|  |  |
| --- | --- |
| Date Due | **Archdiocese of Washington Local Assurances 2022-2023** |
|  | **Fall Semester Assurances** |
| 9/16/2022 | |  | | --- | | 1. The school verifies that it is approved by the State of Maryland to operate a pre-school, before and/or after school program. **License upload required for Maryland schools.** | |
| 10/03/2022 | |  | | --- | | 1. The school's Parent/Student handbook has been updated and outlines for students and their families all local school policies, regulation and procedures and required ADW policies and verbiage. **Handbook upload required.** | |
| 10/03/2022 | |  | | --- | | 1. The school's Faculty/Staff handbook has been updated and presents to teachers and staff the expected responsibilities and regulations of the local school and are based on Archdiocesan policies. **Handbook upload required.** | |
| 10/03/2022 | |  | | --- | | 1. All faculty/staff have reviewed and signed the required 1)Faculty/Staff handbook verification form, 2) Code of Conduct and 3) Acceptable Use of Technology **and these forms are on file in the school principal's office and are available for review as needed** | |
| 10/03/2022 | 1. Whenever any children in care are present, and/or the school has enrolled children who require the administration of medication one of the following staff are present:   a) an employee who has completed medical administration training approved by MSDE's Office of Child Care **or**  b) a registered nurse or licensed practical nurse, **or**  c) a trained certified medical technician with training approved by the MDSE and certification form the Maryland Board of Nursing working under the supervision of a trained delegating nurse.  **School Health Survey upload required.** |
| 10/03/2022 | 1. All students were immunized prior to admission and have maintained required immunizations for continued enrollment in accordance with local immunization requirements and the guidelines of the Archdiocese of Washington. |
| 10/14/2022 | 1. All teachers, counselors and social workers are in compliance with the certification and degree requirements of archdiocesan policies and transcripts/state certificates are on file in the office. All teachers of religion (at all grade levels) are in compliance with the certification and degree requirements of archdiocesan policies and the catechist certificates/ tracking forms are on file in the office. Download the form. Complete it. Save to your computer and then **upload the completed form.** |
| 10/14/2022 | 1. The school has reviewed and revised its emergency response plan, conducted drills and communicated the plan to all stakeholders within the first 2 weeks of school. Download the form. Complete it. Save to your computer and then **upload the completed form**. |
| 11/04/2022 | 1. The school has provided families and parishioners with the school income/expense report and the current status of school finance report per Policies 4600, 4610 and 4611. **Upload the completed form**. |
| 11/14/2022 | 1. Students completed fall standardized testing according to the Archdiocesan procedures and guidelines for test administration and the results have been analyzed to adjust grade level instructional priorities. The school has followed the archdiocesan-approved procedures and guidelines for reporting fall standardized test results and completed the standardized assessment assurance report in Cognito. |
| 11/18/2022 | |  | | --- | | 1. The school verifies that it is approved to operate (K-8 or 9-12) by the State of Maryland or the District of Columbia. **PEI License upload required for Montgomery County Schools.** | |
| 12/20/2022 | 1. The school is in compliance with the Safe Environment Policy for Students and Staff and have completed the report in Cognito. |
|  | **Spring Semester Assurances** |
| 1/17/2023 | 1. Maryland Schools Only- The school has completed the mandatory state fire drill form and has mailed it to the MSDE offices. **Upload of report required**. |
| 2/28/2023 | 1. The school has distributed a written tuition policy statement to families (2020-21 school year) in compliance with Policies 4330 and 4331. **Upload of 2021-22 tuition policy statement required**. |
| 4/17/2023 | 1. Students completed winter mid-year standardized testing according to the Archdiocesan procedures and guidelines for test administration and the results have been analyzed to adjust grade level instructional priorities. The school has followed the archdiocesan-approved procedures and guidelines for reporting winter mid-year standardized test results and completed the standardized assessment assurance report in Cognito. |
| 6/5/2023 | 1. Students completed end-of year standardized testing according to the Archdiocesan procedures and guidelines for test administration. |
| 6/30/2023 | 1. Spring 2023 MAP Growth scores have been posted to school website. |
| 6/30/2023 | 1. The school provided regular occasions for prayer, liturgical worship and the celebration of the Sacraments of Reconciliation and Eucharist to ensure the religious instruction and spiritual formation of students and staff. Download the form. Complete the form. Save to your computer and then **upload the completed form.** |
| 6/30/2023 | 1. The school has identified staff members with significant anniversaries to be honored at the Opening School Mass in August and has sent them in to the Catholic Schools Office. |