

# Tobin K-8 School

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Dear Tobin K-8 Community,

We are so excited to welcome our students, families, educators, school leaders, partners including BBTE and City-Year to the SY'2017-2018 academic year!

Sincerely,  
Efrain Toledano, Principal  
John Holly, Director of Instruction  
Courtney Kinney, Community Field Coordinator

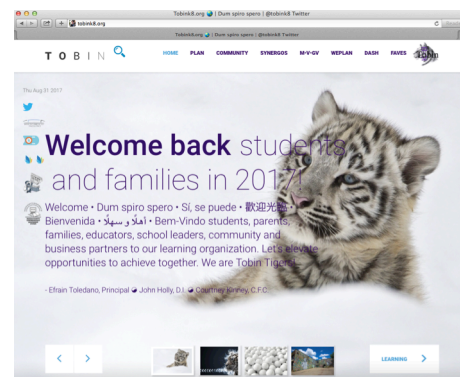
## Weekly Updates

### • Whole School PD Agenda:

The agenda for the PD scheduled on Tuesday, September 5th, 2017 was emailed to all staff on August 31, 2017. Elementary and specialty staff is expected to report to work by 9:15AM and middle school staff is expected to report by 9:10AM. Breakfast will be before hand in the cafeteria if you would like join us. The remainder of the sessions will be held in the auditorium unless otherwise noted in the agenda.

The evaluation rubrics utilized to evaluate staff in the BPS and Tobin were attached to the email shared on 08/31/17. Educator evaluation plans will be active on Friday, September 1, 2017. We have outlined a snapshot of deadlines around evaluation in case you choose to get a head start on completing some of the items before students arrive at the school.

- Oct. 1st - Self assessment and goals must be submitted.
- Oct. 15th - Goals must be approved by your evaluator and draft of action steps for your goals must be submitted.
- Nov. 1st - Action steps must be approved by your evaluator.



## School Events

### September 7

- Grade 1-8 students report

### September 11

- Grade K0-K2 students report

### September 14

- Fall OPEN HOUSE, 5-7pm

## Community Events

- August 30, 2017

We are so excited to renew the partnership with City-Year. Warm welcome to Mr. Josh Tingley, Impact Manager and 12 City-Year Corps members!

- August 31, 2017

A Warm Tobin welcome to Ms. Gabrielle Kaufman, our new BBTE Site coordinator for our before and afterschool program.

- September 9, 9am-1pm

Fall Clean-up with our friends and colleagues from the [Central Reform Temple](#) and Tobin K-8 teachers and school leadership.

- Nov. 15th - Evaluator must have one observation completed of at least 15 minutes in length.

If you are new to the school and have never used EDFS the link for the site is <https://eval.mybps.org/evals/> and your BPS username and password will give you access to it.

We are looking forward to seeing everyone on Tuesday and for the start of a new school year.

#### • Student Contact Verification Forms:

We prepared and emailed the **BPS Student Contact Verification Forms K-8 sorted by homeroom on August 29, 2017**. The forms are pre-coded with student name, HR, Grade and BPS ID. We provided hard copies for homeroom educators in the DAY 1 folder on Tuesday, September 5, 2017. The SCVFs provide advance access to parent/family contact information for educators who are making calls and reaching out to families. Please note the BPS Student Contact Verification forms are confidential between educators and student families only.

On Day 1 we will ask all HR educators to review the Verification form as a class and confirm students take home to families for changes as needed e.g. Phone numbers, Additional contacts etc. Please make copies of all SCVFs returned and submit a set to Ms. Gomez and another set to Nurse Papadopoulos. The first set of emergency card copies must be submitted by the end of the day Friday, September 15th, 2017.

#### • Bus Labels (emailed 08/31/17) | Bus Rosters (09/07/17):

We emailed departure BUS LABELS on August 31 2017. We will provide a hard copy of the labels in mailboxes on September 5, 2017. As with past practice, we thank and fully appreciate the time and energy of educators for making the BUS LABEL placards (using index cards) for students in grades K-5. FYI, we will confirm a HR-by-HR bus roster for educators to account for students during the dismissal routine effective Thursday, September 7, 2017.

#### • Tobin Master Schedule "Live" on ASPEN (Tobin K-8):

We finalized the entry of the Master schedule, student load and group scheduling on ASPEN. Tobin educators may accomplish all of the following effective August 31<sup>st</sup>:

1. Login <https://sis.mybps.org/>
2. Click on Attendance Tab to view and take attendance on Day 1 (Sept 7th for Grades 1-8 and Sept 11th for K0-K2). More details to follow on Attendance during the Day 1 PD Session on September 5, 2017.
3. Click on Student Tab to view students assigned to HR/classes:
  - Click *Details* (side tab) to view student demographics including email
  - Click *Contacts* (side tab) to view parent name, phone #, emails
  - Click *Assessment* (side tab) to view available assessment data
  - Click *Schedule* (side tab) to view student schedule for all assigned classes. Courses sequenced by period, labeled by code/title, name of educator and class space.
4. Note, all ARTS/Specialty courses are complete! Educators viewing student schedules may notice that a range of courses are assigned to Mr. Holly and Mr. Toledano while we await staff requests to attribute in ASPEN.
5. Gradebook Tab/Scores (side tab) viewable when progress/grade reporting windows open by district. Dates posted on <http://tobink8.org/calendar.html> AND will be announced via highlights and email.

6. Click on Planner Tab (toggle to appropriate semester/term) to add assignments, files, create online quizzes, add weblinks etc.

7. Click on Pages Tab (upper left corner) and then Page Directory to access BPS City Departments websites. Simply click on department icon to access the page. Use the button below the page icon to add or remove it from your quick access menu.

As always, please see a member of the team if/as questions come up.

**• BPS L4L Computer:**

Eligible employees will be notified (via their BPS email account) regarding how to access the training & receive a laptop. After the effective hire date, check <http://learn.mybps.org> for the L4L v3 training information. Please be sure to look under Your Name>Dashboard>Course Overview. Please email [NetworkAccess@bostonpublicschools.org](mailto:NetworkAccess@bostonpublicschools.org) if you do not have access to the course within 3-5 business days after receiving the NEW BPS Login Account information.

**• BPS Interim Assessments for SY'2017-2018:**

The Tobin school will be administering the BPS Interim Assessments in grades 2-8 this school year. The BPS interim assessments will be on *Illuminate* and will be scheduled three times during the school year. Testing window dates are in Tobin Master calendar <http://tobink8.org/calendar>.

- All students in grades 2-8 will be tested in Math and ELA.
- Students in grades 5 and 8 will be test in Science.
- Students in grade 6-8 will be tested in history.

The Schedule of assessed standards was emailed to staff on August 11<sup>th</sup> and posted on the Tobin Web <http://tobink8.org/handbook.html> | Assessment Tab. Please note, administration will be releasing more information on the assessments as it becomes available to us.

**• ISEE Exam Registration and Process SY'2017-2018:**

Boston Public Schools (BPS) will offer the Independent School Entrance Examination (ISEE) for entrance to the city's three examination schools, Boston Latin Academy, Boston Latin School, and John D. O'Bryant School of Mathematics & Science.

**Registration Schedule:**

- The ISEE registration materials will be delivered to schools via Fed Ex on September 8th and 9th.
- The registration deadline is Friday, September 29, 2017.
- The exam will be offered on Saturday, November 4, 2017 at eight test sites (including East Boston and Allston/Brighton)

Students must currently be in grades 6, 8 and 9 to take the ISEE. Interested candidates may obtain application materials from the Principal/Headmaster of his or her present school. Applications will also be

available at the BPS Welcome Centers and all branches of the Boston Public Library during the third week in September.

New students are admitted to grades 7 and 9 at all three exam schools. The John D. O'Bryant is the only exam school that accepts new students for grade 10. "This year, we're aiming to increase awareness for the ISEE test among our families," said Boston Public Schools Superintendent Tommy Chang. "As we continue to identify best practices to increase rigor in all schools, we are also committed to ensuring all students who wish are able to access our exam schools."

For further information on the ISEE, contact Maria Vieira, Assignment Specialist, Exam Schools & AWC, 2300 Washington Street, Boston MA 02119. Email - mvieira@bostonpublicschools.org Office: 617-635-9512 | fax: 617-635-9307

#### • Terra-Nova, SY'2017-2018:

The Tobin K-8 school will facilitate the Terra-Nova assessment in Reading and Math on October 3<sup>rd</sup> and 4<sup>th</sup> respectively. The Terra Nova will be administered to students currently enrolled in grades 3, 4, and 5 for possible entrance into the Advanced Work Class (AWC) Program beginning in September 2018. AWC is a full-day program located in select Boston Public Schools across the city. As you know, the AWC program includes the same subjects as the regular education program, however, each subject is studied in more depth at an accelerated pace and requires the completion of more classroom work and homework by the student.

#### • Early Child-hood and K2-2 Reading Assessment Program, SY'2017-2018:

- The *Expressive Vocabulary Test (EVT)* is given to all K0, K1, and K2 students to measure their expressive vocabulary. The EVT is administered two times per year—fall and spring.
- *The Phonological Awareness Literacy Screening (PALS)* is administered to typically developing four-year-old students attending a K1 program or an Integrated K0/K1 program. PALS measures preschoolers' developing knowledge of important literacy fundamentals that are predictive of future reading success (i.e., letter recognition, letter sound, beginning sound production, print and word awareness, and rhyme awareness). PALS should be administered two times per year—fall and spring—only to K1 children in the K0-K1 classrooms.
- *The Dynamic Indicator of Basic Early Literacy Skills (DIBELS)* is given to all K2, grade 1, and grade 2 students to measure basic early literacy skills including phonological awareness, alphabetic principle, accuracy and fluency with connected text, vocabulary, and comprehension. DIBELS benchmarks are administered three times per year—fall, winter, and spring.
- *The Text Reading and Comprehension (TRC)* is given to all K2, grade 1, and grade 2 students to assess early literacy comprehension. Students in K2 are assessed two times per year (winter and spring), while students in grade 1 and grade 2 are assessed three times per year (fall, winter, and spring).