

Tobin K-8 School

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Quotes for Peace:

"We must love them both, those whose opinions we share and those whose opinions we reject, for both have labored in the search for truth, and both have helped us in finding it." ~ Thomas Aquinas

"가는 말이 고와야오는 말이 곱다 - **If the outgoing words are beautiful, then the incoming words will be beautiful too**" ~ Korean Proverb

"आँख के बदले में आँख पूरे विश्व को अँधा बना देगी - **A people free to choose will always choose peace**" ~ Hindi

"世界絶対平和萬歳 - **Long live absolute world peace**" ~ Japanese Peace Bell 平 (equal) 和 (peace)

PEACE: Arabic: سلام (salām) Haitian Creole (Kreyol): Lapè Tibetan: ལྷོ་ལྷོ་ལྷོ་ལྷོ་ (zhi-bde) Hebrew: שלום (shalom) Korean: (pyeonghwa) Japanese: 平和 (heiwa) Chinese: 和平 (Héping) Thai: (santipap) Greek: Ειρήνη (iríni) Irish: Síocháin Spanish: Paz Igbo: Udo

"Honesty is the first chapter in the book of wisdom" ~ Thomas Jefferson

"Three things cannot be long hidden: the sun, the moon, and the truth" ~ Buddha



"I refuse to accept the view that mankind is so tragically bound to the starless midnight of racism and war that the bright daybreak of peace and brotherhood can never become a reality... I believe that unarmed truth and unconditional love will have the final word" ~ Dr. Martin Luther King Jr.

"Love and compassion are necessities, not luxuries. Without them, humanity cannot survive - If every person adopted the mindset that love, compassion and kindness were superpowers, and set about using them daily, imagine how different the world would be" ~ Dali Lama



Upcoming Dates:

• June 12, 2018

Mission Grammar School Field Day on City of Boston Field

• June 12, 2018

Pen Pal Visit in Auditorium, 2:45pm

• June 13, 2018

Whole School End-of-Year Wrap-up, 8:00-9:00am

• June 13, 2018

Ms. Hall and Ms. Robinson Field-trip to the ICA 10am-3:00pm

• June 13, 2018

Sunshine Academy (Grade 4) Field Trip to Harvard Museum of Natural History

• June 13, 2018

Sunshine Academy (Grade 5) Field Trip to Arnold Arboretum

• June 13, 2018

BTU Membership Meeting, 4:30pm

• June 15, 2018

Sunshine Academy (Grade K-5) Field Trip to Connors Farm

• June 14, 2018

ELL/SWD Annual Meeting RE Paragraph 69, HR103, 8:30am

• June 15, 2018

BTU Building Rep and PD Vote, 8:40am-9:10am

• ELL/SWD Annual Meeting Paragraph 69, Thursday, June 14th in HR103 at 8:30am:

Would you please join us on Thursday, June 14th at 8:30am in HR103 for our annual SWD/ELL meeting. In keeping with tradition, we will provide coffee, pastry and a chance to win 1 of 2 Starbucks cards at the conclusion of our meeting. The agenda is outlined below.

1. SWD/ELL educators, LAT-F and school leadership will discuss impact of action steps identified for SY'2017-2018 in three areas (1) Logistics, (2) Instruction and (3) Planning. Details outlined in the attached form.

2. SWD/ELL educators, LAT-F and school leadership will discuss impact language development has on assessment planning and the instructional model at the school e.g. Implementation of accommodations and accessibility features during regular instruction, district/local assessments e.g. ACCESS, Illuminate, MCAS 2.0

3. SWD/ELL educators and coaching staff will discuss ways ELL/SWD students are receiving both special education and ELL services:

- Consideration of ELL needs and services and relevant considerations related to language and cultural background
- Discussion of intersection between ELL and SPED service provision
- ESL certified and/or SEI staff available to participate in special education team meetings with classroom coverage if/as needed

As you know, per the U.S. Department of Justice (DOJ) Successor Settlement Agreement, the special education and ELL staff at the school level shall hold at least one joint planning meeting annually to discuss ELL services and processes (Paragraph 69).

As a result of our annual meeting, we will submit an updated version of the attached form electronically on Friday, June 15th to ellequityteam@bostonpublicschools.org with the subject line: Tobin K-8 School ELL-SPED Meeting Form P 69.

• 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.

• CONGRATULATIONS – Ms. Maria Rodriguez Henry L. Shattuck Award Recipient for 2018:



We are so excited and pleased to announced on behalf of the Boston Municipal Research Bureau's Shattuck Award Committee, that **Maria Rodriguez, lunch monitor at Maurice J. Tobin School has been selected to receive a Henry L. Shattuck Public Service Award this year.** We received official notification from Jennifer Stodola, Operations and Membership Manager at the Boston Municipal Research Bureau this morning. A special note of thanks to Ms. Abbate-Vaughn, students in HR208, Ms. Kinney, CFC and school leadership for writing letters of support for Maria earlier in the academic year.



• Term 4 Report Card Window for Grades 6-8 June 7th through June 28th:

The Term 4 Report Card window for students in grades 6-8 will open from **June 7th through June 28th**. No extensions. **We will email the Term 4 NC list on Friday, June 22nd. We will email the SY'2017-2018 (13 or more unexcused absence) list for the school year on Friday, June 22nd.** Reminder: **to post both term 4 and final grades for all students in your course(s).** Also, after entering or editing term grades in the scores tab, educators must click Post Grades to write the grades to the report cards. Grades will be saved as entered however, grades will not appear on the report cards until an educator clicks Post Grades.

• Spring Semester Report Card for Grades K2-5 Due June 24th:

The Spring Semester K2-5 grading window is open from June 4th to June 24th. Please refer to the materials below for instructions on entering grades. Reminder: After entering or editing grades in the scores tab, teachers must click Post Grades to write the grades to the report cards. Grades will be saved as you enter them but they will not appear on the report cards until you click Post Grades.

• Entering Grades on ASPEN

<https://drive.google.com/file/d/0B8-peL3qRhb5aHE4M1ZVWVJ6MVU/edit>

• Elementary Comment Codes on ASPEN

<https://drive.google.com/file/d/0B9wnxjZZG9p8VlhtdklvWFg3UmM/view>

• How to verify that your grades are posted on ASPEN

<https://drive.google.com/file/d/0B9wnxjZZG9p8eXVWb2JIT0VreEk/view>

• Register for PDs, Symposiums and Pathway Programs in BPS this Summer 2018:

1. Summer Pathway Programs: Apply by Friday, June 8, 2018

The Summer Pathway Programs for Moderate Disabilities and ESL licensure will be held in July and are posted on My Learning Plan. Interested BPS staff need to register for the application process here <https://www.mylearningplan.com/>. The registration deadline has been extended to Friday, June 8th.

ESL Pathway program details:

<https://drive.google.com/drive/folders/12-QBpnOKE36LpP9tYno1H6-jSapXFhrz>

Moderate Disabilities Pathway program details:

<https://drive.google.com/drive/folders/19nh2rWoC3taMusGmvQcn9YrpZK1dNtzt>

BPS staff without My Learning Plan access or for questions, please email pathwayprograms@bostonpublicschools.org or call 617-635-9036.

2. EL Summer Symposium August 23-24, 2018

Hosted by the Office of English Learners, the EL Summer Symposium is for all teachers of English Learners. Please mark your calendars and plan to join us this August!

Educators interested in leading a session, please fill out this form.

https://docs.google.com/forms/d/e/1FAIpQLSeQDIw4QdI2YCY_2eyhSk6ZO98WYAC7mrk9v2a6kjZ0gnRhA/viewform

Contact Genevieve McDonough at gmcdonough@bostonpublicschools.org with questions and see the flyer for more.

<https://drive.google.com/file/d/0B3SW5WfR0JOjS0hKeWR5X3RqLU0tOUpCbTJCCGRIYkVDQldB/view>



3. Teacher Summer Institute 2018

This event is for new and returning BPS educators, Excellence for All educators, early childhood educators, and school teams launching the year with shared learning. Educators please register here.

<https://www.eventbrite.com/e/teacher-summer-institute-2018-tickets-45236543720?aff=SaveTheDate>

Educators only need to register on Eventbrite once. In a few weeks, registrants will receive an email from Sched.com that will invite you to choose courses for Teacher Summer Institute. We are so excited to learn together this summer!

• 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:

	Timeline:	
1. Hosting Retention / Non-matriculation Meetings	Week of June 4 th	
2. BPS Promotion Status set 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. Educators design/recommend homeroom groupings by Academy	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	

• ACCESS Individual Reports, Parent Letter and Parent Guides for Spring 2018:

The ACCESS Parent/Guardian Reports are a key artifact for reference during ELD update meetings with parents/families for Spring 2018. Reminder, ELD Update and FLEP reclassification **meetings are due on June 15, 2018.**

1. We hand delivered 2 printed copies of the *ACCESS Individual Score Reports* (ISRs) illustrating student performance in *Reading, Writing, Speaking and Listening*, Proficiency levels and Scale scores for distribution in mailboxes on Friday, June 1st and Monday, June 4th. **One copy for the parent. One copy for the ELL Folder.** The ISRs illustrate performance by domain and by:

- Oral Language (50% Listening + 50% Speaking),
- Literacy (50% Reading + 50% Writing),
- Comprehension (70% Reading + 30% Listening) and
- Overall score (35% Reading, 35% Writing, 15% Listening, and 15% Speaking).

2. We emailed and printed adequate copies of the *Spring 2018 ACCESS Student Performance Letter* in English, Spanish and Arabic (main lobby). FYI, the BPS encourages educators to provide access to these letters in the language of the home (where available) to accompany the Individual Score Reports (hand delivered to teachers on Monday, June 4th). Please click on the link to access a sample letter in additional languages as needed.

<https://www.wida.us/downloadLibrary.aspx>



3. We emailed and printed adequate copies of the *ACCESS Parent Guides for Spring 2018* (main lobby) for HR educators of ELs. The Parent Guides provide answers for families on basic questions about ACCESS for ELLs 2.0. Please provide a copy for parent in their home language during ELD update/FLEP reclassification meetings.

• ELD Updates and FLEP Reclassification Decisions Due June 15th:

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.

• End of Year LEP Code Change Request, Spring 2018:

<https://docs.google.com/forms/d/e/1FAIpQLSdqz5IU-SitGtMiVwjE5Pkk03MSl6mGm7EWWcxTEW9JykDwQg/viewform>

Educators and LAT-F will leverage this form to provide documentation for the following types of proposed End of Year LEP Code Change Requests.

- 1) ELD Regressions 2) ELD Progressions of 2+ levels 3) K1 ELD Change
- 4) Opt-Out Requests 5) all SLIFE students 6) NLEP > LEP
- 7) KNLEP > LEP 8) FEL > LEP

The Office of English Language Learners, OELL will review the documentation. If the proposed change is approved, OELL staff will notify us. If additional evidence is required, the OELL will also contact us directly.

The OELL recommends waiting for approval before sending out Parent Notifications for these groups of students. NOTE: In addition to completing this form to upload documentation, please also remember to propose all ELD updates directly in Aspen SIS.

Please contact us at ellequityteam@bostonpublicschools.org if you have any questions.

• 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.

• 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>