

THE FRIDAY UPDATE

A LETTER FROM THE SECRETARY FOR CATHOLIC SCHOOLS

Dear School Leaders,

Many thanks to all principals who joined us this week at the ESPA Multi-Conference Day. This meeting was the first of four Cultural Competency trainings that will take place over the coming months. With Dr. Stephanie Savick's introduction into self-reflection and helping us to understand the assessment, the day was very enlightening. My team and I look forward to building upon this knowledge and learning more in these important workshops, that will take place at the upcoming ESPA Conference Days.

As we approach the holidays and the season of giving, I ask that you take the time to review the *Giving Program Campaign*, again in preparation for Giving Tuesday on December 3. In addition, please check the calendar for upcoming dates, such as Leadership Academy, High School Principals Association meeting, and the Principal Budgeting Workshop.

I am very thankful for each and every one of you for your hard work and dedication to the mission of Catholic education. I pray for you and your school communities, may you have a blessed Thanksgiving with friends and family.

In Christ,



Secretary for Catholic Schools



IN THIS ISSUE

Master Calendar Page 1

Master To-Do List Page 2

Marketing & Enrollment Management Page 3

Curriculum & Professional Development Page 4

Master Calendar

Thursday, Nov. 28 - Friday, Nov. 29

Thanksgiving Break - CPA Closed

Monday, December 2

Leadership Academy

9:30 AM | St. Anselm's Abbey School

Tuesday, December 3

ADW Special Education Advisory Team Meeting

1:00 PM | Pope Francis Center

Wednesday, December 4

New Principal Meeting

12 PM | St. Peter's School - Olney

Thursday, December 5

Resource Teacher Meeting

9:30 AM | St. Mary of the Assumption School

Thursday, December 5

ESPA Executive Committee Meeting

9:30 AM | Pastoral Center

Saturday, December 7

HSPT Administration for Non-Attending Students

Monday, December 9

DC ESPA Regional Meeting

9:30 AM

Tuesday, December 10

MC ESPA Regional Meeting

12:30 PM | St. Francis International School

Wednesday, December 11

PG ESPA Regional Meeting

9:30 AM |

Thursday, December 12

SoMD ESPA Regional Meeting

9:30 AM |

Saturday, December 14

HSPT Administration for Non-Attending Students

Sunday, December 15

High School Choice(s) Window Closes

#ADWFamily Feature

"Thank you to our amazing
parents for all of their
support! #CCASucceeds
#CCAFamily #ADWFamily"

-@SHSchoolDC



Have a great #ADWFamily
photo or story to share?
Please send to Anna
Quattrone at
quattrone@adw.org. We
would love to share your
news!

Assurances Due

The school is in compliance with the Safe Environment Policy for Students and Staff and have completed the report in Cognito.

Due: December 20, 2019

ACTION ITEM	CSO/ADW SUPPORT CONTACT
Academics & Leadership	
<ul style="list-style-type: none"> Review progress reports and identify concerns File reviewed and approved teachers' professional development plans Remind eligible teachers about the Cardinal Baum Scholarship application 	<p>Vicky McCann</p> <p>Wendy Anderson</p>
Advancement	
<ul style="list-style-type: none"> Implement Giving Program 	Wendi Williams
Enrollment Management	
<ul style="list-style-type: none"> Remind families/schools about upcoming tuition assistance application process deadline 	Sean Brown
HSPT	
<ul style="list-style-type: none"> Send reminders to parents to make high school choices online Send recommendations, transcripts, and transfer of records to high schools 	Wendi Williams/ Anna Quattrone
School Safety	
<ul style="list-style-type: none"> Complete the Students Safe Environment Compliance form, and review with pastor or canonical administrator Plan for 8th graders to attend the Youth Rally and March for Life 	Chris Buchleitner

ADW Tuition Assistance Program

The deadline date for returning families to apply for archdiocesan tuition assistance for the 2020 – 2021 school year is **Friday, December 6, 2019**.

The deadline date for new families to apply is **Friday, February 14, 2020**. Families may apply online by logging onto www.adwcatholicschools.org/tuition-assistance/

Annual Archdiocese Financial Communication

As a reminder, schools are required to upload into ASSIST, a copy of their school's annual archdiocesan financial communication (Policy# 4610). All Archdiocesan Catholic Schools shall provide families and parishioners annually, by October of each school year, an Archdiocesan school/income expense report and a current status of the school financial report. Schools may utilize a customizable template, that can be located [HERE](#) when communicating the required policy information to their school communities.

Please upload a copy of this communication into ASSIST by Friday, November 29, 2019. Please contact Sean Brown, Manager for Funding & Enrollment, via email at browns@adw.org if you have any questions.

Giving Campaign Program

The Giving Program strategy and materials for Day of Giving (Dec. 3), Year-End Giving and 2020 CSW Day of Giving, have been distributed to all ADW schools.

For an overview of the program and materials click [**HERE**](#)



Frontline Professional Growth Activities

November Challenge = Take 3 activities total in the following components. Click each link for applicable activities

- [4B: Maintain Accurate Records](#)
- [4C: Setting Instructional Outcomes](#)
- [4F: Showing Professionalism](#)

All teachers that complete 3 activities will receive a monthly badge and automatically entered in a drawing for a gift card!

[Click HERE](#) for Challenge details



Congratulations to the October Challenge Winner!
Coretta Streat at
Annunciation Catholic School

Curriculum & Professional Development

Curriculum Corner

Check out the November Curriculum Corner newsletter for the top trends in priority standards. Make sure to share your lesson ideas with other ADW teachers! [Click here](#) for the newsletter.

Lesson Plan Collection

All teachers are invited to use this form to share any lessons aligned to our ADW standards with other ADW teachers. After reviewing your submission, Vicky McCann will add your resource to an ADW Lesson Plan Database. The database will be created when lessons start rolling in! [Teachers Helping Teachers - Share Here!](#)