



## SCHOOL OPERATIONS 2023-2024

### Health & Safety Updates

Refer to *School Health At-A-Glance*

### Virtus/Fingerprinting

Required for all new staff; Audit status of current staff

## Bullying vs. Unkind Behavior

Bullying is **repeated behavior** by one or more individuals directed to another by written, verbal or electronic communication and/or physical contact including gestures or body language which may be:

- Interpreted as **threatening or demeaning or meant to cause emotional harm or distress** to the targeted student(s)
- Interpreted as **intentional** by both the targeted student(s) and investigating personnel
- Inflicted by the aggressor in a manner that **creates a hostile learning environment** for the targeted student(s)
- Created or promoted by an **imbalance of power** between the aggressor and the targeted student(s)

### Bullying is different from conflict or unkindness.

Bullying is mean, but being mean doesn't mean bullying:

- It's normal to argue or have conflict with others
- Not all conflict, fighting or arguing is bullying
- Someone can be rude or mean and it doesn't make them a bully
- Both bullying and unkindness can be upsetting and hurtful

**Rude** - Saying or doing something hurtful that wasn't planned or meant to upset someone.

**Mean** - Saying or doing something hurtful to someone on purpose once or twice.

**Bullying** - Someone more powerful saying or doing something hurtful to someone on purpose, over and over again.

Adapted from: <https://www.stopbullying.gov/>

Please refer to the Principal Portal for resources and information - Governance > Counseling Documents & Resources

## School Safety Updates

- **Fire Drills**  
All schools submit reports to Assurance Database  
[Maryland Schools](#) – Superintendent will sign and send to MSDE (see Form on Portal: Governance > Accreditation Tasks > Assurance Report Template)
- **Emergency Flip Charts** - Contact Anne [dillona@adw.org](mailto:dillona@adw.org)

## School Emergency Response Plan (SERP)

- **Updated template** for 2023 - 24 available in the Principal Portal. The SERP Guide has new resources listed in the appendix.
- For DC Schools - CORE - **DC school emergency plans** are being moved to COREDC <https://osse.dc.gov/page/school-safety-start-of-school> (You will need to use this link to request a 'new user account')  
Contact [coredc.administrator@dc.gov](mailto:coredc.administrator@dc.gov)

Safety-related issues cannot be ignored. Remind students and staff:  
**If you see or hear something, Say something, And we will do something about it.**

### School Safety Resources

- For DC Schools - RAVE is being offered to all DC schools free of charge. This is a smartphone mobile app that with the push of a button instantly communicates any type of emergency to 9-1-1, while while simultaneously connecting to on-site personnel and first responders. <https://www.ravemobilesafety.com/products/rave-panic-button/>  
For more information: email [director.ouc@dc.gov](mailto:director.ouc@dc.gov) or visit [OUC.dc.gov](http://OUC.dc.gov)
- For Maryland Schools - Visit this website: Maryland Center for School Safety <https://news.maryland.gov/mcss/category/mcss/> for resources and information
- School Safety and Security Resources - Online tool and guide from Homeland Security and a Checklist from Catholic Mutual  
Principal Portal - Governance > School Safety > School Safety & Security Assessment

### Facilities

**Contract Review Process** (projects related to real estate, construction, alteration of facilities)

- \* \$25,000 and under the Pastor is authorized to sign. All contract documents are still required (Proposal, Addendum and Certificate of Insurance - COI) to protect the parish, school and the Archdiocese of Washington.
- \* \$25,000 to \$100,000 are required to be submitted to the Archdiocese of Washington for review and approval. This starts with the Facilities Management Office, then Office of General Counsel, then Chief Financial Officer, and finally to the Moderator of the Curia. We make the recommendation but the Moderator is the only one authorized to approve. All contract documents are still required (Attachment 1-Request for Contract Review, Form B, Proposal, Addendum and Certificate of Insurance - COI) to protect the parish and the Archdiocese of Washington.
- \* \$100,000 or more is required to be presented to the College of Consultors for review and approval by Archbishop Gregory. He relies on the recommendations of the Moderator of the Curia, the Consultors (Priests), CFO, Executive Director of Real Estate and Facilities Manager.

#### Asbestos

- \* School is required to maintain a copy of the "3-year Asbestos Management" binder in the school office.
- \* Schools have 3-year inspections done by AERO on a rotating basis
- \* The Facility Manager needs to conduct 6 month inspections in the spring & fall.

#### Lead in Water Testing

- \* All Maryland schools were tested for "Lead in Water"
- \* Exemptions were filed with the Maryland State Health Department.
- \* Results not yet received.
- \* If a school replaces any drinking fixtures, they are required to retest.

**Every school needs to flush all fixtures prior to school commencing.**