



THE FRIDAY UPDATE

#ADWSaints

www.adwcatholicschools.org

From the Superintendent

Dear School Leaders,

I cannot thank you enough for the incredible effort and commitment you have demonstrated in each of your school communities this year. As we end another school year, I would like to share the following prayer with you:

For all the teaching and learning that has taken place in our school, both in and out of the classroom,

For the talents and gifts that have been shared and the challenges that have been faced

For the burdens that have been lifted and the hurts that have been healed

For the respect and care that has been given

We give thanks for the friendships that have just begun and for those that have grown.

For the faith that has been lived in our daily struggles,

For the hope that has lifted our hearts on the dark days;
And for the love that has kept us going.

We give thanks for the community that we are, and we ask you Lord - Bless our students as they sit their exams: may your Spirit inspire them with confidence and calmness.

Bless our families as we take our holidays, may our time together leave us with memories to cherish. Pour out your love on us that we may return renewed and refreshed to continue our journey together.

We make this prayer through Christ our Lord. Amen

Please know of my continued prayers for each of you and your school communities during the summer months! We will be back with the mid-summer edition of the Friday Update in late July. I hope you have a relaxing and enjoyable summer!

God Bless,

Superintendent

Friday Update

Mid-Summer Edition:
July 19, 2019

WHAT'S INSIDE:

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June - July 2019

SUN., JUNE 16	Happy Father's Day!	SUN., JUNE 30	End-of-Year Assessment Assurance Due
MON., JUNE 17 - THUR., JUNE 20	ADW Summer Institute Register Now	THUR., JULY 4	Independence Day - CSO Closed
FRI., JUNE 21	Data Summit 2019 Bishop McNamara High School 6800 Marlboro Pike, Forestville, MD 20747 Register HERE	TUE., JULY 30	New Principal's Meeting Archdiocese Pastoral Center 5001 Eastern Avenue, Hyattsville, MD 20782 9:00 a.m. - 12:00 p.m.
FRI., JUNE 28	New Principals Luncheon Archdiocese Pastoral Center 5001 Eastern Avenue, Hyattsville, MD 20782 12:30 p.m. - 3:30 p.m.		

Save the Dates

Opening of Schools Mass

Monday, August 26, 2019

10 a.m.

Basilica of the Shrine of the Immaculate Conception

Washington, DC

Don't forget to submit significant teacher and school anniversaries for 2019-2020 [HERE](#)

Superintendent's Roundtables:

August 8, 2019

APC, Hyattsville

August 14, 2019

St. John the Evangelist,
Clinton

August 15, 2019

St. Mary School, Rockville

June 2019

ACTION ITEM REMINDERS

- Submit significant teacher and school anniversaries for 2019-2020 Opening of Schools Mass [HERE](#)
- Meeting with pastor to complete Principal Evaluation Packet
- Discuss non-continue letters with teachers (if any)
- Post openings for next year on SchoolSpring.com
- Interview and hire for open positions
- Complete teacher observations/evaluations for this year; include a review of teacher professional development plans
- Complete and submit all paperwork for I-20s for new and returning international students
- Submit end-of-year assessment assurances in ASSIST
- Practice and record school emergency drills (e.g. fire, weather-related)
- Update appropriate student/parent/staff information in the TADS/Rediker system
- Conduct ALICE drills with students ([See Do's and Don'ts of ALICE Drills](#))
- Refer students identified in placement report as "at risk" to the Student Assistance Team (if not already identified)
- Student Assistance Teams assess students' emotional/behavioral/truancy/financial needs and make appropriate referrals
- Administer end-of-year assessments to students (grades 2-7)
- Submit your 2019-2020 [Open House schedule](#); please see the enclosed open house message pertaining to date options

CSO/ADW
Support Contact

Michelle Lawyer

Wendy Anderson

Wendy Anderson

Wendy Anderson

Wendy Anderson

Wendy Anderson

Garfield Gardner

Christina Mendez

Chris Buchleitner

Chris Buchleitner

Chris Buchleitner

Anne Dillon

Anne Dillon

Vicky McCann

Anna Quattrone

Frontline To-Do:

Timeline	Initial Staff Development Stage	Renewal Stage	Professional Growth Stage	Specific Staff Development Stage
May/June	<ul style="list-style-type: none"> Principal does at least one documented walkthrough Principal will prepare final evaluation Principal and teacher will meet to review final evaluation <p>(June) Teacher completes self-evaluation (at principal's discretion) by June 30th</p> <p>ALL evaluations and courses must be finalized in Frontline by June 30th</p>	<ul style="list-style-type: none"> Principal does at least one documented walkthrough Principal will prepare final evaluation Principal and teacher will meet to review final evaluation <p>(June) Teacher completes self-evaluation (at principal's discretion) by June 30th</p> <p>ALL evaluations and courses must be finalized in Frontline by June 30th</p>	<ul style="list-style-type: none"> Teacher completes end-of-year self-evaluation of Teacher Developed Annual Goals Principal completes end-of-year evaluation of Teacher Developed Annual Goals Principal and teacher will meet to review final evaluations <p>(June) Teacher completes self-evaluation (at principal's discretion) by June 30th</p> <p>ALL evaluations and courses must be finalized in Frontline by June 30th</p>	<ul style="list-style-type: none"> Principal does at least one documented walkthrough Principal will prepare final evaluation Principal and teacher will meet to review final evaluation <p>(June) Teacher completes self-evaluation (at principal's discretion) by June 30th</p> <p>ALL evaluations and courses must be finalized in Frontline by June 30th</p>

Frontline Support Document: <https://goo.gl/NWX181>

[MyLearningPlan.com](#)

Link to this document: <https://goo.gl/qqiXSZ>

• Help Desk Contact: PGSupport@FrontlineED.com

• Frontline Learning Center: Click on the question-mark in the right-hand corner of your dashboard

What to view or make a copy of this document? [Click here](#)

Questions? Contact noriss@adw.org

Open House Windows

As you are planning and creating calendars, please schedule open houses during these windows. Dates will be collected to be used in marketing materials. Please submit your Open House schedule [HERE](#) by June 28, 2019.

Oct. 12 - 26, 2019 - Fall

Jan. 26 - Feb. 8, 2020 - CSW

March 22 - 29, 2020 - Spring



2019-2020 Admissions Information and Testing Guide



2019-2020 ADMISSIONS INFORMATION AND TESTING GUIDE

Please click [HERE](#) for the 2019-2020 Admissions Information and Testing Guide. Appendices B & C will be available in August.

Prepared for
Catholic Elementary, Middle, and High Schools
in the [Archdiocese of Washington](#)

June 2019



End of Year Scantron

Notification of Intent to Spoil a Test

A test in Scantron may be spoiled at the Principal's authorization, only. Use the Notification of Intent to Spoil a Test form to document a test that is spoiled and the reason(s) for spoiling the test results. Remember, once spoiled, test scores cannot be retrieved.

[Click here to access the online Notification of Intent to Spoil a Test form.](#)

Assessment Records Transfer - Out Directions

If a student withdraws from your school, with your principal's authorization, schools will transfer the student in the Holding School. School Scantron Teams manage the transfer of student records from the school's Scantron site to the Holding School site (PK-12 Holding School)

1. Staff Login at www.edperformance.com
2. Click on Site Admin
3. Click on Transfer Students
4. Enter Site ID 69-7209-7853
5. Select withdrawn students (not graduated students); check the boxes next to the names
6. Click Next; Confirm and Save

SIP Score

In the beginning of June, the SIP Score (Standards Item Pool) was removed from the Scantron database and profile reports. This was a translation of the scaled score into a percentage of how the student would perform on grade level aligned items, if they were to test again. The score was unreliable and Scantron will be eliminating this score in future assessments.

Testing Calendar

[Click here to view the 2019 – 2020 Assessment Calendar.](#)

Prospective Student Testing

Several of our schools have been using their Scantron Database to administer entrance exams to prospective students. These optional tests should only be used for placement or to ensure available resources are available at your school for the individual applicant. An email with specific instructions for our new Prospective Student Testing database will be sent to each principal today. This new site will have express versions of the Reading and Math exams, limited to 25 questions for each test. The current Scantron database will no longer be used for prospective students. Read the email from Vicky McCann for more details.

Notice

Scantron labels were printed and shipped late last week, please contact Jeremy McDonald at mcdonaldj@adw.org if have not received your labels or have any questions or concerns.