFER/WITHDRAWAL.....	22
TRANSPORTATION PERMISSION	22
TUITION AND FEES.....	23
VISITORS.....	23
WAIT LIST POLICY	23
UNIFORM GUIDELINES.....	23
OUT- OF- UNIFORM GUIDELINES.....	26
RIGHT TO AMEND.....	26

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
7640 Port Tobacco Road (mailing)
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
Port Tobacco, Maryland 20677

St. Joseph, Pomfret
Phone: 301-539-3903
<http://stjoepomfret.weconnect.com/>
4590 St. Joseph Way
Pomfret, Maryland 20675

St. Mary, Newport
Phone: 301-997-3611
<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.starofthesea indianhead.org/>
30 Mattingly Avenue
Indian Head, Maryland 2064

ACCEPTABLE USE OF TECHNOLOGY

Archdiocesan parents, educators, and administrators work together every day to ensure the safety and security of all God's children. With our schools' ever-growing and abundant technology resources, it is more important than ever that we communicate clear expectations of our students. The following guidelines were developed from Archdiocesan curriculum and have been adapted, with permission, from the International Society for Technology in Education. For more information regarding each school's individual rules, please refer to your school policy. Thank you for your consideration and cooperation.

Our schools provide students with an opportunity to access computers and computer networks, including the Internet. Our goal in providing this service is to promote educational excellence in our schools. Access to this technology is a privilege, not a right. All students are expected to abide by the following technology rules and to sign the user agreement.

Students

1. Students will cultivate and manage their digital identity and reputation and demonstrate awareness of the permanence of their actions in the digital world. T.PK8.DC.All Students:

- a. Shall always represent themselves in a manner that respects the values of the Catholic Church when using electronic devices, network and the Internet and demonstrate an understanding that digital content is everlasting, even when deleted or within privacy settings;
- b. Shall only use accounts assigned to them or authorized by the school, supporting others' positive

digital identity by not accessing the accounts of others or falsely representing themselves as others;

- c. Shall keep all accounts and password information private and secure.

2. Students will engage in positive, safe, legal and ethical behavior when using technology equipment, including social interactions online or when using network devices. Students will demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property.

T.PK8.DC.2, T.PK8.DC.3. All Students:

- a. Shall always demonstrate kind and respectful behavior towards others when using electronic devices, network and Internet; following school policy agreements and anti-cyberbullying laws at the local, state and federal levels;
- b. Shall immediately report any known cyberbullying behavior to a teacher or supervising staff member;
- c. Shall protect the rights and privacy of others, by never photographing or filming an individual without consent, and never posting and/or distributing videos or photographs without consent of the school and the persons depicted;
- d. Shall behave in a safe manner when using technology by protecting and not sharing personal information and personal images in the public domain. While on school property, students will only use technology to communicate with individuals within the school community or organizations/experts approved by teachers. While on school grounds students shall only use communication platforms approved by the school and all communication shall be only for educational purposes;

- e. Shall abide by all copyright and intellectual property laws, avoiding plagiarism by using proper citations or permissions. Students shall only use work produced that is their own, not taking credit for the work of others;
- f. Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of technology equipment of which the student becomes aware.

3. Students will manage their personal data to maintain digital privacy and security and are aware of data- collection technology used to track their navigation online. T.PK8.DC.4.

All Students: a. Shall protect and manage personal data in a safe manner by never posting, or otherwise distributing personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school; b. Shall respect networking protections and security within the school infrastructures by working within the designated login and security parameters and never reconfiguring or hacking any school hardware, software, or network settings; c. Shall use school issued email accounts for authorized educational purposes only; d. Shall respect the right of the school to monitor student use of technology.

4. Students will treat all technology equipment including issued devices, software and networking systems with care and respect, whether at school, at home, or elsewhere. All Students:

- a. Shall demonstrate proper physical care for technology equipment;
- b. Shall protect the proper functioning of technology equipment by downloading only teacher approved files and not intentionally writing, producing, generating, copying or introducing dangerous codes or programs

designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.;

- c. Shall respect the digital property of others by not accessing or searching files, directories, or folders for which the student does not have authorization, and by not intentionally erasing, renaming, moving, or disabling anyone else's files or programs;

- d. Shall maintain the settings of any issued device by not manipulating any device settings or functionality.

5. Students understand and acknowledge that:

- a. 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.

- b. Schools may require that technology used in a bring your own device 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 on the technology.

- c. Use of all technology may be monitored, and there is no expectation of privacy for , or for any information stored on any technology 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.

- d. The school reserves the right to maintain, access, or retrieve an issued device at any time, at its sole discretion; 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 at the discretion of the principal.

Parent/Guardian

Parent(s)/Guardian(s) shall support both school and ADW-wide policies and procedures as they relate to the use of technology and our Catholic Identity

1. Parent(s)/Guardian(s) will monitor online behavior and social media within the home and notify the school in the event of any incident contrary to the school policy, providing evidence when applicable.
2. Parent(s)/Guardian(s) will monitor their child's use of the Internet when the school networks and accounts are accessed from home or a non-school location
3. Parent(s)/Guardian(s) agree that students' schoolwork should be limited to school authorized accounts only (if provided by the school)
4. Parent(s)/Guardian(s) shall respect the right of the school to monitor student use of technology
5. Parent(s)/Guardian(s) are responsible for all fees as determined by school policy related to loss, damage, or misuse of school technology.
6. Students and families will not record or film any students, teachers, faculty, or families without their permission.

ACCREDITATION

Archbishop Neale School has received Accreditation from the Cognia Global Commission. Archbishop Neale School has met the requirements established by the Cognia Global Commission and is thereby accredited by the North Central Association Commission on Accreditation and School Improvement, the Northwest Accreditation Commission, and

the Southern Association of Colleges and Schools on Accreditation and School Improvement.

ADMISSION & ENROLLMENT

Archdiocesan Admissions & Non-Discrimination Policy:

The Archdiocese's Admissions & Non-Discrimination Policy can be found on the website of the Catholic Schools Office of The Roman Catholic Archdiocese of Washington at <https://adwcatholicschools.org/non-discriminationpolicy/>

Families wishing to send their children to Archbishop Neale School must apply through TADS. Children must be the following ages by September 1:

Pre-K 3: 3 years old

Pre-K 4: 4 years old

Kindergarten: 5 years old

1st Grade: 6 years old

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 PreK3 to 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 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.

ARRIVAL & DISMISSAL PROCEDURES

To keep the students, families, faculty, and staff safe we ask that all families follow the direction of the ANS staff and volunteers helping with arrival and dismissal each day. Walking students to and from parked cars outside of the designated drop-off and pickup area is strictly prohibited. (Students should be dropped off and picked up using the car line and not walked to and from the back of the school.)

Parking

Parking is not permitted in front of the school between the hours of 7:15 a.m.-7:55 a.m. or between 1:20 p.m.-2:00 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 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 p.m. If this cannot be avoided, please use SchoolPass to notify the school's office and homeroom teacher with the expected pick up time.

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. Such permission can only be granted on a limited basis as space warrants. Students can be transported to and from their residence or students may ride a bus to and from a sitter's residence as long as the sitter resides within the designated bus zone for Archbishop Neale School. Students must ride the same bus in the afternoon that they ride in the morning.

Carpool

Morning drop-off: begins at 7:00 a.m. - 7:30 a.m. For morning drop-off, cars must pull to the rear of the school. To help expedite arrival and to keep your child(ren) safe please have him/her exit from the passenger side of the car and allow the ANS staff &/or volunteer help your child exit the car. Do not pass any car in front of you unless directed to do so by an ANS staff member or volunteer. Students may not be dropped off until the doors to the gym and hallway by the cafeteria have been opened. No student should be left unattended. No cars may park at the front entrance of the school from, 7:15 a.m. - 7:55 a.m. as this area is designated for buses only as mandated by the Charles County Board of Education Transportation Department. Buses are not to be blocked at any time. Parents arriving after 7:30 a.m. are required to park and escort their child(ren) into the building and sign them in at the main office.

Afternoon pick-up: students who travel by car will be dismissed from the back lot. Access to this area begins at 1:45 p.m. 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 will need to sign their children out from the main office. Families of students who are consistently picked up after car dismissal will be required to register for aftercare and pay the program rate.

Dismissal from Gym

If there is inclement weather at dismissal time, or if the grounds are unsafe, students will be dismissed from the gym. Parents will follow the usual procedures for parking on the back lot 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 back lot area after all drivers and passengers are in their cars.

ATHLETIC PROGRAM & ELIGIBILITY

Students in appropriate grades of Archbishop Neale School may try out for extracurricular sports throughout the school year. These sports include volleyball, basketball, soccer, softball, and archery. The goal at Archbishop Neale School is to introduce the fundamentals of each of these sports and at the same time keep an academic level of excellence. 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 sport physical dated after June 1.

Our philosophy at ANS encompasses the education of the whole child; we do not diminish the importance of academics. 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 the grade improves consistently above a “D”.
- 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.
- Some ANS athletic programs may have additional requirements and agreements.

ATTENDANCE POLICY

Parents are requested to report all absences on SchoolPass before 8:00 a.m. Please send in an absent note, email or doctor’s note upon your child’s return to school. **Please see health room information on page #15 for more information regarding return to school after an illness.**

Archdiocesan Attendance Policy

The following are valid reasons for excused absences from school (if properly documented upon the student’s return to school):

1. Illness of the student (after three days of illness, the student must provide medical documentation that indicates that he/she is able to return to school).
2. Medical or dental appointments;
3. Death in the student's immediate family;
4. Necessity for a student to attend a judicial proceeding;
5. Lawful suspension or exclusion from school by chief administrative officer;
6. 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
7. 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.

- 3 or more unexcused absences, principal will meet with parents/guardians.
- 10 consecutive days of unexcused absences will be reported to CPS.
- Any student who accumulates 40+ unexcused absences during the school year will not be promoted.

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.

Dismissal during the School Day

Early dismissal is discouraged except in emergency situations. Please use SchoolPass to inform the school of early dismissal. Parents or designated persons must report to the office to sign the student out before leaving, a picture ID will be required. 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.

Tardiness

The school doors are opened for students at 7:00 a.m. Students arriving at that time will go to the gym or cafeteria until they are escorted by their teachers to their classrooms at 7:20 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. Make every effort to schedule appointments for after school or on days off. Excessive tardies impact the student's ability for learning. Please make every effort to bring your child to school on time each day. If there are any health issues interfering with your child's ability to come to school on time, please contact the office.

CALENDAR

The school calendar is published at the beginning of each school year. Archbishop Neale School follows the Charles County Public Schools calendar with a few exceptions to coincide with Archdiocesan activities.

CARE OF SCHOOL PROPERTY

School furniture, technology equipment, textbooks, 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/SMART DEVICES

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 school 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 turned in to his/her homeroom teacher at the start of the day or upon student arrival. The students will pick up their cell phones from their homeroom teacher at dismissal. 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, extra-curricular activities, field trips, and on the school bus. Students in possession of a cell phone, or using a cell phone, without written permission will face disciplinary action and confiscation of the cell phone. A parent/guardian will be asked to pick up any confiscated cell phones/devices from the main office. Students are prohibited from wearing smart devices (Apple Watch, Fitbit, etc.). Smart devices will be confiscated and must be picked up by a parent/guardian from the main office.

CHEATING

Cheating of any type will not be tolerated. This includes plagiarizing or using AI generated content. Students who choose to cheat face a "0" on that assignment or test and disciplinary action, up to and including expulsion, as determined by the school administrator/principal.

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.

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. The Code of Conduct and Contact with Minors must also be completed at the time of registration.

Complete Volunteer Application Form.

Return the completed application and a copy of your driver's license to the Child Protection Compliance Coordinator at the school.

Fingerprinting

All volunteers must obtain a copy of the fingerprint authorization form from the office. Fingerprints may be obtained through the Charles County Sheriff's Office or any ADW authorized fingerprinting agency.

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.

COMMUNICATION BETWEEN HOME AND SCHOOL

A letter is sent home via Parent Alert each week on Tuesday. Parents/Guardians are expected to read this communication. We urge you to pay special attention to notices, requests, deadlines, and any calendar changes etc. Upon request, weekly bulletins and quarterly report cards will be mailed to non-custodial parents. Parents are also notified via email (Parent Alert) of calendar updates/changes through the Rediker 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 Department Head 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.

Bus Conduct

Students riding a bus to and from school, or for any school related activity must adhere to ANS and CCBOE code of conduct. Students will face disciplinary action for bus misconduct.

CONFERENCES

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

COUNSELOR/STUDENT SUPPORT ADVISOR

A counselor/student support advisor serves the needs of students and parents through class and individual instruction and consultation.

CURRICULUM

The curriculum is standards-based under the guidelines of the Roman Catholic Archdiocese of Washington. 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 students who are experiencing difficulty receive help in a small group setting. Advanced courses are offered in Math and Foreign Language to students who qualify. The STEM Program is an extension of our math and science curriculum as it supports areas of science, technology, engineering and math.

CUSTODY AGREEMENTS

Parents/guardians who are (or become) divorced, separated, unmarried, or who have any other special circumstances regarding the custody of their children must provide the school with a court order or decree of custody for the student's file. This information and documentation must be provided and updated upon applying for admission, registering for the next academic year, and whenever a custody arrangement changes. The Transportation Permission Form must also be updated as needed to reflect all current custody arrangements.

Custody and Legal Disputes

The school highly discourages parents/guardians from involving the school in custody disputes. Archbishop Neale School aims to maintain a safe, neutral, nurturing environment for its students and does not take sides in custody disputes. The parent(s)/guardian(s) involved in any legal disputes will be billed

for all legal fees, copying costs, and any other expenses incurred by the school to comply with a subpoena.

DISCIPLINE

The school administrator/principal has sole discretion with regard to a final determination in all disciplinary situations; and, the school administrator/principal may waive any disciplinary rule for just cause.

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. The school administrator, principal, department level chair and/or classroom teachers will investigate all concerns, including, but not limited to, speaking with any students involved, and will determine the appropriate course of action. Behavior consequences and disciplinary actions are confidential. Each grade level department will provide specific information on Disciplinary Policy and Cell Phone use for their grade level. Parents and Students will be required to read, discuss, and acknowledge receipt of information.

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 and the Leadership Team. 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 designated teacher 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 ANS and Charles County Public Schools Transportation division may be suspended from riding the bus indefinitely. 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.

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, ALCOHOL, TOBACCO (including E-Cigarettes/Vape Pens), OR WEAPONS

Students who possess drugs, alcohol, tobacco products, and/or a weapon at school or at any school function face suspension and/or expulsion.

EMERGENCY CLOSING

When it becomes necessary for school to be dismissed early, begin late, or close 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 all emergency closure/delay announcements. **When possible**, Archbishop Neale School will issue a message via Parent Alert 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. Do not call the school for this information.

In the event of a tornado warning, anyone in the building will report to the primary hallway and remain in lock down until an “all clear” is received from Charles County. If this occurs during dismissal, students will not be dismissed until the “all clear” is received. Please note: Families will not be able to enter/exit the building while the school follows the tornado warning procedures.

Aftercare

In the event of inclement weather, aftercare may close at 4:00 p.m. to keep all students and staff safe. Parents will be notified of this closure via a parent alert.

EMERGENCY DRILLS

The State Fire Prevention Code and Archdiocesan insurance policy require a minimum of 10 fire drills per year. Students exit quietly to designated areas. Roll is then taken to assure that the building has been vacated. Tornado and other emergency drills, including lockdown and evacuation, are held periodically throughout the school year.

EMERGENCY CONTACT & INFORMATION

Please make sure to update your child's emergency contact(s), only those individuals designated by the parents/guardians in the Emergency Contact information section included in the student's file for the current school year 2025-2026 will be notified.

Each parent/guardian must provide emergency contact information for at least two (2) people each school year. This information must be on file before the first day of school. 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).

If parents are going out of town, please provide a note to the school office with the name and phone number of the person who will be responsible for your child(ren) in your absence. Please include the dates of parent absence.

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 ADW** 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.

- Students who are participating in the field trip must ride the bus to and from the field trip with their class.
- 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 be supervised in the office or another classroom 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.
- Chaperones must be 21 years of age or older, VIRTUS compliant and approved by ANS prior to attending the fieldtrip.
- 3 Volunteer hours will be earned for chaperoning a field trip.
- Chaperones may not bring other children or adults on the field trip unless approved by the ANS administration prior to the trip.

All field trip chaperones must be in compliance with the Child Protection Policy of the Archdiocese of Washington.

Compliance includes:

- VIRTUS account created on www.virtus.org
- Code of Conduct (completed online)
- Contact With Minors (completed online)
- Volunteer Application
- Policy Booklet Acknowledgement Form
- Protecting God's Children Training Workshop
- Copy of Driver's License

There is no exception. Parents who have not completed all of the above requirements will not be able to chaperone.

GUM

Students are not permitted to 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, aftercare or any extra-curricular activity.

HEALTH ROOM & MEDICATION ADMINISTRATION

ANS has a health room available to students and a certified Medical Technicians who are supervised by a delegating nurse.

Illness

Students should stay home from school when any of these symptoms are noted:

- Fever (100.0 degrees or higher), severe aches/pains, lethargy, enlarged glands, sore throat, conjunctivitis (pink eye), persistent cough, heavy cold, nausea, vomiting or diarrhea.
- Students should be fever free (without the use of medication Tylenol, Motrin, etc.), not vomiting/diarrhea for one full school day before returning to school.

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.

At the end of the school year, all unused medication must be picked up from the school office and signed out by a parent/guardian.

HOMEWORK

Specific homework guidelines are explained by each individual teacher. To help your child be successful a place in your home conducive to study, with minimal distractions, should be chosen and homework should be completed at a designated time. Home assignments may include written work, reading, studying, long-term projects, and/or use of online educational platforms.

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 Catholic education in general. Attendance at meetings is strongly encouraged.

INSTRUCTIONAL ORGANIZATION

Departments are organized as follows: Early Childhood (Grades PK3 – K), Primary (Grades 1-2); Intermediate (Grades 3-5); Junior High (Grades 6-8).

INTERIM NOTICES

Interim 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. 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.

LITURGIES

Liturgies are scheduled throughout the year, and are held in the ANS gym, school chapel and/or at a Catholic church. All students are expected to attend and participate at liturgical celebrations.

LOCKERS

Students in Grades 1-8 are 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 the contents of the lockers at any time.

LOST OR DAMAGED BOOKS

Students who lose a library book, textbook, or workbook must pay the replacement cost of the book, plus shipping.

LUNCH

In order to encourage healthy habits, students should bring a nutritious lunch and drink/water bottle from home or use the hot lunch program. No outside food delivery (Grub Hub, Door Dash etc.) is permitted. Sodas and energy drinks are not permitted. All water bottles that are used throughout the day should contain water only. Students in early childhood and primary grades may bring an extra snack for the morning recess period.

MISSION

The Catholic Schools in the Archdiocese of Washington, rooted in Gospel values and the teaching mission of the Catholic Church, are learning communities of faith and service dedicated to educational equity and excellence for all students. Archbishop Neale School fosters a lifelong commitment to Gospel Values, Academic Excellence, and Service to Others. We believe that Jesus Christ is the reason for this school, the unseen but ever-present teacher in its classes, the inspiration of its students, teachers, administration, and staff.

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 in the second semester of grade 6 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. A faculty council will review all applications and determine the acceptance of candidates for membership.

***National Guidelines of NJHS will be enforced by the administration. Failure to meet standards will result in removal from NJHS.**

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.

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, HSA meetings, and school fundraisers
- To see that the student pays for any loss or damage to school books, technology, or other school property due to carelessness or neglect on the part of the student
- To notify the school when the student has been absent or tardy
- To notify the school office of any changes of address, important phone numbers, or emergency contacts
- 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, newsletters, and school communications which reflect 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 faculty and staff with respect and courtesy at all times, but especially when discussing student problems or concerns
- To positively promote Archbishop Neale School and its community, including on all social media platforms
- To positively engage with parents/school families

Lines of communication

Archdiocesan Catholic schools communities, with regard to all school-related matters, shall communicate within a prescribed sequence, based on levels of responsibility consistent with Canon Law and in accordance with the principle of subsidiarity:

1. Student/parent;
2. Teacher;
3. Chief administrator of the school;
4. Pastor or appointed canonical leader;
5. Catholic Schools Office;
6. Superintendent;
7. Secretary for Education.

PARENT PARTICIPATION PROGRAM (PPP)/VOLUNTEER HOURS

Volunteers are important to the success of Archbishop Neale School. Participation in school events and daily activities is important to foster and create a strong and supportive community where faculty, staff, and parents work together to provide a nurturing environment for all students. We look forward to partnering with you in this endeavor!

Every family is required to accumulate 25 Parent Participation Program hours per year by the May deadline (May 1, 2026). Hours are earned for service either through participation in activities listed in the handbook and on Track it Forward or through special events/activities with prior approval of the school administration. Families who fail to accumulate their hours will be assessed a Parent Participation Program fee of \$300. **Note: Hours completed after May 1 may be carried over for the following school year. If you would like to donate your hours to another family, you must submit a written/email request to the office: office@archbishopnealeschool.org.**

Volunteers should use Track It Forward to sign up for activities. All hours worked must be logged in the Track It Forward System and/or the Volunteer Binder located at the front office. All volunteers must sign in at the office upon arrival and obtain a visitor's badge. All volunteers are expected to dress appropriately and clothing should be modest and neat. Siblings are not allowed to accompany parent volunteers for meetings, lunch or recess duty, assisting with classroom or library activities, field trips, or decorating hallways or bulletin boards.

PHONE MESSAGES

Phone calls to the office for the purpose of delivering messages to students are limited to emergencies only. Students are not allowed to use the school phone unless absolutely necessary.

We cannot guarantee that last minute non-emergency communications will be delivered.

PICTURES

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

PRE-KINDERGARTEN

Archbishop Neale School provides a full-day session of Pre-Kindergarten 3 and Pre-Kindergarten 4. These classes are 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 FACTS 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 will be reviewed. Parish registration, church attendance, and support will be verified by the respective pastors in the Archdiocese of Washington for Catholic families to determine eligibility for the Living Our Catholic Faith Scholarship.

RELIGIOUS FORMATION

As a Catholic school, the teaching of Catholic Doctrine receives special emphasis in our program. All students engage in daily prayer, have opportunities for the Sacrament of Penance, and participate in Liturgy and other religious experiences. Personal, family, local and global concerns and needs are addressed from a Christian perspective. Students are encouraged to respond to one another with love and a sense of justice, since the knowledge of Religion encompasses more than class time and required assignments. The daily living of our Faith includes the practice of all that we believe. Regular church attendance, prayer, attitudes of respect, and proper

moral values must be nurtured in family life. If this is done, then class instruction becomes meaningful for our students. Parents are urged to consider this matter carefully when reflecting on their priority for Catholic education.

REPORT CARDS

Report cards are issued quarterly in Grades 1-8. Pre-K 4 and Kindergarten students receive report cards in January and June. Students in Grades 4 to 8 are eligible for the Principal’s List if they have an average of 4.0. They are eligible for First Honors if they have an average of 3.5 and they are eligible for Second Honors if they have an average of 3.0. In addition students must have “S” or better in minor subjects and no D’s or F’s in any major subject. The Grading System is as follows:

Grades Pre-K4-3		Grades 4-8	
<u>Standards Scale</u>		<u>Academics</u>	<u>Specials</u>
EE – Exceeds		A 93-100	E Excellent
Expectations		B 85-92	G Good
ME – Meets Expectations		C 77-84	S Satisfactory
AE – Approaching		D 70-76	I Improvement
Expectations			Needed
NE – Not Approaching		F Below 70	U Unsatisfactory
Expectations			

SAFETY

The safety procedures and guidelines outlined by the Archdiocese of Washington are implemented at Archbishop Neale School and include the Protecting God's Children Policy, the Emergency Preparedness Guide and (A.L.I.C.E.). As part of our Emergency Crisis Plan, all safety measures are of highest priority to ensure that each child is safe and secure in their learning environment. Regular safety, fire, bus evacuation, and lockdown and evacuation drills are held during the year. All doors into the school remain locked for the safety of the students and staff.

SAFE ENVIRONMENT FOR STUDENTS

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. Students should report such acts to the teacher, principal, assistant principal, or counselor. The parent or guardian of the alleged victim will be notified within 3 business days after the date the act is reported. The parent or guardian of the alleged perpetrator will be notified within 5 business days after the date the act is reported. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner. "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 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.

"Support for victims or bystanders of bullying, harassment, or intimidation may include counseling, resource support, and other support services as appropriate."

"Students involved in repeated harassing/bullying behavior will face disciplinary action up to and including suspension and/or expulsion. Students who commit acts of bullying, harassment, or intimidation will be required to participate in anti-bullying programming of counseling. Students making false accusations of harassment/bullying will face disciplinary action up to and including suspension and/or expulsion."

Student 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.

SCHOOL FUNDRAISING

Archbishop Neale School will have several events throughout the school year that will help us build our community while also generating funds to help offset the cost of educational materials and activities. ANS has two fundraising events that are mandatory for families to participate in..

Gift Certificate Program (Gift Card Sales)

Parents are required 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.

50/50 Raffle

In conjunction with Sacred Heart Church, ANS will be sponsoring a 50/50 raffle. Each family is required to purchase/sell 2 raffle tickets (\$100.each). Any family who purchase/sell 3 or 4 tickets will receive 5 volunteer hours. Those families who purchase/sell 5 or more tickets will receive 10 volunteer hours.

All door-to-door sales of goods by Archdiocesan elementary students are prohibited for reasons of safety.

SCHOOL HOURS

Full Day:	7:35 a.m. - 2:00 p.m.
Early Dismissal:	12:00 p.m.
Aftercare:	2:00 p.m. - 5:59 p.m.
School Office:	7:00 a.m. - 3:00 p.m.

Once school has been dismissed for the day, students are not permitted to return to the instructional areas of the building unless accompanied by a teacher or staff person. Students who choose to return to the instructional areas of the building without permission from an ANS faculty/staff member will face disciplinary actions. Parents may be admitted to the building to accompany their child to a classroom or locker via the main office after school hours.

STUDENT/PARENT HANDBOOK

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.

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 or 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. No records will be sent to transferring schools of students whose financial commitment is outstanding.

SUPPLIES

Supply lists can be found on the school website. Additional supplies may be required throughout the school year. Students are responsible for maintaining and replenishing their supplies.

TESTING

- ADW approved standardized tests are administered to students in Grades 2-8 in Mathematics, Reading, and Language Usage three times per year. Grades 5 and 8 test in Science during the spring.
- Students in Grades 3-8 take the Assessment of Religious Knowledge annually.
- Parents are provided with their student(s) testing results.
- 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.

- Our curriculum provides for ongoing testing as a means of evaluation. Subject area tests are given periodically upon completion of unit or level material.

TEXTBOOKS

Current textbooks and workbooks that are aligned with the Standards of the Roman Catholic Archdiocese of Washington are provided. Each student is responsible for the 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. Hard cover textbooks must be covered at all times.

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 receipt of the signed authorization form.

No records will be sent to transferring schools of students whose financial commitment is outstanding.

TRANSPORTATION PERMISSION

Parents/guardians of every student must complete an Archdiocese of Washington Transportation Form (Form 12), which indicates the method by which the student will be transported to and from school each day. Parents/guardians must provide the name and contact information for each person who is permitted to pick up the student. Any requests for alternative transportation must be made in writing prior to dismissal. Without written permission from a parent/guardian, no student will be allowed to leave the premises with anyone other than those who are allowed to transport the child according to the written record. If parent/guardian are electing to use a third party transportation agency (Lyft, Uber, taxi, VanGo, etc.) the parent must communicate, in writing, that he/she has chosen to use this mode of transportation for his/her

child(ren). When possible, the name of the service, driver, and license plate of the vehicle should be shared with the school.

TUITION AND FEES

Tuition agreements are setup by families through FACTS and tuition payments are set up and paid through FACTS. No family will receive an agreement until their student(s) are officially enrolled for the next school year. **Families more than one month delinquent in tuition payment will be notified and risk having their child(ren) be unable to return to school until all financial obligations are current.**

VISITORS

Visitors should have their picture ID ready to present to office staff. All visitors must sign in using SchoolPass and are required to wear name badges while in the school. In order to maintain school safety all visitors must have permission, from the office, to enter areas beyond the lobby.

WAIT 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.

UNIFORM GUIDELINES

Students must be in compliance with the designated uniform guidelines. These uniform guidelines, including regulations for hair, nails, and jewelry must be followed at all times.

Disciplinary measures will be taken when a student does not wear the proper uniform. Pre-K 3, Pre-K 4 and Kindergarten students are to wear the gym uniform every day. Please refer to the links provided for your student's school uniforms.

<https://flynnohara.com/>

<https://www.landsend.com/>

Pre-K & Kindergarten

Summer: Forest green ANS monogrammed t-shirt.

ANS monogrammed navy gym shorts. Students will wear the summer gym uniform every day.

Winter: Forest green ANS monogrammed t-shirt.

ANS monogrammed navy gym sweatpants. Forest green ANS monogrammed crew sweatshirt Students will wear the winter gym uniform every day.

Gym Uniform – Summer – Pre-K – Gr. 8

Forest green ANS monogrammed t-shirt.

ANS monogrammed navy gym shorts - **no higher than 2 inches above the knee.** Forest green ANS monogrammed crew sweatshirt, optional forest green ANS monogrammed quarter-zip shirt or forest green ANS full-zip monogrammed jacket.

Socks: ALL White crew socks or sport socks, socks may not have logos or designs.

Shoes: ALL WHITE OR ALL BLACK TENNIS SHOES/SNEAKERS. **NO COLORFUL LOGOS OR DECORATIONS.**

Girls Summer – Gr. 1-5

Shirt: Short sleeve green ANS monogrammed polo. Must be tucked in.

Skort: Uniform khaki skort - **no higher than 2 inches above the knee.**

Socks: White crew socks or sport socks. No decorations are permitted.

Shoes: ALL WHITE OR ALL BLACK TENNIS SHOES/SNEAKERS. **NO COLORFUL LOGOS OR DECORATIONS.**

Girls Winter – Gr. 1-5

Shirt: Long or short sleeve green ANS monogrammed polo. Must be tucked in.

Jumper: Plaid jumper (option of two styles) – **no higher than 2 inches above the knee.**

Pants: Uniform chino/khaki pants with belt. No denim, jean style, cargo pants or joggers.

Sweater/Sweatshirt: Navy blue ANS monogrammed V-neck sweater. Navy blue ANS monogrammed cardigan sweater. Navy blue ANS monogrammed crewneck sweatshirt, optional forest green ANS monogrammed quarter-zip shirt or forest green ANS monogrammed full-zip jacket.

Socks: Dark/forest green knee-high socks or green tights must be worn with the skirt. Dark/forest green or tan crew socks that always cover the ankle must be worn with slacks.

Shoes

Leather or leather-like tan, brown, or black oxfords with laces, loafers, or docksiders only. **No slipper-type shoes, ballerina shoes, platform shoes, shoes with a heel, boots, HEYDUDE, Crocs, Sanuks or sandals.**

Girls Summer – Gr. 6-8

Shirt: Short sleeve green ANS monogrammed polo. Must be tucked in.

Skort/Shorts: Uniform Khaki skort with wrap panels or shorts – **no higher than 2 inches above the knee.**

Belt: Tan, brown, or black belt with appropriate buckle

Socks: White crew socks or sport socks. No decorations are permitted.

Shoes: ALL WHITE OR ALL BLACK TENNIS SHOES/SNEAKERS. **NO COLORFUL LOGOS OR DECORATIONS.**

Girls Winter – Gr. 6-8

Shirt: Long or short sleeve green ANS monogrammed polo. Must be tucked in.

Skirt: Regulation Uniform plaid skirt - **no higher than 2 inches above the knee.**

Pants: Uniform chino/khaki pants with belt. No denim, jean style, cargo pants or joggers.

Sweater/Sweatshirt: Navy blue ANS monogrammed V-neck sweater. Navy blue ANS monogrammed cardigan sweater. Navy blue ANS monogrammed crewneck sweatshirt. Forest green ANS monogrammed crew sweatshirt, optional forest green ANS monogrammed quarter-zip shirt or forest green ANS monogrammed full-zip jacket.

Socks: Dark/forest green knee-high socks or green tights must be worn with the skirt. Dark/forest green or tan crew socks that always cover the ankle must be worn with slacks.

Shoes

Leather or leather-like tan, brown, or black oxfords with laces, loafers, or docksiders only. **No slipper-type shoes, ballerina shoes, platform shoes, shoes with a heel, boots, HEYDUDE, Crocs, Sanuks or sandals.**

Boys Summer – Gr. 1-8

Shirt: Short sleeve green ANS monogrammed polo. Must be tucked in.

Belt: Tan, brown, or black belt with appropriate buckle.

Shorts: Uniform khaki/chino style shorts with belt. No denim, jean style, or cargo shorts.

Socks: White crew socks or sport socks.

Shoes: ALL WHITE OR ALL BLACK TENNIS SHOES/SNEAKERS. **NO COLORFUL LOGOS OR DECORATIONS**

Boys Winter – Gr. 1-8

Shirt: Long or short sleeve green ANS monogrammed polo. Must be tucked in.

Belt: Tan, brown, or black belt with appropriate buckle.

Pants: Uniform chino/khaki pants with belt. No denim, jean style, cargo pants or joggers.

Sweater/Sweatshirt: Navy blue ANS monogrammed V-neck sweater or navy blue ANS monogrammed crewneck sweatshirt, forest green ANS monogrammed crew sweatshirt, optional forest green ANS monogrammed quarter-zip shirt or forest green ANS monogrammed full-zip jacket.

Socks: Dark/forest green or tan crew socks that always cover the ankle.

Shoes

Leather or leather-like tan, brown, or black oxfords with laces, loafers, or docksiders only. **No slipper-type shoes, ballerina shoes, platform shoes, shoes with a heel, boots, HEYDUDE, Crocs, Sanuks or sandals.**

Gym Uniform – Winter – Pre-K – Gr. 8

Forest green ANS monogrammed t-shirt.

ANS monogrammed navy gym sweatpants. Forest green ANS monogrammed crew sweatshirt, optional forest green ANS monogrammed quarter-zip shirt or forest green ANS monogrammed full-zip jacket.

Socks: White crew socks or sport socks. No decorations are permitted.

Shoes: ALL WHITE OR ALL BLACK TENNIS SHOES/SNEAKERS. **NO COLORFUL LOGOS OR DECORATIONS.**

Other Regulations for Boys & Girls in all grades

- For boys, hair must be above the collar, not below the eyebrow, or covering the ears. Hair is to be short, neat, and conservatively cut. For girls, no colorful extensions, threading, feathers, wraps, or other hair decorations are permitted. No fad hair styles (ex: including mullets, mohawks, faux hawks, etchings, wet mop, etc.) or dyed or highlighted hair for boys or girls are permitted.
- Only plain white t-shirts or camisoles are permitted to be worn under any uniform shirt. No images, colored trim, or lettering is allowed. The undershirt may not extend beyond the sleeves or hem of any uniform shirt.
- One thin gold or silver chain may be worn within the neckline of the shirt. Necklaces may not be worn on the outside of the shirt. Necklaces may not be worn with the gym uniform.
- One thin bracelet or watch may be worn. Bracelets and watches may not be worn with the gym uniform.

- Boys may not wear earrings. Girls may wear one pair of pierced, small stud type earrings in the ear lobes.
Hoops or dangle-style earrings are never permitted. Earrings may not be worn on gym day.
- Students are prohibited from wearing smart devices (Apple Watch, Fitbit, etc.).
- No make-up, nail polish, or false or acrylic nails are allowed.
- ANS spirit wear may be worn on Fridays only.

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. **No leggings.**
- 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.
- Students may wear shorts that are not ANS uniform shorts. Types of shorts include cargo shorts, athletic shorts, and khaki shorts. Shorts may not have rips. The appropriate length must be no more than 2 inches above the knee.
- Hats, bandanas, 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. There should be no inappropriate writing, logos or images.

- Crocs, flip-flops/shower-type shoes, bedroom slippers, sandals, backless shoes, HEYDUDE, Sanuks, 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.

*****PRINCIPAL'S RIGHT TO AMEND*****

Because every issue cannot be foreseen, the principal/chief administrator reserves the right to amend the contents of this handbook. Parents will be notified in writing of any and all changes.