

# BOSTON PUBLIC SCHOOLS



## MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

JOHN HOLLY  
Director of Instruction  
Director de Instruccion

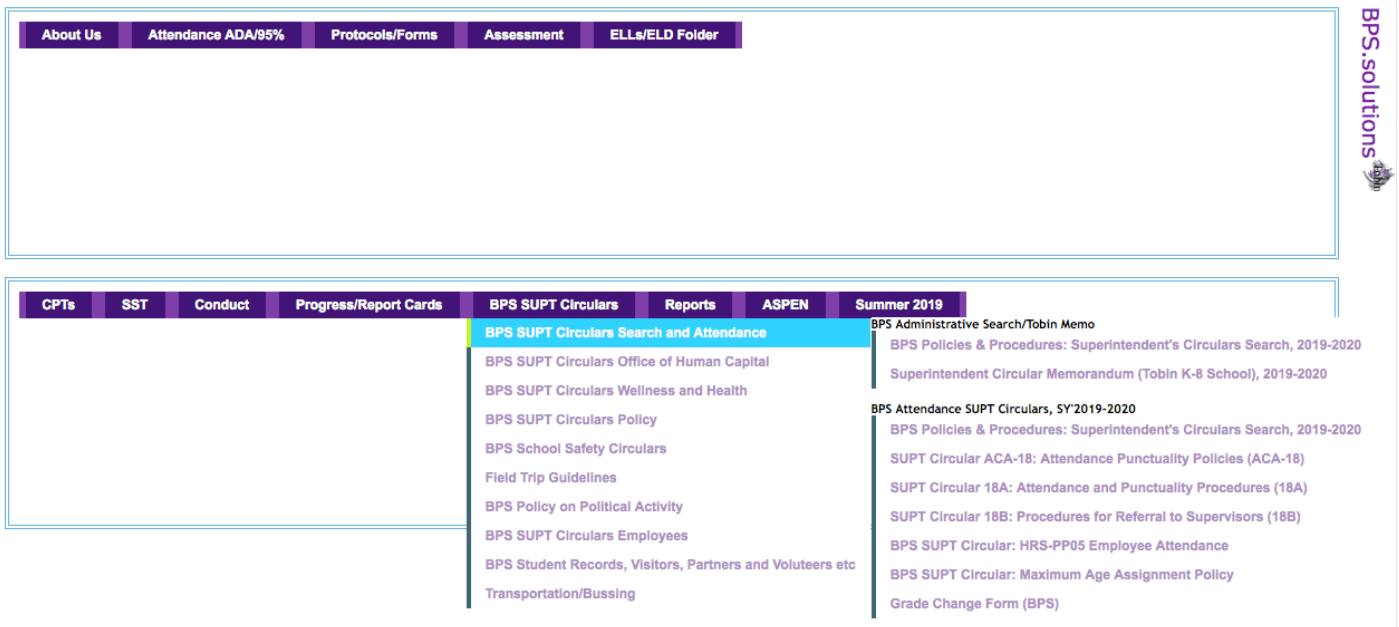
EFRAIN TOLEDANO  
Principal  
Director

09/03/19

Dear Educators and Staff,

All BPS educators, school leadership and staff must access and read the BPS SUPERINTENDENT CIRCULARS referenced in the Tobin Handbook for SY'2019-2020. The screenshot below illustrates how to access the SUPT circulars via the Tobin Handbook – <http://tobink8.org/handbook.html>

Tobin K-8 Handbook: 



The screenshot shows the Tobin K-8 Handbook website interface. At the top, there are navigation tabs: About Us, Attendance ADA/95%, Protocols/Forms, Assessment, and ELLs/ELD Folder. Below these, there is a main content area with a secondary set of tabs: CPTs, SST, Conduct, Progress/Report Cards, BPS SUPT Circulars (highlighted), Reports, ASPEN, and Summer 2019. Under the BPS SUPT Circulars tab, a list of circulars is displayed, including BPS SUPT Circulars Search and Attendance, Office of Human Capital, Wellness and Health, Policy, School Safety, Field Trip Guidelines, Political Activity, Employees, Student Records, and Transportation/Bussing. On the right side, there are additional links for BPS Administrative Search/Tobin Memo and BPS Attendance SUPT Circulars, SY'2019-2020. A vertical logo for 'BPS solutions' is visible on the right edge of the screenshot.

**We have provided a hard copy of each circular in a binder for educators, leaders and staff to read offline along with a sign-off sheet.** Please let us know if you have any questions.

Sincerely,

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