

Highlights Week of: June 18, 2018

# Tobin K-8 School

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## Art Studio June 2018:



*There are things that are not sayable. That's why we have art" ~ Leonora Carrington*



Visual Artist and educator in residence Ms. Barry leads K-8 students to know and apply materials and mixed media to design, form and create original works of ART!



Come see our students flourish with color, perspective and skill – Tobin Lobby



## Upcoming Events:

### • June 19, 2018

Grade 8 Citizens Bank Field Trip, 9:45-11:30am

### • June 20, 2018

K2 Moving On Ceremony, 10:00am  
Ms. Valentin, auditorium reserved

### • June 20, 2018

Ubuntu Academy Awards, 1-2pm  
auditorium reserved. Honor roll luncheon, 2-3pm

### • June 21, 2018

Young Leader's Academy Moving-up Ceremony, 10:30am-11:30am  
auditorium reserved

### • June 21, 2018

Peace Academy Grade 5 Moving-up Ceremony, 2:30-3:30pm  
auditorium reserved

### • June 22, 2018

Grade 8 Moving Up Ceremony, 10am, auditorium reserved

### • June 22, 2018

Pre-K Moving On Ceremony, HR108, 1-2pm, auditorium reserved

### • June 22, 2018

Sunshine Academy Grade 5 Moving Up Ceremony, 2-3pm, Auditorium reserved

### • June 22, 2018

NC List K2-8 for SY'2017-2018

**• Schedule of Rehearsals, Ceremonies, and Luncheons confirmed by school leadership for June 2018:**

All dates/times posted on the Tobin Master calendar <http://tobink8.org/calendar.html>

• Friday, June 15th, Pre-K Rehearsal, HR108/109 (Auditorium reserved), 2:00-2:30pm

• Monday, June 18th, Young Leaders' Academy Rehearsal, (Auditorium reserved) 10:00-11:00am

• Monday, June 18th, Pre-K Rehearsal, HR108/109 (Auditorium reserved), 2:00-2:30pm

• Monday, June 18th, Young Leaders' Academy Rehearsal, (Auditorium reserved) 3:15-4:00pm

• Tuesday, June 19th Young Leaders' Academy Rehearsal, (Auditorium reserved) 10:00-11:00am

• Tuesday, June 19th, Pre-K Rehearsal, HR108/109 (Auditorium reserved), 11:00-11:15am

• Tuesday, June 19th Ubuntu Performance Rehearsal, (Auditorium reserved), 1:15-2:00pm

• Tuesday, June 19th Ubuntu Academy Set-up, (Auditorium reserved), 2:00-3:15pm

• Tuesday, June 19th, Young Leaders' Academy Rehearsal, (Auditorium reserved) 3:15-4:00pm

• Wednesday, June 20th, Kindergarten Moving-up Ceremony, HR001, (Auditorium/Cafe Reserved), 10-11:00am

• Wednesday, June 20th, Ubuntu Academy Awards Ceremony, (Auditorium reserved), 1:00-2:00pm

• Wednesday, June 20th, Grade K2 Moving Up Ceremony, HR104 at 2:00-3:00pm



• Wednesday, June 20th, Ubuntu Academy Honor Roll Luncheon, 2:00-3:00pm

• Thursday, June 21st, Pre-K Rehearsal, HR108/109 (Auditorium reserved), 10:00-10:30am

• Thursday, June 21st, Young Leader's Academy Moving-up Ceremony, 10:30am-11:30am (Auditorium reserved) Parent/Student Celebration 11:30am-12:30pm (Cafe reserved)

• Thursday, June 21st, Peace Academy Grade 5 Moving On Ceremony, (Auditorium reserved), 2:30-3:30pm

• Friday, June 22nd, Grade 8 Moving Up Ceremony, (Auditorium reserved), 10:00-11:30am

• Friday, June 22nd, Pre-K Moving On Ceremony, HR108, (Auditorium reserved) 1:00-2:00pm

• Friday, June 22nd, Sunshine Grade 5 Moving Up Ceremony, HR003, (Auditorium reserved), 2:00-3:15pm



**• 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 4 <sup>th</sup>                            |                           |
| Week of June 11 <sup>th</sup>                           | Due June 13 <sup>th</sup> |
| Week of June 11 <sup>th</sup>                           | Due June 15 <sup>th</sup> |
| Week of June 11 <sup>th</sup>                           | Due June 15 <sup>th</sup> |
| Week of June 18 <sup>th</sup>                           | Due June 22 <sup>nd</sup> |
| Week of June 25 <sup>th</sup>                           | Due June 27 <sup>th</sup> |
| Week of June 25 <sup>th</sup> – August 31 <sup>st</sup> |                           |

**• 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 25<sup>th</sup>.

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.



**• Organize Cumulative Record Folders based on HR Lists for SY'2018-2019 Due June 27<sup>th</sup>:**

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.

**• Term 4 Report Card Window for Grades 6-8 June 7th through June 28<sup>th</sup>:**

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 24<sup>th</sup>:**

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>

**• 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>

