

From the Superintendent

Dear School Leaders,

I hope you all had a festive and restful Thanksgiving break with family and friends. As we enter into the Advent season, may we prepare our hearts for the coming of Jesus, through prayer and reflection.

Thank you to all our ADW elementary school principals who attended the ESPA Conference Day on Tuesday, November 27 at Annunciation Catholic School. I would also like to thank the administrators and staff from various Central Pastoral Administration offices who joined us for the child protection and safe environment panel discussion. We were able to address many important questions and situations with their expertise, and we hope you found the session informative and helpful for the future.

Principals, please note that this year’s **Golden Apple Award** nomination process is taking place earlier than usual. For more information and nomination forms,

check out page 4. In addition, please note this edition of the *Friday Update* for upcoming deadlines and information for the coming months. As we all know, December is a quick and busy month. I ask that you take the time to read over the Master Calendar and To-Do List to close out this year on a great note. Our final Friday Update edition for 2018 will be published on Friday, December 14.

I anticipate many good things for our school communities in the coming year. Please know of my continuous prayers for you during this Advent season.

Sincerely in Christ,


Superintendent



**FRIDAY UPDATE
HOLIDAY SCHEDULE**

Friday, November 30
Friday, December 14
Friday, January 11



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December 2018

SAT., DEC. 1	HSPT Administration (non-attending) Various High Schools 9:00 am - 12:15 pm	MON., DEC. 10	Internet Usage, Digital Safety, and Privacy Policies Committee Meeting Archdiocese of Washington Pastoral Center 5001 Eastern Ave NE, Chillum, MD 20782 9:00 am - 12:00 pm Register Here
SAT., DEC. 1	ADWLearn Fall Courses	MON., DEC. 10	ADW/AOB Twitter Chat Live at 6:00 pm— Register Here Chat at 7:00 pm
MON., DEC. 3	Social Studies Committee Meeting Archdiocese of Washington Pastoral Center 5001 Eastern Ave NE, Chillum, MD 20782 9:00 am - 2:30 pm	WED., DEC. 12	Student Recommendation Forms Due to High Schools
TUE., DEC. 4	ADW Special Education Advisory Team Meeting 7202 Buchanan St, Landover Hills, MD 20784 12:30 PM—3:30 PM	WED., DEC. 12	Resource Teacher General Meeting St. Mary of the Assumption School 4610 Largo Rd, Upper Marlboro, MD 20772 8:30 am - 3:00 pm
WED., DEC. 5	ADWLearn Fall Course	THU., DEC. 13	HSPA Meeting Georgetown Prep 10900 Rockville Pike, North Bethesda, MD 20852 12:00 pm—2:00 pm
WED., DEC. 5	ADW Board of Education Christmas Reception Stuart Center 824 Varnum St. NE, Washington, DC 20017 6:00 pm – 8:00 pm	MON., DEC. 24	Christmas Eve—CSO Closed
THU., DEC. 6	ESPA Executive Committee Meeting Archdiocese Pastoral Center 5001 Eastern Ave., Hyattsville, MD 20782 9:30 am – 11:30 am	TUE., DEC. 25	Christmas Day—CSO Closed
SAT., DEC. 8	HSPT Administration (non-attending) Various high Schools 9:00 am - 12:15 pm		

December 2018

ACTION ITEM REMINDERS

CSO/ADW
Support Contact

Administer High School Placement Test (HSPT)	Uche Owelle
Send reminders to parents to make final high school choices online; be sure to include the registration link	Uche Owelle
Send recommendations, transcripts, and transfer of records to high schools (HS Admissions Packets)	Uch Owelle
Reserve some time for longer meetings with parents who have special education concerns after parent-teacher meetings	Anne Dillon
Student Assistance Teams assess students' needs and make appropriate referrals	Anne Dillon
Update appropriate student/parent/staff information on the AP Notify 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
Wrap up the Personal Safety Education of Virtus, complete the Students Safe Environment Compliance form, and review with the pastor or canonical administrator	Chris Buchleitner
Plan for 8th graders to attend the Youth Rally and March for Life	Chris Buchleitner
Student Assistance Teams assess students' emotional/behavioral/truancy/financial needs and make appropriate referrals	Chris Buchleitner, Anne Dillon
Review progress reports and identify concerns; individual students, courses, programs, etc.	Vicky McCann
File reviewed and Approved Teachers' Professional Development Plans	Wendy Anderson
Observe, document, and meet with all 1-3 year teachers	Wendy Anderson
Work with faculty to select a representative from your school for the Superintendent Teacher Advisory Committee (STAC); send names and email addresses to andersonw@adw.org	Wendy Anderson
Remind eligible teachers about the Cardinal Baum Scholarship application	Wendy Anderson
Monitor Title I - review mid-year assessments, send reports to parents, and Christmas Break packets	Brian Radziwill
Make final preparations for Catholic Schools Week (CSW)	Anna Quattrone
Prepare for open houses (edit marketing materials, registration materials, etc.)	Anna Quattrone

On May 16, 2019 the Archdiocese of Washington Catholic Schools will host the eleventh annual Golden Apple Awards for excellence in teaching. Ten of our teachers will be honored for their outstanding teaching and commitment to Catholic education.

The Golden Apple Award is the creation of the Donahue Family Foundation. Mr. and Mrs. Jack Donahue are parents of 13 children, all of whom were educated in Catholic schools. Eager to express their deep appreciation to Catholic school teachers for providing a quality academic and faith-filled education for their children, the Foundation has established this award in four dioceses around the country.

Teachers, parents and students are invited annually to nominate a teacher for the Golden Apple Award and submit a nomination form to their principal by January 7, 2019. All individuals nominated are then to complete a Golden Apple application form to submit to their principal by January 14, 2019. After reviewing the nomination forms and applications forms, a committee at each school will select one teacher that will represent the school by January 21, 2019. The selected teacher's application is then scanned and attached to an email to Wendy Anderson (andersonw@adw.org) at the Catholic Schools Office by January 28, 2018. Applications will only be accepted electronically in a single PDF document. Binders will not be accepted. The CSO will send an email to the principal when the application is received. A selection committee made up of former Golden Apple winners, administrators, board members and parents will then evaluate the entries and chose 10 winners with the approval of the Superintendent of Catholic Schools and the Archdiocesan Secretary for Education. No one on the selection committee will be from a school that has a nominee. A dinner in honor of the winners will be held in Washington DC on May 10, 2018 where each of the 10 teachers will be presented a golden apple, a Certificate of Achievement, and a check for \$5,000.

Attached is the [nomination form](#), the [application form](#) and [information on the process](#) for your review. Please distribute the nomination form to your school parents and teachers through your weekly communication method and publicize the award. We encourage all schools to participate and celebrate the extraordinary teachers who provide such benefit to our Catholic schools.

This year the nomination and award process is taking place earlier. Please note these dates.

2019 Golden Apple Timeline

January 7, 2019	All nominations to Principal
January 14, 2019	All school level nominees submit application to principal
January 21, 2019	School's Nominating Committee chooses school's nominee
January 28, 2019	Application of school's selected nominee to Wendy Anderson
February 2019	Winners Announced
May 16, 2019	Golden Apple Awards Dinner Washington DC



“You are the light of the world. A city set on a mountain cannot be hidden. Nor do they light a lamp and then put it under a bushel basket; it is set on a lampstand, where it gives light to all in the house.”

- Matthew 5:14-15

A Light That Shines

By Anne Dillon, Director for Special Education

Those seven words, ‘You are the light of the world,’ are so powerful. The light is God and God is love. It is so simple, so pure. It is a message we may not always be cognizant of but is a message that resonates in all of us. Do you see the light in others?

As a special educator, I have encountered the strongest lights in several students over the years. Timothy is one such student. I met Timothy when he entered high school. Timothy was in a public school during the early grades and had many challenges, which unfortunately caused him to be placed in unpleasant environments where he had little interaction with peers. Because of his challenges, Timothy was not able to understand the world around him. He didn’t understand how to interact with others and he expressed himself in a way that made people uncomfortable. Because of his placement, Timothy did not grow or flourish.

[Click Here](#) to read the full reflection.

#ADWSaints Feature

Students at St. Columba celebrated Thanksgiving with a lunch and an Ozobot parade! Each class wrote what they are grateful for and created a track that mimicked the school.



Join Our Winter #ADWBookClub!

This book study examines the shared journey of school leaders and classroom teachers as they explore how to support instructional goals through the use of digital tools. *Blended Learning in Action* demonstrates the advantages a blended model has over traditional instruction when technology is used to engage students both inside the classroom and online.

Who: All ADW faculty and staff

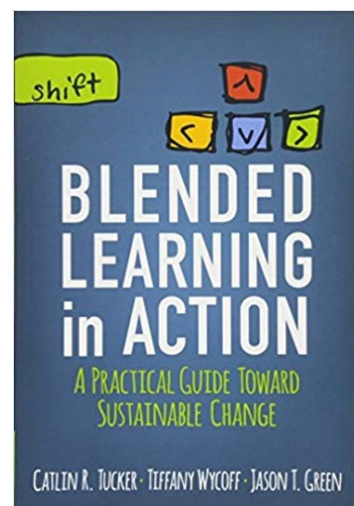
What: Online Book Study for [*Blended Learning in Action: Practical Guide Toward Sustainable Change*](#) by Catlin R. Tucker, Tiffany Wycoff, Jason T. Green

When: January 5, 2019 – March 2, 2019

Where: Participate in this online book study from the comfort of your house.

Why: Participants who complete all of the book study components will receive 1 MSDE credit for 15 hours of professional credit.

Cost: Just the price of the book!



To sign up and learn more, click here: <https://sites.google.com/site/adwteacher/professional-development/book-studies>

Resource Teacher General Meeting

Wednesday, December 12, 2018
St. Mary of the Assumption, Family Life Center
4610 Largo Road
Upper Marlboro, MD 20772
8:30 – 3:00

Light breakfast & lunch will be served
Please RSVP to dillona@adw.org
High school presentations by learning specialists/directors; follow-up on behavioral strategies in the classroom by ADW resource teachers; overview of Learning Ally.

Save the Date: 8th Grade Day Out

ADWCSO 8th Grade Day Out is Friday, March 29, 2019 from 9 am – 2:30 pm at The Catholic University of America. The day features interactive, uplifting and faith-filled talks for the young women by Julie Marie Carrier and for the young men by Deacon Harold Burke-Sivers.

For more information, contact Brian Radziwill at radziwillb@adw.org or the Catholic Schools Office at 301.854.4518

The event is FREE! Space is limited.

Registration is now open:

[https://www.cognitoforms.com/ADWCSO1/
ADWCSOAnnual8thGradeDayOut](https://www.cognitoforms.com/ADWCSO1/ADWCSOAnnual8thGradeDayOut)



Science Assessment

As a reminder, only Maryland schools with students who have received BOOST scholarship monies for the 2018-2019 school year are required to give the Science Assessment in grades 5 and 8.

All schools are encouraged to administer the assessment to students.

If you would like to add the Science exam to your Scantron account, fill out this form:

<https://www.cognitoforms.com/ADWCSO1/ScienceTesting>

Scantron will charge you an additional \$2/student for this exam.

Testing Windows:

Grade 8: April 1 – 17

Grade 5: May 1 - 31



Framework for Teaching Activities

Wondering what activities are in Frontline Professional Learning Management System (PLMS)?

Resources are now available on the ADW Teacher Site: <https://sites.google.com/site/adwteacher/professional-development/framework-for-teaching>

1. Interactive PDF - Clicking each component will list the corresponding activities in Frontline PLMS.
2. Entire Activity Catalog - Perfect for printing and placing in your faculty lounge.
3. How-To video for principals on how to pre-register faculty in an activity
4. How-To video for principals and teachers on how to find and take an activity

If you have any questions regarding Frontline PLMS, reach out to Vicky McCann at mccannv@adw.org.

Science Teachers - Please share with your teachers

Have you checked out the newly updated ADW Teacher Site?

The Instruction Guides have been updated with a variety of Educational Technology Resources.

[Click Here](#)

Click on the **Resources** page to contribute a website or lesson, and to view the lessons from our Spring Collaboration Day, integrating faith in the curriculum.



Internet Usage, Digital Safety, and Privacy Policies Committee

The CSO is seeking Pre-K-12th grade educators and administrators to participate in an *Internet Usage, Digital Safety, and Privacy Policies Committee*. We will be creating newly updated policies and guidance to ensure digital safety of both our staff and students throughout the Archdiocese of Washington Catholic Schools.

The first meeting for this school year is December 10, 2018 from 9:00 – 12:00 at the Archdiocese of Washington. For more information, contact Shannon Norris, Director for Educational Technology at norriss@adw.org or 301.853.4549.

If interested, please [register here](#)



COMMITTEE

The CSO is seeking PreK to 12th grade educators and administrators to serve on the Internet Usage, Digital Safety, and Privacy Policies Committee.

OBJECTIVE

Working collaboratively with the CPSE Committee to develop and create updated policies and guidance ensuring digital safety for all throughout the Archdiocese of Washington Catholic Schools.

INTERNET USAGE, DIGITAL SAFETY & PRIVACY POLICY COMMITTEE

<http://bit.ly/iudspc>

FIRST MEETING: DECEMBER 10TH
9:00AM TO 11:30PM
5001 EASTERN AVE
HYATTSVILLE, MD 20782

Social Studies Committee

The CSO is seeking Pre-K – 8th grade teachers to participate in a Social Studies Committee. The already formed committee is looking to add more teachers to help update the Social Studies Standards in all grades.

The first meeting for this school year is December 3 from 9:00 – 3:00 at the Archdiocese of Washington. For more information, contact Vicky McCann, Director for Curriculum and Instruction, at mccannv@adw.org or 301.853.4548.

If interested, please [register here](#)



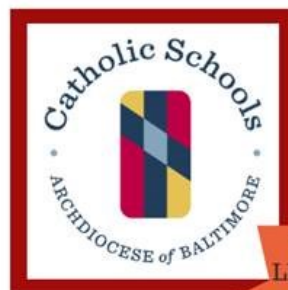
Mark Your Calendar

Collaborative Twitter Chat

Join us, LIVE or at home. Invite a friend, both participate, be entered to win a prize!



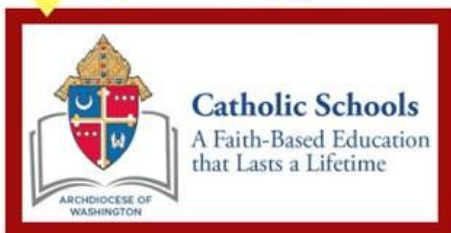
#ADW



#AOB



Experience the chat LIVE. Join us at 6pm for pizza & chat prep @ the School of the Incarnation in Gambrills, MD
RSVP:
bit.ly/aobadwpizzachat



December 10, 2018

7:00pm #AOBEdChat

This month is a special collaborative #AOBEdChat with the Archdiocese of Washington. The topic will be collaboration. A special guest from Empatico will also join us to talk about global collaboration opportunities. We are looking forward to a great night of collaboration and learning from each other.

New to Twitter or want to participate in the chat LIVE with a group? Join members of the AOB and ADW communities LIVE at The School of the Incarnation at 6PM on December 10 to enjoy pizza, and prepare for the chat. Address: School of the Incarnation, 2601 Symphony Lane, Gambrills, MD 21054, 410-519-2285

So we order enough pizza, R.S.V.P by filling out this Google Form: <http://bit.ly/aobadwpizzachat> Looking forward to a great night of learning and collaborating both live and through social media!

[Print this flyer to promote and share with your teachers](#)

Save the date for Saturday, February 23, 2019! Check out our [EdCamp ADW](#) page. More details to come.



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Collaboration and Ed Tech Resources

Check out our collaborators website, ADWCollaborators.weebly.com for educational technology tools, updates, and resources.

Interested in having your class(es) collaborate with other schools? Sign up here and contact other innovative teachers like yourself. Plan now for Catholic Schools Week!



Educational Technology Plan and Standards

Check out our collaborators website, ADWCollaborators.weebly.com for educational technology tools, updates, and resources.

Interested in having your class(es) collaborate with other schools? Sign up here and contact other innovative teachers like yourself. Plan now for Catholic Schools Week!



With permission from the International Society for Technology in Education (ISTE), the Archdiocese of Washington, Catholic Schools Office has adapted all technology standards as their own. We have reformatted these standards. Please see the completed documents below. Thank you for your patience.

[ADW, CSO Educational Technology Educator Standards](#)

[ADW, CSO Educational Technology Student Standards](#)

[ADW, CSO Educational Technology Coach Standards](#)

[ADW, CSO Educational Technology Administrator Standards](#)

[ADW, CSO Educational Technology Education Leader Standards](#)

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Be sure to bookmark these important links. Check them frequently for daily updates, new resources, and guidance.

ADW, CSO Rediker Support Document Link: <https://goo.gl/7uB3zh>

docs.rediker.com

ADW, CSO Frontline Support Document Link: <https://goo.gl/NWX181>



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