





THE FRIDAY UPDATE

#ADWSaints

www.adwcatholicschools.org

From the Superintendent

Dear School Leaders,

I am very grateful to all elementary school principals and leaders who participated in the ALICE school safety training last week. We appreciate the time that was taken out of busy schedules to help improve our school safety procedures. Many thanks to Fr. Thomas LaHood, Dr. Steven Showalter, Tamera Campbell, and the St. Mary of the Assumption School community for their gracious hospitality for the two-day event.

Next week, the Catholic Schools Office will be finalizing preparations for the Fall 2018 Collaboration Days. These sessions are a wonderful opportunity for elementary Catholic school educators to learn together and engage in their vocation, share the message of faith and transform the lives of their students. We are very happy to have Katie Prejean, international speaker, educator, and author as our keynote speaker this year. Katie will share her message of faith and speak about our Catholic identity theme for the year; ADW Saints. As a reminder, Collaboration Days are being held on October 12 at Holy Redeemer in Kensington, October 26 at Bishop McNamara High School, and October 29 at Our Lady of Good Counsel High School.

This week in the Friday Update, you will find information about our All Saints Day Campaign on page 6. Many schools have been very active with our #ADWSaints campaign and we want your enthusiasm to catch on. All Saints Day, November 1, is a wonderful time to encourage faculty and students to engage in our ADW Saints theme. Let us continue to uphold and affirm the dignity of the whole child by helping our students achieve sainthood.

Finally, in the past few weeks, our archdiocese has grappled with many challenging times. Last week, I sent an introduction letter of the 2018 Catholic Impact, from Dr. Jem Sullivan and the link to the publication. Kindly, see page 5, for her letter, and the link to the interactive (flip-page) version of the publication for your convenience. I encourage you to read this thoughtful, timely and encouraging booklet, produced by the Communications Secretariat.

As we officially begin the fall season, may you find the change of seasons refreshing, and be reminded in challenging and changing times, “Give thanks to the Lord, for He is good; His love endures forever.” Psalm 107:1

Sincerely in Christ,

Superintendent

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## October 2018

<b>FRI., OCT. 5</b>	All Regions Technology Teacher Meeting Archdiocesan Pastoral Center 5001 Eastern Ave., Hyattsville, MD 20782 9:30 a.m.—2:30 p.m.	<b>FRI., OCT. 19</b>	October 19: Standardized Assessment Assurance: Semester Priority Standards Due <a href="#">Use this Form</a>
<b>MON., OCT. 8</b>	Columbus Day CPA/CSO Closed Optional Day for ADW Schools	<b>SAT., OCT. 20</b>	ADWLearn Fall Courses Begin (Online)
<b>Wed. Oct. 10</b>	ADW Board of Education Meeting Archdiocesan Pastoral Center 5001 Eastern Ave., Hyattsville, MD 20782 6:00 p.m.	<b>WED., OCT. 24</b>	Anxiety in Schools PD for School Counselors Archdiocesan Pastoral Center 5001 Eastern Ave., Hyattsville, MD 20782 9:00 a.m.—3:00 p.m.
<b>WED., OCT. 10</b>	Administration Certification Cohort Informational Meeting Archdiocesan Pastoral Center 5001 Eastern Ave., Hyattsville, MD 20782 4:30 p.m.—5:30 p.m. Register <a href="#">Here</a>	<b>FRI., OCT. 26</b>	SoMD/PG Collaboration Day Bishop McNamara High School 6800 Marlboro Pike, Forestville, MD 20747 7:30 a.m.—2:30 p.m.
<b>FRI., OCT. 12</b>	PG/DC Collaboration Day Holy Redeemer Catholic School 9705 Summit Ave., Kensington, MD 20895, USA 7:30 a.m.—2:30 p.m.	<b>FRI., OCT. 26</b>	HSPT Registration Closes for ADW Elementary Schools
<b>TUE., OCT. 16</b>	Leadership Academy Archdiocesan Pastoral Center 5001 Eastern Ave., Hyattsville, MD 20782 9:30 a.m.—12:00 p.m.	<b>MON., OCT. 29</b>	MC Collaboration Day Our Lady of Good Counsel 17301 Old Vic Blvd., Olney, MD 20832 7:30 a.m.—2:30 p.m.
<b>WED., OCT. 17</b>	High School Learning Specialist Meeting Archdiocesan Pastoral Center 5001 Eastern Ave., Hyattsville, MD 20782 12:30 p.m.—3:30 p.m.	<b>TUE., OCT. 30</b>	Principal Evaluation Committee Holy Redeemer Elementary School 4902 Berwyn Road, College Park, MD 20740 9:30 a.m.—12:00 p.m.
<b>WED., OCT. 17</b>	ESPA Executive Committee Meeting Rehoboth, Delaware 4 p.m.	<b>WED., OCT. 31</b>	Marketing Committee Meeting Archdiocesan Pastoral Center 5001 Eastern Ave., Hyattsville, MD 20782 2:00 p.m.—4:00 p.m. Register <a href="#">Here</a>
<b>WED., OCT. 17- FRI., OCT. 19</b>	ESPA Retreat Rehoboth, Delaware		

## \*DATE CHANGE

Please note that the Marketing Committee Meeting previously scheduled on Thursday, October 18 will now be held on Wednesday, October 31 at 2 p.m.

## OCTOBER 2018

### ACTION ITEM REMINDERS

CSO/ADW  
Support Contact

Send reminders about 2018-2019 Tuition Assistance Program Application	Wendi Williams, Sean Brown
Activate TADS 2019-2020 admissions portal	Sean Brown
Upload a copy of your school's Annual Archdiocesan Financial Communication (Policy #4610) into	Sean Brown
Confirm Elementary Open House spring dates by Friday, October 12th. View date/time <a href="#">here</a> .	Anna Quattrone
Review, update, and submit in Assist - Faculty Certification Form	Wendy Anderson
Work with 8th grade teacher(s) and parents on High School Placement Test preparations, including online registration	Uche Owelle
Confirm that Student Assistance Team has a leader	Anne Dillon
Assess students' emotional/behavioral/truancy/financial needs and make appropriate referrals	Anne Dillon
Identify students who may be eligible for the Johns Hopkins talented and gifted program	Anne Dillon, Chris Buchleitner
Prepare Scantron student profile reports to share results during parent/teacher conferences. ADW Report options: Parent Review, Parent Summary, or Parent Extended ( <a href="#">view video on printing Scantron profile reports</a> )	Vicky McCann
Review all progress reports and prepare for Parent/Teacher conferences; train teachers on conference best practices	Vicky McCann
Distribute and collect high school records release forms (maintain in local school files); see <a href="#">High School Admissions Information and Testing Guide</a>	Uche Owelle
Monitor weekly HSPT Registration reports and follow up with attending families who have not registered. Registration closes on October 26th.	Uche Owelle
Fax Elementary School HSPT order form to STS on Oct. 30th	Uche Owelle
Ongoing consultation with LEA review the current Title I program and make any necessary adjustments to ensure program is meeting the needs of your students	Brian Radziwill
Mid-October is deadline in most LEAs to turn in new student recommendations for Title I services	Brian Radziwill
PD needs assessments or budgets due as requested by LEA; put together estimated Title IIA budget for professional development and courses for certification for the year	Brian Radziwill
Frontline Teacher Evaluation. For specific requirements <a href="#">click here</a>	Wendy Anderson
Update appropriate student/parent/staff information on the SchoolMessenger system	Chris Buchleitner
Teach students personal safety education required by Child Protection Policy (curriculum on Virtus.org)	Chris Buchleitner
Practice and record school emergency drills (e.g. fire, weather-related)	Chris Buchleitner



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Catholic Impact 2018 illustrates how, through archdiocesan ministries, schools and efforts of the lay faithful, the Catholic family is an indispensable good neighbor that brings the light of teaching to people young and old, serves those in need, cares for the afflicted and works to mend the wounds of society.

You may view the interactive version of the new Catholic Impact 2018 booklet at:  
[www.adw.org/catholicimpact](http://www.adw.org/catholicimpact).



In case you missed it, please see the letter, from Dr. Jem Sullivan, Secretary for Catholic Education, introducing the archdiocesan publication Catholic Impact.

[Here](#)

## *Calling all Exemplary Catholic School Students!*

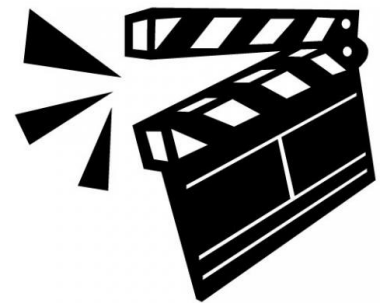
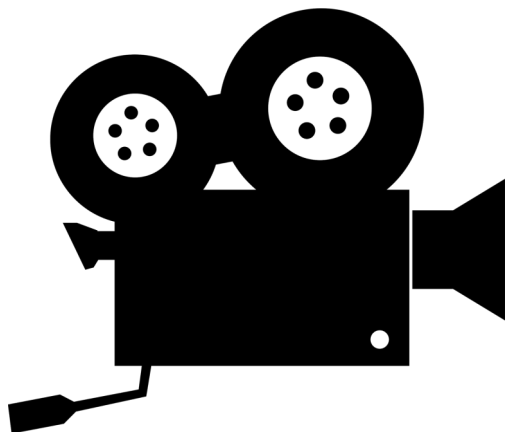
The CSO is seeking students to be featured in the ADW Catholic Schools campaign.

We are looking for schools/students with the following criteria:

- 5-6 exemplary students in varying grade levels (primary, elementary, & middle)
  - Charismatic and enthusiast personalities
  - Unique representations of Catholic education
    - Diverse in age, gender, and ethnicity

Principals, if you believe your school/students meet this criteria, please follow up with Anna Quattrone at [quattronea@adw.org](mailto:quattronea@adw.org) or 301-853-4597 by October 12th.

Filming for this campaign will take place the last week of October into the first week of November.





## All Saints' Day Preparation

The Catholic Schools Office has been thrilled to see and share schools' #ADWSaints posts on social media. Thank you for the enthusiasm and engagement online!

We are excited to celebrate the 2018-2019 Catholic identity theme in correlation with the Feast of All Saints' Day by sharing #ADWSaints materials with your students and staff. Please watch your mail in the upcoming weeks for a special #ADWSaints package and instructions. We hope that these tokens serve as a daily reminder to our students that sainthood is a vocation for all!

[Click here](#) for further instructions on distribution and ideas for All Saints' Day.

These instructions should be printed and shared with classroom teachers and campus ministers who will distribute the items.

### #ADWSaints Feature



As #ADWSaints, kindness is the daily mission at Blessed Sacrament School



Principals and school leaders learning new ALICE safety procedures. #ADWSaints

## ADW Fall Courses

This school year the Catholic Schools Office will offer a series of classes. Four hybrid courses for three re-certification credits. These three credit courses will meet two times in-person and the rest of the time will be online. One in-person Catechesis certification course will also be offered. One in-person re-certification class will be offered on Wednesdays. In order to earn the credits, teachers must attend all classes and satisfactorily complete all work for the course.



[Click here for more information and to register.](#)

### **Re-certification In-Person Course: (1 re-certification credit)**

*In Person: November 7, 2018 8:00 PM– 3:30 PM*

*In Person: December 5, 2018 8:00 PM – 3:30 PM*

*Location: St. Mary of the Assumption - 4610 Largo Road, Upper Marlboro, MD 20772*

*Cost: Free*

### **Differentiated Instruction: Addressing the Needs of All Learners**

*Instructor: Maggie Hubbard, Ed.D.*

### **Re-certification HYBRID Courses: (3 re-certification credits)**

*Course Start Date: October 20, 2018*

*In Person: November 3, 2018 8:00 PM– 3:30 PM*

*In Person: December 1, 2018 8:00 PM – 3:30 PM*

*Course End Date: January 12, 2019*

*Location: Saint Mary School - Landover Hills: 7207 Annapolis Road Landover, MD 20784*

*Cost: ADW teacher \$75.00/course + cost of book*

### **Building Classroom Connections in the Early Childhood Setting**

*Instructor: Kaitlin Allen*

#### **Your School Is Going 1:1, Are You Ready?**

*Instructor: Mary Del Bianco and Kitty Shadman*

#### **Engaging Children's Minds through Inspiration**

*Instructor: Melissa Lebowitz*

#### **Social-Emotional Well-Being in the Classroom**

*Instructor: Kelly Mazzeo*



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## **Leadership Academy**

We are pleased to announce that the Catholic Schools Office will offer, once again, the Leadership Academy for 2018-2019. We would like to invite assistant principals or teacher leaders from each of our schools to participate in this academy. Schools can send the same person they have sent in the past or someone new. Each school may send up to two participants.

The academy will take place on three half days and one full day during the school year. Our goal is to provide an opportunity for the participants to explore with Superintendent Ryan, various leadership topics. Some of the topics that he will cover are instructional leadership, strategic planning, Catholic identity, marketing and enrollment, and data-driven decision-making. The first meeting will be Oct. 16, 2019 at the APC.

School principals are asked to email Wendy Anderson at [andersonw@adw.org](mailto:andersonw@adw.org) the name and contact information of the person(s) nominated from your school. Shortly thereafter, nominees will receive a personal invitation to participate in the academy.

We believe it is our responsibility to nurture and cultivate the future leaders of our schools. Gratefully, our success is evident with several of our academy participants being selected as principals of schools in the Archdiocese. Interest in being a principal is not a prerequisite to participation in the Leadership Academy. We are also hoping to build the leadership capacity for teachers within their own school building.

## **ADW Post-Masters Certification Cohort in Administration and Supervision**

The Catholic Schools Office in partnership with Notre Dame of Maryland University offers the MSDE and NCATE approved Post-Masters Certification in Administration and Supervision.

For program information, please join us for an informational meeting:

October 10, 2018  
4:30—5:30 p.m.  
ADW Pastoral Center  
5001 Eastern Ave.  
Hyattsville, MD 20782

Please register for the meeting [Here](#)



## **Scantron Parent Guides**

The Parent Guide was updated in 2017 and includes the new norm data charts for Reading and Math. The Guide is available in electronic format to print and send home (or to download and email) to parents/guardians with profile reports. The Guide is available in both English and in Spanish.

[Archdiocese of Washington Parent Guide](#) (.pdf - English)

[Archdiocese of Washington Parent Guide](#) (.pdf - Spanish)



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## **2018-2019 Open House Schedule—Please Submit**

The CSO is currently creating the marketing and advertising program for elementary school open houses. All principals are asked to visit [this document](#) and confirm whether your open house date is correct. If incorrect, please send dates and times to Anna Quattrone.

Each school is asked to submit the dates and times for two open houses: one that will be held during Catholic Schools Week, and one that will be held March, 23, 2019—April 1, 2019.

Please direct all responses to Anna Quattrone at [quattronea@adw.org](mailto:quattronea@adw.org) or 301-853-4597.

## **Save the Date : Marketing Committee Meeting**

Please join us next month for the Marketing Committee Meeting. The following topics will be covered during the meeting:

- ◆ Elementary Schools Tool Kit
- ◆ Open House & Shadow Visit Program Resources
- ◆ Digital Marketing: Geo-targeting

October 31, 2018  
2:00 p.m.—4:00 p.m.  
ADW Pastoral Center  
5001 Eastern Ave.  
Hyattsville, MD 20782



Please submit your contact information to be included in the Marketing Committee mailing list [here](#).

## **WTOP Junior Reporter Competition**

All students in grades K-12 are encouraged to participate in the first annual WTOP “Junior Reporter” competition.

Your student could become the next WTOP Reporter and win \$1000 for your school!

For more information [click here](#) or visit wtop.com and search “junior reporter”



## **Reminder - Annual Archdiocesan Financial Communication (Policy #4610)**

All Archdiocesan schools should provide families and parishioners a copy of their school's Annual Archdiocesan Financial Communication (policy # 4610), by October of each school year. Please upload a copy of the school's Annual Archdiocesan Financial Communication per Policy #4610 into ASSIST by October 31, 2018. Please [click here](#) to reference a customizable template that can be used as a guide when creating the communication. The format of the communication is at the school's discretion provided the content includes, in its entirety, the content referenced in the policy listed below:

### Annual Archdiocesan Financial Communication (Policy #4612):

All Archdiocesan school families shall receive an annual communication for the current school year that includes information regarding:

- Budgeted costs for educating one child in the Archdiocesan school
- Budgeted tuition revenue per child;
- Difference between the budgeted cost and budgeted tuition revenue per child;
- Explanation of sources of funding for any difference/shortfall

Please contact Sean Brown, Manager for Funding & Enrollment, via email at [browns@adw.org](mailto:browns@adw.org) if there are any questions.

## **Share Your School's Good News!**

The Catholic Schools Office wants to share the good news about significant school accomplishments and enrollment activities on our social media platforms. To assist with this process, we are asking for schools to submit 1-2 items per semester that you consider interesting and relevant to our followers.

Submission instructions: Please submit a principal approved photo or graphic, and a "ready to post" description to Anna Quattrone at [quattronea@adw.org](mailto:quattronea@adw.org). If you prefer Twitter, Instagram or Facebook, please indicate and include your school's social handle. If you have any questions, please email Anna Quattrone.



## Don't forget to follow us!

