

Highlights Week of: June 25, 2018

Tobin K-8 School

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We wish everyone a wonderful Summer and look forward to SY'2018-2019.

Reminders this week:

1. Review NC Lists for SY'2017-2018 (See emails)
2. Spring Semester Grades K2-5 Due!
3. Term 4 and End-of-Year Grades 6-8 Due, June 28th
4. SY'2018-2019 Homeroom rosters due Monday, June 25th
5. ELD/Cumulative Record Folders Due
6. Family Packets (Memos, Calendar, Summer Reading, Envelopes in lobby)
7. End-of-Year Checklists (see emails and highlights)
8. Summer Contact Form due Tuesday to Ms. Gomez by 3:00pm
9. Mailbox clean-out by Thursday, June 28th



Upcoming Events:

- June 27th & 28th, 2018

Early-release days, students dismissed at 2:10pm

Quote of Note:

"One looks back with appreciation to the brilliant teachers, but with gratitude to those who touched our human feelings. The curriculum is so much necessary raw material, but warmth is the vital element for the growing plant and for the soul of the child" ~ Carl Jung

"Appreciation is a wonderful thing: It makes what is excellent in others belong to us as well" ~ Voltaire

"Each member of a team contributes to the overall identity of the team and influences the way the team operates. Effective teamwork, whether amid diversity or homogeneity, requires effective communication: making space for the contribution of others and shifting behavior to meet others at their view of the world" ~ Linda Ernst / Melissa Smith

We honor and thank our educators and staff for a successful academic year. Remember, "everything that can be counted does not necessarily count; everything that counts cannot necessarily be counted" ~ Albert Einstein

• Tobin End-of-Year Checklist for SY'2017-2018:

As part of our end-of-year wrap-up, educators will complete all items on the End-of-Year Checklist for SY'2017-2018. Mr. Toledano, Mr. Holly, Ms. Kinney and Ms. Gomez will verify and signature completion of EOY items by Thursday, June 28th before the end of the day or prior to an educator's last day attending the Tobin K-8 School.

• Early Release Days, June 27th and June 28th at 2:10pm:

All students will be released at 2:10pm on Wednesday and Thursday this week. Please refer to the Tobin K-8 early release day schedule emailed and printed illustrating, bell schedule, lunch, recess and P&D time for all teachers.

• 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:

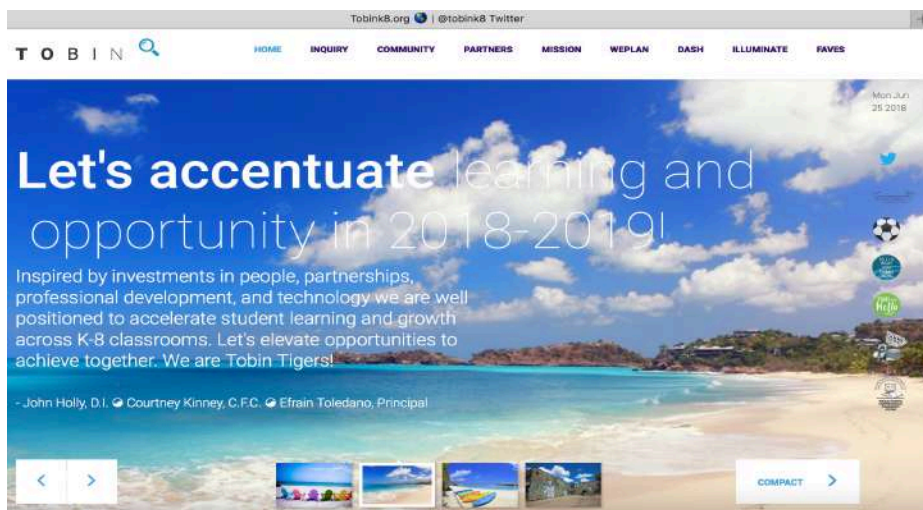
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|-------------------------------|---------------------------|
| Week of June 4 th | |
| Week of June 11 th | Due June 13 th |
| Week of June 11 th | Due June 15 th |
| Week of June 11 th | Due June 15 th |
| Week of June 18 th | Due June 22 nd |
| Week of June 25 th | Due June 27 th |
| Week of June 25 th | Due June 28 th |

• 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

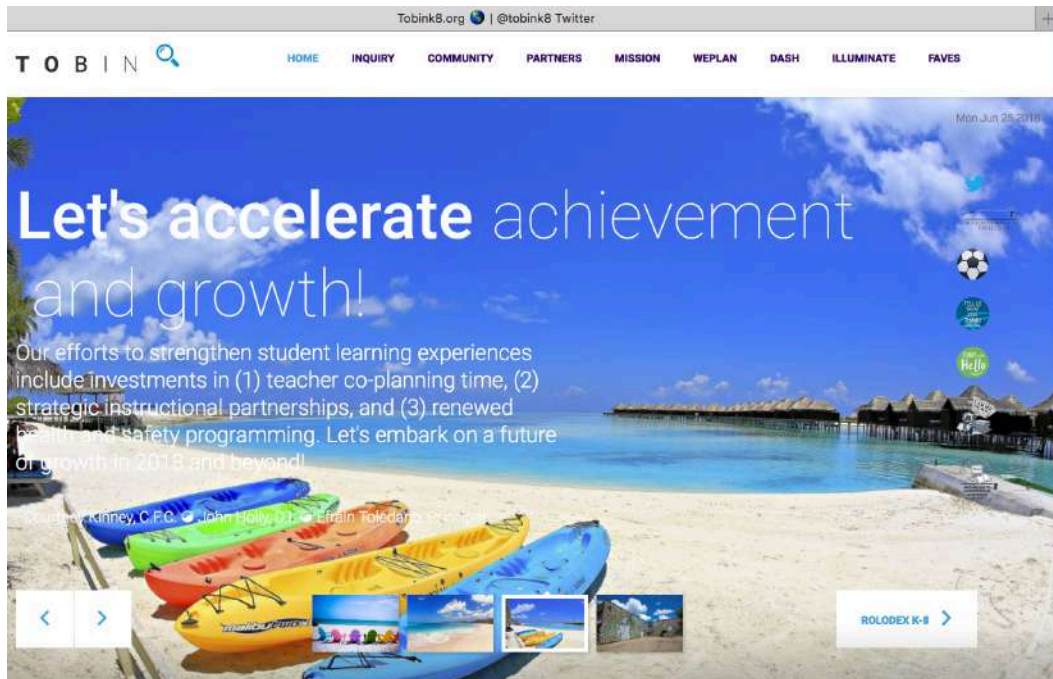
2. Educators will place 1 copy of each document in envelopes (forthcoming) for each family along with student address labels (forthcoming). School leadership will place envelopes and labels for rising students in educator mailboxes on Monday, June 25th.

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.

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

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 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.

