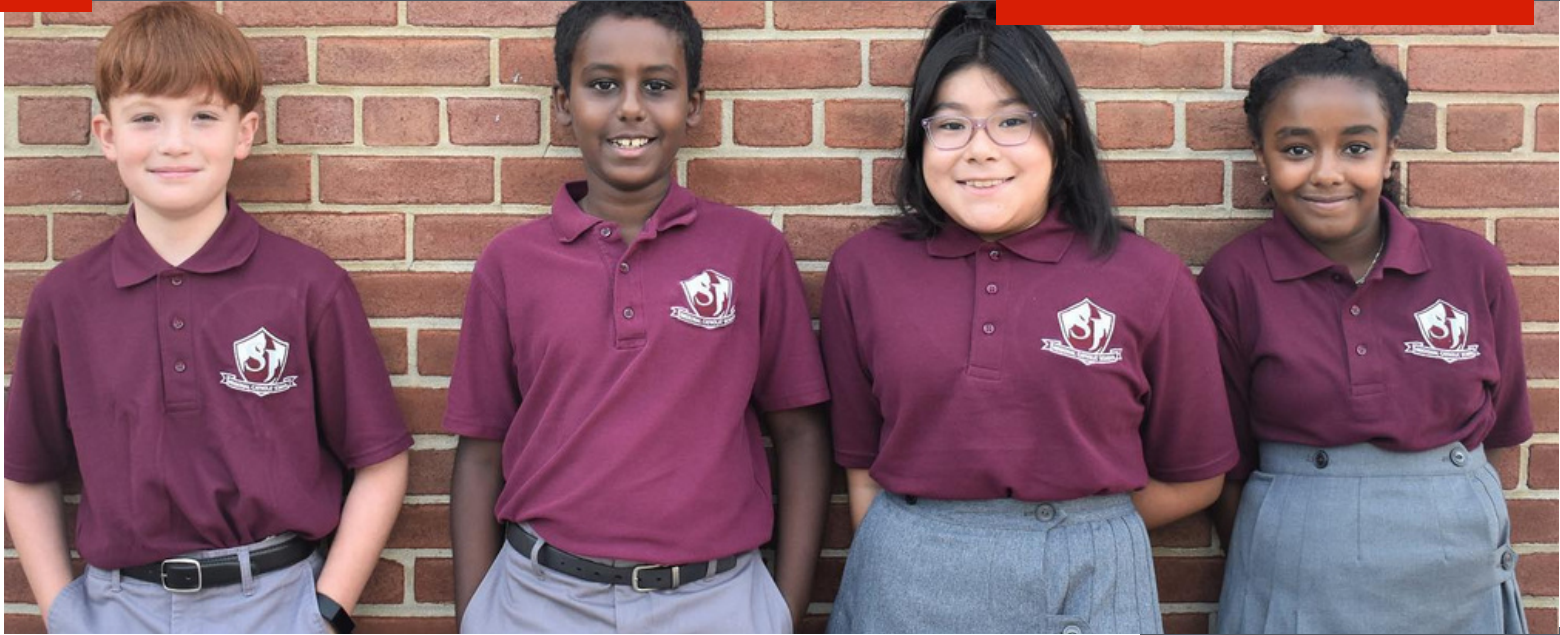


THE FRIDAY UPDATE

Vol. 13, No. 5 - October 7, 2022



A MESSAGE FROM OUR SECRETARY FOR CATHOLIC SCHOOLS...

Dear School Leaders,

As we start the month of October, we are given an opportunity for schools to focus on the importance of school safety. Included in this Friday Update, is a list of ideas and activities that may be appropriately introduced during School Safety Month. In addition, you will find the registration link for 2022 Fall Collaboration Day on October 28. This is a wonderful opportunity for your teachers and you to develop their understanding of the NWEA Map Growth class and student reports to interpret student performance data. Please ensure that your faculty and staff register for this event. Thank you to the Academics team for organizing this very important day.

The archdiocesan Office for Catechesis is hosting Catechetical Day 2022, to assist catechists and teachers in their efforts to teach the truth and beauty of the Eucharist. The day will include Mass, a keynote address by Cardinal Gregory, and both inspirational and practical workshops centered on the Eucharist. With over 40 workshops to choose from, Catholic school teachers may find the session by Dr. Christina Mendez-Hall, assistant superintendent, "Exploring the Eucharist through the Eyes of the Saints," in the ADW religion curriculum, particularly helpful. Join teachers from across the archdiocese for Catechetical Day 2022 on Saturday, October 29.

Keeping in mind the aforementioned information, I strongly encourage school leaders to seek and promote professional development for faculty and staff at your schools, as it becomes available. Continuous learning will become a significant asset upon which our faith formation and academic successes will rest in the future.

Finally, please join me in welcoming the newest member of the Catholic Schools Office, Ashley Mickey. We are excited to have her on board, as the Director for Counseling Services. Ashley will begin her work on Tuesday, October 11. Thank you for all of your support of our office and be assured of our prayers for you and your schools.

Prayerfully,

Kelly Branaman

IN THIS ISSUE

- Page 2
Master Calendar &
To-Do list
- Page 3
Catholic Identity
- Page 4
Enrollment and
Advancement
- Page 5
Operations and
Student Services
- Page 9
Professional
Development
- Page 12
Announcements

Master Calendar

Monday, October 10, 2022

Columbus Day - APC Closed

Wednesday, October 19, 2022

Executive Committee Mtg/ESPA Retreat
4:00p

Thursday, October 20, 2022

ESPA Retreat, 9a-4p

Friday, October 21, 2022

ESPA Retreat, 9a-12p

Tuesday, October 25, 2022

ADW-Leadership Academy, 12p-3p
Our Lady of Lourdes, Bethesda MD

Wednesday, October 26, 2022

ADW Board of Education Retreat
5:30p - 7:00p, Pastoral Center,
Hyattsville, MD

Friday, October 28, 2022

HSPA Fest (High School Teacher PD &
awards) 8:30a - 11:00a, TBD

Friday, October 28, 2022

ADW Collaboration Day (All Schools)
8:00a - 3:30p, virtual



Master To - Do List

- Register for Collaboration day [HERE](#)
- Review Open House Listing [HERE](#) and email any additional dates or edits to quattronea@adw.org
- Registration for the HSPT is now open. Share [HSPT registration link](#) with 8th grade families.



Mission Month!

It's October, so you know what that means...Mission month!

Helping students to learn how our #ADWcommUNITY can share the Gospel with the whole world is important! We are blessed to have an entire office in our archdiocese dedicated to mission work and opportunities to support missionaries around the world. Today is the Feast of Our Lady of the Rosary and a perfect day to pray a Mission Rosary!

World Mission Sunday is October 23 this year. This resource [link](#) from the Pontifical Mission Society not only can help prepare for World Mission Sunday, but also has some great grade level activity pages on missionary saints. Remember, by virtue of our baptism, we are all called to be missionaries!

2022 Catechetical Day

The ADW Office for Catechesis is hosting Catechetical Day 2022 to assist catechists and teachers in their efforts to teach the truth and beauty of the Eucharist.

The day will include Mass, a keynote address by Cardinal Gregory, and over 40 both inspirational and practical workshops centered on the Eucharist to choose from.

*Join teachers from across the archdiocese for Catechetical Day 2022 on **Saturday, October 29** at Don Bosco Cristo Rey High School in Takoma Park.*

For more information, and to register for the day, click [HERE](#).

Contact Kately Javier in the Office for Catechesis at javierk@adw.org with any questions.

2022 New Family Virtual Fair

The Catholic Schools Office is excited to host a New Family virtual Fair on October 27 at 6:00PM. This inaugural event is to welcome new families enrolled in our ADW Elementary Schools this school year. The fair will feature virtual booths from Secretary for Catholic Schools, Kelly Branaman, and opportunities to learn more about our elementary school programs. Vicky McCann will send an email to elementary principals with information on how to invite your new families.

Rediker: Report Cards

Dear principals, as we approach the end of the calendar, please prepare your front office staff and teachers for report cards.

Instructions are [HERE](#), or you can watch numerous support videos [HERE](#).

If you need more support, schedule support with Jeremy [HERE](#).

NCEA and CSO Census

The process of uploading students into the NWEA MAP Growth system allowed the CSO to identify and clean up most of the data issues for the census. This year's census date was 9/30/22, and the data is already pulled.

Jeremy McDonald will reach out to schools if there are any issues with their data.

This is the last week to enter the Hispanic Heritage Month Raffle!

All schools and educators that share photos or videos of Hispanic Heritage Month activities at their schools on social media from September 15 to October 15 using **#ADWcomUNIDAD** or tagging us will be entered into a raffle to win. Winners will be announced on our next Friday Update edition. Enter to win 1 of 3 prize surprise boxes!



Vol. 13, No. 5 - October 7, 2022

TADS Update:

ADW Tuition Assistance applications are now open! Deadlines are:

High schools & returning families - December 2, 2022

New families – February 18, 2023

Parents can contact Madelin Fox with tuition assistance questions (English or Spanish) at tuitionassistanceprogram@adw.org

**We have been in communication with TADS regarding concerns that have been brought to our attention primarily related to fees and customer service issues. While we work with them to improve the quality of their service and address the fees, we would very much value your feedback. Please use the link below to let us know what's going well with TADS and what is not. This will inform our next steps as we look to see what will work best for our schools and families. Thank you!*

TADS Feedback HERE

Fitzgerald Program Application Window Open

Application opens on October 7 and will be fully electronic this year.

Complete directions on the application process can be found [HERE](#)

Quick links:

[Fitzgerald Application](#)

[Fitzgerald Leadership Appraisal Form](#)

[Fitzgerald Program Essay Submission](#)

For questions about the application email: tuitionassistanceprogram@adw.org



October is School Safety Month

Safety Website: Maryland Center for School Safety – A valuable site to explore on topics such as cyber bullying, mental health, emergency planning, school safety resources, and more!

Awareness: The United States Drug Enforcement Administration (DEA) warns of brightly colored Fentanyl used to target young Americans. Remind families about Halloween safety tips.

Free Webinar: *2022 National Summit on K-12 School Safety and Security*

The Cybersecurity and Infrastructure Security Agency (CISA) will host the inaugural National Summit on K-12 School Safety and Security on November 1-3, 2022. This three-day, virtual event (2:00 – 4:00 each day) will convene school safety experts, practitioners, and leaders from across the country to discuss current threats in school safety and explore research-informed strategies for addressing security challenges and risks in K-12 schools. Register Here.

Emergency Drill Reminder: Practice and document fire drills (monthly), safe weather drills (twice per year), emergency evacuation drills – 500+ feet (twice per year), and ALICE related drills (twice per year). Continue to review your School Emergency Response Plan with faculty and staff. To reinforce understanding of the school emergency plans, it is sometimes better to talk it through before you walk it through.

Training Reminder: Virtus Online – Stay up to date on monthly trainings!

You: The leader in keeping schools safe. Thank you!

A warm welcome to Ashley Mickey!

Ashley Mickey joins the Catholic School Office on October 11. Ashley will serve as the Director of Counseling Services. She has experience in Catholic schools and with mental health agencies in the metropolitan area.

Meet the Director of Counseling Services

Meeting for counselors on October 13 at 10:30 am. Links were sent to counselors last week. Contact Anne Dillon dillona@adw.org for more information.

ADW Crisis Intervention Team meeting

Friday, October 14 at 9:00 am. This is a brief meeting to review procedures and documents. Many thanks to those who joined the group. Principals and/or counselors who wish to join, please contact Anne Dillon dillona@adw.org.



Early Childhood Updates

MSDE Licensing Reminder

When your pre-k 3 and 4 students attend enrichment classes, music, physical education, art, etc... the 10:1 student to teacher ratio must be maintained. In addition, staff counted in ratio must meet the licensing requirements. If you have any questions about Child Care Licensing, please contact Roshon Casey-Lee at caseyr@adw.org

Early Childhood Advisory Committee Meeting

The first ADW ECAC meeting will be Wednesday, October 19th from 4pm-5pm. The meeting will be held via zoom. The zoom login information will be emailed to those who request it at caseyr@adw.org before the meeting. Please share this announcement with interested early childhood staff. There is still time to join!

Save the Date

Wednesday, November 9th, 12pm-2pm- MD EXCELS Workgroup. More details to come.

Recommended Evaluation Calendar & Frontline Data Management System Tasks

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

Frontline Data Management System Spreadsheets

Thank you to all the principals who have completed and emailed in the 2022-23 employee list. The Academics team is working behind the scenes to put steps in place to enhance your experience with the Frontline Data Management System. The patience being provided is appreciated, and the feedback received from principals has been valuable in guiding our team to not only support schools in uploading school employees in the Frontline system, etc. but locate and share resources for school leaders and teachers.

- Review Frontline Data Management Spreadsheet
 - Update current employees – emails, roles, evaluation type
 - Mark “No” for employees who are returning for 2022-2023
 - Add new employees – emails, roles, evaluation type
- Expect updates in Frontline provided from schools in a two-week turnaround. Please note, if you have not yet responded and sent in your school’s updated information, please do so as soon as possible.

All school employees need to be updated in the Frontline Data Management System in order for principals to be able to upload applicable evaluation forms and be in compliance with policy 3443 (page 17, ADW CSO Policy Manual). Please check your email for an email from ADWCSO@gmail.com The name of your school is the title of the Google Sheet shared with you. This spreadsheet was sent in mid-August 2022. If you cannot locate the August email, please email Tiffany Wilson, Director of Educational Technology, at wilsonat@adw.org and she will re-send it.



Scheduling Frontline Tasks

When creating a schedule or plan to work on the evaluation calendar tasks, please let Denise Ball Assistant Superintendent of Teaching and Learning know if the Academics team can be of support at balld@adw.org.

Now that October is here, principals can use the steps below to guide the process.

- Create a schedule for evaluation tasks for the entire school year.
- Using the Evaluation Process Guide – Schedule teachers and evaluators in Frontline.
- Divide staff into evaluation-type groups and meet with them to discuss tasks and expectations.
- Spend time reviewing Teacher Evaluation Forms and the Danielson Framework for Teaching Resources [HERE](#)

Professional Development

- Click [HERE](#) for more information on the Frontline Data Management System ADW uses to store the Charlotte Danielson Framework for Teaching evaluation forms. Principals can create an account and access a plethora of resources to share with teachers. (e.g. Intellectual Engagement Self-Reflection and Assessment Guide)
- The Danielson Group 2022 Course Offerings can be located [HERE](#)
- Find the 2022 Framework for Teaching Principal Presentation [HERE](#)



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 develop the RCADW curriculum standards, frameworks, instructional guides, and resources in any or all of the following subject areas in sub-committee format:

- Language Arts
- Mathematics
- Music
- Foreign Language
- Physical Education
- Science
- Social Studies
- STREAM (Science, Technology, Religion, Engineering, Arts, and Math)
- Technology
- Visual Arts

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.

Committee meetings will 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. Committee members will be selected among those interested based on the data-informed curricular needs of RCADW schools. Educators selected to serve on the RCADW Curriculum Committee will be notified via their school email.

If you are interested in serving on the Curriculum Committee, please complete the form [HERE](#) by Tuesday, November 1.

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***



Collaboration Day (Virtual) Snapshot

October 28th, 8 AM-3:30 PM with lunch at Noon

Breakout sessions will be differentiated by position/grade/content. Learning targets include but are not limited to:

- Define key metrics/terms that influence instruction/assessments
- Using class and student reports, interpret student performance data in relation to NWEA normative data and other comparative data
- Identify opportunities to implement equitable data practices
- Understand why it is important to employ assessment empowerment as an equitable teaching practice
- Meet student needs by identifying targeted instructional groups based on MAP Growth goal area performance data. Boost differentiation efforts by connecting groups of students to standards in the Learning Continuum.

There will be breakout sessions for classroom, resource, and special education teachers, counselors, admissions and enrollment personnel and school administrators.

REGISTER HERE!

NWEA MAP Growth Assessment Schedule 2022-23

Grade	Fall				Winter				Spring			
	Math	Reading	ELA	Science	Math	Reading	ELA	Science	Math	Reading	ELA	Science
K	Optional	Optional	NO	NO	Optional	Optional	NO	NO	Optional	Optional	NO	NO
1	Optional	Optional	NO	NO	Optional	Optional	NO	NO	Optional	Optional	NO	NO
2	All Grade 2 Students			NO	For Select Students*			NO	All Grade 2 Students			Optional
3	All Grade 3 Students			NO	For Select Students*			NO	All Grade 3 Students			Optional
4	All Grade 4 Students			NO	For Select Students*			NO	All Grade 4 Students			Optional
5	All Grade 5 Students			NO	For Select Students*			NO	All Grade 5 Students			Required
6	All Grade 6 Students			NO	For Select Students*			NO	All Grade 6 Students			Optional
7	All Grade 7 Students			NO	For Select Students*			NO	All Grade 7 Students			Optional
8	All Grade 8 Students			NO	For Select Students*			NO	All Grade 8 Students			Required

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Vol. 13, No. 5 - October 7, 2022

Records Retention Policy Training Sessions for Schools

The Office of Archives is holding short online training sessions for School staff. This training is for all new staff, if you have taken the training before you do not need to take it again unless you feel you need a refresher. Each training session will last a little over an hour and provide a forum for staff to ask questions. School staff include Principals, 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. Training will be held online on the following dates:

Thursday, October 27, 2022 – 10:00 AM - 12:00 PM

Please register for School Records Retention Training [HERE](#)

Wednesday, November 16, 2022 10:00 AM - 12:00 PM

Please register for School Records Retention Training [HERE](#)

The links above are for registration only. Please register for the training session that you wish to attend. Once a registration is received, you will receive a several emails confirming registration and providing a link to attend the training. If you do not receive a confirmation email or if you have any other questions contact Stephanie A.T. Jacobe, Ph.D., Director of Archives at JacobeS@adw.org.

