




# THE FRIDAY UPDATE

#ADWSaints www.adwcatholicschools.org

## From the Superintendent

Dear School Leaders,

As the 2018-2019 school year is quickly approaching, I look forward to seeing you all at the Basilica of the National Shrine of the Immaculate Conception for the annual *Opening of Schools Mass* next Tuesday, August 28 at 10 a.m. Each year this mass is an important way to come together as a community and start the school year. As part of the Mass, we will be commissioned together as administrators and educators in Archdiocese of Washington Catholic schools. I hope that you will attend to share in this meaningful tradition as a school.

As always, we look forward to recognizing the school communities, administrators, and teachers at this Mass who celebrate significant anniversaries of service in Catholic education this year. I would like to take this opportunity to thank you for your passionate commitment to our students and families.

Included in this week’s edition of the Friday Update you will find a special reflection authored by our Secretary for Education, Dr. Jem Sullivan. Dr. Sullivan reflects, “Back to school is a time to together turn in humble prayer to God, particularly during this time of pain, self-reflection and intense prayer in the Church.” I encourage you to read Dr. Sullivan’s message and to share this thoughtful reflection with members of your staff.

This week in the *Friday Update*, please review the first Master To-Do list for 2017-2018 and make note of calendar events for administrators, faculty and staff. In addition, there are several opportunities to register for professional development, technical training and participation in Webinars, please take advantage of these events.

Again, I look forward to being with you all on Tuesday at the Opening of Schools Mass. May God bless you with a fulfilling and successful school year!

Sincerely in Christ,

Superintendent



The Archdiocese of Washington  
Catholic Schools Office

*Cordially invites you to the*

### Opening of Schools Mass

Tuesday, August 28 at 10:00 a.m.  
Basilica of the National Shrine of the Immaculate  
Conception

His Eminence  
Donald Cardinal Wuerl  
Archbishop of Washington  
Celebrant and Homilist

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## August 28 – September 15

<b>Tues., Aug. 28</b>	Opening of Schools Mass Shrine of the Immaculate Conception 400 Michigan Avenue NE, Washington, DC 20017 10 AM	<b>Thur., Sept. 6</b>	ESPA Executive Meeting Archdiocese Pastoral Center Carroll Room 5001 Eastern Avenue Hyattsville, Maryland 20782
<b>Wed., Aug. 29</b>	First Day of ADW Schools	<b>Tues., Sept. 11</b>	School Leaders/Bookkeepers Meeting St. Jude Regional School—Rockville 4820 Walbridge Street Rockville, Maryland 2083 12:30 pm—4 pm
<b>Thur., Aug. 30</b>	School Assessment Team Meeting (Online) 3:30 PM—4:30 PM	<b>Wed., Sept. 12</b>	ADW Certification Clinic Archdiocese Pastoral Center 5001 Eastern Avenue Hyattsville, MD 20782 4 pm—6 pm Register <a href="#">Here</a>
<b>Mon., Sept. 3</b>	Labor Day All Schools, CPA, & CSO Closed	<b>Wed., Sept. 12</b>	School Leaders/ Bookkeepers Meeting St. Jerome Academy 5207 42nd Place Hyattsville Maryland 20781 12:30 pm—4 pm
<b>Tue., Sept. 4</b>	HSPT Registration Opens for ADW Catholic School Students Register <a href="#">Here</a>	<b>Thurs., Sept. 13</b>	School Leaders/ Bookkeepers Meeting St. Columba School 7800 Livingston Road Oxon Hill, Maryland 20745 12:30 pm—4 pm
<b>Tues., Sept. 4</b>	Scranton Baseline Test Window Opens Submit your testing calendar <a href="#">here</a>	<b>Sat., Sept. 15</b>	ADW Board of Education Retreat Franciscan Monastery 1400 Quincy St. NE Washington, DC 8:30 am—11:30 am

# We're Going Back To School



## AUGUST-SEPTMEBER 2018

ACTION ITEM REMINDERS	CSO/ADW Support Contact
Principals who have not completed FEMA trainings: register and complete coursework online	Chris Buchleitner
Orient staff on School Emergency Response Plan: crisis drills, OCEA safety, and blood borne pathogen procedures	Chris Buchleitner
Delegate staff positions for 2017-2018 School Emergency Response Team (School Emergency Response Plan/Guide)	Chris Buchleitner
Ensure all staff and volunteers have been fingerprinted and cleared on Virtus	Wendy Anderson
Ensure all students fully completed immunization and jurisdictionally required documents prior to starting school	Chris Buchleitner
Ensure that all immunization and jurisdictionally required document exemptions are listed and filed	Chris Buchleitner
Ensure all required archdiocesan forms are completed in TADS	Chris Buchleitner
Upload appropriate updated student/parent/staff information on School Messenger system	Chris Buchleitner
Review all report cards with teachers; plan parent communication related to report cards	Vicky McCann
Finalize class schedules with faculty to ensure adequate instructional time in each content area	Vicky McCann
Continue implementation of enrollment & marketing activities per school's marketing plan	Wendi Williams
Prepare for high school visits, distribute high school directory to students, and display high school promo poster	Wendi Williams
Distribute CAP and ICEP information to teachers on a need-to-know basis	Anne Dillon
MD Schools: Identify a delegating nurse; if new, require they attend delegating nurses training	Anne Dillon
MD Schools: Arrange for med tech training for teachers that will be giving medication to students	Anne Dillon
Conduct screenings for early childhood enrollment decisions and Child Find activities	Anne Dillon
Update Scantron site and complete Beginning of the Year Checklist	Vicky McCann
Submit Baseline Test Schedule by August 30	Vicky McCann

“Blessed are the pure in heart, for they will see God!”  
- Matthew 5:8

**To See as God Sees**

**By Dr. Jem Sullivan, Secretary for Education, Archdiocese of Washington**

A new school year brings excitement and worry, joy and stress. It’s a perfect time to reflect on the gift of Catholic education, with gratitude to God. So I take this opportunity, as Secretary for Education, to express first my deep gratitude to Catholic school principals, teachers and staff who daily and faithfully serve the Church’s educational mission in classrooms across this archdiocese.

The dignity of the whole child is a theme familiar to Catholic educators. It is the theme chosen for reflections during this academic year on the Catholic identity of our schools. It is also a timely theme during this time of pain, self-reflection, and intense prayer in the Church. So I’m grateful for the invitation to offer the first of these reflections.

[Click Here](#) to read the full reflection.

## #ADWSaints Feature

Check out how St. Jude Regional School in Rockville is embracing our #ADWSaints Catholic Identity theme of the year! How are you helping students work towards sainthood? Show us by using the hashtag #ADWSaints and tagging @ADWCathSchools in your posts!



Don't forget to follow us!



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# CELEBRATE THE FIRST DAY OF SCHOOL WITH US!

## #ADWFIRSTDAY

Tuesday, August 28 – Friday, September 7

We want to know how you're kicking off the 2018-2019 school year! Show us by using #ADWFirstDay on your school's Twitter, Facebook & Instagram.

Encourage students, teachers, and parents to also share their #ADWFirstDay photos with us!

Don't forget to tag @ADWCathSchools on Twitter, Facebook, & Instagram.

All posts that use #ADWFirstDay will be featured on our website [www.adwcatholicschools.com](http://www.adwcatholicschools.com)



Don't forget to follow us!



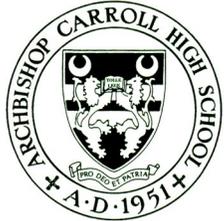
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# Welcome, New Principals!



**LaSandra Hayes**

*St. Mary School - Landover Hills*



**Elana Gilmore**

*Archbishop Carroll High School*



**Stephen Lamont**

*St. Martin of Tours*

Heavenly Father, you formed us in your image and likeness, to give you glory.  
Bless our Catholic schools, that they may raise gracious men and women of  
integrity and compassion.

Guide our teachers whom you have entrusted with this vocation of formation.  
Grant them love, wisdom, and patience to strengthen them in their struggles.

Pour forth your Holy Spirit to empower all principals to nurture their students  
to their fullest potential, to be the unique individuals that God has created them  
to be. May all students be eager to learn and use their gifts for the service of  
humanity.

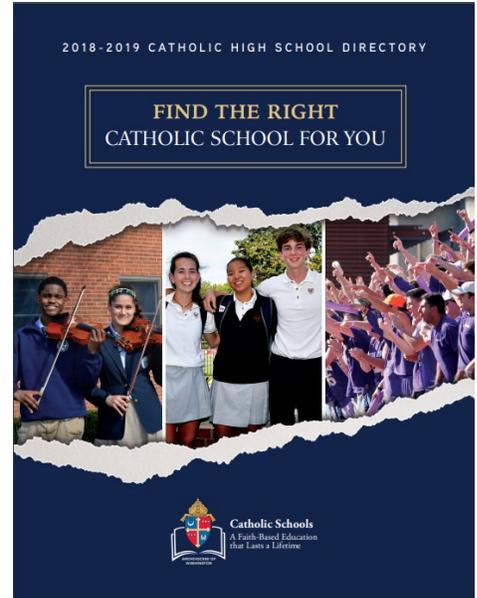
We ask this through Jesus Christ our Lord. Amen

## 2018-2019 Catholic High School Promotional Materials

The 2018-2019 Catholic High School Directory and Open House posters will be delivered via US mail to Archdiocesan elementary schools. Please expect these materials to arrive the first week of September.

### 2018 HSPT

The HSPT will be administered in archdiocesan elementary schools on Wednesday, November 28, 2018. Please find attached a sample DRAFT letter that you may want to provide to parents and guardians to assist with registration for the HSPT. Registration for the HSPT will open on September 4, 2018 at 9:00 a.m. and closes on October 29, 2018 at 11:59 p.m. Additional information about the HSPT, including test format and cost, is available on the registration site. [Click here](#) to visit the HSPT registration site that should be provided to parents and guardians to complete and submit the online test registration and payment process.



## 2018-2019 Catholic High School Admissions Information & Testing Guide

[Appendix C Now Available](#)

[Appendix B Now Available](#)

[Appendix B Now Available \(Spanish\)](#)

Please find attached the 2018-2019 Catholic High School Admissions Information and Testing Guide – Appendix C & B for use during the upcoming high school admissions cycle.



## Catholic High School Visits to Elementary Schools

The schedule for the Catholic high school visits to 8th grade students has been emailed to school principals. Instructions about making schedule adjustments and changes with high schools were included in the email. Please contact Sean Brown at [browns@adw.org](mailto:browns@adw.org) if you have any questions or need additional information

Thank you for your support of this important program!

## “On the Call to Holiness in Today’s World”

Join other ADW Catholic school teachers in an online forum, reflecting on *Gaudete Et Exultate*, Pope Francis' exhortation "On the Call to Holiness in Today's World." Beginning September 10 and ending on October 10, excerpts from the exhortation will be published on the [Teaching the Faith](#) Weebly site. Participants can then add their insights and thoughts on each excerpt as well as respond to others' comments as well.

This is a free activity; however, pre-registration is required. Registration is now open.

Contact Laura Roland, assistant superintendent for Catholic Identity and Accreditation at [rolandl@adw.org](mailto:rolandl@adw.org) for more information.

## Into the Deep Young Adult Retreat

The Office of Young Adult Ministry cordially invites ADW Catholic school teachers ages 21-40 to their annual young adult retreat.

Registration for the September 28-29, 2018 event is now open.

Register [Here](#)



The retreat is being held at the ADW Pastoral Center, 5001 Eastern Avenue, Hyattsville MD.

**Be sure to check with your principal for the coupon code to be able to attend this retreat for FREE!!!!**

Contact Laura Roland, at [rolandl@adw.org](mailto:rolandl@adw.org) or Megan Philip at [DCCatholic@adw.org](mailto:DCCatholic@adw.org) for more information.

## Faith Formation Courses

Registration for Faith Formation courses will open in September.

Fall 2018: Scripture – Saturday, November 3 & Saturday, December 1

Spring 2019: Morality – Saturday, March 2 & Saturday, April 6

Summer Institute, 2019: Dates are TBA; however, Creed and Catechesis 101 will be offered.

If you prefer to take courses online, you can find information about those offerings [here](#)

## A Letter from the Franciscan Monastery

As preparations are being made for the new school year, did you know about the events at the Franciscan Monastery of the Holy Land? The Franciscan friars have invited Catholic school students and teachers to visit and experience the Holy Land in America for years.

For more information, click [HERE](#)



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## Budget Meeting Information:

The CSO, in collaboration with the Human Resources and Finance offices, will host a series of meetings for pastors, principals and bookkeepers to discuss parish and school operations. The purpose of the meeting is to provide school leaders and bookkeepers with information and resources to support the development and administration of budgets, and guidance about how to manage certain human resource issues.

Topics for the September meetings include:

- ◆ Tuition Management Practices
- ◆ HSA and SAB Accounts as part of Parish Budgets
- ◆ Human Resource Discussion

Please plan to attend one of the meetings with representatives from your school:

Meeting Time: 12:30 p.m. – 4:00 p.m.

*Lunch will be provided.*

- ◆ Tuesday, September 11, 2018 – St. Jude Regional Catholic School
- ◆ Wednesday, September 12, 2018 – St. Jerome Academy
- ◆ Thursday, September 13, 2018 – St. Columba School



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## 2019-2020 ADW Tuition Assistance Program– Participation Forms

The open application period for the 2019 – 2020 Archdiocesan Tuition Assistance Program will begin on **Monday, October 1, 2018**. To prepare for this upcoming program year, participation forms and instructions for the 2019– 2020 ADW TAP were distributed electronically to school leaders on Monday, August 20, 2018. Completed forms are due to be submitted electronically to Sean Brown, Manager for Funding & Enrollment, at [browns@adw.org](mailto:browns@adw.org) by **Friday, August 31, 2018**. If you have any questions or would like to receive copies of the participation forms, please contact Sean Brown, Manager for Funding & Enrollment at [browns@adw.org](mailto:browns@adw.org).

## Standards Based Report Cards

All ADW schools will be using the newly updated PK-3rd Grade Standards Based Report Cards during the 2018-2019 school year.

Training will be held on Friday, September 21 from 9:00 AM - Noon for 3rd grade teachers.

New teachers that use Standards Based Report Cards are also invited to attend. This workshop will held at the Archdiocese of Washington Pastoral Center. A light breakfast will be provided. [Click here to register today!](#)

Teachers are asked to bring a device and sample assessment that you use in the classroom. The assessment can be a quiz, test, or worksheet that gets graded.

## ADW EdTech-er

From the Director for Educational Technology

### Welcome Back Technology Teachers!

Check out the ADW EdTech-er Newsletter August Edition, <https://www.smores.com/ry9qu>

This newsletter has been created for our ADW educational technology community. You can also find past newsletters at [adw-collaborators.weebly.com](http://adw-collaborators.weebly.com) and on the [teacher website](#).

**Do you have new technology staff at your school? Be sure to update the Director for Educational Technology on any new technology teachers and/or Rediker admin staff you may have in your building. We want them to receive all correspondence related to their job from the CSO. Be sure only to update your schools information.**

**Update NEW Tech Teacher: <http://bit.ly/TechTeacherUpdate>**

**Update NEW Rediker Admin Staff: <http://bit.ly/RedikerAdmin>**

### Rediker Support for 2018-19

In the 2018-19 school year, all schools should be contacting Rediker's Technical Support Team regarding any assistance you may need with the system. When we go through the proper channels for assistance, Rediker is better equipped to keep track of our needs, issues, as well as ways to improve their service to us. Please note that Ms. Sharon Swaby has moved on with other implementation projects and we are not to contact her moving forward. If you have any questions or concerns please contact Shannon Norris at [norriss@adw.org](mailto:norriss@adw.org). Look for updates, resources, and technical support information here, <https://goo.gl/7uB3zh>. Be sure to bookmark it for future reference.

### Tech Support Contact Information

Rediker Software enjoys a reputation for providing the finest Technical Support in the school administrative software industry. We offer many ways for you to get help with all your support questions. Technical Support can be contacted via phone at (413) 566-2491 or Toll Free at (800) 882-2994 Monday – Thursday 7:30 am to 6:30 pm (EST) and Friday 7:30 am to 5:00 pm (EST).

Please see the various email support groups below.

#### Email

AdminPlus Support: [APSupport@rediker.com](mailto:APSupport@rediker.com)

TeacherPlus Gradebook Support: [GBSupport@rediker.com](mailto:GBSupport@rediker.com)

PlusPortals Support: [PortalSupport@rediker.com](mailto:PortalSupport@rediker.com)

Redisite Support: [RediSiteSupport@rediker.com](mailto:RediSiteSupport@rediker.com)

[www.redikersupport.com](http://www.redikersupport.com) (under documentation - search) for additional information and documentation

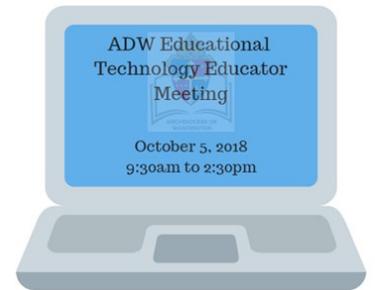


## Please mark your calendars for the Fall 2018

Join your fellow technology colleagues for a day of learning and collaboration. It is important to take time for your own professional learning. We will hear from the ADW's CIO & Executive Director for I.T., Will Potter as he shares Security Best Practices with us. We will also have a 1:1, Blended Learning hands-on workshop and a Google VR Kit demo. There will be additional time to collaborate with your fellow tech teachers so bring your questions and experiences.

When: October 5, 2018  
 Time: 9:30am - 2:30pm  
 Where: Pastoral Center  
 deStwolinski Room  
 5001 Eastern Avenue  
 Hyattsville, Maryland 20782

If you have another technology teacher or an IT specialist that would like to join us, please send them the registration link so that they may sign up as well, RSVP HERE: <http://bit.ly/ADWEdTechMeetingOct2018>



Please free to bring your own device but it is not necessary. Light breakfast and lunch will be provided. Please RSVP as soon as possible.



Join Rediker and local Rediker users at for a live demonstration of Rediker Software's student information system and see the latest innovations in educational technology. There is no cost to attend, but we do ask that you pre-register. Call 800-213-9860 or visit <https://www.rediker.com/events/user-meetings>We look forward to seeing you!

When: November 2, 2018  
 Where: Courtyard New  
 Carrollton Landover  
 8330 Corporate Drive,  
 Landover, MD 20785

- See the latest features in AdminPlus, TeacherPlus Gradebook, Plus-Portals and RediSite.
- Learn tips and tricks for Rediker's education software.
- Collaborate with other educators and AdminPlus users in your area.

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