

# Tobin K-8 School

40 Smith Street, Roxbury MA 02120  
617.635.8393 (t) | 617-635-7900 (f)  
<http://tobink8.org> | @tobink8

Dear Tobin K-8 Community,

Thank you to Tobin K-8 educators, school administration, City-Year staff, Play-works coaches and BBTE program directors and staff for a successful week. We collaborated together during *Fall Clean-up day*, *OPEN HOUSE*, *Academy assemblies*, *Classroom meetings*, on *Bulletin Board* development, and with our families during *Tobin Food Market* – providing a safe, welcoming and supportive community for our students and families. We are Team Tobin!

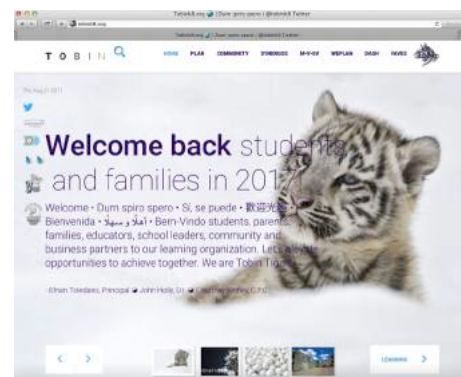
## Weekly Updates

### • Online BPS Parent & Student Agreement Form, SY'2017-2018:

As previously announced, effective SY'2017-2018, parents will complete the *BPS Parent & Student Agreement Form* online at <http://www.bostonpublicschools.org/contact> to update phone numbers, opt-outs, and media/AUP release agreements. All inputs will be viewable on ASPEN SIS immediately. The FORMS and RELEASES are LEGAL documents. Parents and students should complete each section as required.

The BPS reports that over 3000 parents have already used the online contact information update form thus far.

NOTE, the BPS added a field set to make it easier for BPS educators to view updated information provided by families AND identify who has filled out the online form. To access this information, BPS educators will click the "Field Set" icon and select "Fields updated by Family". Educators and school leadership may also sort by the "Last Update" to see the date that information was updated.



## School Events

### September 18

- DIBELS (BOY) & TRC, K2-2 assessment window opens
- LAPD (K0-K2 new to BPS) and PALS K1 assessment window opens

### September 20

- Celtics Kick-off Event, 3:30-5:00pm @ Bolling

## Community Events

### • September 21, 2017

Latino Heritage Event, *Viva Nuestra Cultura*, 5-8pm. Event takes place at 1 Brigham Circle (see flyer available in Tobin main lobby)

### • September 24, 2017

NEC distinguished Artist-in-Residence Russell Sherman performs Schumann, 8pm at the New England Conservatory

### • Student Contact Verification Forms:

We prepared and emailed the **BPS Student Contact Verification Forms K-8 sorted by homeroom on August 29, 2017 with updated forms on September 6<sup>th</sup> inclusive of all newly assigned students.** 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.**

### • CPT Drive to support Planning & Development Update:

Our Instructional Superintendent Alex Montes-McNeil requested that we set up a Google Drive for CPT agendas and notes and share the drive with educators by Team. The Google drive is operational and all educators have received an invite by team. We designed the CPT drive to support educator, staff and partner planning and development within and across Teams toward our Instructional focus and school level Goals.

A common thread of the work reflected in our CPT agenda/notes and PD will focus on the Disciplinary Literacy Principle of Learning as apprenticeship. CPT folders currently include:

- CPT Roles Rotation Sheet (google doc)
- CPT Agenda Templates for September and October 2017 (more to come)
- Tools Folder (including CPT Rubric, Protocols etc)
- LASW, Student Feedback, Observation, and NSRF protocols and structures are all available on the Tobin Handbook | CPT Toolbox TAB

Tobin educators may also access the docs via the Tobin Handbook | CPT Toolbox Tab - <http://www.tobink8.org/handbook.html> or via google drive upon login

### • Cumulative Record Folder Expectations, SY'2017-2018:

Ms. Kinney delivered cumulative record folders from the office of the CFC to classrooms for SY'2017-2018.

Please ensure the cumulative record enclosure is up-to-date with student biographical and school information. We have outlined expectations for updating CRF's for SY'2017-2018 and posted on the Tobin Handbook | Protocols/Forms TAB | Miscellaneous Forms [http://tobink8.org/handbook/Cumulative\\_record\\_guidelines.pdf](http://tobink8.org/handbook/Cumulative_record_guidelines.pdf)

Missing cumulative records – educator will login into ASPEN, select a student name, and click on the Membership side-tab to verify student's prior BPS school. The membership side tab illustrates a list of BPS

schools and academic year(s) for student enrollment. Educator will communicate the name(s) of student and prior school assignment to Ms. Kinney to track down and secure the CRF.

Student DNR or Transfer to BPS School – forward cumulative record folders to Ms. Kinney week of October 1<sup>st</sup> for delivery to a peer BPS school or placement in our “hold” files.

#### • **ELL Folder Expectations, SY’2017-2018:**

The purpose of the ELD Folder is “to provide an organized method in which BPS educators, school leadership and DESE officials may track and verify documentation that BPS schools meet all Federal and State requirements including that ELLs are provided instructional and programmatic supports necessary to succeed.”

Tobin K-8 Educators will ensure the ELD folder is up-to-date in accordance with ELD folder checklists posted on the Tobin Handbook | LAT/RETELL TAB | ELD Folder.

#### **June 2017 - September 2017:**

- **ELD Folder Creation and Maintenance:** Create ELD folder for ELL students new to the district/school or for students who have been newly designated as an ELL. Obtain ELD folder from Cumulative Record Folder for students arriving from other BPS schools.
- **Send Title III Annual Notification of ELE Program Placement Letter to Parents/Guardians (“30 day letter”):** This letter should be sent home for all ELL students identified at your school, identifying updated ELD level or FLEP reclassification and program placement determinations that will be in effect for the following school year. A copy should be kept in the student’s ELD Folder.
- **ELD Level Assignment and Update:** Verify that Aspen student LEP status, program code and ELD level are accurate. For students newly identified as an EL, new to your building or anyone who was not assigned an updated ELD level, use the WIDA MODEL Kit in order to identify and assign an initial ELD level and appropriately schedule for ESL and SEI services.
- **ESL and SEI Instruction Compliance:** Verify that all ELL students are receiving legally required instruction, including: all identified LEP students should be scheduled for the appropriate ESL instructional services and content should be provided by SEI licensed teachers. Schools with an EL program (SEI Language Specific, SEI Multilingual, SLIFE, Dual Language) and pay special attention to the specific codings that you will need to use.
- **ELs Who Receive SPED Services:** Ensure that ELs who receive SPED services are properly scheduled to receive both appropriate ELL and SPED services.

#### • **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.

#### • **ISEE Exam Registration and Process for Grade 6 and 8 Students, SY’2017-2018:**

The BPS will offer the Independent School Entrance Examination (ISEE) on **Saturday, November 4, 2017** to Boston families interested in pursuing admission to the three examination schools for the 2018-2019 school year.

Students must be currently enrolled in grades 6, 8, or 9 to register and take this exam.

### **NEXT STEPS:**

1. Mr. Holly hand delivered ISEE Test packets to HR educators on Monday, September 11, 2017. Families may elect to submit an online application via <https://www.bostonpublicschools.org/exam>
2. Homeroom educators will distribute ISEE Test packets to all current Grade 6 and Grade 8 students.
3. Students will return completed and signed registration forms to HR educators by Friday, September 29, 2017.
4. HR educators will hand deliver completed and signed ISEE registration forms to Mr. Holly by Friday, September 29, 2017.
5. Mr. Holly will mail completed ISEE applications to ISEE Operations Office, 423 Morris Street, Durham, NC 27701, Attn: Catherine Inghram.

### **IMPORTANT DATES:**

- The ISEE test date is Saturday, November 4, 2017.
- Sunday test administration for student with religious obligations is November 5, 2017.
- ISEE make-up test administration is Saturday, November 18, 2017 at the Boston Latin School.

Students with disabilities have the opportunity to take the ISEE with special accommodations, although a completed request form and supporting documentation (IEP, 504 Plan) is required to apply. The request form must be completed by the Special Education Coordinator and signed by the Parent/Guardian. The form is available from the school and online at [www.bostonpublicschools.org/exam](http://www.bostonpublicschools.org/exam). The deadline to request a special accommodation for the November test administration is September 29, 2017.

Parents may call either the Tobin School at [617-635-8393](tel:617-635-8393) or Robert Havdala at [617-635-9085](tel:617-635-9085) with questions.

### **• EDPlan Updates from SESS Coordinator**

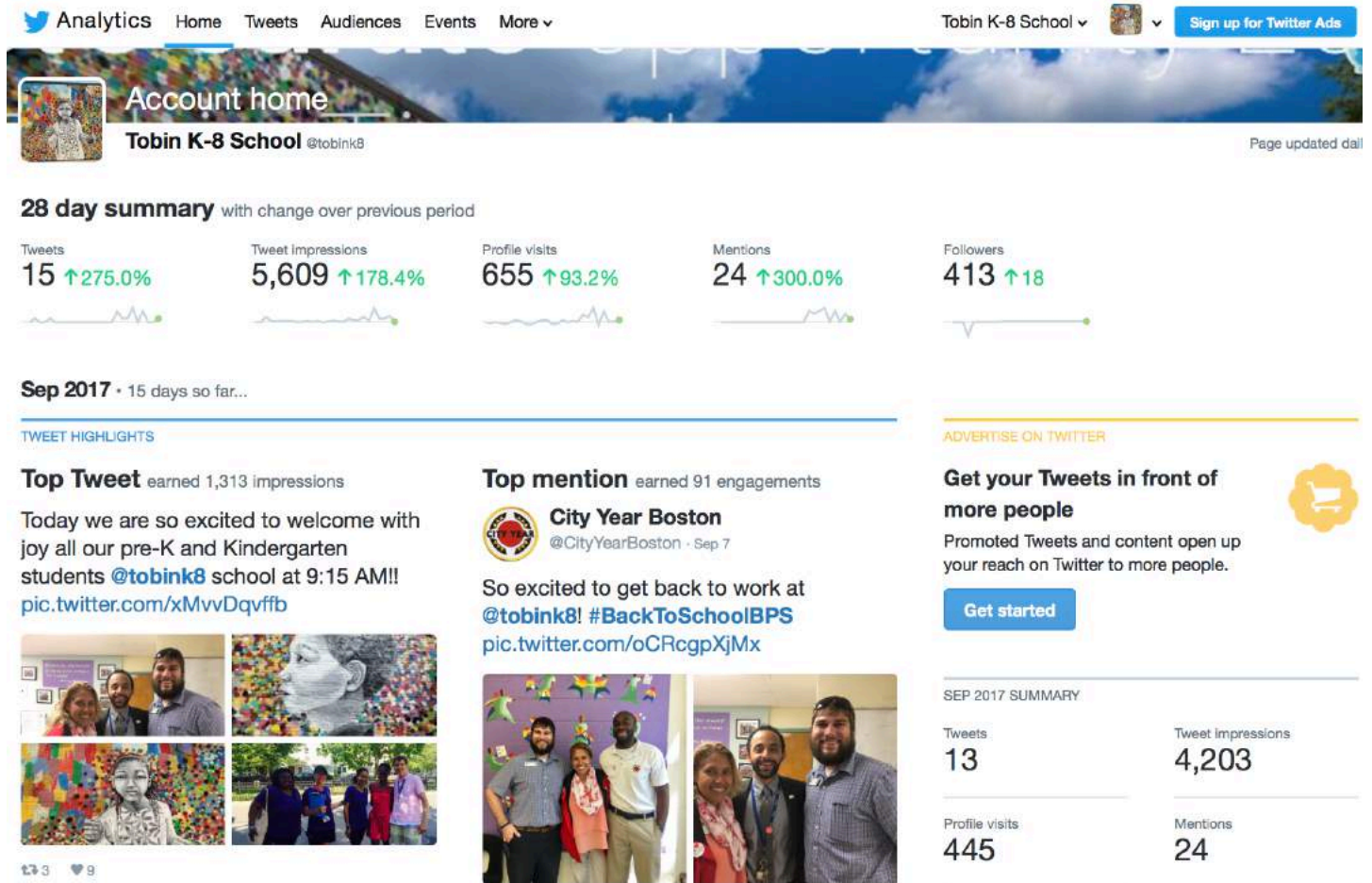
Ms. Young announced via email that the new Edplan system is up. Educators may upload students. Here are the steps to do so:

1. Go to website is <https://go1.pcgeducation.com/maboston>
2. Name: please put in your \*employee number/password: (\*same for ASPEN, HUB-etc.)
3. Scroll down to view Edplan-teacher-manual PDF
4. Educators will upload students by clicking on Wizards, next screen-click on caseload setup wizard, next screen-click on go to users caseload, and then add your students.

Please upload your students by the end of September. If your name is not showing up in the Edplan and/or if you have questions please contact Ms. Young at [egrinley@bostonpublicschools.org](mailto:egrinley@bostonpublicschools.org) or stop by the SESS office near Team 1 (SEI classrooms) on the bridge.

**• @tobink8 Twitter Update for August 20, 2017 through September 16, 2017:**

A capsule summary of @tobink8 Twitter activity for the past 28 days is illustrated below with change over previous period. We invite educators to share announcements, events, quotes (140 characters or less) with pictures if available for posting on the @tobink8 Twitter page. To do so, simply email tweets and/or images for posting to school leadership for review and posting as appropriate. Go to <http://twitter.com/tobink8> and discover more.



**• ForsythKids/Teens Dental Visit at the Tobin K-8:**

The first *Forsyth Kids/Teens Visit* for SY'2017-2018 is scheduled on Thursday, October 12, 2017 with make-ups scheduled on Friday, October 13, 2017. Our partnership with Forsyth Kids/Teens supports the health and wellness of students by offering dental prevention at the school level.

Participation in the Visit is conditioned on students either (1) being on the Forsyth Consent list or (2) Parents completing the attached Forsyth consent form (available in mailboxes). We will forward the consent form list to HR educators as soon as available. Students NOT on the consent list must have a completed and signed Consent form on file on or before Thursday, October 12, 2017 to participate in the Fluoride Visit.

**Next steps:**

1. Educators will distribute copies of the ForsythKids consent forms to students NOT on the Forsyth Kids/Teens Consent list. Hard copies of the forms are available in **Red Forsyth Kids/Teens folders** in HR mailboxes and attached electronically for printing as needed.

2. PLEASE encourage students to return completed consent forms to ensure participation in the Fluoride visit.

**3. Educators will return additional completed forms (as a bundle) in the Red Forsyth Kids/Teens folders to Mr. Holly's mailbox on Wednesday, October 11, 2017.** PLEASE DO NOT RETURN INDIVIDUAL CONSENT FORMS TO MY MAILBOX. Students who return forms after October 11th may participate and will bring forms to auditorium when pick-up by Forsyth Kids/Teens staff.

4. On Thursday, October 12, 2017 Forsyth Kids/Teens staff will communicate with educators to transition students with a completed Forsyth Kids/Teens form on file to the auditorium for dental prevention.

As previously announced, the Forsyth Kids/Teens team will set up Fluoride treatment tables in the auditorium stage from early morning to late afternoon. As a result, the auditorium will be unavailable for Phys. Ed or recess during the day on Thursday, October 12th and Friday, October 13th. As with past practice, Phys.Ed, Health and Wellness and recess will push-in to either HR classes. Mr. Nikou, Ms. Rosa and Coach D are invited to see a member of the leadership team with questions.



**PD/Workshop Corner**

**My Learning Plan/Frontline**

<http://mylearningplan.com>

**PD announcement**

Coming soon.

**PD announcement**

Coming soon.

**PD announcement**

Coming soon.