

# Tobin K-8 School

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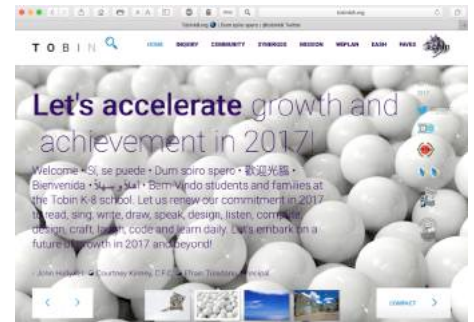


Tobin K-8  
Students receiving books acquired through a collaborative effort with educators and leadership during OPEN HOUSE!!

## Weekly Updates:

### • Whole School PD Agenda for Wednesday, September 27<sup>th</sup> at 8am:

This upcoming Wednesday, September 27<sup>th</sup>, was slated for a whole school ILT. Mr. Toledano emailed notification to teacher leaders on Friday, 09/22 indicating we will have Team meetings by academies instead of ILT. The rationale for the decision is two fold: 1. we took away your team meeting earlier on in the year for the CY PD. 2. Mr. Toledano will be at Principal's PD this upcoming Wednesday. Feel free to utilize the agenda shared with teacher leaders for your team if you think it fits to the work that you all are doing. My goal is that the next few PDs will result in a peer to peer observation structure starting that happens within academies and is focused on this concept of Learning as Apprenticeship. Email attachments were placed in the Tools folder on each CPT drive as well as the ILT2017 drive. These attachments are the resources that we have used in the past, which teams may want to update and use. As you talk with your team about this work please refrain from asking a fellow teacher if they want to be part of the peer-to-peer observation cycle. Mr. Toledano will be asking all staff via e-mail late next week.



## School Dates

### • September 27, 2017

Whole School PD, 8am

Term 1 Progress Reporting window opens through Oct 5<sup>th</sup>

### • September 28, 2017

Mayor Marty Walsh Tobin visit

### • September 29, 2017

Sunshine Academy – Sports Day (Wear athletic gear for your favorite sports team)

ISEE Forms due to Mr. Holly

## Community Events

### • October 1, 2017 (Sunday)

Free BSO and Boston Pops Free Concert and community ARTS festival in Boston's Franklin Park. (See details in weekly updates)

### • October 6, 2017 (Friday)

John Coltrane Memorial Concert featuring an All-Star 20 Piece Ensemble: Blackman Auditorium, Northeastern University. Hosted by José Massóof "Con Salsa!" on WBUR

**• Mayor's Visit to the Tobin on Thursday, September 28th:**

On Thursday, September 28th @ 10:15am BPS Superintendent Dr. Chang, Eastern Bank President Quincy Miller, Read to a Child CEO Paul Lamoureux and possibly our Instructional and Operational Superintendents will be in the school lobby waiting for Mayor Walsh who is suppose to arrive at 10:30am.

Following that Mayor Walsh and everyone else will be going to Mr. Gordon's room, 105, where the Mayor will read to the children. At about 11:20am the Mayor and team will be going to Ms. Byars' room, 101, to talk to that 5th grade class about what a Mayor does, which builds on a unit that that class is currently working on.

Mr. Toledano will send out additional details to those most impacted by this event in the coming days.

**• BPS Inquiry PD Module 5: Illuminate Interim Assessments, Sept 29<sup>th</sup> 3:30-6:00pm:**

This course is designed to equip BPS educators with the skills to support their colleagues in leveraging the BPS Interim Assessments. Educators will understand how to use the schedule of assessed standards to align instruction and assessment, and engage in protocols for examining the interims and resulting student work. Participants will also build technical fluency in how to navigate and utilize Illuminate. Educators will acquire strategies for guiding staff members to assess and progress monitor student learning using Interim data, and learn how to generate and interpret key data reports.

**• MyLearning Plan Account Access Guidelines:**

We received guidelines on how to access the new MyLearning Plan from the BPS Customer service department.

MyLearningPlan has been updated to allow for single sign-on, which means you never have to remember your MLP username and password again! Accounts are automatically created for new employees and all employees can access MyLearningPlan through the following methods:

1. In any Google application (Gmail, Drive, Calendar) click the grid icon in the upper right to see a list of applications. Scroll all the way down until you see the MLP icon at the bottom and click this to enter MLP.
2. In the Digital Backpack (<http://www.bostonpublicschools.org/backpack>), click the MyLearningPlan icon.

If you have any other problems with MyLearning Plan, please fill out the form at <http://www.bostonpublicschools.org/mlp> and we will look into the matter.

THANKS to everyone who is offering support for each other to find solutions.

**• FREE Boston Symphony Orchestra and Boston Pops concert in Boston's Franklin Park:**

On Sunday, October 1, at 3 p.m., the Boston Symphony Orchestra and the Boston Pops, in partnership with the City of Boston, will present a special free concert in Boston's Franklin Park. The concert is preceded by a community arts festival with family-friendly activities presented by many of Boston's major institutions and local arts organizations. Offerings include an interactive mural, instrument playground, crafts, photo booth, live animal demonstrations, and more! Visit for more details <https://www.bso.org/Performance/Detail/90407>

**• DIBELS/TRC Coverage Plan for BOY Assessment Window:**

Reminder, the DIBELS/TRC window is open through October 20, 2017. The dates are posted on the Tobin Master calendar. <http://tobink8.org/calendar.html> The substitute coverage plan is outlined below:

**GRADE K2:**

Ms. Alonzo – Testing Complete for BOY period  
Ms. Valentin – Wednesday, October 11<sup>th</sup>

**GRADE 1:**

Mr. Gordon – Friday, Sept 29<sup>th</sup>  
Ms. Robinson – Friday, October 13<sup>th</sup>  
Ms. Verdu – Friday, Oct 6<sup>th</sup>

**GRADE 2:**

Ms. Abatte-Vaughn – Friday, Sept 29<sup>th</sup>  
Ms. Hall – Thursday, October 12<sup>th</sup>  
Ms. McNamara/McKendall – Monday, October 16<sup>th</sup>

**• BPS Parent & Student Agreement Form (Online), 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.

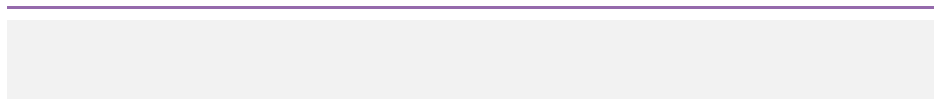
The BPS reports that over 3500 parents have already used the online contact information update form in September 2017. NOTE, the BPS added a field set to make it easier for BPS educators to view updated information provided by families AND identify who has filled out the online form. To access this information, 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.

**• BPS Parent & Student Agreement Forms (Printable-Copy), SY'2017-2018:**

We have secured Printable electronic copies (pdfs) of the Parent & Student Agreement Forms for student/families that need an alternative to the online form. Access the printable forms by clicking the floating images menu on the Tobin K-8 Families page <http://tobink8.org/families.html>



Please continue to encourage Parents/Families to complete the Agreement forms to update phone numbers, opt-outs, and media/AUP release agreements. The FORMS and RELEASES are LEGAL documents. Parents and students should complete each section as required.



## • 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

## • 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.

## • 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.