

# Tobin K-8 School

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Dear Tobin K-8 Community,

On behalf of Tobin K-8 leadership, educators, BBTE staff, City-Year corps and Play-works coaches, we are so excited to welcome our K0, K1 and K2 students and families to join us on Monday, September 11<sup>th</sup> to begin the SY'2017-2018 academic year at the Tobin School.

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

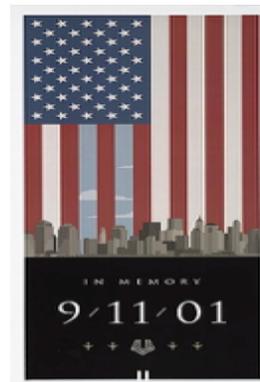
## Weekly Updates

### • Arrival Plan and Welcome Shout-out:

<http://www.tobink8.org/handbook/arrivalprocedures.pdf>

Thank you to all Tobin K-8 educators for successfully welcoming our students and families in grade 1-8 last week and in grades K-8 beginning Monday, September 11<sup>th</sup>. The grace and kindness that we bestow for our children and for each other is paramount to achieve our social and academic goals. Let us sustain a healthy school community and empower students to contribute to a safe and cooperative learning environment. In the spirit of the Buddha, Dhammapada... *"The thought manifests as the word; The word manifests as the deed; The deed develops into habit; And habit hardens into character. So watch the thought and its ways with care, And let it spring from love. Born out of concern for all beings... As the shadow follows the body; as we think, so we become"*.

Mahatma Gandhi reminds us... *"Our beliefs become our thoughts; Our thoughts become our words; Our words become our actions; Our actions become our habits; Our habits become our values; Our values become our destiny"*.



## September 11, 2001

• A time to remember our men and women who serve in uniform, local and state fire fighters, police officers and law enforcement around the nation. We remember peoples of all backgrounds, American and International who lost their lives on September 11, 2001. We collectively remember and mourn the loss of life on that day and sustain a common hope for peace in our future!

## September 11, 2017

• Grade K0-K2 students report

## September 13, 2017

• TEAM PD, 8am-9am

## September 14, 2017

• Fall OPEN HOUSE, 5-7pm

## Community Events

### • September 13, 2017

10:45am – 2:10pm

Waffle Wednesday, \$4.00 for waffles \$1.00 for each topping. Coffee and espressos will be served on the truck. Menu Attached Everybody please participate so we can get more trucks.

### • Classroom and Café Lunch Service Shout-out:

We thank our lunch service professionals, educators and staff for modeling with reference to our class/team Character Traits and Tobin Guiding Values during lunch service/café time. As a learning community, we will continue to acknowledge and compliment students demonstrating Character Traits and Guiding Values during transitions to, within and from lunch service, recess and in common areas throughout the school day. Let us empower students to contribute to our safe, healthy and cooperative learning environment. Resources to support our common efforts posted on the Tobin Handbook | Protocols/Forms Tab <http://tobink8.org/handbook.html>

- Lunch Service Protocol, SY'2017

[http://www.tobink8.org/handbook/lunch\\_service\\_protocol\\_SY2017-2018.pdf](http://www.tobink8.org/handbook/lunch_service_protocol_SY2017-2018.pdf)

- BPS Daily Meal Count Form, SY'2017

[http://www.tobink8.org/handbook/BPS\\_Daily\\_Meal\\_Count\\_Form.pdf](http://www.tobink8.org/handbook/BPS_Daily_Meal_Count_Form.pdf)

- Lunch Service/Café Expectations, SY'2017

[http://www.tobink8.org/handbook/cafe\\_expectations.pdf](http://www.tobink8.org/handbook/cafe_expectations.pdf)

### • Dismissal Policy Appreciation:

Thank you to everyone for implementing our collective professional responsibilities outlined in the Tobin K-8 Dismissal Policies and Procedures Protocol <http://www.tobink8.org/handbook/dismissalprocedures.pdf>.

The teamwork and ongoing communication between HR educators to transition walkers and bus students to designated spaces is important and necessary for effective transition from the school to our fleet of BPS busses and vans. We especially appreciate the tenacity and solution finding staff adjusting as needed during transition and at the point of entry to our busses. Communicating with school leadership, our bus drivers and bus monitors resulted in addressing challenges as they came up. Thank you as well to many staff who offered additional time (as available) to support supervision of students during the first few days of school. In accordance with our Dismissal Plan, at 4:00 P.M. The following announcement (or adaptation thereof) is read by school leadership:

- The academic day for students in grades K-8 has concluded.
- All walkers and bus students will transition to designated locations by class/team.
- All middle school educators will transition and supervise walker students from lockers quietly and safely across the bridge and down the stairs to exit doors near the cafeteria.
- All Team 1 (HR208, 209, 211) and Team 4 Middle School bus students must now report to room 104. • All students in after school programs should now report to the cafeteria. All Teachers in grades K-5 should now transfer their students to the appropriate walker and bus student classrooms for dismissal.

### • 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. A number of staff requested printed copies. Others have printed their own. Please see Mr. Holly if/as needed for support with printing the forms by HR or you may choose to print directly to the Ricoh Printer in the main lobby.

The IP address is - 192.168.1919. As you know, 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.

We remind 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.**

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

All Early Childhood and K2-2 DIBELS/TRC testing windows are posted in the Tobin Master Calendar <http://tobink8.org/calendar.html> Please review the calendar as needed for weekly school updates, district changes and state assessment windows for ACCESS and other assessments.

- 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, grade1, 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).

**• Evaluation SY'2017-2018:**

Educator evaluation plans were active on Friday, September 1, 2017. The evaluation rubrics utilized to evaluate staff in the BPS and Tobin were emailed to all staff on 08/31/17. A snapshot of evaluation deadlines is listed below:

- 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.
- 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 a seeing everyone on Tuesday and for the start of a new school year.

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

Tobin educators may accomplish all of the following:

1. Login <https://sis.mybps.org/>
2. Click Attendance Tab to view and take attendance each day
  - Click *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 updated and reflect new staff for SY'2017-2018
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](mailto: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.