

ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

PRINCIPAL NEWSLETTER AUGUST 31, 2023



UPCOMING EVENTS:

- **September 1:** ESE Meeting at the Marian Center. Register in RML.
- **September 7** at 1pm: Certification Coordinator Meeting. We will be discussing state certification and Register Me Live. Register in RML.
- **September 12:** New Principal Meeting at Holy Rosary-St. Richard
- **October 6:** ADOM Professional Development Day
- **October 12:** Principal Meeting at St. Thomas Aquinas High School



A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

The new school year is off to an active start! Between Hurricane Idalia and an uptick in COVID rates, we have a lot going on in our schools. Let's pray for peace and calm in the weeks ahead!

Regarding COVID, you should have received the revised Archdiocesan COVID policy last week. Remember to distribute the parent summary by the end of the week (if you have not already done so). The parent summary is already posted at [ADOM :: For you to know: Updated COVID-19 policy for Catholic schools \(miamiarch.org\)](https://miamiarch.org/ADOM-For-you-to-know-Updated-COVID-19-policy-for-Catholic-schools). Please read this policy carefully and be sure to report all cases of infection or exposure to Sr. Elizabeth Worley (eworley@theadom.org).

On a brighter note, we have received a lot of positive attention from the recent report by Step Up on Catholic schools in Florida (see [Why-Catholic-Schools-In-Florida-Are-Growing-Five-Things-to-Know-Final.pdf \(reimaginedonline.org\)](https://reimaginedonline.org/Why-Catholic-Schools-In-Florida-Are-Growing-Five-Things-to-Know-Final.pdf)). It is gratifying to see so many new families join our schools. Based upon our August Enrollment Report, our enrollment is growing over 3.6% this year, continuing a trend from the last two years. I know that our growth is due, in part, to the hard work of our principals and teachers. God is truly blessing Catholic education in South Florida!

Yours in Christ,

Jim Rigg, Ph.D.
Secretary of Education
Superintendent of Catholic Schools
Archdiocese of Miami
[ADOM :: Education \(miamiarch.org\)](https://miamiarch.org/ADOM-Education)

IMPORTANT REMINDER

Remember that the Office of Catholic schools is planning several professional development offerings for teachers for the Oct. 6 PD Day. Individual schools should not plan for local PD. Principals will sign up teachers for PD in the coming days. Please contact Brenda Cummings (bcummings@theadom.org) with any questions.

ACCREDITATION WEBINARS:

FCC Accreditation Domain Webinar Series (All Cycle Years)		
**All webinars begin at 3:30 p.m. Eastern. **		
Date	Link	Webinar/Meeting
Wednesday, September 6, 2023	Accred Meeting	Academic Excellence Domain
Thursday, September 7, 2023	Accred Meeting	Operational Vitality Domain
Tuesday, September 19, 2023	Accred Meeting	EEP M & CI and AE Domains
Wednesday, September 20, 2023	Accred Meeting	EEP G & L and OV Domains
Thursday, September 21, 2023	Accred Meeting	EEP Health & Safety Checklist

CATECHETICAL CONFERENCE:

Date: **October 28, 2023**
 Location: Archbishop McCarthy High School
 Time: 9am-3pm
 Cost: \$45
 Renewal Hours: 10
 Registration link will be sent in the next newsletter.

CERTIFICATION COORDINATOR MEETING: The virtual meeting will take place on Thursday, September 7 at 1pm. Register through RML. The meeting link is also located in RML.

EARLY CHILDHOOD EDUCATORS: THE 3 T’S – TUNE IN, TALK MORE, AND TAKE TURNS: Take advantage of this FREE course for Early Childhood Educators to make the most of your talks and interactions with children. Visit www.the3ts.org to sign up for this great opportunity!

FEDERAL PROGRAMS MIAMI-DADE TITLE I:

Phase III: We would like to remind you that the ESES Student Referral for Services Phase (Phase III) for the 2023-2024 school year should be completed as soon as possible in order to begin services. **All services are expected to be in session by Monday, September 11th, 2023.** Please find attached a step-by-step UPDATED guide in how to do Phase III. If you still have a question about Phase III, please call our office.

As a reminder, this phase consists of downloading the list of eligible addresses for this year (submitted on Phase II during the Spring) on the ESES Public School Attendance Boundary Determination Report option and match each address with record of the student by referring to the Student Identifier Number you assigned that student when you entered his or her address in Phase II. At this juncture, you will need to enter the subject area(s) the student will need services in and the Referral type, if Teacher or Parent.

Eligible addresses from Broward County will be emailed directly to the corresponding schools.

Parental Consent Forms: Please note that tutoring may not commence until the parental consent form (See attached for English and Spanish versions, Haitian Creole available upon request) is collected and the ESES Student Referral Form for each student is completed online. Once you complete your referral list, please let us know via email, so we can extract the report and provide it to your elected provider to start services.

ESES Student Referral for Services Report: When your school completes Phase III, please inform us by emailing us the report named "ESES Student Referral for Services Report". You will find this report on the M-DCPS portal under "Reports". (See step five and select the appropriate report)

Services: Once you complete Phase III and gather all your consent forms, please proceed to coordinate with your provider for the schedule of services. Provide our office with the schedule.

Thank you for your cooperation. If you need additional information or assistance, please call our office at 305-258-4115 Ext. 2032.

FIELD TRIP PROCEDURES/UPDATES:

Per the recent email from Dr. Rigg:

- Remember that Field Trips must have a definite educational or religious purpose. We should generally be protective of the instructional time of our students.
- Permission from the Superintendent is only required for overnight Field Trips or trips outside of South Florida (i.e. Miami-Dade, Broward, Monroe, and Palm Beach Counties).
- Remember that, due to liability concerns, Field Trips that involve water activities are not permitted. Such activities include (but are not limited to): swimming, water slides/parks, boating/canoeing, etc.
- Note that *we are not approving Field Trips to theme parks in the Orlando area.* While some of these trips claim to have an academic focus (e.g. "STEM Days"), we believe that similar activities can take place at destinations in Greater Miami. It is therefore not necessary to spend the time and money to travel to Orlando for such trips.
- As an exception to the above points, we are permitting a single 8th-grade trip to an Orlando theme park. This trip need not have an academic purpose, as it is in recognition of transition of 8th-graders away from the school. However, this trip must be carefully organized and my permission is required. Know that you (as principal) do not need to permit such trips if you are not comfortable. As an alternative, you can permit parents to schedule such a trip without school sponsorship/involvement, but you should make it clear that this is not a school-sponsored trip and that the school bears no liability.

HELP FOR MAUI: Several schools have inquired how they can help in the wake of the devastating fires in Maui, Hawaii. Efforts and donations can be directed to Catholic Charities of Hawaii ([Catholic Charities Hawaii Home - Catholic Charities Hawai'i \(catholiccharitieshawaii.org\)](http://CatholicCharitiesHawaii.org)) or the Hawaii Catholic Community Foundation ([Maui Wildfires - Relief, Recovery and Rebuild \(blackbaud.com\)](http://MauiWildfires-ReliefRecoveryandRebuild.com)). Likewise, Sacred Heart Catholic School in Lahaina was impacted by the fire. Donations specific to Sacred Heart are being accepted at [SACRED HEARTS Fire Recovery Fund - Sacred Hearts School \(shsmaui.org\)](http://SACREDHEARTSFIRERECOVERYFUND.org). Let us continue to pray for those affected by this fire.

311.01 IMMUNIZATIONS POLICY:

Immunizations shall be required for all communicable diseases as determined by the rules of the Florida Department of Health. These requirements are mandated by state law and students may be kept from attending classes or dismissed from school for non-compliance (see 310.03). No religious exemptions shall be given; only medical exemptions are permitted with authorized documentation (DH 680, Part A and B).

Medical exemptions will be considered on an individual student basis. Such exemptions must be based upon actual, identified, and legitimate health-related needs, approved by a licensed medical practitioner. When receiving a medical exemption request, principals should contact the Superintendent (or delegate) before finalizing or communicating any decision. If medical exemption is allowed, student must be notified in writing that he/she may be asked to stay at home if an outbreak occurs.

Elementary Schools Only: The immunization Annual Report of Compliance (Form 684) is required from schools each year. These forms are sent to individual schools by the county health departments and are usually due back to the local health department by October 1.

PROFESSIONAL DEVELOPMENT TRAVEL REIMBURSEMENT:

Broward and Miami-Dade administrators and educators can submit partial travel reimbursement under Title IIA in the state. For more information about approved conferences and travel reimbursement, please visit: [Conference Travel Reimbursement \(google.com\)](#)

REGISTER ME LIVE:

All information in Register Me Live has been updated. Please review your school list and send bcummings@theadom.org any updates that still need to be completed.

RML: CLOSING CLASSES

The following classes will be closed tomorrow:

- New Principal Meeting on July 6, 2023
- Principal Meeting on August 4, 2023

Be sure to complete the evaluation to receive in-service points.

SAFE ENVIRONMENT: As you know, our commitment to keep our children safe must be our highest priority. It is vital that all employees in our parishes, schools, and other ministries understand and support this commitment. We are therefore announcing an effort this fall to ensure that our employees are fully aware of our child protection efforts. This effort is outlined in the message below, as well as the attached letter. As you can read, we are requiring the following:

- All employees must complete a **special module** in Virtus. This module will be assigned to their Virtus account on Monday, Aug. 28.
- We are asking that all employees participate in a **facilitated discussion**, likely as part of a faculty/staff meeting. This discussion would likely be led by your local Safe Environment Coordinator, in concert with you. A Facilitation Guide has been attached to this email to assist. For elementary schools, *it may be best to combine school and parish employees for the purposes of this meeting, as this requirement also applies to parish employees.*
- The modules and facilitated discussion must occur by the **end of the first quarter (or Oct. 18).**

Please note that this requirement applies to all employees (i.e. teachers, administrators, support staff, etc.). High schools should include any paid coaches who have been secured for the new year.

STEM OPPORTUNITY: Learning Blade® is a system of interactive online lessons, teacher lesson plans, and printable at-home activities aligned to 5th-9th grade standards, where students learn about high-demand STEM, Computer Science, and CTE careers while applying academics.

Your staff/schools can sign up for their **free, fully funded** account at www.learningblade.com/FL

Once the account is created, we can provide teacher training. The training is provided at no cost and typically lasts between 45-60 minutes.

Remember that Learning Blade is available to all Florida schools provided through state funding and in collaboration with **FADSS** (the Florida Association of District School Superintendents).

We look forward to working with you soon.

Ned Colley: State Manager – Florida: Learning Blade: (404) 435-9516

ned@learningblade.com

[Schedule a meeting with me](#)

STEP UP PAYMENT DATES: Funding will be available in student accounts for students funded in a regular quarterly distribution. Please monitor your email during the dates listed. Families will be notified when funds have been deposited into their student's account.

- **Quarter 1: August 25 – September 15**
- **Quarter 2: November 15 – December 1**
- **Quarter 3: February 15 – March 1**
- **Quarter 4: April 15 – May**

In addition please view this important short video about the invoicing process: [Schools: Invoicing Tuition and Fees - YouTube](#)

First Day of School

