

Tobin K-8 School

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Upcoming Dates:

• **May 21 - June 8, 2018**

PALS K1 Assessment window

• **May 21 - June 15, 2018**

EVT K0-K2 Assessment window

• **May 21, 2018**

MCAS Make-ups as needed

• **May 21, 2018**

Term 4 Progress Reports Due

• **May 22, 2018**

Boston Children's Museum Field trip for K0, K1 and K2 @ 10:15am

• **May 22, 2018**

MCAS **Science** Session 1, Gr 5/8

• **May 23, 2018**

Team PD, 8am

• **May 23, 2018**

MCAS **Science** Session 2, Gr 5/8

• **May 24-25, 2018**

MCAS **Science** Make-ups

• **May 31, 2018**

Reminder, Winter Semester FLEP Monitoring Due in Grade 3-5 (all materials printed and hand delivered by HR)

Community Events:

• **May 24, 2018**

School Site Council Meeting, 4:30pm

THANK YOU Ms. Gomez & Ms. Perez!!



We!!

• Congratulations Ms. Hall, Ms. Robinson & Students Raising \$500.00 for the Jimmy Fund:

Wow! During the month of April-May, Ms. Hall and Ms. Robinson's class raised \$500.00 to support the Jimmy Fund. Students and teachers collected loose coins from family and friends to support and contribute to this worthy cause. As a result of the donation, students earned free admission to the 2018 Scooper Bowl, on June 5, 2018. On behalf of our school community we say INDEED – *"we love each other, help one another, there's nothing to it, just go to do it"*.

Tweets

Tweets & replies

Media



Tobin K-8 School @tobink8 · 3m

THANK YOU to @tobink8 students in Ms. Hall (grade 2) and Ms. Robinson (grade 1) class for raising \$500.00 for the Jimmy Fund! Students and teachers collected loose coins with Tobin parents and families together! We earned free admission to the Scooper Bowl on June 5, 2018!

Welcome to the Fundraising Page of
Tobin K8 School

Join me in my efforts to support Dana-Farber Cancer Institute and the Jimmy Fund!

Thank you for supporting Dana-Farber Cancer Institute and the Jimmy Fund. Your contribution is greatly appreciated.

Give Now

MY PERSONAL GOAL
\$500

DOLLARS RAISED
\$500

PROGRESS 100%



• Picture Day - Tuesday, May 29th and Make-Up day for Thursday, May 31st:

The annual Tobin Spring Picture day is scheduled on Tuesday, May 29th with make-ups on Thursday, May 31st. Picture Day forms were distributed to all homeroom educators. Extra forms available in main lobby and in the mailroom. The picture day schedule will be released soon detailing class by class transition for students (with completed forms and financial details/cash in envelope). School Parent Council members will support transition of students with leadership to the auditorium on both dates.

Picture Day Logistics/Plan:

1. Educators will review and distribute picture day forms for all students upon receipt.

2. Educators will secure returned picture day forms in a large manila envelope (provided in mailboxes) in a secure place in the classroom (e.g. locked draw) through Monday, May 28, 2018. Reminder, the forms may designate confidential credit card details.

3. PLEASE NOTE, families may request and will pay for SIBLING pictures. Educators will designate sibling as known on the picture day envelope for families requesting the sibling package. Note, school leadership (Mr. Holly, Ms. Kinney) and PSC members (Ms. Smith, Ms. Vazquez and Ms. Williams) will help to facilitate connecting students for SIBLING family pictures across grade levels/classrooms.



4. School leadership will make rounds on picture day to pick-up picture day forms and confirm students eligible to participate having pictures taken. Parent Council Members including Ms. Smith, Ms. Vazquez and Ms. Williams will support transition of students from classrooms to the auditorium for pictures including SIBLING pictures.

• DIBELS/TRC End-of-Year Assessment and Coverage Schedule:

The DIBELS/TRC testing and coverage schedule is outlined below for all grade K2, grade 1 and grade 2 educators. School leadership has placed each teacher on sub-central. If a substitute is not assigned, the educator will place themselves on BPS Sub-central to secure a substitute prior to June 8th – the date the DIBELS/TRC Testing window closes.

GRADE K2:

- Ms. Alonzo – June 4th and June 5th
- Ms. Valentin – May 14-18th (Ms. Colon)

GRADE 1:

- Mr. Gordon – June 7th
- Ms. Robinson – June 6th
- Ms. Abatte-Vaughn – June 7th

GRADE 2:

- Ms. Verdu – June 8th
- Ms. Hall – May 24th
- Ms. McNamara/McKendall – June 4th



STUDENT LEARNING:

Our K0/K1 students in Ms. Paulson’s class with Ms. Valdez explore the natural world, observe the trees and flowers outside, draw and learn how plants and flowers grow. In this lesson students examine and plan seeds with each other and have fun too!



• Homeroom Lists and Cumulative Record Folders for SY'2018-2019:

The BPS Department of Enrollment continues to work with families on student placement in schools. At the school level we will work through a 7-step process and timeline that will result in the design of homeroom classes for SY'2018-2019.

Action Steps:

	<u>Timeline:</u>	
1. Hosting Retention / Non-matriculation Meetings	Week of June 4 th	
2. BPS Promotion Status on ASPEN SIS (Holly/Toledano)	Week of June 11 th	Due June 13 th
3. FLEP Reclassification Meetings based on Spring 2018 ACCESS	Week of June 11 th	Due June 15 th
4. ELD Update Meetings based on Spring 2018 ACCESS data	Week of June 11 th	Due June 15 th
5. Academy Educators design/recommend homeroom groupings	Week of June 18 th	Due June 22 nd
6. Update and sort cumulative record folders according to new HR's. Deliver crates to HR educator or store in CFC Office Ms. Kinney.	Week of June 25 th	Due June 27 th
7. Principal Toledano and Mr. Holly finalize Homeroom groupings and update ASPEN SIS for September 2018	Week of June 25 th – August 31 st	

• Retention / Non-matriculation Process and Timeline:

We emailed the process for recommending a student for retention/non-matriculation on May 9th to all Tobin educators and staff. The process requires the preparation of a retention packet, meeting with the principal and communication with families. Retention meetings are scheduled to take place the week of **June 4, 2018**. The three-step process is outlined below:

1. Retention/Non-matriculation Packet (email attachment): To recommend a student for retention, teachers must prepare and present a record of performance using the artifacts outlined below (see attached):

- Attendance Record (Calendar)
- Report Card for each marking period
- Assessment results including (ACCESS, DIBELS/TRC K-2, EOU Math K-5)
- BPS Illuminate Formative Assessment Results in ELA, Math or both as appropriate (Grade 2-8)
- Progress Reports (K-5) / Progress/Warning Notices (6-8)
- Tobin/BPS Mid-Year Warning Notice
- Record of Phone Calls / Communication with Families
- SST Referral (if applicable)
- Behavior Log inclusive of Kickboard, Class DoJo and/or ASPEN Conduct tab (if applicable)

2. Meeting with Principal (email attachment): Schedule a block of time with Ms. Gomez the week of June 4th to present retention packet and the rationale for non-matriculation to Mr. Toledano and Mr. Holly. The form will serve to document one or more of the following decisions.

- Approved or Not-approved with recommendations:
 - Recommendation for summer school programming
 - Recommendation for ALT placement (middle school)
 - Recommendation for SST referral September 2018

3. Communication with Families Letter (email attachment): If a retention recommendation is approved the Parent Non-matriculation letter will be mailed home to families. In addition, the classroom teacher will schedule an individual parent meeting to communicate the team decision for retention/non-matriculation, recommendations and/or enrollment in summer school programming



• Term 3 FLEP Monitoring Procedures/Timeline for Grade 6-8, N=24 DUE May 18th:

Please note, the timeline for monitoring our 25 FLEP students was Friday, May 18, 2018. In accordance with OELL Policy and the *Successor Settlement Agreement between the DOJ and BPS* current FLEP students and students recently reclassified to FLEP status must be monitored for *four years (see footnote below) to ensure sufficient academic progress is being made.

FLEP Student Roster N=24

We emailed, printed and delivered a list of FLEP students by homeroom. HR educators are required to use the new BPS FLEP Monitoring Form (printed and delivered) to document the monitoring of academic progress. The form is also posted on the Tobin K-8 Handbook | LAT Tab | FLEP to document the monitoring of academic progress. HR 203, N=5. | HR 204, N=4. | HR 205, N=8. | HR 207, N=7

FLEP Monitoring Academic Progress Form (New version):

https://docs.google.com/document/d/1RuvqctRouueNE7aCkoOJxL4ngwdnjw_IXZ_uixlLwU/edit

• Winter Semester FLEP Monitoring Procedures/Timeline for Grade 3-5, N=12 Due May 31st

Please note, the timeline for monitoring FLEP students for the Winter Semester is on or before May 31, 2018. In accordance with OELL Policy and the *Successor Settlement Agreement between the DOJ and BPS* current FLEP students and students recently reclassified to FLEP status must be monitored for *four years (see footnote below) to ensure sufficient academic progress is being made.

FLEP Student Roster N=12

We emailed, printed and delivered a list of FLEP students by homeroom. HR educators are required to use the new BPS FLEP Monitoring Form (printed and delivered) to document the monitoring of academic progress. The form is also posted on the Tobin K-8 Handbook | LAT Tab | FLEP to document the monitoring of academic progress. HR 003, N=2. | HR 004, N=1. | HR 101, N=4. | HR 103, N=1. | HR 106, N=4.

FLEP Monitoring Academic Progress Form (New version):

https://docs.google.com/document/d/1RuvqctRouueNE7aCkoOJxL4ngwdnjw_IXZ_uixlLwU/edit

• ELD Updates and FLEP Reclassification Decisions Due June 11, 2018:

In preparation for SY'2018-2019, we will update ELD levels and make FLEP reclassification decisions on HR sheets provided by Mr. Holly. These decisions will also impact Homeroom rosters for SY'2018. **Educators will record ELD updates and FLEP reclassification decisions on the HR sheets by Friday, June 15, 2018 to Mr. Holly.**

1. ELD Updates Process:

- Educators will schedule and host ELD update meetings with families during regularly scheduled P&D periods or at agreed upon times by grade level;
- Educators will record ELD level updates in the **yellow** column designated **NEW ELD Level** on the HR roster provided by Mr. Holly **by Friday, June 15th**
- Educators will consider several factors in making ELD Updates including Spring 2018 ACCESS results to be distributed and emailed on 05/29/18. Factors include:
 - Observations by, and the judgment of, educators
 - Student's performance on classwork
 - Other assessments, course grades, and grade level indicators.

2. FLEP Reclassification Process:

- Educators will schedule and host FLEP reclassification meetings with families during regularly scheduled P&D periods;
- Educators will record FLEP reclassification decisions in the purple column designated **FLEP Reclassification** on the HR roster provided by Mr. Holly **by Friday, June 15th**
- Educators will consider several factors in making FLEP Reclassification decisions including Spring 2018 ACCESS results to be distributed and emailed on 05/29/18. Factors include:
 - Observations by, and the judgment of, educators
 - Student's performance on classwork
 - Other assessments, course grades, and grade level indicators.

• Organize Cumulative Record Folders based on approved HR lists for SY'2017-2018:

Educators will update Cumulative Record Folders and create Family packets based on proposed HR lists for SY'2018-2019. We have outlined expectations for finalizing/updating Tobin Cumulative Record Folders below.

1. Educators will secure Cumulative Records, (CR's) of returning Tobin students in a milk crate or box based on proposed SY'2018-2019 class lists. Educators will tape class lists on top of the records and secure CR's in the CFC office on or before Thursday, June 28th. Educators will pick-up milk crate(s) as needed from the cafeteria.

2. Educators will organize and/or group CR's of students transferring to other Boston Public School sites by school. *CR's will be labeled e.g. Boston Arts Academy, Fenway, Excel etc. *Refer to Sending Lists for Transfer Schools

3. Educators will label all remaining CR's accordingly e.g. DNR (Did not report), Transfer to a parochial school, Out of State, Out of country etc.) in a separate crate Please secure milk crate(s) as needed from the cafeteria.

• Family Packets Due by Wednesday, June 27, 2018:

We have outlined the expectations for creating Family Packets for SY'2018-2019. These packets will be mailed to Tobin K-8 Families 2 weeks prior to the beginning of the academic year. In preparation here is our plan:

1. Educators will pick-up copies of each of the following documents for families from the tables in the main lobby beginning the week of June 18, 2017:

- Principal Letter to Families (English/Spanish)
- Classroom Letter developed by educators for Families (by Grade level)
- Supply List developed by educators for Families (by Grade Level)
- Emergency Card (English/Spanish), SY'2018-2019
- BPS Calendar, SY'2018-2019
- School Website/Twitter Flyer, SY'2018-2019
- Summer Uniform Sale Flyer and Tobin Uniform Policy, SY'2018-2019

- Snack and Beverage Policy, SY'2018-2019

- BPS Summer Reading List by Grade Span

2. Educators will place 1 copy of each document in envelopes (forthcoming) for each family along with student address labels (forthcoming). School leadership will place envelopes and labels for rising students in educator mailboxes on Monday, June 25th.

3. Educators will deliver sealed envelopes with all documents inside and labels affixed to the main office on or before June 27, 2018 for delivery to central office for mailing out to families.