



THE FRIDAY UPDATE

#ADWSaints

www.adwcatholicschools.org

From the Superintendent

Dear School Leaders,

In this season of Advent, there is great anticipation for the birth of our Lord Jesus, the Christ Child. In the midst of all of the work of our office, the Education Secretariat made time this week to gather in service to others, to enjoy Mass and fellowship among our colleagues, as we celebrate Advent and the approaching Christmas season.

Congratulations to Ms. LaSandra Hayes, principal at St. Mary, Landover Hills and her four students who won this year's Cyber Robotics State Championship this past Saturday. We are so proud of these students, and congratulate them and their advisor, Mrs. Madarang on this prestigious award!

On page 5 in this week's Friday Update, teachers should be made aware of the upcoming deadline regarding the Cardinal Baum Scholarship program. Enclosed on page 4 again, you will find information and nomination forms for this year's Golden Apple Awards.

This Friday Update is our last for the 2018 calendar year. Therefore, please pay special attention to the noted announcements and deadlines on the Master Calendar and Master To-Do List. The first Friday Update for 2019 will be published on January 11, 2019. In addition, please note the Catholic Schools Office, as well as the Central Pastoral Administration will be closed December 24-26, 2018.

On behalf of the Catholic Schools Office, I wish you and your loved ones a joyful Christmas and blessed New Year.

Sincerely in Christ,

Superintendent

**FRIDAY UPDATE
HOLIDAY SCHEDULE**

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

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December 2018

TUE., DEC. 18	ESPA Executive Meeting Archdiocese Pastoral Center 5001 Eastern Ave., Hyattsville, MD 20782 9:30 am – 11:30 am	THUR., JAN. 10	SoMD Regional ESPA Meeting St. Peter School, Waldorf 3310 St Peters Dr, Waldorf, MD 20601 9:30 am - 11:30 am
MON., DEC. 24	Christmas Eve—CSO Closed	WED., JAN. 16	Board of Education Meeting Archdiocese Pastoral Center 5001 Eastern Ave., Hyattsville, MD 20782 6:00 p.m.—8:00 p.m.
TUE., DEC. 25	Christmas Day—CSO Closed	WED., JAN. 16	Play Therapy in Schools PD for School Counselors Archdiocese Pastoral Center 5001 Eastern Ave., Hyattsville, MD 20782
WED., DEC. 26	Day after Christmas—CSO Closed	WED., JAN. 16	Principal Evaluation Committee Our Lady of Mercy School 9222 Kentsdale Dr, Potomac, MD 20854 9:30 am - 12:00 pm
TUE., JAN. 1	Solemnity of Mary, Mother of God—New Year’s Day CSO Closed	THUR., JAN. 17	Delegating Nurses Meeting Archdiocese Pastoral Center 5001 Eastern Ave., Hyattsville, MD 20782 12:30 p.m. - 3:30 p.m.
MON., JAN. 7	ESPA Executive Meeting Archdiocese Pastoral Center 5001 Eastern Ave., Hyattsville, MD 20782	THUR., JAN. 17	Assessment Advisory Committee Meeting Archdiocese Pastoral Center 5001 Eastern Ave., Hyattsville, MD 20782 12:30 pm - 3:30 pm
MON., JAN. 7	DC ESPA Regional Meeting Blessed Sacrament School 5841 Chevy Chase Pkwy NW, Washington, DC 20015 12:30 pm - 2:30 pm	FRI., JAN. 18	Mass for Life and Youth Rally Capital One Arena 601 F St NW, Washington, DC 20004
TUE., JAN. 8	MC ESPA Regional Meeting St Francis International School 1500 St Camillus Dr, Silver Spring, MD 20903 9:30 am - 11:30 am	MON., JAN. 21	Martin Luther King Day CSO Closed
WED., JAN. 9	PG ESPA Regional Meeting St. Columba School 7800 Livingston Rd, Oxon Hill, MD 20745 9:30 am - 11:30 am	TUE., JAN. 22	Superintendent’s Conference Day St. Mary of the Assumption School 4610 Largo Rd, Upper Marlboro, MD 20772 8:30 am - 3:00 pm
WED., JAN. 9	Leadership Academy St. Josephs Regional School 11011 Montgomery Rd, Beltsville, MD 20705 12:00 pm - 3:00 pm	THUR., JAN. 24	Hispanic Enrollment Initiative—Parent Admissions and Financial Aid Information Sessions in Spanish Language St. Catherine Labouré Catholic Church 11801 Claridge Rd, Wheaton, MD 20902
WED., JAN. 9	ADW Certification Cohort 2.0 Informational Meeting Archdiocese Pastoral Center 5001 Eastern Ave., Hyattsville, MD 20782 4:00 pm - 5:00 pm Register Here		

December 2018—January 2019

ACTION ITEM REMINDERS

CSO/ADW
Support Contact

Send recommendations, transcripts, and transfer of records to high schools (HS Admissions Packets)	Uche 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

Marketing Resources—Schools Toolkit Materials

To support archdiocesan elementary schools with open enrollment, we have created the marketing toolkit. The materials for the 2018-2019 school’s toolkit is now available! Please find below the link to the Google Drive which contains all materials.

Inside the Toolkit you will find:

- Digital English Poster—will be mailed
- Digital Spanish Poster—will be mailed
- Customizable Flyer (English and Spanish)
- Digital Ad (English and Spanish)
- Social Media Templates (English and Spanish)

A La Carte Items—Contact Anna Quattrone for ordering instructions

- Yard Sign Template
- Retractable Banner

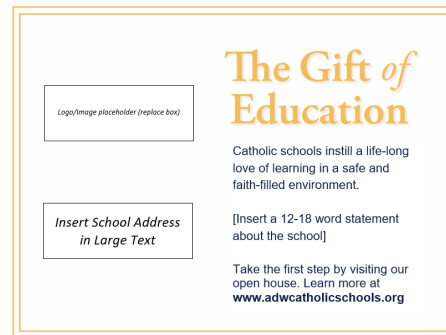
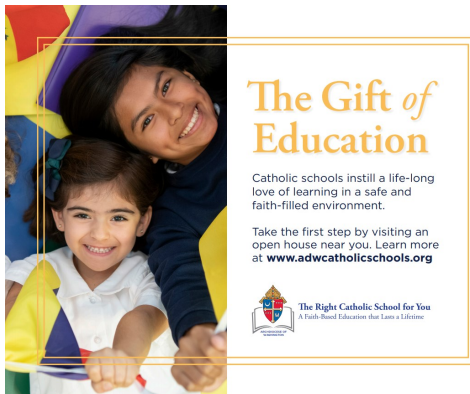


School’s Toolkit

Watch your mail:

Printed copies of the English and Spanish posters will be delivered to schools via US mail during the first week of January. Please note that the messaging on the posters are intentionally different.

Please contact Anna Quattrone, at quattronea@adw.org if there are any questions or concerns.



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



Archdiocese of Washington
Cardinal Baum Scholarship Program
Application Deadline: Friday, January 18, 2019

Each year, [Cardinal Baum Scholarships](#) are awarded to outstanding elementary and secondary teachers in the Archdiocese of Washington (ADW) to help them offset the cost of tuition for a Master's or PhD program at a Catholic college or university. This year the ADW will award \$15,000 in scholarships to select elementary and secondary school teachers who:

- ⇒ Are currently teaching full-time at an elementary or high school in the ADW
- ⇒ Have taught in the Archdiocese for at least three years
- ⇒ Are currently enrolled in, or have been admitted to, a Master's or PhD program related to their teaching assignment at a Catholic college or university
- ⇒ Have maintained at least a 3.0 average in their graduate coursework

Applicants must submit the following:

- ✦ A completed application form
- ✦ 1 – 2 page statement of your professional goals as a Catholic school teacher
- ✦ A letter of recommendation from your current principal
- ✦ An official copy of your graduate transcript
- ✦ A tuition bill that includes proof of payment

All applications and supporting documents must be received by January 18, 2019.

Please send them to:

[Cardinal Baum Scholarship Application](#)

c/o Garfield Gardner
Catholic Schools Office
Archdiocese of Washington
P.O. Box 29260
Washington, DC 20017-0260

Recipients will be notified by February 22, 2019.

Cardinal Baum Scholarship Application

<https://www.cognitofrms.com/ADWCSO1/CardinalBaumScholarshipAward>

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.cognitofrms.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



Scantron Mid-Year Testing

The window for the Math and Reading Scantron Mid-Year Test is January 2 through February 23, 2019.

Principals have the option of only testing students in the bottom two quartiles for the Mid-Year Test. Students that had an NPR score of 0% to 49% on the Baseline Test must take the Mid-Year Test.

To get a list of students by performance bands, follow the steps below:

1. Click on the Reports tab
2. Click on Current Scores under Performance
3. Under the Performance Bands column, click on Reading or Math
4. Click on the name of your school
5. Click on Students
6. Click on the Grade header to sort the list by grade
7. Students with a rating of Below Average or Low Average must be tested.

Submit testing schedule by December 14, 2018 here: <https://www.cognitofrms.com/ADWCSO1/scantronperformanceseriesassessmentscheduleandinventory>



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.

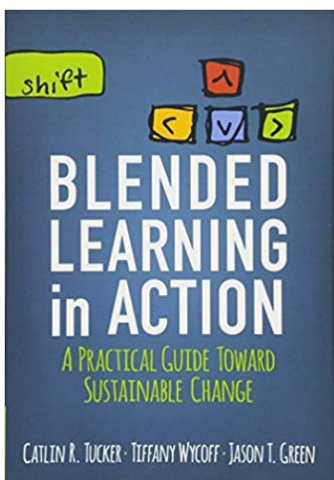
Registration is now open:

<https://www.cognitofirms.com/ADWCSO1/ADWCSOAnnual8thGradeDayOut>



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>