

THE FRIDAY UPDATE

Vol. 13, No. 8 - November 18, 2022



A MESSAGE FROM OUR SECRETARY FOR CATHOLIC SCHOOLS...

Dear School Leaders,

Last Friday, our country honored members of the military services, past and present. Thank you to those schools who shared their Veterans' Day activities; it was wonderful to see your schools remember the men and women who have fought to protect our freedoms as we know them.

This week, I joined our elementary principals at their ESPA Conference Day. Principals divided into breakout sessions to dive deeper into reimagining education. It was a wonderful way to examine our work practices before and during the pandemic, so that we can take the best practices of those times to inform the way we make decisions going forward.

If you haven't done so already, please be sure to communicate to families of current and prospective students to apply for tuition assistance for the 2023-2024 school year. More information can be found on our website, linked [here](#). Let us keep our 8th graders in our prayers, as they take the HSPT examination after Thanksgiving.

With heavy heart, I announce that November 18, 2022 will be, Michelle Lawyer's last day as Office Manager. Michelle has been with the Archdiocese of Washington for 12 years serving our Catholic Schools office and school communities. She will be truly missed, and we wish her success in her future endeavors.

As we celebrate Thanksgiving, we have so much for which to be thankful. Please know my prayers are with you and your school communities for safe travels and a wonderful holiday filled with family and friends.

Prayerfully,

Kelly Branaman

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Master Calendar

November 24 and 25, 2022

Thanksgiving - APC closed

Thursday, December 1, 2022

ESPA Exec Committee Meeting
9:30a, virtual

Friday, December 2, 2022

Resource Teacher's Meeting
9a- 2p, St. Mary of the Assumption

Monday, December 5, 2022

Enrollment Management Strategy
Session, 1p- 2p, virtual

Tuesday, December 6, 2022

ADW Leadership Academy
12p-3p, St. Mary of the
Assumption, Upper Marlboro

Thursday, December 8, 2022

Immaculate Conception of Mary
APC closed



Master To - Do List

- Share Enrollment Management Strategy Session registration link & review HSPT reminders - Pg. 3
- Review Recommended Evaluation Calendar & Frontline Data Management System Tasks - Pg. 4
- Complete the Safe Environment Assurance Report in the principal portal - Pg. 5
- Request professional development sessions for your faculty - Pg. 7

HSPT Reminders

1. Share [HSPT Registration Link](#) – Deadline to apply is Friday **November 18, 2022**
2. Distribute and collect Authorization to Release Records forms from parents
3. The 2022 Confidential Student Information form is available in multiple formats on the Principal Portal [HERE](#). The updated form is due to high schools by **Friday, December 9, 2022**

HSPT Access Portal

Registration reports are now available on the Cvent Access Portal. To access the portal click [HERE](#).

- Returning principals/faculty: please use the login credentials that you setup last year (username = email address), if you do not remember your password select “Forgot Password”
- New principals/faculty will receive an email from hspt@adw.org by the end of the week to set up your password

The reports are live and can be accessed at any time by using the link in the invitation email and the username/password setup. If you have any questions or troubles with the Access Portal please email quattronea@adw.org or hspt@adw.org.

The link can be shared with other school personnel who should have access to the registration report. Please use a school domain email address to request access.

Enrollment Management Strategy Session

We invite your enrollment management and marketing staff member(s) to attend the Enrollment Management Strategy Session on **Monday, December 5, 2022 from 1:00 PM– 2:00 PM.**

Register in advance for this meeting [HERE](#)



Monthly School Counselor Virtual Consults Reminder: THE LAST TUESDAY OF EVERY MONTH AT 9:15am

These monthly check-ins will give school counselors an opportunity to discuss current issues/challenges, share resources, and provide feedback and support to better serve students.

Questions?

Contact Ashley, Director of Counseling Services, at Mickeya@adw.org or 301.853.5354.

Zoom link will be sent through email to counselors.



ADW Resource Teacher Meeting Final Reminder: Friday, December 2, 2022, 9:00am – 2:00pm

Location: St. Mary of the Assumption - Family Life Center (4610 Largo Road, Upper Marlboro, MD 20772)

Light breakfast beginning at 8:30 and lunch provided!

Overview of Topics on the Agenda:

- Autism Spectrum Disorder (ASD)
- Executive Functioning
- Response to Intervention (RtI)
- The New CAP/ICEP

Contact Margaret Kenney at KenneyM@adw.org for more information.

RSVP by November 18 by using this [Sign Up Link](#)

Recommended Evaluation Calendar & Frontline Data Management System Tasks

Please find the Danielson Framework for Teaching Recommended Evaluation Calendar & Frontline Data Management System Tasks [HERE](#).

For questions regarding Frontline, please reach out to Jennifer Monger, Director of Curriculum and Instruction, at mongerj@adw.org.



Learning Plan II Collaboration Day Resources

Resources from last month's Collaboration Day are here! You can access recordings of the presentations, power points and more on Schoology. Go to:

[Schoology > Courses > ADWCDR](#)

The access code is: B29X-398R-VNWHK. You must be able to log into Schoology to access the resources.

Child Care Management Program

Are you looking for a better way to communicate with your preschool families that doesn't include sending out mass emails? Do you wish your teachers could send photos of their amazing learning activities to families with only a few clicks? We would like to offer you a program that can do that and much more-**Famly**.

Email Roshon at caseyr@adw.org and say, "Tell me more about Famly!" to learn more about Famly and our pilot program of the "new early years sidekick".

Safe Environment Training Reminder

Ensure your school is in compliance with the Safe Environment Policy for Students.

The Child Protection Policy of the Archdiocese of Washington (Sec. 4.5) and Policies for Catholic Schools mandates that all students in Archdiocesan elementary, middle, and high schools receive safe environment training and records of compliance are maintained.

Please complete the assurance report using the Cognito link on the Principal Portal. Go to Governance > Accreditation Tasks > Assurance Report Templates to complete the report. Form must be submitted by **December 20, 2022**.

Call for Volunteers:

The Roman Catholic Archdiocese of Washington (RCADW) Curriculum Committee.

The RCADW Catholic Schools Office is in search of educators and school leaders to serve on the PK-8 Curriculum Committee. The purpose of the Curriculum Committee will be to update and develop the RCADW curriculum standards, frameworks, instructional guides, and resources.

A major focus in all committee work will be the integration of Catholic Faith across all content areas. We encourage educators and school leaders across all RCADW PK-8 schools, grade levels, and content areas to consider serving on the Curriculum Committee.

The virtual Curriculum Committee Welcome Meeting is scheduled for: **Thursday, December 15, 3:30PM – 5:00PM.** Those interested in serving on the committee will receive a Teams/Zoom link in the coming weeks.

Committee meetings will then be held virtually during the school year beginning in January 2023. During the school year, meetings will be held online once a month as scheduled on Thursdays from 3:30PM to 5:00PM. Additionally, up to three in-person committee meetings will be held over the summer of 2023.

The interest form deadline has been extended! If you are interested in serving on the Curriculum Committee, please complete the Curriculum Committee Interest Form [HERE](#) by **Tuesday, November 8.**

If you have any questions about the Curriculum Committee, please email Denise Ball at balld@adw.org. Thank you for your interest in being a part of this exciting opportunity for RCADW Catholic Schools!

And I heard the voice of the Lord saying, "Whom shall I send, and who will go for us?" Then I said, "Here am I! Send me." ~Isaiah 6:8



Sub-committees will form in any or all of the following subject areas informat:

- Language Arts
- Mathematics
- Music
- Foreign Language
- Physical Education
- Science
- Social Studies
- STREAM (Science, Technology, Religion, Engineering, Arts, and Math)
- Technology
- Visual Arts
- Textbook Review
- Recommended Summer Reading
- Equity



Professional Development Request Form

Are you interested in professional development (PD) sessions for your faculty?

Whether for a small group or whole staff, the Catholic Schools Office (CSO) is here to support you! PD session topics can range across several areas such as:

- Catholic Identity in Curriculum and Instruction
- Instructional Planning and Preparation
- Learning Environments
- Classroom Management
- Instructional Strategies
- Inclusion: Interventions, Accommodations, and Modifications
- Classroom Assessment
- NWEA MAP Growth Assessment Training
- Professionalism in Catholic Education ...and more!



Please let the CSO know your PD needs by submitting the Professional Development Request Form [HERE](#).

If you have any questions about professional development, please contact Jennifer Monger, Director of Curriculum and Instruction at mongerj@adw.org. We look forward to working with you!