# THE FRIDAY UPDATE

A LETTER FROM THE SECRETARY FOR CATHOLIC SCHOOLS Dear School Leaders,

Yesterday, the U.S. Department of Education recognized four archdiocesan elementary schools as 2019 National Blue Ribbon recipients. Please join me in congratulating Blessed Sacrament School, St. Joseph Regional School, St. Peter School (DC), and St. Raphael School! We are very proud of these school communities and grateful for the principals and teachers who are committed to academic excellence in the classrooms.

This week in the Friday Update, please take some time to review the Master-To-Do List for October and calendar of events, including the upcoming *Catechetical Day* 2019 on October 19. Throughout October, the Catholic Schools Office will again host Financial Aid Information Sessions in Spanish language. It is important that all principals promote these sessions by inviting families who are interested in sending their children to a Catholic school.

Lastly, thank you to all school leaders, for sending your Mass schedules to our office. We look forward to joining you and your faith-filled communities, during the school year. I continue to pray that God will continue to bless our school communities, as we enter into the fall season.

In Christ,

Secretary for Catholic Schools



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## Master Calendar

Monday, September 30 Delegating Nurses Training 8AM I Pastoral Center

**Tuesday, October 1** Facilitator Training for Collaboration Day 9:30 AM I Holy Redeemer, College Park

Monday, October 2 Delegating Nurses Training 8AM I Pastoral Center

Wednesday, October 2 General Nurse Meeting 12:30 PM I Pastoral Center

Wednesday, October 2 New Principal Meeting 12:30 PM I St. Columba School

Wednesday, October 2 Hispanic Enrollment Staff & Volunteer Training 6PM | St. Andrew Apostle School

**Thursday, October 3** Leadership Academy 9:30 AM I Pastoral Center

**Thursday, October 3** Assessment Advisory Committee Meeting 12:30 PM I The Academy of St. Matthias

Wednesday, October 9 School Scantron Team Leaders Meeting 3:30 PM | Online

**Thursday, October 10** Financial Aid Workshop- Spanish Language 6:30 PM | St. Jude Regional Catholic School

Monday, October 14 Columbus Day - CPA Closed

Wednesday, October 16 ADW Board of Education Meeting 6 PM | Pastoral Center

**Thursday, October 17** Financial Aid Workshop- Spanish Language 6:30 PM | St. Mary School, Landover Hills

**Saturday, October 19** Catechetical Day 2019 8AM | Bishop McNamara High School 2019-2020 Strengthening Families. Strengthening Schools. #ADWFamily



# Master To-Do List



The 2019 Elementary School Open House will be posted on adwcatholicschools.org beginning Monday, September 30. Please review the schedule HERE and send any additions or edits to Anna Quattrone at quattronea@adw.org

adwcatholicschools.org @adwcathschools

#### ACTION ITEM

CSO/ADW SUPPORT CONTACT

Sean Brown

Wendi Williams

Anne Dillon

#### **Academics & Leadership**

- Review, update and send Faculty Wendy Anderson Certification Form
- Complete new teacher (1-3 years) and staff observations, create any necessary teacher improvement plans
- Review all progress reports and Vicky McCann prepare for Parent/Teacher conferences; train teachers on conference best practices

#### **Enrollment Management**

- Send reminder about the 2020-21 Tuition Assistance Program Application
- Activate TADS 2020-21 admissions portal

#### HSPT

- Monitor weekly HSPT registration reports and follow up with families who have not registered.
- Work with 8th grade teachers and parents on HSPT preparations and online registration

#### **School Safety**

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

#### **Special Education**

- Confirm that Student Assistance Team has a leader; send Student Assistance Team to training
- Assess students' emotional/behavioral/truancy/financial needs and make appropriate referrals
- Identify students who may be eligible for the Johns Hopkins talented and gifted program

MASTER TO-DO LIST I PAGE 2



Four Catholic schools in the Archdiocese of Washington were recognized on September 26, 2019 by the U.S. Department of Education as National Blue Ribbon Schools in recognition of their academic achievement as America's most successful schools! Congratulations to Blessed Sacrament School in Washington, DC, St. Joseph's Regional School in Beltsville, MD, St. Peter's School in Washington, DC, and St. Raphael's School in Rockville, MD.

# Welcome New CSO Employees



Roshon Casey Director of Early Childhood Programs

Roshon Casey joined the Catholic Schools Office team on September 16, 2019. In her role as the Director of Early Childhood Programs she will ensure that all Archdiocesan preschools and educational childcare programs are appropriately licensed and comply with the State of Maryland and the District of Columbia regulations that govern them. She will also provide consultation and technical assistance to the preschool programs that participate and seek to participate in the State of Maryland's quality rating and improvement system. Roshon is a native of Richmond, Virginia. She is a graduate of Hampton University where she received a Bachelor of Arts in History and a Master of Arts in Teaching. Roshon has been in the field of early childhood education for over 20 years. Prior to joining the Archdiocese of Washington Catholic Schools Office she was a licensing inspector for children's programs for the Commonwealth of Virginia.

Please welcome Kwane Drabo, OSP & BOOST Specialist for our Catholic Schools Office. Kwane's love for education and policy have led him to a career as a political professional and organizer with a bevy of issue and electoral campaign experience. Additionally, he is a former Capitol Hill staffer and has worked on various issues as an investigator for the Oversight & Government Reform Committee. Kwane holds a bachelor's degree in political science from North Carolina Agricultural and Technical State University and a Master's in International Security Studies from Trinity University. He is 6'7, so he is quite hard to miss and of course, he loves basketball.



Kwane Drabo OSP/BOOST Field Specialist

# Marketing & Enrollment Management

### **Open House Schedule**

The fall open house window is Saturday, October 12 - Sunday, October 27. Please review the 2019 Elementary School Open House schedule HERE. This schedule will be posted on adwcatholicschools.org beginning Monday, September 30. Send any additions or edits to Anna Quattrone at quattronea@adw.org.



#### eCatholic VIP Webinar

You're invited to join a live eCatholic VIP webinar, which is being offered specifically for schools and parishes in the Archdiocese of Washington. The webinar will be held Tuesday, Oct. 1 at 10am Eastern. Register HERE:

Luke Tristani and Matthew Kurtz from the eCatholic team will discuss Catholic digital trends, explain some new eCatholic features, and announce two exclusive new offers for site design and online giving. The webinar will be recorded and emailed to all registrants, so be sure to register even if you can't attend the live webinar. You'll receive the recording to view later.

# Save the Date

Digital Media Best Practices Workshop

Tuesday, November 12 10AM - 12PM

ADW Pastoral Center

Please join us for a workshop on Best Practices for Social and Digital Media where we will discuss:

- Using social media as a marketing tool
- Digital advertising
- SEO

Registration for this workshop will be available in the next edition of the Friday Update

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# Hispanic Heritage Month

Hispanic Heritage Month is still going on! Please share any event photos with Anna Quattrone at quattronea@adw.org.

Need suggestions on how to celebrate? Check out recommendations HERE.

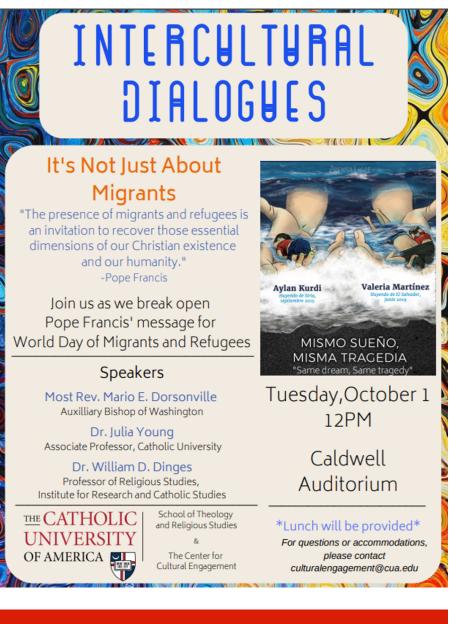
# **Hispanic Enrollment Initiative**

## 2019 Financial Aid Workshop Posters

Please display the 2019 Financial Aid Workshop posters in the parish vestibule, school gym/auditorium, lobby, and other locations. If you need additional posters or have any questions please contact escuelas@adw.org.

Registration link to share with interested families can be found HERE.

## **Event Invitation**



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The Friday Update

# Catholic High School Information

## **2019 HSPT Registration Reporting**

Please note that 2019 HSPT Registration Reporting will begin on Monday, September 30. Principals and HSPT coordinators will receive the link and password to access individual school registration reports every Monday morning after that date. Please contact Anna Quattrone at quattronea@adw.org to provide contact information for new staff member(s) at your school that should receive this information.

## 2019-2020 Catholic High School Veteran/Novice Teacher of the Year Awards

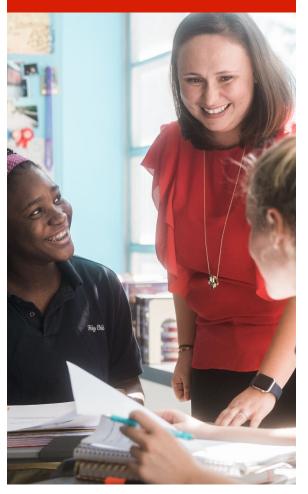
Each of the Catholic high schools in the Archdiocese of Washington is invited to participate in the 2019-2020 Catholic High School Veteran/Novice Teacher of the Year Awards by selecting two Teachers of the Year (a teacher selected from your veteran faculty pool and another teacher selected from your new teachers in their first, second, or third year), which will be presented at the end of the HSPA Fest Mass. Each high school may add its own criteria around the universal characteristics of the award.

Please complete the school award nomination form by **Friday, October 11, 2019**. If you have any questions contact Garfield Gardner at gardnerg@adw.org or 301.853.5304. Save the Date

**HSPA Fest Mass** 

Friday, October 25, 2019

DeMatha Catholic High School 4313 Madison Street Hyattsville, MD 20781



# Badges are Back!

September challenge = Take 3 activities total in the following components. Click each link for applicable activities:

- 2B: Establishing a Culture for Learning
- 2C: Managing Classroom Procedures
- 2E: Organizing Physical Space

All teachers that complete 3 activities will receive a monthly badge and automatically entered in a drawing for a gift card!

## Click HERE for Challenge details



# Curriculum & Professional Development

View the Curriculum Corner Newsletter here!

### **Lesson Plan Collection**

All teachers are invited to use this form to share any lessons aligned to our ADW standards with other ADW teachers. After reviewing your submission, Vicky McCann will add your resource to an ADW Lesson Plan Database. The database will be created when lessons start rolling in!

## **Teachers Helping Teachers - Share HERE**

# **STEM**

#### 1st Maryland STEM Parade Saturday, October 19, 2019 Bowie State University

Maryland is holding a STEM Parade at Bowie State University to excite the Community, especially students, about this important topic. It will follow the format of traditional parades with cars/floats, walkers, and bands. After the parade, there will be a collection of STEM activities to inspire interest in Science, Technology, Engineering and Mathematics. Amerlia Draper from NBC4 will be one of the Grand Marshalls. For more details click HERE.

## **Testing Schedules**

Click HERE to submit your testing schedules

## **Assessment Records Transfer Request**

Click HERE for the Assessment Records Transfer -In Request Form

Transfer Records Out Directions:

- 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

## **Updated Proctor Scripts**

Students in Grades K-2

Students in Grades 3-8

Proctor Tips and Best Practices

# #ADWFamily Feature

"PreK-4 loved that @WashArchbishop Gregory jumped right into their multi-sensory human graphing and rhyming activity from the Energizing Readiness Curriculum from the Titans Foundation. #ADWFamily"

#### -@HolyCross\_MD



# Mark Your Calendars

#### November 15, 2019 9:30AM-2:30PM

St. Mary of the Assumption Fall All Regions Educational Technology Meeting (all tech teachers should attend)

#### February 15, 2020 9:30AM-1:00PM

St. Pius X Regional School EdCamp ADW the "Unconference" FREE PD for ALL Educators. Please encourage attendance!

#### March 27, 2020 9:30AM – 2:30PM

Location TBD Spring All Regions Educational Technology Meeting (all tech teachers should attend).

Catholic EdCamp DMV date and location TBD.

**Frontline** Support Document can be found HERE

# **Educational Technology**

- The teacher site is updated and can be accessed by going to; https://sites.google.com/site/adwteacher/
- Adwcollaborators.weebly.com ed tech tools and resources for all
- ADW, CSO 2018-23 Educational Technology Plan: https://goo.gl/81S9ji
- Security Best Practices Whitepaper: http://bit.ly/SecurityBestPractices1819
- MEEC, Maryland Education Enterprise Consortium all ADW schools in Maryland are members. Take advantage by going to MEEC-edu.org
- Become Global Collaborators with other Catholic schools around the country; https://goo.gl/5J65nD (sign up, reach out and connect).

