





THE FRIDAY UPDATE

#ADWSaints

www.adwcatholicschools.org

From the Superintendent

Dear School Leaders,

The last two weeks have been filled with many opportunities for professional growth, prayer and reflection. The first fall Collaboration PD Day was held on Friday, October 12 at Holy Redeemer School in Kensington. Many of our elementary Catholic school teachers were able to listen to the inspiring words of Katie Prejean, international speaker, educator, and author. These Collaboration Days are important for sharing ideas across schools and regions, as well as learning new methods and skills for the future. I would like to thank all the facilitators, presenters, and the Catholic Schools Office staff for making this program for professional growth possible. I look forward to seeing more of our Catholic educators at the next two Collaboration Days in the upcoming weeks.

Last week, the Archdiocese of Washington Board of Education met for its first official meeting for the 2018-2019 school year. I am extremely grateful for their service and dedication to Catholic education. Our board members continue to be impressed by the many good works of our schools. They look forward to their collaboration with the Catholic Schools Office in the review of strategic planning for our schools. In addition, this week, members of my leadership team and I will join the elementary principals at a welcomed spiritual retreat. This time offers opportunity for reflection on our important work, and imbues us with renewal and grace for the remainder of the year.

This week, I ask that you take some time to review the Master Calendar and To-Do list for October and

early November, including dates related to Collaboration Days and the HSPT. We offer our blessings to the high school principals who will participate in their annual professional development day at HSPAfest on October 26 at DeMatha Catholic High School.

I ask your prayers for the St. Thomas More School community as they mourn the loss of Mr. Larry Jones, a Physical Education and Religion teacher who passed away, recently. May God’s perpetual light shine upon Mr. Jones and may He grant Mr. Jones’ family and the St. Thomas More community strength and peace during this most difficult time.

Lastly, please continue to keep the many people affected by the recent natural disasters in the world, in your prayers. May our Blessed Mother watch over them always.

Sincerely in Christ,

Superintendent

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## October 17, 2018 - November 9, 2018

<b>WED., OCT. 17- FRI., OCT. 19</b>	ESPA Retreat Rehoboth, Delaware	<b>SAT., NOV. 3</b>	Catholic EdCampDMV (NCEA) St. Matthias 9473 Annapolis Rd, Lanham, MD 20706 8:00 a.m.—12:30 p.m. <a href="#">Register Here</a>
<b>FRI., OCT. 19</b>	October 19: Standardized Assessment Assurance: Semester Priority Standards Due <a href="#">Use this Form</a>	<b>MON., NOV. 5</b>	ESPA Executive Meeting Archdiocesan Pastoral Center 5001 Eastern Ave., Hyattsville, MD 20782 9:30 a.m.—11:30 a.m.
<b>WED., OCT. 24</b>	Anxiety in Schools PD for School Counselors Archdiocesan Pastoral Center 5001 Eastern Ave., Hyattsville, MD 20782 9:00 a.m.—3:00 p.m.	<b>MON., NOV. 5</b>	DC ESPA Regional Meeting Archdiocesan Pastoral Center 5001 Eastern Ave., Hyattsville, MD 20782 12:30 p.m.—2:30 p.m.
<b>FRI., OCT. 26</b>	SoMD/PG Collaboration Day Bishop McNamara High School 6800 Marlboro Pike, Forestville, MD 20747 7:30 a.m.—2:30 p.m.	<b>TUE., NOV. 6</b>	Social Studies Committee Meeting Archdiocesan Pastoral Center 5001 Eastern Ave., Hyattsville, MD 20782 9:30 a.m.—2:00 p.m.
<b>FRI., OCT. 26</b>	HSPT Registration Closes for ADW Elementary Schools	<b>TUE., NOV. 6</b>	MC ESPA Regional Meeting Knights of Columbus Hall 9707 Rosensteel Ave, Silver Spring, MD 20910 9:30 a.m.—11:30 a.m.
<b>MON., OCT. 29</b>	MC Collaboration Day Our Lady of Good Counsel 17301 Old Vic Blvd., Olney, MD 20832 7:30 a.m.—2:30 p.m.	<b>WED., NOV. 7</b>	ADWLearn Fall Courses—Differentiated Learning St. Mary of the Assumption School 4610 Largo Rd, Upper Marlboro, MD 20772 8: a.m.—3:30 p.m.
<b>TUE., OCT. 30</b>	Principal Evaluation Committee Holy Redeemer Elementary School 4902 Berwyn Road, College Park, MD 20740 9:30 a.m.—12:00 p.m.	<b>WED., NOV. 7</b>	PG ESPA Regional Meeting St. Mary of the Assumption 4610 Largo Rd, Upper Marlboro, MD 20772 9:30 a.m.—11:30 a.m.
<b>THUR., NOV. 1</b>	All Saints Day - CPA & CSO Closed	<b>THUR., NOV. 8</b>	SoMD ESPA Regional Meeting St. John's Hollywood 43900 St Johns Rd, Hollywood, MD 20636 9:30 a.m.—11:30 a.m.
<b>FRI., NOV. 2</b>	Rediker RediConnect Event Courtyard New Carrollton Landover 8330 Landover, MD 20785 8:15 a.m.—1:15 p.m. <a href="#">Register Here</a>	<b>FRI., NOV. 9</b>	<b>New Date:</b> Marketing Committee Meeting Archdiocesan Pastoral Center 5001 Eastern Ave., Hyattsville, MD 20782 9:00 a.m.—11:00 a.m.
<b>SAT., NOV. 3</b>	ADWLearn Fall Courses Begin St. Mary School 7207 Annapolis Rd, Landover Hills, MD 20784 8:00 a.m.—3:30 p.m.		

## OCTOBER 2018

### ACTION ITEM REMINDERS

Work with 8th grade teacher(s) and parents on High School Placement Test preparations, including online registration	CSO/ADW Support Contact
Distribute and collect high school records release forms (maintain in local school files); see <a href="#">High School Admissions Information and Testing Guide</a>	Uche Owelle
Monitor weekly HSPT Registration reports and follow up with attending families who have not registered. Registration closes on October 26th. <a href="#">Click here for the link</a>	Uche Owelle
Fax Elementary School HSPT order form to STS on Oct. 30th	Uche Owelle
Send reminders about 2018-2019 Tuition Assistance Program Application	Sean Brown
Activate TADS 2019-2020 admissions portal	Sean Brown
Upload a copy of your school's Annual Archdiocesan Financial Communication (Policy #4610) into ASSIST by the end of October.	Sean Brown
Confirm Elementary Open House spring dates. View/edit date/time <a href="#">here</a> .	Anna Quattrone
Review, update, and submit in Assist - Faculty Certification Form	Wendy Anderson
Frontline Teacher Evaluation. For specific requirements <a href="#">click here</a>	Wendy Anderson
Prepare Scantron student profile reports to share results during parent/teacher conferences. ADW Report options: Parent Review, Parent Summary, or Parent Extended ( <a href="#">view video on printing Scantron profile reports</a> )	Vicky McCann
Review all progress reports and prepare for Parent/Teacher conferences; train teachers on conference best practices	Vicky McCann
Review all first quarter report cards (grades 1-8)	Vicky McCann
Confirm that Student Assistance Team has a leader	Anne Dillon
Assess students' emotional/behavioral/truancy/financial needs and make appropriate referrals	Anne Dillon
Identify students who may be eligible for the Johns Hopkins talented and gifted program	Anne Dillon, Chris Buchleitner
Update appropriate student/parent/staff information on the SchoolMessenger 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
Ongoing consultation with LEA review the current Title I program and make any necessary adjustments to ensure program is meeting the needs of your students	Brian Radziwill
Mid-October is deadline in most LEAs to turn in new student recommendations for Title I services	Brian Radziwill
PD needs assessments or budgets due as requested by LEA; put together estimated Title IIA budget for professional development and courses for certification for the year	Brian Radziwill

## Marketing Committee Registration

All archdiocesan elementary school personnel who have a role in admissions, marketing, enrollment management, and/or advancement are encouraged to participate in marketing committee activities. Principals please share this information with your staff.

Please submit your contact information to be included in the Marketing Committee mailing list [here](#).

## All Saints' Day Preparation

The Catholic Schools Office has been thrilled to see and share schools' #ADWSaints posts on social media. Thank you for the enthusiasm and engagement online!

We are excited to celebrate the 2018-2019 Catholic identity theme in correlation with the Feast of All Saints' Day by sharing #ADWSaints materials with your students and staff. Please watch your mail in the upcoming weeks for a special #ADWSaints package and instructions. We hope that these tokens serve as a daily reminder to our students that sainthood is a vocation for all!

[Click here](#) for further instructions on distribution and ideas for All Saints' Day.

These instructions should be printed and shared with classroom teachers and campus ministers who will distribute the items.

### #ADWSaints Feature

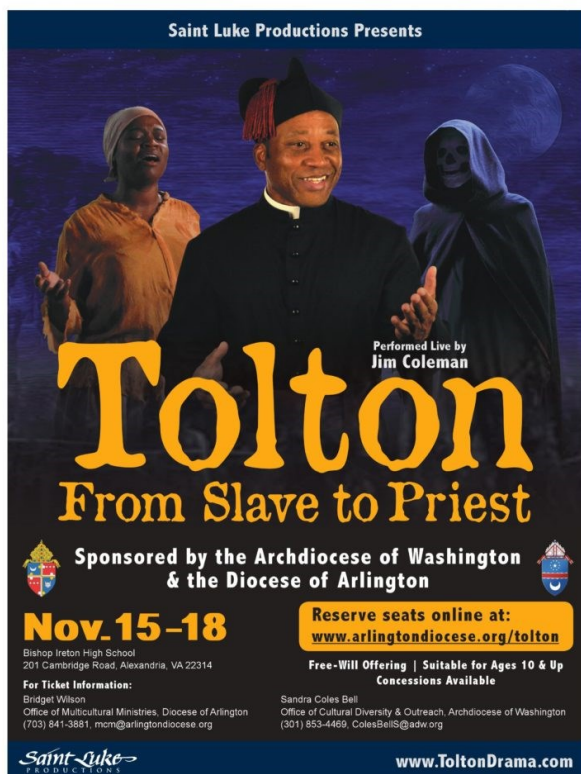


Teachers from Sacred Heart School travel to Rome to witness the canonization of Saint Oscar Romero



8th Graders at St. Martin's School lead mass and perform conclusion song to celebrate the





The Archdiocese of Washington and the Diocese of Arlington have collaborated with St. Luke Productions to bring the theater production “Tolton: From Slave to Priest” to Bishop Ireton High School in Alexandria, VA. This one-man show, performed by actor Jim Coleman and directed by Leonardo Defilippis, is based on the life of Fr. Augustus Tolton, a former slave who conquered nearly impossible odds to become the first black man to be ordained to the priesthood by the Roman Catholic Church in the United States.

The play is currently on national tour. This is the first time the show will be presented in Virginia and the Washington, D.C. area - and we are making it free for the public. Everyone, ages 10+, is encouraged to attend. Find out all the details here.

## Dates/Showtimes:

- SPECIAL non-published performance, recommended for schools: Thursday, November 15, 2018 at 10:30 am
- Thursday, November 15 at 7 pm
- Friday, November 16 at 7 pm
- Saturday, November 17 at 1 pm
- Saturday, November 17 at 7 pm
- Sunday, November 18 at 4 pm

**Looking to get tickets for a group larger than 6?** Online registration is limited to six tickets per order, per person (please do not fill out the registration form more than once). Contact Bridget Wilson at (703) 841-3881 or email [mcm@arlingtondiocese.org](mailto:mcm@arlingtondiocese.org) to request 6 or more tickets.

## ADW Fall Courses

This school year the Catholic Schools Office will offer a series of classes. Four hybrid courses for three re-certification credits. These three credit courses will meet two times in-person and the rest of the time will be online. One in-person Catechesis certification course will also be offered. One in-person re-certification class will be offered on Wednesdays. In order to earn the credits, teachers must attend all classes and satisfactorily complete all work for the course.



[Click here for more information and to register.](#)

### **Re-certification In-Person Course: (1 re-certification credit)**

*In Person: November 7, 2018 8:00 PM– 3:30 PM*

*In Person: December 5, 2018 8:00 PM – 3:30 PM*

*Location: St. Mary of the Assumption - 4610 Largo Road, Upper Marlboro, MD 20772*

*Cost: Free*

### **Differentiated Instruction: Addressing the Needs of All Learners**

*Instructor: Maggie Hubbard, Ed.D.*

### **Re-certification HYBRID Courses: (3 re-certification credits)**

*Course Start Date: October 20, 2018*

*In Person: November 3, 2018 8:00 PM– 3:30 PM*

*In Person: December 1, 2018 8:00 PM – 3:30 PM*

*Course End Date: January 12, 2019*

*Location: Saint Mary School - Landover Hills: 7207 Annapolis Road Landover, MD 20784*

*Cost: ADW teacher \$75.00/course + cost of book*

### **Building Classroom Connections in the Early Childhood Setting**

*Instructor: Kaitlin Allen*

#### **Your School Is Going 1:1, Are You Ready?**

*Instructor: Mary Del Bianco and Kitty Shadman*

#### **Engaging Children's Minds through Inspiration**

*Instructor: Melissa Lebowitz*

#### **Social-Emotional Well-Being in the Classroom**

*Instructor: Kelly Mazzeo*

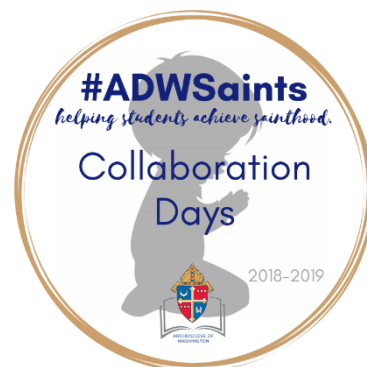


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## Spring Collaboration Day—Call for Proposals

ADW is calling on you to share your knowledge and expertise in one of the following topic areas:

- Academic Content Area
- Standards Based Report Cards
- Assessment
- Marketing
- Student Services
- Enrollment Management
- Exceptional Learners
- School Operations
- Leadership
- Danielson – Framework
- Classroom Management
- Diversity
- Religious Instruction
- Student Engagement
- Technology Integration



Proposals due by January 1:

<https://goo.gl/NrGL8E>

## Scantron Parent Guides

The Parent Guide was updated in 2017 and includes the new norm data charts for Reading and Math. The Guide is available in electronic format to print and send home (or to download and email) to parents/guardians with profile reports. The Guide is available in both English and in Spanish.

[Archdiocese of Washington Parent Guide](#) (.pdf - English)

[Archdiocese of Washington Parent Guide](#) (.pdf - Spanish)

## **2018-2019 Open House Schedule—Please Submit**

The CSO is currently creating the marketing and advertising program for elementary school open houses. All principals are asked to visit [this document](#) and confirm whether your open house date is correct. If incorrect, please edit the Google Document and highlight in yellow once updated to the correct date.

Each school is asked to submit the dates and times for two open houses: one that will be held during Catholic Schools Week, and one that will be held March, 23, 2019—April 1, 2019.

Please direct any questions to Anna Quattrone at [quattronea@adw.org](mailto:quattronea@adw.org) or 301-853-4597.

## **Date Change: Marketing Committee Meeting**

Please join us next month for the Marketing Committee Meeting. The following topics will be covered during the meeting:

- ♦ Elementary Schools Tool Kit
- ♦ Open House, Shadow Visits and Hispanic Outreach Program Resources
- ♦ Digital Marketing: Geo-targeting

**November 9, 2018**

**9:00 a.m. - 11:00 a.m.**

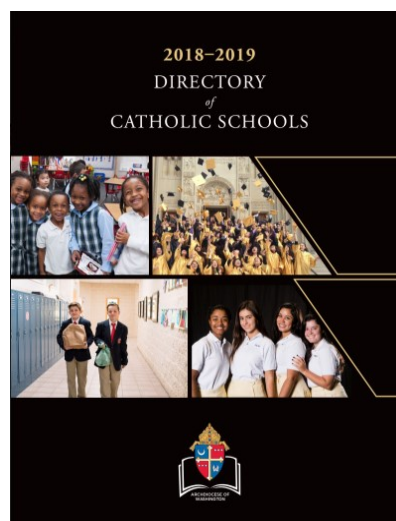
ADW Pastoral Center  
5001 Eastern Ave.  
Hyattsville, MD 20782

All archdiocesan elementary school personnel who have a role in admissions, marketing, enrollment management, and/or advancement are encouraged to participate in marketing committee activities. Principals please share this information with your staff.

Please submit your contact information to be included in the Marketing Committee mailing list [here](#).

## **2018-2019 Directory of Catholic Schools**

The 2018-2019 Directory of Catholic Schools is now available [Here](#)



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## **Reminder - Annual Archdiocesan Financial Communication (Policy #4610)**

All Archdiocesan schools should provide families and parishioners a copy of their school's Annual Archdiocesan Financial Communication (policy # 4610), by October of each school year. Please upload a copy of the school's Annual Archdiocesan Financial Communication per Policy #4610 into ASSIST by October 31, 2018. Please [click here](#) to reference a customizable template that can be used as a guide when creating the communication. The format of the communication is at the school's discretion provided the content includes, in its entirety, the content referenced in the policy listed below:

### Annual Archdiocesan Financial Communication (Policy #4612):

All Archdiocesan school families shall receive an annual communication for the current school year that includes information regarding:

- Budgeted costs for educating one child in the Archdiocesan school
- Budgeted tuition revenue per child;
- Difference between the budgeted cost and budgeted tuition revenue per child;
- Explanation of sources of funding for any difference/shortfall

Please contact Sean Brown, Manager for Funding & Enrollment, via email at [browns@adw.org](mailto:browns@adw.org) if there are any questions.

## **Share Your School's Good News!**

The Catholic Schools Office wants to share the good news about significant school accomplishments and enrollment activities on our social media platforms. To assist with this process, we are asking for schools to submit 1-2 items per semester that you consider interesting and relevant to our followers.

Submission instructions: Please submit a principal approved photo or graphic, and a "ready to post" description to Anna Quattrone at [quattronea@adw.org](mailto:quattronea@adw.org). If you prefer Twitter, Instagram or Facebook, please indicate and include your school's social handle. If you have any questions, please email Anna Quattrone.



## Don't forget to follow us!

