

Date Due	Archdiocese of Washington Local Assurances 2023-2024
<b>Fall Semester Assurances</b>	
8/31/2023	1. The school verifies that it is approved by the State of Maryland to operate a pre-school, before and/or after school program. <b>License upload required for Maryland schools.</b>
8/31/2023	2. The school's Parent/Student handbook has been updated and outlines for students and their families all local school policies, regulation and procedures and required ADW policies and verbiage. <b>Handbook upload required.</b>
8/31/2023	3. The school's Faculty/Staff handbook has been updated and presents to teachers and staff the expected responsibilities and regulations of the local school and are based on Archdiocesan policies. <b>Handbook upload required.</b>
8/31/2023	4. All faculty/staff have reviewed and signed the required 1)Faculty/Staff handbook verification form, 2) Code of Conduct and 3) Acceptable Use of Technology <b>and these forms are on file in the school principal's office and are available for review as needed</b>
9/15/2023	5. All students were immunized prior to admission (or have an approved exemption from the Catholic Schools Office) and have maintained required immunizations for continued enrollment in accordance with local immunization requirements and the guidelines of the Roman Catholic Archdiocese of Washington.
9/15/2023	6. All teachers, counselors and social workers are in compliance with the certification and degree requirements of archdiocesan policies and transcripts/state certificates are on file in the office. All teachers of religion (at all grade levels) are in compliance with the certification and degree requirements of archdiocesan policies and the catechist certificates/ tracking forms are on file in the office. Download the form. Complete it. Save to your computer and then <b>upload the completed form.</b>
9/15/2023	7. The school has reviewed and revised its emergency response plan, conducted drills and communicated the plan to all stakeholders within the first 2 weeks of school. Download the form. Complete it. Save to your computer and then <b>upload the completed form.</b>
9/29/2023	<p>8. Medication Administration Requirements- Complete Cognito survey link</p> <ul style="list-style-type: none"> <li>• For K-8 students in Maryland who require <u>any</u> medication during the school day <ul style="list-style-type: none"> <li>▪ A Registered Nurse (RN) or Licensed Practical Nurse (LPN) onsite <b>OR</b></li> <li>▪ A Delegating Nurse (DN) <u>and</u> at least one Certified Medical Technician (CMT) on staff who has completed an approved Maryland State Department of Education (MSDE) training course <u>and</u> has maintained their certification. This individual must work under a Delegating Nurse [(DN) who is a Maryland-Licensed RN] with a certificate indicating they have completed the Maryland Board of Nursing (MDBON) Delegating Nurse (DN) course.</li> </ul> </li> <li>• For students participating in Extended Day Care, After-Care, and PreK students in our Maryland Schools <ul style="list-style-type: none"> <li>▪ A CMT (under the supervision of a DN), RN, LPN onsite <b>OR</b></li> <li>▪ An employee who has completed the Medication Administration Training (MAT), approved by the Maryland Office of Child Care (OCC)</li> </ul> </li> <li>• Currently, the District of Columbia does <b>not</b> have the same Assurances for health. Please complete the survey link to share information about health personnel in your school.</li> </ul>

10/6/2023	<p>9. Rediker student and staff records are up-to-date, including tags for students in the following groups:  Title III Eligible- English Learner  BOOST- Tag all students with a MD BOOST scholarship in SY 22-23.  OSP- Tag all students with a DC OSP scholarship in SY 22-23.</p> <p><b><u>Special Education</u></b>  CAP  ICEP  LEA Individual Service Plan (ISP)- Tag students who have a formal private school special education service plan from their LEA. Note, this is different than an IEP.</p> <p><b><u>Title I</u></b>—If you have students who received Title I services in SY 22-23 in Reading, Math or Counseling, please ensure they are tagged in the appropriate group (listed below). If they receive services in multiple areas, please ensure they are tagged in ALL groups.  Title1 - Math Intervention  Title1 - Reading Intervention  Title1 - Counseling</p>
11/03/2023	<p>10. The school has provided families and parishioners with the school income/expense report and the current status of school finance report per Policies 4600, 4610 and 4611. <b>Upload the completed form.</b></p>
11/10/2023	<p>11. Students completed fall standardized testing [Fall Testing Window (September 13~October 13)] according to the Archdiocesan procedures and guidelines for test administration and the results have been analyzed to adjust grade level instructional priorities. The school has followed the archdiocesan-approved procedures and guidelines for reporting fall standardized test results and completed the standardized assessment assurance report in Cognito.</p>
12/15/2023	<p>12. The school is in compliance with the Safe Environment Policy for Students and Staff and have completed the report in Cognito.</p>

	<b>Spring Semester Assurances</b>
1/16/2024	1. Maryland Schools Only- The school has completed the mandatory state fire drill form (filled out for August 2022-June 2023). <b>Upload of report required.</b> Leave signature line blank for Superintendent signature.
3/1/2024	2. The school has distributed a written tuition policy statement to families (2024-2025 school year) in compliance with Policies 4330 and 4331. <b>Upload of 2024-2025 tuition policy statement required.</b>
3/15/2024	3. Students completed winter mid-year standardized testing [Winter Testing Window (January 15~February 15)] according to the Archdiocesan procedures and guidelines for test administration and the results have been analyzed to adjust grade level instructional priorities. The school has followed the archdiocesan-approved procedures and guidelines for reporting winter mid-year standardized test results and completed the standardized assessment assurance report in Cognito. <i>Although the Winter assessment window is optional, selected students should be assessed where having the data would be beneficial to student academic support and success.</i>
3/15/2024	4. Create SY 2024-25 Calendar in Rediker in compliance with Calendar Standards sent by CSO. The school calendar and professional development form for 2024-2025 has been completed. <b>Upload of 2024-2025 form required.</b>
6/5/2024	5. Students completed end-of year standardized testing [Spring Testing Window (April 15-May 15)] according to the Archdiocesan procedures and guidelines for test administration.
6/10/2024	6. The EOY Rediker Tasks provided by the CSO have been completed.
6/28/2024	7. Schools have planned professional development calendar for 2024-2025 school year and have verified instructional minutes are being met. Complete Cognito link.
6/28/2024	8. Spring 2023 MAP Growth scores have been posted to school website.
6/28/2024	9. The school has identified staff members with significant anniversaries to be honored at the Opening School Mass in August and has sent them in to the Catholic Schools Office.