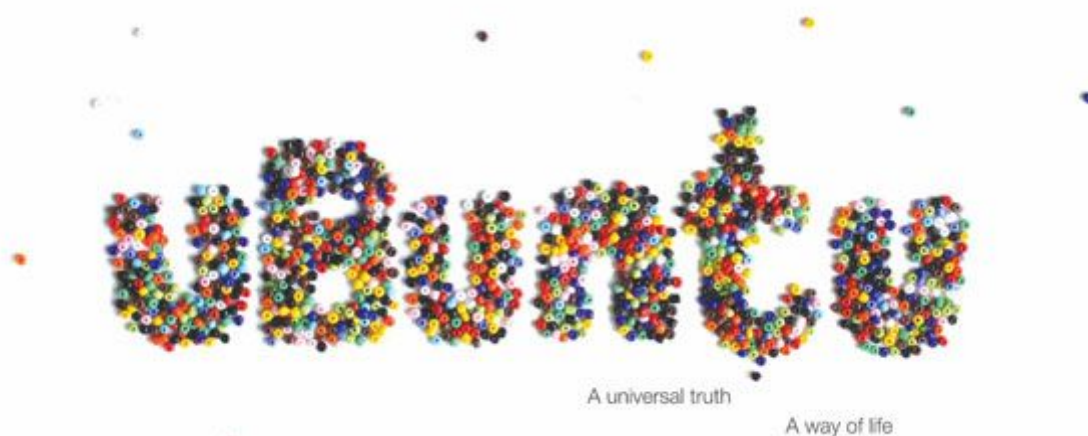

BLACKSTONE ELEMENTARY SCHOOL

Family Handbook SY 2020-2021



Ubuntu, We are all Connected

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Blackstone Elementary School
School Phone: 617-635-8471
School Website: www.blackstoneschool.org



Principal's Letter

Dear Blackstone Community,

Welcome to the 2020-2021 school year. We are so happy to have you all as part of our Blackstone Family this year. We also want to acknowledge the various challenges you as parents and guardians have been under and continue to be under as we all work together to educate our children, amid a global pandemic. Your hard work and efforts are valued, seen, and appreciated. We will continue to strive to work in unity as we uplift our children's needs for education and social/emotional learning.

As we have seen so far, this pandemic is creating challenges that are exacerbating already existing systems of inequality, especially with regards to race and class. The Blackstone has, for many years, believed in the African philosophy of Ubuntu: ("I am because we are"). Therefore, we desire to create schools and environments that value every student. It is the district's and the school's goal this year to dismantle racist, inequitable practices for our most marginalized students. We see our work beyond just educating your children, but also agents of change that hope to create a better world for the children of today and tomorrow.

As Bettina Love states, "Antiracist teaching is not just about acknowledging that racism exists, but consciously committing to the struggle of fighting for racial justice." We hope you will join us in this commitment and be part of the transformation with us. We look forward to a new school year with challenges like no other. We are here for you, and hope you will share your voice with us as we work together.

Sincerely,

Principal Daniels





Table of Contents *(Click Title to Jump to Section)*

1. [Arrival & Drop Offs](#)
2. [Attendance and Participation Policy](#)
3. [Health & Safety](#)
4. [COVID-19 Safety](#)
5. [Technology](#)
6. [Crisis Assistance & Support](#)
7. [Family and Community Engagement](#)
8. [School Rules](#)
9. [Key Contacts](#)
10. [Additional Places For Information](#)



Remote & Hybrid Learning

Remote Models & Schedules:

School Hours: 8:25am-3:05pm



Synchronous vs. Asynchronous Time	
Synchronous	Asynchronous
<p>“Live” Instruction Facilitated by an Educator</p> <ul style="list-style-type: none"> ■ Face-to-face instruction, in-person or using online tools such as Zoom, or Seesaw. 	<p>Student-guided, independent learning</p> <ul style="list-style-type: none"> ■ Includes project-based learning, and assignments students work on without a teacher

In-Person “Hybrid” learning weekly schedule:

Cohort A: Monday + Tuesday in-person --- *Wednesday-Friday remote.*

Cohort B: Thursday + Friday in-person --- *Monday-Wednesday remote.*

- Remote & Hybrid Start Time: 8:25am Morning Meeting, breakfast and attendance.
- Remote & Hybrid End Time / Dismissal: 3:00-3:15 pm
- Students will have frequent “screen breaks” and scheduled “mask breaks” throughout each day.

Phase - In Schedule for Spring 2020, these dates are tentative, based on COVID rates and what the District decides is safest for students.

- **Feb 1:** Student with High In-Person Priority return to school for in-person instruction
- **Week of March 1:** Students in Grades K0-3 return
- **Week of March 15:** Students in Grades 4-8 return

Hybrid Changes:

At this time, families can only change from Hybrid to Remote. If at any time the District Reopens the options to select Hybrid you make check back here to see the updated form.

[Cohort & Learning Model Change form](#)

[Cohort & Learning Model Change form--SPANISH](#)



Arrival and Dismissal

Arrival/Drop-Off

Exterior pathways and entrances/exits are designated for lining up and building access, with social-distancing. Masks are required of all students, staff & visitors (including parent pick-up/drop-off).

- **8:15-8:30:** Students who arrive as walkers/parent drop-off enter through Shawmut Avenue. Students in grades 1-5 enter using the ramp, students in grades K0-K2 enter through the ground-level door. All students must get hand sanitizer from the door monitors before entering the building, and all parents must drop students off at either base of ramp, or in front of the ground-level door.
- **8:15-8:30:** Students arriving on buses will enter through Juana Colon doors, and must receive hand sanitizer before entering the building from the door monitors.
- **8:15-8:30:** Early Childhood (K0-1) teachers will meet students inside building to escort them to class
- **8:30-on:** Students arriving late must use the ramp to enter and get a tardy pass at the front office.

Dismissal/Pick-up

- **3:00-3:15pm:** All guardians **must wear a mask** when picking-up students, and maintain 6' distance from other parents. Parents can pick up students on Shawmut Ave.
- **3:00pm:** All parent-pick up / walkers exit with assigned staff at 3pm to designated spaces outside the buildings along Shawmut Avenue
- **3:00 - 3:05 pm:** Bus students are called to exit as buses arrive through Juana Colon door

Bus Transportation:

- Bus schedules will be sent to parents/guardians by the district. Buses are limited to 1 student per seat, significantly reducing bus capacity. Siblings may sit together to maximize available seating. This is likely to also impact bus arrival/departure times, and cause additional traffic and congestion during arrival and dismissal hours. **Please plan ahead for anticipated delays with transportation.**



- Masks/face coverings must be worn by everyone on the bus during school bus transportation. Students will be checked at dismissal and arrival and will be provided with a mask if needed.
- Students will receive bus seating assignments that are as static as possible to allow for efficient contact tracing if needed. Bus attendance will be tracked daily (am/pm) for contact tracing purposes.
- Bus windows will be opened prior to departure to provide adequate air flow.
- Please anticipate delays at the start of the school year as a result of these new policies.

Fire Code and Safety:

- Fire code and safety plans will adhere to existing guidelines, including routine fire drills. Also,
 - Desks will not block means of egress and will be adequately spaced from radiators and heating or cooling elements.
 - Dividing doors will be propped open to improve air circulation and reduce the number of times people touch door handles.
 - Students will line up at their “dismissal” locations while maintaining 6’ of social distance.
-



Attendance & Participation Policies

The Blackstone prioritizes achieving great attendance. We comprehensively monitor student attendance and recognize the need for students to miss school for unforeseen circumstances, including physical and mental well-being. We encourage families to collaborate with us to ensure every absence is excused. The following process demonstrates our multi-step intervention for families who may need support in getting their students to school.

Daily Attendance

Students are expected to attend school, remotely or in-person, every day. Teachers will take attendance at the beginning of the day. Students must be present for at least half of the school day to be considered present.

<u>Excused Absences</u>	<u>Unexcused Absences*</u>
<ul style="list-style-type: none"> • An illness or injury that prevents the student from attending school (must be verified by a healthcare provider, school nurse, or parent) • Death in the immediate family • Court Appearances • Medical or Psychological tests during the school day • Religious Holidays • Visits to Special Education schools 	<ul style="list-style-type: none"> • Repetitive and chronic absence due to illness or injury. In these cases, for the absence to be excused, the parent must submit a letter from a healthcare provider verifying that the student was too sick or injured to go to school. • Babysitting, • Cutting Class • Family Vacation • Trips to the homeland extended beyond school vacation • Extension of a religious or cultural holiday beyond the designated day or days on the school calendar are considered unexcused absences.

**We recognize that some of our students may make these sorts of trips with their families throughout the year. Because they are unexcused, even if the school is aware that the absences were because of a family vacation, a student who reaches the max threshold of absences will still have their case referred to the supervisor of attendance, in accordance with BPS policy.*



Attendance Policy for Chronic Absenteeism

At 3 unexcused absences per term:	A letter regarding your student's attendance will be sent home with the student upon their return to class. This letter should be signed by the parent or guardian and returned to the teacher within 2 days of the letter going home.
At 6 unexcused absences per term:	A phone call will be made home by a member of the attendance team to discuss the student's attendance record
At 8 unexcused absences per term:	A parent-teacher conference will be requested by the teacher. It is extremely important that at the point of 8 absences, the parent and teacher communicate to find solutions to ensure the student returns to regular attendance.
More than 8 unexcused absences per term*:	The student's case will be directed to Boston Public Schools' supervisor of attendance, Mary Rheddick-Pola. An attendance officer at that point may choose to make a home visit or follow other steps to ensure the student can attend school and return to regular attendance.

**Extraordinary cases that fall outside the scope of absences covered by the BPS policy will be referred to administration for review.*

Early Release Policy

Students being picked up early from school for any reason will be **marked as dismissed early in ASPEN.**

All early release notices must be made in writing and submitted to the teacher at the beginning of the day the student is leaving early. It is critical that these letters be given to the teacher as early as possible, to prepare the student for whatever instruction they will miss.

Excused vs. Unexcused: reasons considered are same as attendance ([jump to section on attendance](#))

*Note: transportation (ie. picking up a child early to avoid traffic) is **NOT** considered an excused early release. These cases will count towards unexcused cases raised to the family liaison*

Chronic Early Pickups: Hours missed from school will cause students to fall behind academically, so we pay special attention to students who are picked up early often.* **Any student who is picked up early routinely (3 consecutive days) will have their case raised to the family liaison (FL).** The FL will reach out to the family to discuss the situation. 3 options to be reviewed with the family and the FL are:

- After school care
- Transportation adjustment waiver
- School transfer

**hours accumulated through early pickups do not count towards absences, but significantly hinder a student's ability to keep up with their academics, so we monitor it with the family liaison closely, and are committed to working with families to keep our students in school all day every day.*



Health & Safety

Blackstone School Nurses: **Kelly Binczyk** - 617-807-0263 **Cammie Browne** - 617-858-0157

Below is a general list of paperwork and medication that is needed for each student, with additional needs categorized by diagnosis:

ALL Students:

- ☐ As of August 2020, the [Flu Vaccine](#) is a requirement for all students to attend school.
- ☐ Students requiring medication administration must provide medications in the original boxes with a prescription label and must be accompanied by a signed PCP/Doctor's Order, a signed Parental Consent, and an Action Plan.
- ☐ Boston Public School requires a physical examination report to be on file with the school nurse's office and be updated every year. A physical exam performed within one year is acceptable.

Paperwork and Medication For School: (ALL)

- ☐ Up to Date Physical Exam: Must be within 1 year.
- ☐ Most current age appropriate Immunization records along with Annual Seasonal Influenza (Flu) Vaccine.
- ☐ List medication(s) for students with medical diagnosis

Students with Asthma: (ie; Albuterol MDI)

- ☐ **Inhaler (MDI) with appropriate age spacer**
- ☐ Med Authorization form Signed by PCP/Doctor's Order
- ☐ Asthma Action Plan (AAP) Signed by Parent, PCP/MD., giving School Nurses permission to administer Asthma Med during school hours

Students with Allergy:

- ☐ EpiPen Med Authorization signed by
- ☐ PCP/MD and parent.
- ☐ Food Allergy Action Plan listing all food allergens and reaction levels: Mild, moderate or severe.

Students with Seizures: ie: Diastat/Diazepam

- ☐ Seizure Action Plan (SAP)
- ☐ Signed PCP/MD Doctor's Order
- ☐ Listing (Pediatric/Adult) dosage to be administered
- ☐ Signed SAP with Parent consent



COVID-19 Safety

Our collective safety depends on our shared trust and commitment to our safety protocols.
Guardians are trusted and expected to complete the Home Screening Checklist daily, and to keep students home according to the guidance below:

1. Emergency Information:

- Please fill out the [Emergency Contact Form](#), to ensure we can reach you in the case of an emergency.

2. Daily Screening:

- Every day - *before sending students to school*- parents/guardians must complete the [home health screening checklist](#) for each BPS student. If a student has any of the symptoms from the checklist, **they must be tested for COVID-19 before returning to school.**
- Any student that does not have any symptoms but has been exposed to a COVID-19 positive person may not return to school until they have completed a 14-day quarantine, measured from the date of last contact with a confirmed positive case. They can only return if they are symptom-free.
- Anyone who has traveled out of state (both domestic and international), must quarantine for 14 days before being able to return to school in person. They must be symptom-free to return in person.
- Although the written results of the checklist do not need to be submitted to the school, if the checklist reveals that a student has any COVID-19 related symptoms the parent/guardian must:
 - **Keep the student home; do not send the student to school.**
 - Report the absence to their school administration and school nurse, noting if the absence is COVID-19-related.
 - Schedule COVID-19 testing through the family's primary care doctor or community health center.

BPS Family At-Home Health Checklist

YOUR CHILD MUST STAY HOME if your child or anyone in the home have any of the symptoms listed below:

- ☐ **Fever** (100.4° F or higher without the use of fever reducing medicine), **chills**,
- ☐ **or shaking chills**
- ☐ **Cough** (not due to other known cause, such as chronic cough)
- ☐ **Difficulty breathing or shortness of breath**
- ☐ **New loss of taste or smell**
- ☐ **Sore throat**
- ☐ **Headache** (when in combination with other symptoms)
- ☐ **Muscle aches or body aches**
- ☐ **Nausea, vomiting, or diarrhea**
- ☐ **Fatigue** (when in combination with other symptoms)
- ☐ **Nasal congestion or runny nose** (not due to other known causes, such as
- ☐ allergies) (when in combination with other symptoms)

OR

- ☐ **If your child is in contact with a household member who has an active COVID-19 diagnosis** who has not yet been cleared from isolation by Boston Public Health Commission.

If your child does NOT have any symptoms BUT has been exposed to a COVID-19 positive person, your child must stay home from school and quarantine for 14 days. Contact your primary care provider, the Boston Public Health Commission or your school nurse for further guidance.



3. Proper use of masks and Personal Protective Equipment:

- **Everyone must wear a mask whenever inside a BPS building or vehicle (school bus), or on school grounds, especially when others are less than 6 feet apart.** Proper accommodations will be made for our medically disabled students. .
- Staff will teach appropriate mask wearing and storage to aid students in how to best protect themselves, their classmates and teachers. Masks should be washed daily. **Scrubbing (with friction) your child's mask using hot water and soap in a sink at home is effective when you aren't able to use a washing machine.**
- In addition to wearing masks, the school will be practicing social distancing, frequent hand washing / sanitizing, special lunch and recess procedures, sanitizing classroom materials and cleaning of surfaces, and more

4. Visitors

- Only school personnel and students are allowed in the building. As a safety precaution, **Parents and Guardians are not allowed to enter the building at any time.**

5. Mask Breaks:

- Spaces for mask breaks will allow for students to be unmasked while at least 6 feet apart, outdoors or in larger spaces in the building.
- Markers will identify where students will be located to maintain 6 feet of separation.
- Hand washing facilities or hand sanitizer will be available upon entering and leaving this space.

6. Hallways:

- Hallways, doorways and stairwells are redesigned to be one-way to avoid crowding. Signage and equipment is installed to enable effective health and safety procedures.

7. Medical Waiting Room (only for symptomatic students):

- The district has created a protocol for students who are symptomatic: [Symptomatic Student Protocol](#).
- A separated space from the nurse's office will be used when a student presenting COVID-19 symptoms needs to be separated. When occupied, the medical waiting room will be monitored by appropriate staff.
- Masks are always strictly required in this space. Nurses or other staff in this area will be equipped with N-95 masks. If a student is unable to wear a mask, there will be no other students in this room. Anyone supervising this room will wear a mask and maintain 6 feet of distance.
- Hand washing facilities or hand sanitizer needs to be used when entering and leaving the space, as well as before and after eating.
- If any food or drink must be consumed before the student is picked up, the individual will be walked outside to consume food or drink if possible (because the mask will have to be taken off for eating). If it is not possible to go outside, one student can consume food or drink at a time in the medical waiting room, but, again, only if all others remain at least 6 feet away.
- All people in the COVID-19 waiting room must be as far apart as possible and no less than 6 feet apart, even when masked.

8. Ventilation:

- Our school is equipped with a Central HVAC system. To learn more [click here](#).



9. Sanitation & Cleaning:

- Appropriate hand sanitizer and CDC-recommended cleaning materials will be available on every bus, in school entryways, hallways, and in every classroom. Students and staff will adhere to frequent hand sanitizing/washing protocols. High-touch areas and bathrooms will be cleaned and disinfected based on a set schedule of increased frequency.

Shared Items & Classroom Spaces

1. Shared Items:

- New classroom protocols reduce the passing of supplies and sharing of items between students:
 - Supplies and equipment are limited to one group of children at a time, with cleaning and disinfecting between uses.
- Cleaning and disinfecting will occur at least daily for shared spaces and furniture. For high-touch surfaces (e.g., door handles, light switches, water fountains, toilet seats) cleaning and disinfecting will occur three to four times per day and/or between uses.

2. Seating Arrangements:

- Student desks will be spaced to ensure students are 6 feet apart, and facing the same direction.
- Cubbies will be adjusted to ensure each child's belongings are assigned to an individually labeled space that is separate from others.
- Large furniture was moved or removed as needed (e.g. couches, kidney tables).

3. Meals:

1. Students who are learning remotely can pick up meals at [21 meal sites](#) from 10am-6pm.
2. Hybrid students will be provided meals in school via cafeterias or delivered to classrooms and will be eaten in classrooms
3. Students will receive daily guidance in the proper removal and placement of masks before eating. Meals, classes and recess will continue to limit students to their assigned cohorts.

4. Recess:

- Daily recess will continue for all students, and be outdoors when weather permits.
- During remote instruction, students will have the option to join a virtual "recess" where they can see and socialize with all of their classmates.
- Students will wash their hands or use available hand sanitizer upon entering and leaving recess spaces.
- Outdoor spaces will be designated to separate cohorts and provide physical distancing while still providing recess opportunities with structured games supported by our Playworks partnership.
- If students are outdoors and maintain a distance of at least 6 feet, recess will offer unmasked time for students. During inclement weather, when indoor recess is necessary, all masks will remain on.
- Playgrounds can be used with staff monitoring to ensure physical distancing and masking.
- High-touch surfaces and shared equipment made of plastic or metal will be cleaned and disinfected between use.



Technology



Access to BPS Chromebooks & Online Sites:

Students are responsible for bringing their Chromebook to-and-from school. All students are guaranteed a chromebook from Boston Public Schools.

To request a laptop, visit: <https://www.bostonpublicschools.org/laptop>.

Damaged/Technical Support for Chromebooks

If your Chromebook is not physically damaged please call the Family Hotline (617) 635 - 8873 for immediate technical assistance. If a student's Chromebook is damaged and in need of repair, [please complete this form](#).

Students access most online instruction from Clever and Google Classroom:



- [Clever](#), or the "BPS Digital Backpack" is where students access many online learning apps used by the district or their teacher's classroom. Clever has apps in all major content areas. Go to www.bostonpublicschools.org/backpack and log in using your BPS Gmail and password.



- [Google Classroom](#) is the online classroom where students access resources and assignments shared by their teachers. Students go to classroom.google.com and sign in with their BPS Gmail and password.

1. Student login and password information:

Students log into Google, Clever and all assigned apps using their BPS Gmail (____@bostonk12.org) and password. If you are unsure about your student's email or password you can contact the BPSTechnology Help Desk at 617-635-9200.

- Need to reset your (student) password?
 - Watch this short video: [Password Reset Video](#) for instructions on how to reset your student password, or read this [Doc](#). Then, follow this link to reset your password: [Password Reset Link](#)

2. Student & Parent Tutorials:

- Review [How to Access Google Classroom from Home](#), a website with videos in English, Español, Português, and Français.
- Review [How to Access Clever at Home](#) or watch an interactive [Clever Login Tutorial](#).

3. Misuse of and/or Damage to Chromebooks:

- BPS Chromebook usage statistics are monitored by schools (recorded as a total # of daily sign-ons per device to BPS sites) and **can be turned off remotely** in the event of loss, damage, or misuse.

4. Low and No-Cost Internet Options

- Eligible families will receive a coupon code to use with Comcast that will allow BPS to pay the full cost of your internet service. Families are encouraged to sign up for the 60-day free trial until coupon codes are available and activated.



Crisis Support Resources For Students and Families

If you need support, there are a number of resources available in the city that may be able to help

Boston City Resources

- [**Mayor's Office for Immigrant Advancement: Services for Boston Residents Affected by COVID-19**](#)
- **Boston Office of Housing Stability:** Call if you are at immediate risk of becoming homeless, M-F, 9-5pm; (617) 635-4200; housingstability@boston.gov
- **Crisis Text Line:** For free, confidential support for anyone in any crisis. Text "Hello" to 741741
- **National Suicide Prevention Lifeline:** Call the Lifeline or visit their website for online chat. (800) 273-8255
- **SafeLink:** MA statewide 24/7 toll-free domestic violence hotline and a resource for anyone affected by domestic or dating violence. Advocates are bilingual in English and Spanish and have access to a service that can provide translation in more than 130 languages. (877) 785-2020. TTY: (877) 521-2601.
- **National Domestic Violence Hotline:** highly-trained expert advocates are available 24/7 to talk confidentially with anyone who is experiencing domestic violence, seeking resources or information, or questioning unhealthy aspects of their relationship. (800) 799-7233. Español: espanol.thehotline.org.

Additional Social-Emotional, COVID-19, and Race/Equity Resources:

- <https://wideopenschool.org/programs/educator/prek-5/sel/>
- [**COVID-19 SEL E-Resources for Educators**](#)
- [**Responsive Circles for COVID-19**](#)
- [**Pursuing Social and Emotional Development Through a Racial Equity Lens: A Call to Action**](#)
- <http://www.handstoheartcenter.org>
- <https://www.yogafoster.org>



Family & Community Supports

Parent Council

The School Parent Council (SPC) brings all parents in the school community together to **support the school and advocate for quality education**. It is the place where parents can **express** concerns, **advocate** for the school, and **plan** school activities and events. **As the parent or guardian of a BPS student, you are automatically a member of your School Parent Council.** The SPC must elect an Executive Committee to take steps to ensure that it is active, diverse and represents all families within the school. **Sign up for the Parent Council Email List [here](#)**

School Site Council

The School Site Council is the governing/advisory body at each school. The School Site Council is composed of equal numbers of parents and staff. Parents on the School Site Council are accountable to the School Parent Council and are elected by the School Parent Council of the school.

Mentorship Programs

The following list of programs are partnered with our school to match students with tutors and mentors to support their education. Talk with your student's teacher, or contact Lauren Blonde at lblonde@bostonpublicschools.org to talk about nominating your student to one of the following programs:

- **Generations Inc.:** students in grades 1-3 are matched with a literacy coach to improve reading skills
- **Power Lunch:** students are paired with a mentor to work on reading comprehension over lunch
- **Big Sister:** students are matched with a mentor for social emotional support and academic mentorship
- **Motivate:** students work in small groups with an academic mentor on english, math, or science
- **Girls on the Run:** students join a group focused on social mentorship through running

Afterschool Programs

The following programs are partnered with our school to provide after school care for students

- St. Stephen's Youth Programs
- United South End Settlements
- Ellis Memorial
- Square Roots
- Imagine That
- Salvation Army



Summary of Key Supports For Families:

Family Communication
<p>Aspen, also known as “SIS,” is BPS’ student information system. This is a safe, secure, online tool that helps families engage in their child's education. It’s important that your SIS information is kept up-to-date to ensure you receive important information and updates.</p> <ul style="list-style-type: none"> • **If your phone and address are not updated in SIS, you will not receive school-based phone calls, attendance alerts, student report cards or mailings. Update your information using this link. You can update your contact and emergency information. **Set up a Family Portal account here**
<p>TalkingPoints App: TalkingPoints provides a family engagement platform with two-way translation, coaching and content using a text-to-text app platform for communication in English and a parent’s native language. All staff have access to TalkingPoints to provide translated communication during the 2020-2021 School Year.</p>
<p>All families are encouraged to attend our Parent Workshops, geared towards providing parents and guardians with easy-to-use resources and helpful tips to support students and families at home. Hosted by our Family & Community Engagement Department. Sign up to be on the email list to be notified of events here:</p>
<p>All parents are automatically members of our Parent Council, and invited to attend our School Site Council meetings, which will be held virtually. Dates and times are communicated through automated messages, in addition to the Blackstone Monthly Calendar.</p>

Equity Roundtables
<p>Equity Roundtables are families + staff discussions related to how the school is prioritizing and addressing issues of equity. This includes resource distribution, supporting families in need, and shining the light on the successes and challenges of our school’s remote learning plans. These sessions are an opportunity for staff and families to hear and share ideas on how we might make improvements for our entire school community, but especially, our most vulnerable students and families. Parents are encouraged to attend - please follow our Blackstone calendars for the dates of these events.</p>



Parent/Teacher Communication:

- The primary contact method between teachers and families will be determined based on guardian preference, and may include phone, email, Google Hangout, Class Dojo or Zoom calls at least 1x monthly for students who are meeting learning and attendance expectations.
 - Parents/guardians will be contacted each day their child is absent from instruction by their homeroom teacher, or through a connect-ed (automated) phone call from the Blackstone School.
 - Frequent student absences and/or a need for additional supports will result in the creation of a Student Success Plan which will be created in partnership with students and families.
 - To schedule an appointment with a teacher, parents can use the contact information included on our home-learning site, or by using our support request form above
-



School Rules

At Blackstone, we believe in using positive reinforcement to teach healthy behavioral development of our students. Teachers apply school rules uniformly across the school, both in the classroom, the cafeteria, the hallways, the playground, and throughout the school campus.

Comprehensive Behavioral Health Model

Boston Public Schools' **CBHM** (Comprehensive Behavioral Health Model) is an essential part of BPS's overall approach to enhancing student success in school. This approach focuses on both **academic and behavioral learning** and provides different levels of assistance based on each child's strengths, needs, and learning styles. CBHM helps schools create **safe and positive school environments** that respond to the unique strengths and needs of each child, and align the efforts of teachers, administrators, school psychologists, community mental health providers, and families

Read More about BPS's CBHM policy here: <https://cbhmboston.com/>

Steps to Redirect Behavior

When a student exhibits behavior that violates our school rules, teachers follow these steps in order to get the student back on track to positive behavior in class

1. **Verbal Warning** - the teacher will talk to the student to explain why their behavior is not allowed, and how to change their behavior to participate in class productively
2. **Deduct Class Dojo Points** - Class Dojo is a school application that all teachers use in Blackstone. We can give/take away points for positive/negative behaviors. If a student displays unhealthy behavior after a teacher has given the student a warning, they will take away Dojo points.
3. **Call to Parent:** if a student's behavior continues after steps 1 & 2, the teacher will call home
4. **Send to Front Office:** if behavior continues after steps 1-3, the student will be sent to the front office to meet with administration, the parent may be asked to pick the student up from school, depending on the situation

For an explanation of behavior expectations of students in school, please see CBHM School Rules in [Appendix A](#)



Key Contacts

Families can request support using this link: [Blackstone Elementary School Support Request](#). Families may also contact the following individuals:

Topic	Staff Name(s) & Role(s)	Email & Phone
All Urgent Matters	Principal Daniels BPS Helpline - Translation Available!	Principal Daniels: 617-635-8471 Helpline: 617-635-8873 Mon-Fri, 9am-5pm
Questions specific to classrooms	Contact your child's teacher!	Contact information listed on: Home Learning Site
Enrollment, Attendance, Scheduling, Records, General Questions	Ms. Rosa Carmona, <i>School Secretary</i>	School Secretary: Rosa Carmona Contact Phone: 617-635-8471 Contact Email: rcarmonaramos@bostonpublicschools.org
General Policies: Academics/Instruction, Operations, Grading, Attendance	Ms. Suslavich, <i>Instructional Coach</i>	Instructional Coach: Maisy Suslavich Contact Email: msuslavich@bostonpublicschools.org
Meal/Food/Housing Assistance, Parent University, Parent/School Site Councils, Family Engagement Events & Initiatives	Ms. Torrejón <i>Family Liaison</i> Ms. Blonde <i>Community Engagement Coordinator</i>	Family Engagement: Jasmin Torrejón Chu Contact Phone: 617-286-4081 Contact Email: jtorrejonchu@bostonpublicschools.org Community Engagement: Lauren Blonde Contact Phone: 617-466-9887 Contact Email: lblonde@bostonpublicschools.org
Physical Health & Safety: (Also, to report COVID-19 symptoms or exposure)	Ms. Browne, <i>School Nurse</i> Mr. Binczyk, <i>School Nurse</i>	School Nurse: Cammie Browne Contact Phone: 857-701-0457 Contact Email: cbrowne2@bostonpublicschools.org School Nurse: Kellie Binczyk Contact Phone: 857-334-1043 Contact Email: kbincyk@bostonpublicschools.org
Mental Health & Crisis Support Code of Conduct, Reports of Bullying and/or Discipline,	Ms. Sasha Mrs. Weekes	Social Worker: Sasha De La Cruz Contact Phone: 617-982-3418 Email: sdelacruz@bostonpublicschools.org Social Worker: Gloria Weekes Contact Phone: 857-244-1425 Contact Email: gweekes@bostonpublicschools.org
Technology & Online Programs	Mr. Richards, <i>Technology Coordinator</i> OR Call the BPS Tech	Tech Coordinator: Mr. Richards Contact Email: jrichards3@bostonpublicschools.org BPS Tech Helpline: 617-635-9200



	Helpline	
Special Education	Ms. Brown, Coordinator of Special Education Services, Meetings, Testing	Coordinator of Special Ed: Michelle Brown Contact Phone: 508-284-3705 Email: mbrown4@bostonpublicschools.org
ESL	Ms. Nguyen, <i>ESL Team Facilitator</i>	Ms. Nguyen: tnguyen7@bostonpublicschools.org

Additional Places For Information:

- **Boston Public Schools:**
 - [Daily At-Home Screening Checklist](#)
 - [BPS Community & Events Calendar](#)
 - [Boston Public Schools Remote Learning Site](#)
 - [BPS “We Dream Together” Resources for Immigrant Families](#)
- **City of Boston Coronavirus Information:** [City of Boston Coronavirus Information](#)



Additional Resources during the COVID-19 Pandemic

Boston Public School

- For more information regarding the reopening plans for BPS visit:
<https://www.bostonpublicschools.org>

City of Boston

- To find daily updates, testing sites, and resources specific to ongoing guidance related to COVID-19 visit: www.boston.gov

Internet Resources

Free and/or low cost internet available through Comcast Internet Essentials
(<https://www.internetteentials.com/>) [Free for first 2 months, than \$9.95/month thereafter]

Food Resources

- Use the following website to locate a **food pantry** near your:
<https://www.gbfb.org/need-food/>
- Check here to see how to receive **free fresh food boxes**:
<https://www.aboutfresh.org/fresh-truck-box-program-overview/> or email:
food@boston.gov
- If your student typically receives door to door transportation, as mentioned in their IEP, they may be eligible for food drop offs at your home. ???

Housing Resources

The following organizations can support families who are seeking assistance regarding housing, payments, or additional needs.

- City of Boston Rental Relief Resources:
<https://www.boston.gov/departments/neighborhood-development/office-housing-stability/rental-relief-fund>
- Metrohousing Boston: <https://www.metrohousingboston.org/>
- Neighborhood of Affordable Housing, Inc.: <https://noahcdc.org/>
- Project Hope: <https://www.prohope.org/>

Special Education/Disability Related Supports

The following organizations provide resources including caregiver supports, accessing services remotely, and legal supports for families who have loved ones with disabilities.

- City Wide - **Boston Public School SpedPac**: <http://bostonspedpac.org/>
 - Virtually connect with other families in BPS
- **FamilyTies** provides information and referral services, emotional support, and training to parents of children and youth with special needs. Driven and staffed by parents of children with special needs, we offer a unique type of emotional and practical support to families with similar life experiences.
 - Call: 1-800-905-TIES (8437)
 - Visit: <https://www.massfamilyties.org/>
 - Boston-area specific coordinator (Sara Asmerom): sasmerom@fcsn.org or (617) 624-6089
- **Autism Spectrum Center** services (at Boston Children's Hospital): Families and providers can get information and access all our services through our one-stop phone line: 617-355-7493
- **Autism Society's COVID-19 Tool Kit**: provides information, resources, and specific supports to the autism community. <https://www.autism-society.org/covid-19/>



Appendix A



CBHM SCHOOL RULES

	In The Hallway	At Lunch	At Recess	In the Classroom	In The Bathroom
Be Respectful	<p>Use kind words and actions</p> <p>Keep body safe and calm</p> <p>Take care of school property</p> <p>Listen to and follow directions</p> <p><u>THINK</u> before you speak</p>	<p>Use kind words and actions</p> <p>Keep body safe and calm</p> <p>Take care of school property and games</p> <p>Listen to and follow directions</p> <p><u>THINK</u> before you speak</p>	<p>Use kind words and actions</p> <p>Keep body safe and calm</p> <p>Take care of playground and equipment</p> <p>Listen to and follow directions</p> <p><u>THINK</u> before you speak</p>	<p>Use kind words and actions</p> <p>Keep body safe and calm</p> <p>Take care of classroom and materials</p> <p>Listen to and follow directions</p> <p><u>THINK</u> before you speak</p>	<p>Use kind words and actions</p> <p>Keep body safe and calm</p> <p>Take care of school property</p> <p>Listen to and follow directions</p> <p><u>THINK</u> before you speak</p>
Be Unified	<p>Use voice level 0-1</p> <p><u>SSR</u></p> <p>Have a pass</p>	<p>Use voice level 2</p> <p><u>CAFE</u></p> <p>Stay in your seat while you eat</p>	<p>Use voice level 2-3</p> <p><u>PLAY</u></p>	<p>Use voice level 0-2</p> <p><u>SLANT</u></p>	<p>Use voice level 0-2</p> <p><u>SH!</u></p> <p>Have a pass</p>
Be Excellent	<p>Use the fastest route</p> <p>Go to your assigned location</p> <p>Hold the door</p> <p>See it, clean it up</p>	<p>Use your time to eat</p> <p>Wait your turn</p> <p>Make healthy choices</p> <p>See it, clean it up</p>	<p>Include everyone</p> <p>Take turns and Share</p> <p>See it, Clean it up</p>	<p>Be engaged</p> <p>Show my best effort</p> <p>See it, Clean it up</p>	<p>See it, Clean it up</p>

SSR	CAFE	PLAY	SLANT	SH!
<p><u>S</u>traight</p> <p><u>S</u>ilent</p> <p><u>T</u>o The Right</p>	<p><u>C</u>lean Area</p> <p><u>A</u>ppropriate Manners</p> <p><u>F</u>riendly Conversations</p> <p><u>E</u>nter and Exit Safely</p>	<p><u>P</u>roblem Solve</p> <p><u>L</u>isten & Follow Directions</p> <p><u>A</u>lways Play Fair</p> <p><u>Y</u>es, You can Play</p>	<p><u>S</u>it up Straight</p> <p><u>L</u>isten</p> <p><u>A</u>sk & Answer</p> <p><u>N</u>od your Head</p> <p><u>T</u>rack the Speaker</p>	<p><u>S</u>Hhhhh!</p> <p>Flu<u>S</u>H!</p> <p>Wa<u>S</u>H!</p> <p>Tra<u>S</u>H!</p> <p>Back in a Fla<u>S</u>H!</p>