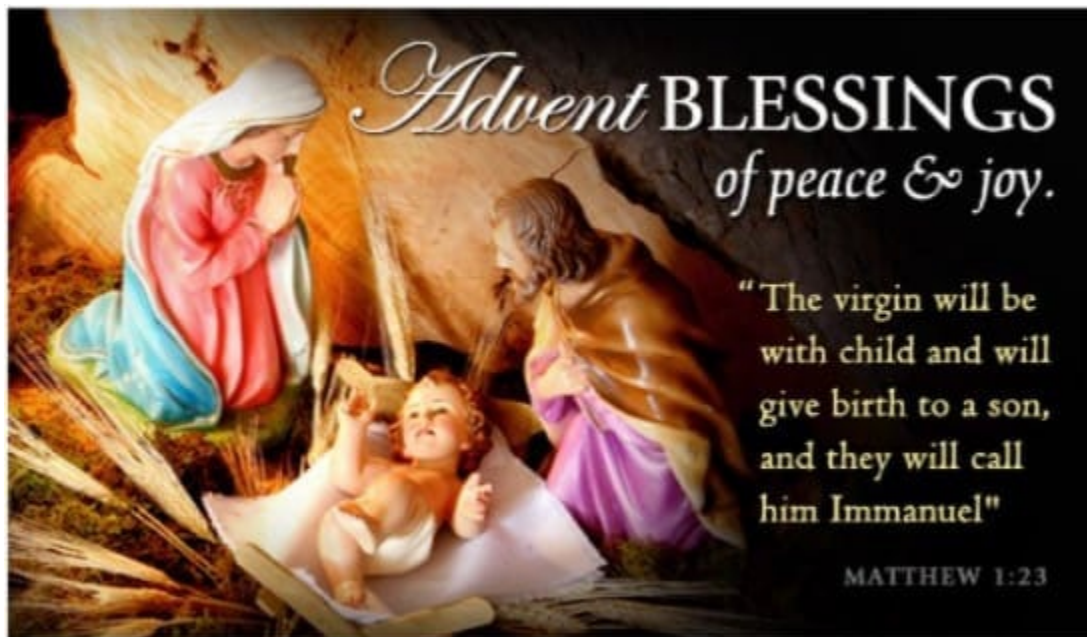


# ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

## PRINCIPAL NEWSLETTER DECEMBER 5, 2024



### A MESSAGE FROM THE SUPERINTENDENT



Dear Principals,

O Come, O Come, Emmanuel! The Season of Advent is upon us, and I know all schools are in a flurry of activity as we anticipate the coming of the Christ-Child. While this is a busy time, it is also a time of great joy and renewal. We welcome the birth of Jesus even as we complete the first semester and prepare for the start of 2025. I hope you take time amidst the craziness to acknowledge the many good things happening in your school. We are truly blessed with Catholic schools that provide wonderful teaching and faith formation every day!

We will have a chance to celebrate our success at today's Christmas Luncheon. Remember that our next Principals' Meeting will take place on Thursday, January 16 at St. Timothy School. More information about this meeting, along with the schedule and other instructions, will be sent to you at a later time.

May the joy of the coming Christmas season be with you!

Jim Rigg, Ph.D.  
Secretary of Education  
Superintendent of Catholic Schools

### UPCOMING EVENTS:

- Dec. 5:** Principals' Christmas Luncheon (12:00 PM)
- Dec. 6:** Early Dismissal (PD)
- Dec. 7:** HS Placement Exam
- Dec. 9:** Feast of the Immaculate Conception (Observed)
- Dec. 10:** BCPS IDEA PD: Communication Strategies for Home
- Dec. 11:** MDCPS IDEA PD/Conference
- Dec. 20:** Last day of classes, end of the quarter/semester; Early Dismissal
- Dec. 23-Jan. 3:** Christmas Break
- Jan. 16:** Principals' Meeting (St. Timothy)

### ASSESSMENTS:

#### Upcoming Assessment Calendar Reminders:

- Dec. 2 – Jan. 10, 2025 – iReady Winter Diagnostic
- Dec. 7 – Catholic High School Placement Exam
- Dec. 9 – 19 – Middle School Dual Enrollment Midterms

#### Spring 2025 Terra Nova Precode Labels:

Spring 2025 PreCode Upload window is now open. **All uploads must be completed by December 13.** Below is the recap that was emailed after the training session on the TerraNova Next Multiple Student Upload process. **This process is for both paper testers and online testers.** For paper testers, this file will be used to generate your student precode labels (these are used to attach to the student testing documents in lieu of hand bubbling). For online testers, this file adds your students to the portal to prepare for testing.

**The recording:** [FCC\\_TerraNova PreCode Student Labels\\_process and procedures-20241107\\_130500-Meeting Recording](#): [Click Here](#)

#### IMPORTANT:

Outstanding question: When is the last day to manually enter students after the upload is completed? This is if you have students that enroll after you have uploaded your file. For paper testers, the last day to manually add students after your upload is **12/13/24**. For Online testers, the last day to manually add students after your upload is **2/17/25**. Do not upload a second file.

## **CERTIFICATION:**

Please disseminate the following information to your certification coordinators:

Coordinators – **please be sure to check teachers' RML transcripts BEFORE** submitting the Microsoft form to request certification renewal. Teachers certified in the following areas must have 40 RDG points:

Elementary Education (K-6)  
PreK/Primary Education (age 3-3<sup>rd</sup> grade)  
Elementary Education (1-6)  
Primary Education (K-3)  
Middle Grades English (5-9)  
Middle Grades Integrated Curriculum (5-9)  
English for Speakers of Other Languages ESOL (K-12)  
English (6-12)  
Reading (K-12)  
English (1-6)  
Exceptional Student Education (K-12)  
Reading (Endorsement)

Please remind teachers of the process for renewal. There have been several instances recently of teachers receiving deficiency notices because they applied for renewal but did not inform their certification coordinator, so the coordinator did not know to submit the request form to OCS. The process for renewal is as follows:

1. Teacher applies for renewal on FDOE website and pays fee.
2. Teacher informs certification coordinator that they have applied for renewal.
3. Certification coordinator checks transcript in RML to make sure teacher has satisfied all points requirements.
4. Certification coordinator submits Microsoft form request to OCS.
5. OCS submits points and transcript to FDOE.

## **EARLY DISMISSAL DAYS:**

The month of December includes two Early Dismissal Days. The first day, December 6, should be used for teacher professional development. The second date is Dec. 20 and need not be used for professional development. Schools may schedule social activities on this date or simply release teachers to start their Christmas Break.

## **FAITH FORWARD INNOVATION CONFERENCE – SESSION PROPOSALS NEEDED:**

Proposals for breakout sessions are still being sought for the Faith Forward Conference on March 21, 2025 at Belen Jesuit Prep. This day will provide sessions on how Catholic educators can better evangelize and form the faiths of their students. The Conference will include renowned speaker and author Fr. Robert Spitzer, SJ as keynote speaker. Educators are encouraged to submit session proposals and share their great practices and ideas. For more information, see this link: [2024 Faith Forward Save the Date Flyer.png - Google Drive](#).

## **MASTER CALENDAR FOR 2025/26:**

We are in the midst of designing the OCS Master Calendar for the 2025/26 school year. As with recent years, our intention is to release this calendar by the end of January. This calendar should be used for local calendar planning for the coming school year.

We are also seeking nominations for our unified theme for the 2025/26 school year. Please contact Dr. Rigg if you have any theme suggestions!

## **OBSERVATION DOCUMENTATION LOG:**

The Observation Documentation Log for the first semester is due on or before **December 6**. If you are still conducting formal observations of new teachers after December 6, please email Dr. LaTonya White (lwhite@theadom.org). The ADOM Observation Document Log can be accessed [HERE](#) and e-Library – Schools – Education – Teacher Observations/Evaluations.

## **RELIGIOUS VIRTUAL ADVENT CALENDAR**

The Boca Raton Museum of Art has put together a free religious virtual Advent Calendar in coordination with their current exhibit of Baroque religious artwork (previously announced in this Newsletter). This is an excellent resource to guide students through the Advent season with sacred art. To access the calendar, visit [Baroque Advent Calendar | brmaeducation](#).

**STEP UP:** Dec. 6 is the deadline for families to apply for a scholarship for the 2024-25 school year.

## **OFFICE HOURS**

Answers to any questions about the current processes of Step Up for Students.

### Date & Time

You can choose to attend one or more of the following webinars.

Dec 5, 2024, 10:00 AM, Dec 5, 2024, 01:00 PM, Jan 9, 2025, 10:00 AM, Jan 9, 2025, 01:00 PM

[Webinar Registration - Zoom](#)

## **THE JUBILEE YEAR 2025:**

"We must fan the flame of hope that has been given us and help everyone to gain new strength and certainty by looking to the future with an open spirit, a trusting heart and far-sighted vision." ~ Pope Francis, *letter on Jubilee 2025*

**The Vatican**

Pope Francis is calling the faithful worldwide to be "Pilgrims of Hope" in the Jubilee Year 2025, from December 2024 through the end of the Jubilee Year on January 6, 2026.

**Cathedrals and Shrines**

For pilgrims unable to travel to Rome, Bishops around the world are designating their Cathedrals and/or popular Catholic Shrines as special places of prayer for Jubilee Year 2025 pilgrims, offering opportunities for reconciliation, indulgences, and other events intended to strengthen and revive their faith.

**Jubilee Year**

A Holy Year, or Jubilee, is a time of pilgrimage, prayer, repentance, and acts of mercy, based on the ancient Jewish tradition of a Jubilee Year of rest, forgiveness, and renewal. Holy years also are a time when Catholics visit designated churches and shrines, recite special prayers, go to confession and receive Communion to receive an indulgence, which is a remission of the temporal punishment due for one's sins.

**Jubilee of Young People**

Contact the office of parish life for information regarding the Jubilee of Young People.

**Additional Information and Materials (USCCB Resources):**<https://www.usccb.org/committees/jubilee-2025>