

WELCOME TO ARCHBISHOP WOOD



New Family Guide

This guide is designed to support the entire Archbishop Wood family—students and caregivers alike. Inside, you'll find key information about school life, academics, student services, faith opportunities, activities, and important procedures.

2026–2027

Welcome to our New Families!

The following information is being supplied to you in an effort to ease your transition to Archbishop Wood. We have attempted to answer a number of questions that have been asked over the years. We hope we have included the most important issues, but if not, please don't hesitate to ask! The school phone number is 215-672-5050.

More than policies, this guide is meant to help you feel informed, prepared, and connected as part of our Viking community.

Opening Days

Opening Days of school are indicated on our website and in communication sent to parents in August.

Academic Affairs

School Day/Cycle Days

Archbishop Wood operates on a six-day cycle (Days 1–6), with each school day designated by a number (e.g., Day 1, Day 2). Advanced Placement Labs for juniors and seniors are scheduled on specific cycle days, which will be indicated on each student's roster. The daily cycle day is announced and posted on the website.

The school day begins at 7:30 a.m. (except in the case of a two-hour delay). On early dismissal days, students are dismissed between 11:00–11:30 a.m.; otherwise, the regular school day ends at 2:15 p.m. All bell schedules are available on the website and in the Student Handbook.

Rosters

All students take Theology and English each year at Archbishop Wood. Students in grades 9–11 also study Social Studies, Math, and Science, and complete at least two years of a World Language (with up to four years available). Elective courses are offered in grades 10–12 based on student needs and ability. Student schedules are determined by academic performance, including report card grades and standardized testing. Rosters will be available at the end of August.

Questions regarding courses and placement should be directed to Mr. Matt Slutz at mslutz@archwood.org. Please note that schedules for incoming and transfer students are finalized in August, and details cannot be discussed until the process is complete. For more information, refer to the Academic Affairs section of the Student Handbook.

Music Program

If your child is interested in joining our Band or Strings program, would like to learn how to play an instrument including piano and you have not already signed him or her up for a class, please contact Sister Joanne Mongelli for more information at jmongelli@archwood.org.

If your child is interested in joining our Choir, please email our Choir Director, Ms. Denise Rose at choir@archwood.org

Technology

Archbishop Wood is proud to offer high-quality technology to support student learning. Proper use and online safety are essential expectations for all students. At the start of the school year, students will receive the Archdiocese of Philadelphia Responsible Use Policy and a media/technology permission form. Families are asked to review these documents together. All students participate in our 1:1 Chromebook program, which provides a device for academic use. Freshmen will receive their Chromebook at the Freshman Picnic in August. Upon completion of the program requirements, the Chromebook becomes the student's property.

Students are expected to follow all technology guidelines, which are supported through GoGuardian monitoring. The school's IT Department manages repairs under a four-year warranty plan. Any technical issues should be reported to techsupport@archwood.org. If a device requires repair, a temporary replacement will be provided, and updates will occur automatically as needed.

Books and Supplies

Textbooks, except Theology textbooks, are supplied through state monies. At the beginning of the year, textbooks are issued to students. Each student signs a Textbook Acknowledgement Form. At the end of the year, the textbook must be returned in good condition. If lost or damaged, the student is responsible to pay for the cost of the book.

The Transition to High School

The Counseling Department plays an important role in supporting students throughout their time at Archbishop Wood. Counselors are available to assist with academic planning, college and career guidance, and personal or social concerns. Students meet with counselors both individually and in small groups throughout the year. All freshmen will meet their counselor during the first quarter, and transfer students will be scheduled within the first few weeks of school. Each student is assigned a counselor who remains with them for all four years. Contact information for your child's counselor will be provided in August. Families are encouraged to reach out with any questions or concerns as students navigate their high school experience.

School Ministry

Mass or a Communion Service is offered each morning at 7:00 a.m., and students are always welcome to attend. Our School Chaplain, Fr. Shane Flanagan, along with Msgr. Bolger, provides regular opportunities for prayer and the Sacraments. Penance Services are offered during Advent and Lent.

Throughout the year, students participate in school-wide Masses and liturgical celebrations, including Advent, Ash Wednesday, Catholic Schools Week, and Marian Liturgy. Each class also attends a yearly retreat. All events are listed on the school calendar.

Learning Differences

If your child has received accommodations in the past or has any type of Educational Plan, this information does not automatically follow your child to high school. If you have any questions or concerns please contact the Academic Support Coordinator, Mrs. Francheska Torres, at francheska.torres@archwood.org

Keeping Informed

PowerSchool is the Student Information System used by all Archdiocesan high schools, allowing parents and students to monitor academic progress at any time. Login information will be provided in August; please set up accounts promptly upon receipt. Questions regarding access can be directed to Mrs. Kaitlyn Mullin at kaitlyn.mullin@archwood.org.

The school uses School Messenger for important phone and email communications, including weather-related closings, delays, and time-sensitive updates. Families will also receive the weekly Viking Views newsletter, which highlights important news and events within the school community.

Schoology

Schoology is the Learning Management System used by all Archdiocesan high schools. Teachers use Schoology to post assignments, assessments, materials, and updates, serving as the central hub for classroom learning.

Instructions for setting up parent accounts will be shared electronically. Questions regarding Schoology can be directed to Mr. Matt Slutz at msslutz@archwood.org or Mrs. Kaitlyn Mullin at kaitlyn.mullin@archwood.org.

Student Services

Any and all Information about the Student Services Office can be found in our Student Handbook

School Uniform

Flynn & O'Hara is the official uniform supplier for Archbishop Wood High School. Please visit their website for store hours and locations.

Ladies: Regulation uniform skirt (no shorter than 2 inches above the knee) or Flynn & O'Hara black dress pants, white oxford cloth blouse with AW embroidered (only the top button of the blouse may be unbuttoned), regulation black school sweater or sweater vest and/or the Archbishop Wood insignia 1/4 zip Cadet Collar Black Fleece, lanyard with school ID card, and regulation black oxford shoes. If the young lady chooses to wear the uniform skirt, she must also wear black tights. If she chooses to wear a t-shirt under her blouse, it must be white.

Optional Summer Uniform: Regulation uniform skirt as described above or Flynn & O'Hara black dress pants, regulation black banded- bottom school polo shirt, lanyard with school ID card, and regulation black oxford shoes. If the young lady chooses to wear the uniform skirt, she must also wear black tights (opaque, not sheer). If she chooses to wear a t-shirt under her polo, it must be black.

Note: Ladies who opt to wear a skirt should wear shorts underneath

School Uniform Continued

Gentlemen: Regulation gray dress pants purchased from Flynn & O'Hara (to be worn at the waist and cut at the top of the shoe), belt, white oxford cloth dress shirt (with buttons all buttoned), tie (properly tied at the top of the collar), regulation black school sweater or sweater vest and/or the Archbishop Wood insignia ¹/₄ zip Cadet Collar Black Fleece, lanyard with school ID card, black dress socks, and regulation black oxford shoes. If the young man chooses to wear a t-shirt under his collared shirt, it must be white.

Optional Summer Uniform: Regulation gray dress pants as described above, belt, regulation black, banded-bottom, school polo shirt, lanyard with school ID card, black dress socks, and regulation black oxford shoes. If the young man chooses to wear a t-shirt under his polo, it must be black.

There is an optional special class sweater for Seniors only.

The regulation school shoe is a black oxford and may be purchased at any retailer that sells Eastland or any comparable shoe. This is a picture of what a regulation shoe should look like:



School Uniform Continued

The summer uniform will be worn from the beginning of school until early November. On cooler days, students can wear their winter uniform. We usually wait until the last warm days are over before we announce winter uniforms. Switching back to the summer uniform in the spring also corresponds with the weather, but the date usually corresponds with the Easter break. While the summer uniform is worn, students are free to wear their school sweater or school 1/4 zip Cadet Collar Black Fleece if they are cold.

What do the kids wear?

The black fleece is very popular and most students wear the official school 1/4 zip Cadet Collar Black Fleece during the winter, either with their sweater or in place of their sweater. If wearing the sweater, most students wear a sweater rather than the vest. Boys can wear any tie; there is not a school tie. ID pictures will be taken on the first day of school and a lanyard supplied when the ID cards are distributed.

Why do I need an ID card? ID cards are required for many reasons.

1. Safety and security so we know who belongs in school.
2. ID cards give you access to the school.
3. ID cards can be used at home games for free admission.
4. There is a fee to replace a lost ID.

Attendance

On each day of an absence, a parent or guardian must notify the school before 7:30 a.m. by calling 215-672-5050 (ext. 255) or emailing attendance@archwood.org. Please include the student's name, student number, homeroom, and reason for the absence.

Only a parent or guardian may report an absence; students may not call themselves out. For additional details, including attendance requirements for participation in after-school activities, please refer to the Attendance section of the Student Handbook.

Physical Education (Gym) Uniform

Physical Education uniforms (shorts and a t-shirt) are available for purchase in the School Store. Students change into their gym uniforms in the locker rooms and should not wear them to school. Sweatshirts and sweatpants are optional and not required.

Classes may be held outdoors in warm weather but remain indoors during colder conditions. Gym uniforms are not required during the first week of classes. Information about store hours will be shared in the Summer Newsletter.

Health/Physical Education is typically taken in 10th grade, though some students may take it at a different time based on academic needs.

Weather Related Cancellation, Dismissal, or Delays

In the event of a weather-related cancellation, a phone call will be made to all families. It is important to ensure that the number the school uses for phone calls is one that can be answered any time during the day.

Weather related early dismissal: No student will be dismissed, including walkers or drivers, until their school district sets a dismissal time. Students riding the private buses will be dismissed when the bus is available to drive them home. Please do not call the school and ask for early dismissals due to weather.

Bussing

Please contact your local school district to determine if your district provides bus transportation. Each school district establishes the bus schedule to ensure that students arrive on time. Students from Northeast Philadelphia please contact Linda Cichonski at lcichonski@archwood.org.

Each day bussing is provided for 7:30 am arrival and for the 2:15 pm departure. SEPTA bus passes are provided to students who ride SEPTA each day. On early dismissal days, transportation depends on the policies of the school district. Information about what dates a district might not bus will be posted online and in Viking Views.

Cafeteria

Lunch is sold every day. There are a variety of items and the menu changes each day. The most popular items are fries, cheese fries, nuggets and chicken wraps. Salads and fruit are also available. Many students bring their lunch each day. There are combo meal deals that are offered and are posted on the menu boards in the cafeteria. Lunch payment information will be sent by ARAMARK during the Summer.

Health Information

We look forward to meeting with your student and partnering with you to ensure a healthy and successful school year. Please feel free to contact the Nurse's Office with any questions or concerns at 215-672-5050 ext. 262.

You should have received communication from the Admissions Department regarding required health information for your child's school health record. Please review the requirements below and submit all applicable forms to the School Nurse by the end of the first week of school.

Required Health Information:

- All students: Student Emergency Card (required annually)
- 9th grade and transfer students only: Health History Form
- 11th grade students: Completed Physical Examination Form
- Immunization records are collected during the admissions/registration process; however, please notify the Nurse's Office of any updates or changes.

Please inform the Nurse's Office of any changes to phone numbers or emergency contacts throughout the school year.

Health Information Continued

In addition, we ask that you keep us informed of any illnesses, injuries, hospitalizations, new diagnoses, updates to vaccinations, or changes in daily medications.

If your son or daughter becomes ill or injured during the school day, he or she must obtain a pass and report to the Nurse's Office. Students are not permitted to contact parents for dismissal due to illness without first being evaluated by the school nurse.

If your child is prescribed medication to be taken during school hours, it must be delivered to the Nurse's Office along with a physician-signed medication authorization form. All medication must be in its original container. An adult must deliver all controlled substances. Students may carry inhalers for asthma management with physician approval.

Action Plans Required:

Any student with severe allergies, migraines, asthma, or seizure disorders must submit an appropriate Action Plan completed by a physician.

Health forms and Action Plan documents are available on the school website under "Parents" and then "Forms."

Student Activities and Athletics

Athletics

Our Athletic Director is Mrs. Sue O'Neill and she can be reached via email at soneill@archwood.org, or at 215-672-5050 ext. 259.

The following are the Fall sports offered at Archbishop Wood.

Fall sports begin August 17th

- Boys & Girls Cross Country
- Field Hockey
- Girls Tennis
- Girls Volleyball
- Boys & Girls Golf
- Boys Soccer
- Girls Soccer
- Cheerleading
- Football

NB: Football starts August 10th for Heat Acclimation. Golf also starts August 10th

Watch for the Summer Newsletter or visit our website for coaches' information and times and locations for tryouts. In the meantime, if you plan on trying out for a Fall sport you must complete the mandatory PIAA paperwork. This paperwork can be found on the school website at archwood.org, under Athletics, then click on Registrations. This site will be active by June 1st.

The Athletic Department of Archbishop Wood High School typically offers a number of Summer camps. For more information, check the school website or contact the Athletic Director: Sue O'Neill, soneill@archwood.org, for more information.

For information regarding Sports Fees, please see our Student Handbook.

Student Activities and Athletics

Activities

Archbishop Wood offers many clubs and activities; we like to think there is something here for everyone!

Our clubs cover a variety of interests. There are service clubs – Community Service Corps and Athletes Helping Athletes; performing arts clubs – theater and band; media clubs – the TV studio and yearbook; science clubs – robotics and HOSA; special interest activities – Students of Color, Engineering, FIAT (Faith in Action Today), Knock on Wood Podcast. A complete list of clubs can be found in the Student Life Section on the school website. There will be many ways for new students to learn about clubs in the fall and to have an opportunity to join those that interest him or her, including an Activities Fair during the opening days of school.

There are also several school-wide activities in which students from all grade levels can get involved. These include Homecoming, Viking Night and Catholic Schools Week events. The Student Council hosts several events throughout the year that encourage students to enjoy time together outside of the classroom.

Additional Information

Viking Views

Viking Views is a weekly update sent out via email during the school year. Important information about the opening of school will be contained in Viking Views. Please be sure the school has your current email address.

FACTS

FACTS is the tuition collection program. All parents should receive information about this program via email. Any questions on tuition should be addressed to Mrs. Maria Kosmin at maria.kosmin@archwood.org

Common Questions

Lockers: All students are issued a locker in Freshman year. They will use the same locker for the entire time they are a student at Archbishop Wood.

Backpacks: Students carry backpacks to and from school and between classes.

Cell phones and Wearable Technology: Beginning in September 2026, cell phones, all wearable technology, and personal devices are not permitted to be used during the school day (7:30am – 2:15pm).

What do I do if I have to wait for a ride home? Students waiting to be picked up after regular dismissal should wait in the Learning Commons (2nd floor South). This area is always supervised.

Common Questions (Continued)

Where do I find all the details about the start of the new school year? The Summer Newsletter contains everything needed for the first months of school. The newsletter is sent out in August.

How can I keep up to date with all the events, activities and any schedule changes? Viking Views is a useful vehicle for keeping informed about the daily happenings around campus. Be sure to read Viking Views each Sunday during the school year. There will be announcements on our web site that the summer Viking Views has been sent out. This announcement will also contain information on what to do if you did not receive Viking Views.

We look forward to working with your child! Please do not hesitate to contact us with any concerns that you may have.



Contact List

QUESTIONS	WHO TO CONTACT	CONTACT INFORMATION
All financial questions	Mr. John Iannarelli, President	John.iannarelli@archwood.org ext. 225
General school questions	Dr. Katherine Nobles, Principal	knobles@archwood.org ext. 270
Roster & report card questions	Mr. Matt Slutz, Assistant Principal for Academic Affairs	msslutz@archwood.org ext. 270
Discipline issues, attendance, lockers, parking	Mr. Don Mangin, Assistant Principal for Student Services	dmangin@archwood.org ext. 256
All activities, fundraising	Mrs. Donna Ellis, Assistant Principal for Student Affairs	dellis@archwood.org ext. 245
Retreats, spiritual direction, liturgies, service	TBD – Campus Minister Fr. Shane Flanagan, School Chaplain	fr.flanagan@archwood.org
Athletics	Mrs. Susan O'Neill, Athletic Director	soneill@archwood.org ext. 259
Learning Support	Mrs. Francheska Torres, Academic Support Coordinator	francheska.torres@archwood.org ext. 235
Tuition Specific Questions	Mrs. Maria Kosmin, Tuition Officer	maria.kosmin@archwood.org ext. 224
Music Lessons	Sr. Joanne Mongelli, Music Director	jmongelli@archwood.org ext. 419
Counseling	Mrs. Alessandra Shaaban, Director of School Counseling (Not regularly available during summer hours)	Alessandra.shaaban@archwood.org, ext. 309
Nurse	Mrs. Sarah Colon, RN Ms. Patty O'Connor, RN (Not regularly available during summer hours)	scolon@archwood.org, patricia.oconnor@archwood.org, ext. 262
Tech Questions	Mr. Patrick Reckner, Technology Director	patrick.reckner@archwood.org