

Highlights Week of: May 28, 2018

Tobin K-8 School

40 Smith Street, Roxbury MA 02120

617.635.8393 (t) | 617-635-7900 (f)

Web - <http://tobink8.org> | Twitter [@tobink8](https://twitter.com/tobink8)



Upcoming Dates:

• **May 28 - June 8, 2018**

PALS K1 Assessment window

• **May 28 - June 15, 2018**

EVT K0-K2 Assessment window

• **May 29, 2018**

Picture Day Grade K-8

• **May 29, 2018**

Grade 6 Field-trip to Upper Crust Pizza, HR203/6B, 11:00am-3pm

• **May 29, 2018**

Gr3-8 Math/STE: Complete PCPA

• **May 29, 2018**

Attendance Celebration, Grade 3-5 @ 3:00pm (City-Year)

• **May 30, 2018**

Attendance Celebration, Grade 6-8 @ 9:00am (City-Year)

• **May 30, 2018**

Read to a Child End of Year Ceremony, Grade 2, 3, 4 @ 11am in auditorium

• **May 31, 2018**

Reminder, Winter Semester FLEP Monitoring Due in Grade 3-5

• **June 1, 2018**

Tobin K-8 Field/Service Day with PSG/City-Year

• **June 4-15th, 2018**

BPS End of Year Assessments



Smile 😊



Teamwork 😊



Spirited 😊



Cooperative 😊



Kindness 😊 **Empathy**



Love 😊



Email updates to John Holly, Director of Instruction

Community Events:

• Tobin Family Welcome Days this week:

As part of BPS creating more welcoming schools we are required to have welcome days for families of new students coming to the Tobin. Our two welcome days are this Thursday, 5/31 and Friday, 6/1 from 10:00am until 12:00pm. Depending on the flow of families on both of these days, school leadership may come by with families so that members of the team can offer a tour and information about the school.

• BBTE Before/After School and Summer Programming Letter to Families:

We are excited that the School-Year 2017-2018 has come to an end. Students enrolled in BBTE programming have worked extremely hard this school year and we are very proud of them and their hard work. We would like to inform families that BBTE will be running the extended day after school for early release from June 27-28 from 2:10pm-6pm. If your child is not currently enrolled in before or after school please visit our website to print out the enrollment documentation at

<http://www.bostonsbridgetoexcellence.org/enrollment>.

We accept Vouchers and children between 5-13. Private pay fees are \$21/day/child.



If you are interested in your child participating in the Boston's Bridge To Excellence Summer Learning Academy at Tobin K-8 School starting 7/2-8/10 we accept state vouchers and private pay and children from 3-13 years old. The preschool rate is \$43/day and the school age rate is \$39/day. If your child is not currently enrolled please visit our website to print out the enrollment documentation at <http://www.bostonsbridgetoexcellence.org/enrollment>.

If you are interested in enrolling your child for the 2018-2019 School-Year at Tobin K-8 School for before and after school please visit our website to print out the enrollment documentation at www.bostonsbridgetoexcellence.org/enrollment to secure your child or children's slot for next school year in the Fall 2018. We accept children from 3-13 years old. Before School Private Fee rate is \$10/Child and the After School Private Fee for Preschool is \$26/day/child ages 3-5 and the School age Private Fee is \$21/day/child ages 6-13.

Please feel free to contact us to set up a time to enroll your children into the Boston's Bridge To Excellence programs at enrollment@bostonsbridgetoexcellence.com ~ BBTE Office of Operations

• Field Day Plan for Friday June 1, 2018 (Attachment by Academy):

On behalf of the Tobin K-8 Field Day planning committee (Ms. Kinney, Mr. Holly, Josh Tingley and SPC), we are pleased to confirm the Field Day Rotation Schedule and Plan provided in hard copy to all teachers.

Field Day Schedule: communicates the following info by academy and educator:

1. Field Day transition time to and from the field and stations
2. Lunch and recess time (regular schedule)
3. Field Day Rotation designed to ensure all students have opportunity to experience each Field Day station within designated scheduled time.

Field Day Transitions:

1. Educators will transition students to Field Day at the designated time referenced on the attached rotation schedule. Schedule also in mailboxes;



2. Educators will supervise and rotate homeroom class students through designated Field Day stations as scheduled;
3. Note, Field Day Stations are supervised by designated staff;

Lunch/Recess Schedule and P&Ds:

1. Student lunch and recess will take place at the regularly scheduled time. Student lunch is scheduled in the cafeteria. Recess will take place outside in the rear atrium space behind the cafeteria. All lunch monitors will be on duty during the lunch/recess rotation as normal.
2. Educators will sustain regularly scheduled P&D periods and regularly scheduled staff lunch time.

• BPS End of Year Assessments are scheduled June 4th through June 15th:

Educators will click on the link below to access BPS End of Year assessment directions and codes. <https://docs.google.com/document/d/14BI4LAuLVMWisTJ0KQb2GfMb1-zZ2hF3DXlfoTvSojU/edit> EOYs available in Grades 2-8 for ELA, 2-8 for Math, and 6-8 for History. Please contact either Mr. Holly or Mike Rubino mrubino@bostonpublicschools.org with questions.

• 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

• MCAS 2018 Preliminary results and CBT release items schedule (Tobin/BPS):

Here is a timeline for release of the MCAS 2018 Preliminary results and CBT release items.

• 2018 Early Reporting of Preliminary Spring MCAS Results:

The Department will be providing new early reporting files for grades 3–8 in the Published Reports section of PearsonAccess Next (PAN). The early reporting files will include raw score item-level results and reporting category results as follows:

Round 1 (June 4): all machine-scored CBT items:

- + ELA — selected response for grades 3–8 ELA;
- + Math — selected response & short answer (students tested by 5/25)
- + STE — multiple choice (students tested by 5/25)

Round 2 (June 29): Round 1 + all ELA & Math hand-scored items:

- + ELA — CBT/PBT essays & short answer
- + Math — CBT/PBT open & constructed response, short answer
- + STE — CBT/PBT multiple choice only (no hand scored items)

These reports can be accessed by PAN users with the Superintendent/District Test Coordinator and Principal/School Test Coordinator roles. After the initial June 4 release, a new "Published Reports" add-on role can be assigned locally as needed to additional PAN users, such as teachers or curriculum coordinators, by editing existing user accounts.

• 2018 Grades 3-8 CBT Released Items and Resources:

Other grades 3–8 materials that will be available on the MCAS Resource Center (under the Released Items tab) on June 5, include the following:

1. a pre-populated file of statewide preliminary results by grade and subject for machine-scored CBT items to facilitate analysis of grades 3–8 data
2. CBT released items and item descriptions on which the preliminary grades 3–8 results are based



• DESE MCAS WebEx on June 5 from 10:00 a.m.–11:30 a.m.

The Department will host a WebEx on June 5 from 10:00 a.m.–11:30 a.m. to share information on the preliminary reporting schedule, available data in each round of release, as well as a demonstration of a new template for district and school test item analysis. Principals, MCAS test coordinators, and data specialists are encouraged to participate. Registration is available online until Friday, June 1 here <http://www.doe.mass.edu/conference/?ConferenceID=9824>

• 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:

1. Hosting Retention / Non-matriculation Meetings
2. BPS Promotion Status set on ASPEN SIS (Holly/Toledano)
3. FLEP Reclassification Meetings based on Spring 2018 ACCESS
4. ELD Update Meetings based on Spring 2018 ACCESS data
5. Educators design/recommend homeroom groupings by Academy
6. Update and sort cumulative record folders according to new HR's. Deliver crates to HR educator or store in CFC Office Ms. Kinney.
7. Principal Toledano and Mr. Holly finalize Homeroom groupings and update ASPEN SIS for September 2018

Timeline:

- Week of June 4th
- Week of June 11th **Due June 13th**
- Week of June 11th **Due June 15th**
- Week of June 11th **Due June 15th**
- Week of June 18th **Due June 22nd**
- Week of June 25th **Due June 27th**
- Week of June 25th – August 31st

• 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

• 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/1RuvgctRouueNE7aCkoOjXL4ngwdnjw_IXZ_uixlLwU/edit

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

On or about Wednesday, May 30th, the DESE will provide schools with a shipment of ACCESS for ELLs reports. These reports will include:

- Individual Score Reports (ISR) two copies: (1) copy for the student's file, and (1) copy to be sent by the school to the student's home
- Student Roster Report and School Frequency Report

In preparation for SY'2018-2019, we will use these reports and other classroom based evidence to update ELD levels and make FLEP reclassification decisions. Teachers will make these decision directly on the 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.