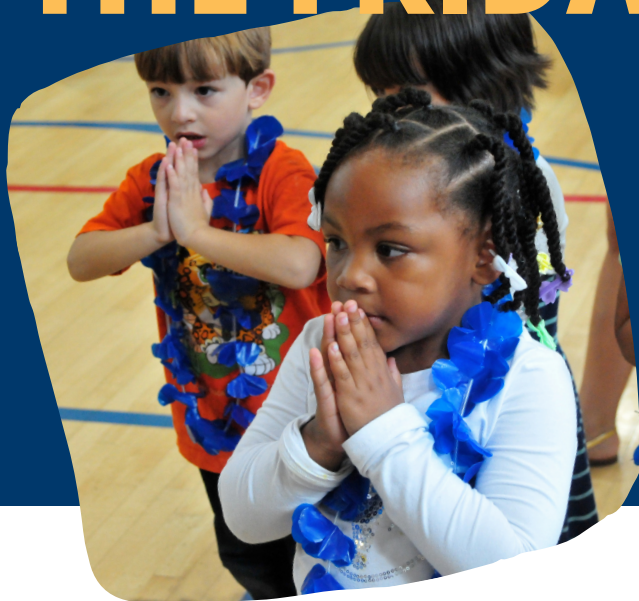


THE FRIDAY UPDATE



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A MESSAGE FROM OUR SECRETARY FOR CATHOLIC SCHOOLS...

Dear School Leaders,

Thank you to all for a tremendous 2022 Catholic Schools Week! From the beautiful liturgies, living rosaries, children's choirs, and Candlemas ceremonies to the open houses, geo and religion bees, scavenger hunts and career days, you show our communities the diverse riches and charisms that our schools possess. We also saw the exchange of appreciation from families, faculty, staff and administrators, which truly personifies #ADWcommUNITY.

This week, my team and I spoke with elementary principals in regional meetings, and next week will meet with high school leaders. These meetings remain invaluable to me, as we navigate and work to meet the leadership needs of our school leaders. Please continue to keep us informed of your needs and communication from your communities, as we live what is hopefully the last of this pandemic.

Finally, as we celebrate the gift of love, Presidents' Day, and Black History Month, let us recall the words of the Venerable Father Augustus Tolton, the first known African American Roman Catholic priest, when asked about faith and service to others, despite extreme hardship and challenges from others, he said, "I shall work and pull at it, as long as God gives me life."

In Peace,

Kelly Branaman

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MASTER CALENDAR

Wednesday, February 16, 2022

ADW Board of Ed Meeting

6-8p, virtual

Thursday, February 17, 2022

HSPA meeting

12-2p - virtual

Monday, February 21, 2022

HOLIDAY - Presidents' Day

APC closed

Tuesday, February 22, 2022

ESPA Conference Day

8:30a-2p, St. Mary of the Assumption

MASTER TO-DO LIST

- Submit your Scantron Test Schedules [HERE](#)
 - Remind new families to apply for Archdiocesan Tuition Assistance Program for school year 2022-2023 by Friday, February 18.
 - Review Spring Open House Dates [HERE](#). Submit updates to Barbara Quisquinay at quisquinayb@adw.org
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ENROLLMENT AND ADVANCEMENT

2022-2023 Tuition Assistance Application Deadline for new families – Friday, February 18, 2022

As a reminder, the deadline for new families to apply for the Archdiocesan Tuition Assistance Program for school year 2022-2023 is Friday, February 18. Families can obtain the link to apply on our website:

<http://www.adwcatholicschools.org/tuition-assistance/>

Tuition Assistance Family Support line

If you or your families have an issue regarding TADS or Tuition Assistance, please contact the TADS Family Support line at 800-477-8237 or reply to the email you received.

Spring Open House Window – March 19 – 27, 2022

Is your school planning to host an open house in the spring? Please submit your open house date(s), time(s), and format to Barbara Quisquinay at quisquinayb@adw.org.

Please review the up to date open house schedule here:

<https://adwcatholicschools.org/elementary-k-8/open-house-schedule/>

Need help with promo and communications in Spanish?

Please send an email to Barbara Quisquinay at quisquinayb@adw.org to plan and discuss tools and strategies for Spanish language marketing at your school.



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ENROLLMENT AND ADVANCEMENT

Social Media Corner

Thank you to everyone who shared their Catholic Schools Week activities with us by using #ADWcommUNITY & #CSW22!

Please continue using #ADWcommUNITY in your social media posts!

In February and March, we will be looking for the following topics to share:

- Black History Month (February)
- Lent Preparation/Ash Wednesday (March 2)
- Women's History Month (March)

Tag us @ADWCathSchools or share photos directly with Anna Quattrone at quattronea@adw.org.

2022 High School Decision Dates

<u>HIGH SCHOOL</u>	<u>DECISION DATE</u>
Academy of the Holy Cross >	February 24: mail - February 25: email
Archbishop Carroll HS >	February 17: mail
The Avalon School >	February 18: email
Bishop McNamara HS >	February 17: mail - February 18: online portal
Brookewood School >	February 18: email
Connelly School of the Holy Child >	February 25: email
DeMatha Catholic HS >	February 17: mail - February 18: online portal
Don Bosco Cristo Rey HS >	February 24: mail
Elizabeth Seton HS >	February 17: mail - February 18: email
Georgetown Prep >	February 25: online portal
Georgetown Visitation >	February 24: mail - February 25: online portal
Gonzaga College HS >	February 25: email
Our Lady of Good Counsel HS >	February 17: mail
St. Anselm's Abbey School >	February 24: mail - February 25: email
St. John's College HS >	February 24: mail - February 25: online portal
St. Mary's Ryken HS >	February 17: mail
St. Vincent Pallotti HS >	February 17: mail - February 18: email
Stone Ridge School of the Sacred Heart >	February 25: email



Records Retention Policy Training Sessions for Schools

The Roman Catholic Archdiocese of Washington recently released an updated and re-branded edition of the Parish and School Records Retention Schedule. The Office of Archives is holding short online training sessions for school staff. Each training session will last a little over an hour and provide a forum for staff to ask questions. School staff include secretaries, child protection coordinators, and school administrators. Teaching staff do not need to attend unless they have other administrative duties outside the classroom that involve handling records. New employees should be encouraged to attend.

Trainings will be held on the following dates:

- March 24, 2022 - 10AM - Register [HERE](#)
- May 2, 2022 - 1PM - Register [HERE](#)

The links above are for registration only. Please register for the training session that you wish to attend. Once a registration is received, the staff member will receive several emails confirming registration and a link to attend the training.

If you or any member of your staff have any questions, please email Stephanie A.T. Jacobe, Ph.D., Director of Archives at JacobeS@adw.org.



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PROFESSIONAL DEVELOPMENT



Certified Medication Technician Training

The CSO will offer Certified Medication Technician (CMT) training to schools. This training is a 20-hour course approved by the Maryland State Department of Education (MSDE) and certified through the Maryland Board of Nursing (MBON).

Criteria for CMT Training

- Employee of the school & is returning for the next school year
- High School Graduate
- 18 years or older
- Pass a basic math and reading test
- Complete a 20-hour training program
- Initial certification Fee: \$20.00

A delegating nurse is assigned to the school

Dates

- March 21, 23, 28, 30
- March 31, April 1

Register participants [HERE](#)

Contact Anne Dillon for more details (dillona@adw.org)

Deadline to register
February 25



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PROFESSIONAL DEVELOPMENT

Continuing Education Teacher Cohorts

Registration is now open to express interest in our cohort programs. The Roman Catholic Archdiocese of Washington partnered with Notre Dame of Maryland University to offer programs for our teachers at no cost to the teacher. Cohort start dates are dependent upon interest.

ADW Catholic Schools Office will contact cohort groups directly with additional details regarding:

- Initial Certification in Elementary or Secondary Certification
- Special Education Endorsement
- Administration and Supervision Certification

Click [here](#) to learn more and apply by **March 31, 2022**.

Applications are located in the cohort descriptions.



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2022 Golden Apple Awards

2022 GOLDEN APPLE AWARDS

This spring the Archdiocese of Washington Catholic Schools will award the fourteenth 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 were the 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 five dioceses around the country.

ADW teachers, parents and students are invited by their principal to annually nominate a teacher for the Golden Apple Award. Please direct them to submit a nomination form to the principal by **February 20, 2022**. All individuals nominated are then to complete a Golden Apple application form to submit to their principal by **February 27, 2022**. After reviewing the nomination forms and applications forms, a committee at each school will select one teacher that will represent the school by **March 4, 2022**. 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 **March 14, 2022**. Applications will only be accepted electronically as a single PDF document. No late applications will 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 choose 10 winners with the approval of the Secretary for Catholic Schools. In May 2022 each of the 10 teachers will be presented a golden apple, a Certificate of Achievement, and a check for \$5,000.

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.

- [Nomination form](#)
- [Application form](#)
- [Information and eligibility requirements](#)





2022 Golden Apple Timeline

- February 20, 2022: All nominations to Principal
- February 27, 2022: School level nominees submit application to principal
- March 4, 2022: School's Nominating Committee chooses school's nominee
- March 14, 2022: Application of school's selected nominee to Wendy Anderson
- May 2022: Winners celebrated



Raiser's Edge

If you have a question regarding Raiser's Edge, please email Jeremy McDonald at mcdonaldj@adw.org.

Rediker

If you have immediate Rediker need, please email apsupport@rediker.com first, as this is the quickest way to receive help. If Rediker cannot resolve the issue, you can reach out to Jeremy McDonald at mcdonaldj@adw.org.

Mid-Year Scantron Assessment Calendar

The window for the Mid-Year Test is January 3 - February 25, 2022.

- Mandatory testing for all students in grades 2 through 8 as a progress check in Reading and Mathematics or Algebra.
- Optional for Kindergarten and 1st grade students.

Click [HERE](#) to submit your testing calendar.



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ANNOUNCEMENTS

Catholic Relief Services Rice Bowl 2022

Thank you for your commitment to Catholic Relief Services (CRS) Rice Bowl 2022!

For over forty years, CRS Rice Bowl has given parishes, schools, families, and individuals the opportunity to spiritually and financially support the work of CRS to prevent hunger and poverty in over 100 countries. In the Roman Catholic Archdiocese of Washington, CRS Rice Bowl is led by committed parish and school coordinators who believe in the work of CRS and know the necessity of this collection.

Ordering Rice Bowls and Posters

- Place your order for CRS Rice Bowl materials by February 9, 2022 in order to ensure your resources arrive by Ash Wednesday.
- To find instructions for ordering Rice Bowl materials click [here](#).

Schools

- To access lesson plans, family communication tools and other resources for 1-8 graders click [here](#).
- To find family communications tools, activities, and other resources for high school students click [here](#).
- Emphasize to donors that checks must note “*CRS Rice Bowl*” on the memo line.



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ANNOUNCEMENTS

Activities and Engagement

This year, CRS is focusing on telling “*stories of hope*” from three of the countries that donations will go to: Guatemala, Rwanda, and Bangladesh.

- To find engaging activities related to featured stories that enhance the Rice Bowl experience click [here](#).
- Gather as a family for Friday dinners during Lent. To access the popular meatless recipes compiled from around the world for Fridays during Lent click [here](#).

Rice Bowl Collection

- Send all monetary offerings collected at the end of Lent for Rice Bowl **DIRECTLY to Catholic Relief Services**. Below are three ways for you, your parish, school, or other ministry to submit these tithes and offerings:

1. Submit your tithe over the phone: 1-877-435-7277

2. Mail your tithe:

Catholic Relief Services
CRS Rice Bowl
P.O. Box 17090
Baltimore, MD 21297-0303

3. Go online and submit tithes via the website:

- In each of these three possibilities, please ensure that you note that this donation is coming from (parish, school, or other ministry endeavor) the Roman Catholic Archdiocese of Washington. This will help to ensure that we receive the 25% of the tithes that go to fund the dual work of CRS. The work of CRS supports the global Church and the local Church in our Archdiocese.
- That 25% will go to help fund the work of food banks, and pantries located in the Archdiocese, including the Community Food Security Program that started at the beginning of the pandemic as a response to the needs identified by parishes in the Archdiocese.

Questions can be directed to Global Solidarity Coordinator, Maeve Gilheney-Gallagher at GallagherMC@adw.org. To get a PDF of this info please click [here](#).

