

# THE FRIDAY UPDATE

## A LETTER FROM THE SECRETARY FOR CATHOLIC SCHOOLS

Dear School Leaders,

Thank you to all principals, teachers and administrative staff, who participated in our Fall Collaboration PD Days. I hope you all ended the day with new ideas from our keynote, Jared Dees and collaborated with each other on how we can create a better partnership with families, in our classrooms and schools.

I look forward to seeing all school leaders again at the November ESPA regional meetings, as well as, the ESPA Conference Day on November 19, which will be another groundbreaking day, as we discuss cultural competency. As part of our overall evangelism and inclusion initiatives for schools in the archdiocese, I am looking forward to learning and growing in this area of education, in the context of our Catholic faith.

I also ask that you take some time to review the Giving Campaign Program on page 3. Materials for this program will be distributed during ESPA regional meetings and at the Digital Media Workshop on Tuesday, November 12. It is highly encouraged that at least one staff member from each school attends the Digital Media Workshop.

Let us continue to use the saints as models of faith throughout the month of November. May they intercede for us to strengthen our schools and families

In Christ,



Secretary for Catholic Schools



## IN THIS ISSUE

Master Calendar	Page 1
-----------------	--------

Master To-Do List	Page 2
-------------------	--------

Marketing & Enrollment Management	Page 3
-----------------------------------	--------

HSPT	Page 4
------	--------

# Master Calendar

---

## **Saturday, November 9**

Catechist Formation Retreat  
10AM | Sacred Heart Church, La Plata

## **Monday, November 11**

Veterans Day - CPA Closed

## **Tuesday, November 12**

Digital Media Best Practices Workshop  
10 AM | Pastoral Center

## **Tuesday, November 12**

MC ESPA Regional Meeting  
12:30 PM | Pastoral Center

## **Wednesday, November 13**

PG ESPA Regional Meeting  
9:30 AM | Holy Redeemer, College Park

## **Wednesday, November 13**

ADW Board Meeting  
6 PM | Pastoral Center

## **Thursday, November 14**

SoMD ESPA Regional Meeting  
9:30 AM | Cardinal Hickey Academy

## **Thursday, November 14**

Financial Aid Workshop- Spanish Language  
6:30 PM | St. Francis International School

## **Friday, November 15**

ADW All Regions Technology Educator Meeting  
9:30 AM | St. Mary of the Assumption

## **Monday, November 18**

High School Choice Window Opens

## **Tuesday, November 19**

ESPA Conference Day  
8:30 AM | Trinity Washington University

## **Wednesday November 20**

HSPT Testing Day for ADW Elementary Schools

## *Save the Date*

---

**ADW Special Education  
Advisory Team Meeting  
Tuesday, December 3**

Pope Francis Center  
7202 Buchanan Street  
Landover Hills, MD 20784  
1:00 PM - 3:00 PM

Contact Anne Dillon at  
[dillona@adw.org](mailto:dillona@adw.org) for more  
details

**ADW Resource Teacher  
Meeting  
Thursday, December 5**

St. Mary of the Assumption -  
Family Life Center  
4610 Largo Road  
Upper Marlboro, MD 20772  
9:00 AM - 2:30 PM

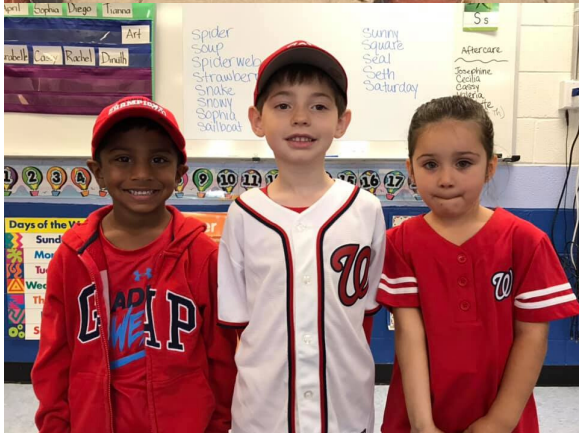
**RSVP by November 18 [HERE](#)**

Contact Anne Dillon at  
[dillona@adw.org](mailto:dillona@adw.org) for more  
details

# Go Nats!



Thanks for sharing  
your Washington  
Nationals spirit with  
us! Enjoy your free  
dress down day!



## Master To-Do List

### ACTION ITEM

### CSO/ADW SUPPORT CONTACT

#### Academics & Leadership

- Review all first quarter report cards

Vicky McCann

#### Advancement

- Implement Giving Program (details enclosed)

Wendi Williams

#### Enrollment Management

- Remind families/schools about upcoming tuition assistance application process deadline

Sean Brown

#### HSPT

- Confirm HSPT testing materials have been received and quantities are correct
- Send reminders to parents about High School Choice window opening Nov. 18
- Administer HSPT on Nov. 20

Wendi Williams/  
Anna Quattrone

#### School Safety

- Practice and record school emergency drills
- Teach students personal safety education required by Child Protection Policy

Chris Buchleitner

#### Special Education

- Reserve time for longer meeting with parents who have special education concerns after parent-teacher meetings
- Student Assistance Teams assess students' and make appropriate referrals

Anne Dillon

## Giving Campaign Program

The Giving Program strategy and materials for Day of Giving (Dec. 3), Year-End Giving and 2020 CSW Day of Giving, will be distributed during the ESPA regional meetings and at the Digital Media Workshop on Tuesday, November 12

For an overview of the program and materials click **HERE**

## Digital Media Best Practices Workshop

All schools are encouraged to have a staff member attend this session. Please contact Anna Quattrone at [quattronea@adw.org](mailto:quattronea@adw.org) to request materials if your school is unable to attend.

## Discover Catholic Schools Week November 17-23, 2019

As a reminder, the National Catholic Educational Association implemented Discover Catholic Schools Week as a strategy to help increase the visibility of Catholic schools. This week, to be held November 17-23, 2019, is designated to help schools connect with families, donors, educators and others in the community. For more information visit [www.NCEA.org/CSW](http://www.NCEA.org/CSW) for daily themes for Discover Catholic Schools Week.



## Digital Media Best Practices Workshop

There is still time to sign-up!  
Tuesday, November 12  
Archdiocese Pastoral  
Center  
10AM-12PM

Register **HERE**





## #ADWFamily Feature

"Big Shout Out to 4th grade for helping to clean up our school property today as a service project. Thanks for making our little piece of the world better!

#Doing4Others  
#ADWFamily"

-@SMSCrusader



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

## HSPT Testing Materials - Verification of Delivery to Schools

STS, the HSPT administrator, has shipped testing materials to all schools administering the HSPT on Nov. 20, 2019. Please be sure to open the package and confirm that the quantity shipped to your school is correct. If your school has not received testing materials please contact Anna Quattrone at [quattronea@adw.org](mailto:quattronea@adw.org)

## High School Choice Window

Please remind parents that the High School Choice Window opens on Monday, November 18, 2019. High school selections must be made online before Sunday, December 15, 2019