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# ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

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## PRINCIPAL NEWSLETTER DECEMBER 14, 2023



### UPCOMING EVENTS:

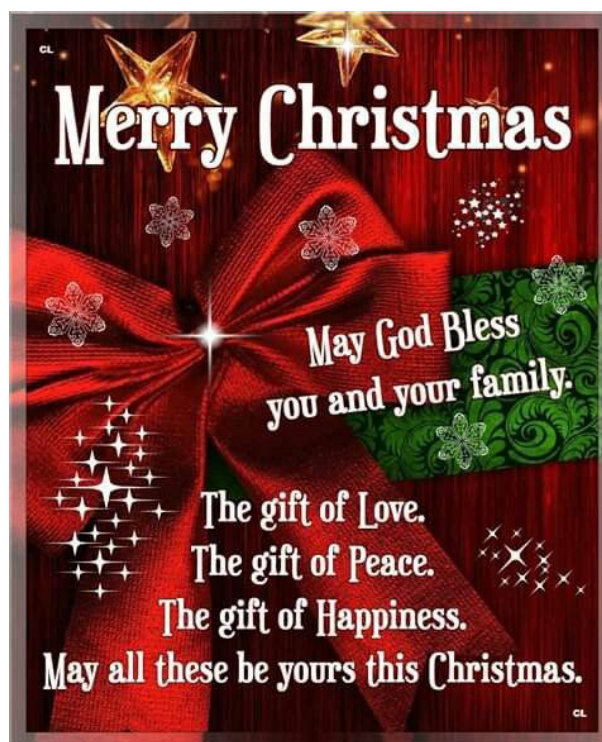
**December 14:** Early Childhood webinar (see information below)

**December 22:** Early Dismissal: Christmas Break Begins

**January 8:** School Resumes

**January 12:** Early Dismissal (PD)

**January 18:** Principals' Meeting (St. Theresa, Coral Gables)



### A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

It was delightful to see you at yesterday's Principals' Christmas Luncheon. I hope this luncheon was just one way of celebrating your tremendous dedication and hard work. My thanks again to Dr. Constantino and all those who helped to organize the lunch. It was a blessing to celebrate your dedication and hard work!

This will be the final Principals Newsletter for 2023. The Newsletter will resume the week of January 8, 2024. However, please be aware that the Office of Catholic Schools will remain open for most of Christmas Break, although many individual OCS staff members may be taking vacation some of these days. The OCS (and Pastoral Center) will be closed December 25-26 and January 1.

May the peace of the Christ-child be with you this Christmas, and throughout the coming year!

Sincerely,

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

### CATECHIST CERTIFICATION COURSES:

Adult Learning - Virtual Courses

Spring I 2024 Virtual Session

Teachers can take one or two courses during each virtual session.

Registration: January 8 - January 19

Virtual Course Dates: January 29 - March 8

Course List: [http://adomvirtual.com/adult\\_learning.html](http://adomvirtual.com/adult_learning.html)

Questions? [support@adomvirtual.com](mailto:support@adomvirtual.com)

### CLINICAL EDUCATION TRAINING:



The flyer for NSU Clinical Education Training features a blue and white color scheme. At the top left, it identifies the Abraham S. Fitchler College of Education and School of Criminal Justice at Nova Southeastern University, Florida. A central image shows a man working on a laptop. The main title 'CLINICAL EDUCATION TRAINING' is prominently displayed. Below the title, it states the program is for supervising teacher candidates and hosting interns. The 'ABOUT THE PROGRAM' section describes a self-paced, asynchronous 8-week online course. A 'CONTACT INFORMATION' section provides email addresses for Lillian Greico and Zaria Montanez. A yellow circle highlights the 'COST: \$150'. A registration deadline is noted as 'Register now for Jan. 3 - Feb. 25, 2024 Session\*'. A large QR code at the bottom is labeled 'Scan or click to register'. A small disclaimer at the bottom left notes that students are recommended to register with a personal email.

**EARLY CHILDHOOD MEETING:** In order to best support our preschool programs, **we are asking all Dade and Monroe Preschool Directors to attend a webinar on Thursday, Dec. 14 from 1:00-2:00 PM.** Principals and other relevant administrators are welcome to join as well. During the meeting, Ms. Perdomo will further describe compliance requirements and respond to any questions. To access the Zoom meeting, please use the following link:  
<https://us02web.zoom.us/j/81976996125?pwd=MVJXZ3FnL3hQZ294amdNTHZEVE9BUT09>.

### MALFEASANCE, MISFEASANCE, AND NONFEASANCE: ARE YOU UNWITTINGLY COMMITTING ONE OF THESE? BY MATTHEW LYNCH

(Current research in Educational Law confirms that causes of action for failure to educate as well as educational malfeasance are growing. This is an area that necessitates administrator and teacher awareness.)

In today's increasingly litigious society, teachers need to know that they are liable for injuries and mishaps that happen to the students under their care. Teachers may be sued for misfeasance, malfeasance, and nonfeasance, and it is important that they know the difference between the three.

- 1. Malfeasance:** This occurs when a teacher hurts or causes bodily harm to a student on purpose. For example, if a student is being disrespectful to you and you strike that student, you'd better get yourself a good lawyer: you'll probably be sued, be arrested, and lose your job. Remember, you're in a position of power, and children are vulnerable. Society has no pity or tolerance for people who injure children.
- 2. Misfeasance:** This happens when a teacher neglects to provide information or guidance that could have prevented bodily injury to a student. For example, a science teacher fails to teach students proper safety measures and guidelines for an experiment, and a student subsequently spills chemicals on his or her skin, resulting in a second-degree burn. To protect against misfeasance, teachers must provide explicit, clear instructions that students understand. The safety of students in the classroom ultimately falls to the teacher.
- 3. Nonfeasance:** This occurs when a teacher does not adequately perform his or her supervisory duties, and as a result a student is hurt. For example, a teacher leaves the classroom to drop something off at the office, and two students engage in a fight in the interim. The teacher is guilty of nonfeasance because it's the teacher's duty to never leave students unsupervised under any circumstances.

Check your daily teaching routine. Are you at risk for potentially committing one of these three all-too-common acts? You may be able to slide by sometimes, but it's both poor ethics and legally risky to count on always doing so. You want to be the best teacher you can be – and that means being prepared to take responsibility for all of your actions, no matter what. Make sure your teaching behavior is one that you would be proud to stand up and defend.

**NONPROFIT SECURITY GRANT:** Please see Dr. Rigg's email from Dec. 8 regarding the Florida Nonprofit Security Grant. All schools are encouraged to apply for this grant, which can provide up to \$150,000 in funding for security equipment and services. The deadline for grant submission is Friday, January 12.

**REDIKER ONLINE FORMS:** For schools to begin using the newest version of Rediker's Online Forms, they need a completed Online Payment Agreement. The Control Owner information on page 2 of this agreement has been completed for all schools and sent over Rediker. You do **not** need to complete that section. Schools can keep the Control Owner section blank (inputting NA's on those fields in order to submit) and Rediker will have the Control Owner information on their end. Rediker will keep this information provided by our office on file to use with all Archdiocese of Miami schools looking to setup the Online Payment portion for the Online Forms program. Individual schools will still be required to fill out the other sections of the form with their bank information etc. If you have any questions, feel free to contact Gabriel Cambert.

**TERRANOVA NEXT & INVIEW TESTING:**

- Below is a link to the recording of the technology training held on Wednesday, November 15 with Faith Borst of the DRC Technical Support team. If your school is administering the TerraNova Next/InView online this upcoming season, your technology/testing team must view this recording and review the applicable support guides in order to be prepared for online testing.
  - <https://www.brainshark.com/drc/vu?pi=zGfzQhle0zJECIz0>
- The **Multiple Student Upload (MSU) file** layout and required excel document were emailed on November 17 by Christine Kirk. This file will be used for Precode labels as well as rostering the online testing system. Below is the link to the recording of the MSU file preparation and upload training. More information about unique student ID numbers (through Rediker) and special codes (specific to ADOM) is forthcoming and will be emailed to you. The **portal will open on December 7** for uploading your MSU file. The MSU upload must be completed by December 18 for both paper & online testing.
  - <https://www.brainshark.com/drc/vu?pi=zEazK99N0zJECIz0>
- All old TerraNova3 & InView materials **MUST** be disposed of by December 21, 2023. Please use the form link below to indicate that you have disposed of the old TerraNova3/InView tests, answer sheets, and other materials.
  - <https://forms.office.com/r/zPvUsFf18g>

**SAFE ENVIRONMENT OFFICE:**

Please see the message below from the Safe Environment Office:

*Merry Christmas*



*At this time of year, when we await the coming of baby Jesus,  
I want to thank you for providing safe haven  
for all God's children and for your continued dedication to our mission.  
Happy Advent and blessings to you and your family.  
J. Rayburn  
Safe Environment Coordinator  
Archdiocese of Miami*