

Edward M. Kennedy



Academy for Health Careers

Families and Students
Handbook and
Code of Conduct
2019-2020

Dream. Grow. Excel.

A Horace Mann Charter Public School in partnership with Boston Public Schools and Northeastern University

Fenway Campus

Physical Address: 110 Fenway ~ 102 Cahners Hall ~ Boston, MA 02115
Mailing Address: 360 Huntington Ave ~ 102 Cahners Hall~ Boston, MA 02115
PHONE 617-373-8576 ~ FAX 617-373-7850

Fenwood Campus

10 Fenwood Road Boston, MA 02115
PHONE 617-635-8450~ FAX 617-635-8452

Edward M. Kennedy Academy for Health Careers

**Horace Mann Charter Public School in Partnership with
Boston Public Schools and Northeastern University**

2019-2020



Headmaster

Dr. Caren S. Walker Gregory



Board of Trustees

Mr. Elmer Freeman, Chairperson

Ms. Lynnette Cheseborough

Isabella Amador

Mr. Eric Esteves

Mr. Jeffrey Huey

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Dr. Ebonie Woolcock



Superintendent of Boston Public Schools

Dr. Brenda Cassellius



Boston Public School Committee

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Quoc Tran

Evelyn Reyes, Student Representative

Elizabeth Sullivan, Executive Secretary

The Edward M. Kennedy Academy for Health Careers, in accordance with its non-discrimination and zero tolerance policy, does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of race, color, age, disability, sex, religion, national origin, homelessness, gender identity or sexual orientation, and does not tolerate any form of discrimination, intimidation, threat, coercion, and/or harassment that insults the dignity of others by interfering with their freedom to learn and work.

Families and Students Handbook and

Code of Conduct 2019-2020

Fenway Campus
Administrative Offices/School
Physical Address - 110 Fenway
Boston, MA 02115

Fenwood Campus
Administrative Offices/School
10 Fenwood Road
Boston, MA 02115

Main Office
(617) 373-8576 **Phone**
(617) 373-7850 **Fax**

Main Office
(617) 635-8450 **Phone**
(617) 635-8452 **Fax**

Fenway Campus-11th-12th Grades

SCHOOL HOURS:	7:30 AM – 2:30 PM
Fridays:	7:30 AM – 1:30 PM
Early Release:	11:30 AM

Fenwood Campus- 9th-10th Grades

SCHOOL HOURS:	8:00 AM – 3:00 PM
Fridays:	8:00 AM – 1:30 PM
Early Release:	11:30 AM

Horace Mann Charter Public School in partnership with Boston Public Schools and Northeastern University

This publication includes school-based rules and guidelines, some laws, policies, regulations and practices that are important to the Edward M. Kennedy Academy for Health Careers and the Boston Public Schools and their parents and guardians. For a more comprehensive directory of laws and policies relating to students and parents, please use the 2019-2020 Guide to the Boston Public Schools for Families and Students.

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SCHOOL GOVERNANCE

About Our Board of Trustees

A Board of Trustees that broadly represents the members of the EMK community governs the Kennedy Academy for Health Careers, Horace Mann Public School. The Board meets once a month from 6:00-8:00 PM. Meetings are open to the public and are held at 10 Fenwood Road, Boston, MA. To confirm meeting date and site, please call 617-635-8450. Members serve a minimum of two-year terms.

Name/Office	Affiliation
Mr. Elmer Freeman Chairperson	Executive Director Center for Community Health Education, Research and Service (CCHERS) EMK Parent Representative
Ms. Lynnette Cheseborough	Community Representative EMK Parent Class of 2015
Mr. Eric Esteves	Community Representative
Mr. Jeffrey Huey	Assistant Project Accountant Turner Construction Company EMK Class of 2014
Ms. Pivel Morton	Administrative Director Brigham & Women's Hospital
Mr. Julian Scott	Director of Admin & Finance NU Office of the Chancellor
Dr. Ebonie Woolcock	Instructor of Obstetrics and Gynecology at the Boston University School of Medicine
Dr. Richard O'Bryant	Director the John D. O'Bryant African- American Institute at Northeastern University EMK Parent Class of 2019

Isabella Amador Mr. Bill Rawlinson	EMK Student Representative EMK Faculty Representative
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HANDBOOK: ABBREVIATED CODE OF CONDUCT

OFFENSE

DISCIPLINE

ATTENDANCE

Skipping School	Parental Notification Community Service / Possible Suspension
Tardy to school and without check in	Parental Notification
Cutting class	Parental Notification / Community Service / Possible Suspension

ALCOHOL & DRUG USE

Possession/use/distribution	Immediate 5-10-day Suspension or Attendance at the Counseling and Intervention Center Substance Abuse Program (SAP)
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SCHOOL BEHAVIOR

Academic dishonesty, cheating, plagiarism	Parental Notification and Zero for the assignment
Town Meeting misbehavior	Parental Notification
Disrespect to fellow students and faculty (including profanity)	Parental Notification / Parent Conference / Possible Suspension

Cell Phones and Electronic Devices	1st Offense - Confiscation of item until the end of the period 2 nd Offense- Confiscation of item until the end of the day (Fenwood Campus: 3pm, Fenway Campus: 2:30pm) 3 rd Offense- Parent Called, Confiscation of Article, Retrievable by Parent. Further disciplinary action may occur
Dress Code Violation, Fenway Campus	Parental Notification and request for appropriate clothing
Failure to identify self to any staff member when asked	Parent Conference
Fighting / assault	Up to Five Day Suspension, Long-term suspension or Expulsion / Referral to Succeed Boston
Filing a false report, Forgery, Gambling	Parent Conference / Possible Suspension

OFFENSE

DISCIPLINE

SCHOOL BEHAVIOR

Hazing/Bullying	Parent Conference / Possible Suspension; Possible Filing of Charges with Boston School Police / BPS Counseling and Intervention Center referral
Instigating or supporting a fight/ refusing to leave a fight	Parent Conference Possible Suspension
Bringing outsiders/non-students on campus	Parental Notification
Sexual Harassment	Suspension; attendance at Succeed Boston; Referral to Sexual Harassment Unit
Vandalism/theft	Restitution; Suspension 1-3 days

Weapons (possession or transfer from one to another)

Immediate 5-10-day suspension; Attendance at
Succeed Boston; Possible expulsion

SMOKING

Inside the school building or on the NU Campus

Parental notification / Suspension

STINK BOMBS

Possession

One-day suspension

Sale

Two-day suspension

Ignition

Three-day suspension; possible complaint filed for
disruption of a public building with BPS or NU
Police

TARDINESS

Late to school

Parental Notification

Reduction in class overall grade

Five tardies to school

Parental Notification

Conversion to School Absence

Class tardiness

Parental Notification

Reduction in class overall grade

USE OF CONTROLLED SUBSTANCE

Possession/user/distributor

Immediate suspension; Attend Succeed Boston;
possible expulsion & police/court action

INTRODUCTION

Kennedy Academy for Health Careers is a college preparatory and vocational high school for Boston students exploring careers in health and health-related professions. The Academy provides a supportive learning environment that promotes respect and embraces diversity. Students will attain the life skills needed to become productive and positive members of society.

The Edward M. Kennedy Academy for Health Careers was established because of its care and respect for the individual student. Each student is encouraged to grow intellectually, emotionally, physically, and socially. This handbook is intended for each student so that each will know his or her individual rights and responsibilities to self and community. All members of the **EMK** community may expect to feel safe and may expect that their person, property, and opinions will be respected. Each member of the **EMK** community is expected to contribute to creating an atmosphere of trust and encouragement. School should be a setting in which respect for rules and common decency are accepted by all as the necessary structure for both learning and community, and where those in authority always try to strike a balance between individual rights and the general good.

HISTORY

In 1994, the plan for the Kennedy Academy for Health Careers was developed by a public-private partnership called the Center for Community Health Education, Research and Service, which includes twelve of Boston's neighborhood Health Centers, two universities and the city's health department, in collaboration with other local healthcare and educational organizations. Two programs, which had been operating for several years, were integrated and greatly expanded to form the model for **EMK**; these were the Allied Health courses at Dorchester High and the Healthy Transitions/Healthy Futures program at Boston High. Members of the partnership felt it essential that young people from the inner city be given the opportunity and the support to enter college to become educators, doctors, nurses, social workers, medical technicians, physical therapists, dentists, dental assistants, health care administrators, etc. The partners hoped that students would eventually return to serve their communities as full-fledged health care professionals. The partnership developed the Kennedy Academy for Health Careers as one of Boston's first six "pilot schools," and the Academy opened as a "school within a school" at Boston High and at Dorchester High in September 1995.

On July 1, 1998, the Kennedy Academy for Health Careers became a free-standing Horace Mann Charter Public School located in Cahners Hall at Northeastern University. As a Horace Mann Charter Public School, **EMK** is free from many BPS school district and teachers' union rules. In exchange for this freedom, Horace Mann Charter Public Schools are monitored carefully by the State Department of Education and must demonstrate results within five years. Horace Mann Charter Public Schools are endorsed by the local school committee and the teachers' union and continue to be part of the local school district.

On Sunday, April 25, 2010 the school was renamed in honor of the late US Senator Edward M. Kennedy. Senator Kennedy imagined a future of educational excellence for all children, as well as health care and economic opportunity for all families. Because of his lifetime of public service, we are closer to these goals now than we have ever been. The staff and students of the Kennedy Academy work each day to realize the future he imagined for all of us.

The 2002-2003 school year was the final year of our initial five-year charter. In February 2003, the Massachusetts Board of Education voted unanimously to renew the charter of Kennedy Academy for Health Careers for a second five-year term. In June of 2018, the Massachusetts Board of Education renewed the school's charter for its fifth five-year term.

OUR MISSION

Kennedy Academy for Health Careers is a college preparatory and vocational high school for Boston students exploring careers in health and health-related professions. The Academy provides a supportive learning environment that promotes respect and embraces diversity. Students will attain the life skills needed to become productive and positive members of society.

OUR PHILOSOPHY

- We offer a rigorous academic program because it is the cornerstone for success in both higher education and professional futures.
- We establish high expectations for effort and progress because this helps students develop the discipline and confidence they will need to succeed at whatever life goals they establish for themselves.
- We focus on health and science to excite student interest in STEM development, to establish relevance in education, to promote a career focus, and ultimately, to address the health care needs of underserved communities.
- We help our students to become responsible adult citizens by nurturing their commitment to and responsibility for their own community.
- We take a holistic view of the student, providing support for social, emotional and intellectual development, and recognizing the particular importance of families in the process of education.
- We believe that all students have the potential to achieve at high levels, and so we look for students with a desire to meet the challenge of learning.
- We believe this comprehensive approach to secondary education will produce graduates who understand the value of learning, who have mastered important skills and knowledge, who recognize the dividends of hard work, and who have meaningful choices about their future.

DIVERSITY

Our students create a diverse community, representing many countries and nations. As an academy, we are committed to recognizing and learning about each other, allowing our diversity to be the cornerstone of our strength.

CHANNELS OF COMMUNICATION

Clear communication between the school and our families is vital in fostering a strong partnership. The following guide is provided in order to highlight the appropriate points of contact for a specific question. Please contact (via an email, note and/or phone call) faculty/staff members at school between the hours of 7:15am-2:45pm-Fenway Campus and 7:45am-3:15pm- Fenwood Campus.

CONTACT YOUR TEACHER FOR THE FOLLOWING:

- questions about your child's progress in a specific class
- background information (related to that class) that the teacher would benefit from knowing
- questions about the curriculum
- other subject/class related issues
- questions specific to an after-school activity coordinated by that teacher

You should contact the School Counselors, Carmen Calderón O'Hara (Grades 9-10), or LaTonia Pettie-Simpkins (Grades 11-12) if you:

- need to get an update or have questions on your child's overall progress (academic, social, etc.)
- have general background information that the counselor would benefit from knowing
- have questions regarding additional academic support
- have questions regarding the college application process
- need information regarding **MCAS, PSAT, SAT, ACT**

You should contact the Health Engagement Coordinator, Bill Rawlinson, if you:

- have questions regarding internships or community service
- have questions regarding programs with EMK partners

You should contact Nan Coellner and Mary-Alyce Whitham, Special Education Student Service Coordinator if you:

- would like to have your child tested for possible learning disabilities
- have questions regarding WIDA testing (new ELL testing)
- have questions regarding ELL and Special Education services
- have broad questions about the overall curriculum of the school

You should contact the Assistant Headmaster, Ms. Vicky Rodrigues, if you:

- have questions regarding Advanced Placement courses
- have questions regarding English Language Learners

You should contact the Assistant Headmaster, Mr. Celestino DePina, if you:

- have questions regarding MCAS
- have questions about school-wide, city-wide or statewide Science Fair

SOCIAL, EMOTIONAL & DISCIPLINARY CONCERNS

You should contact the School Counselors, Carmen Calderón O'Hara (Grades 9-10) or LaTonia Pettie-Simpkins (Grades 11-12), if you:

- need assistance addressing the social-emotional status of your child
- feel or think your child is a danger to him/herself and others
- seek referrals to outside agencies and/or organizations

You should contact the Assistant Headmasters, Mr. Celestino DePina or Ms. Vicky Rodrigues if you:

- have questions regarding disciplinary actions for your child
- have questions regarding the safety of your child
- have questions or concerns that are social in nature
- have already spoken with your child's teacher or advisor about a social or behavioral issue and feel it is necessary to discuss the matter further
- need to hold a meeting with your child's teacher regarding a disciplinary action
- have questions regarding the safety of your child

OTHER CONCERNS

You should contact the School Secretary, or Administrative Assistant if you:

- need general information regarding EMK
- have questions regarding enrollment
- have an alumni transcript request

You should contact the Coordinator of Planning & Development, Ms. Ernestine Andrade, if you:

- have questions regarding your child's schedule
- have questions regarding proposals, grants, budget, Title One, or MA Dept. of Elementary and Secondary Education grants
- have questions regarding annual donations
- have questions regarding EMK's annual report

You should contact the Headmaster, Dr. Caren Walker Gregory if you:

- have taken all of the appropriate steps listed above (under Teacher, Counselor, and Assistant Headmaster) and feel it is necessary to discuss the matter further
- have questions or concerns about anything that has to do with the school including expectations, program, curriculum, philosophy, etc.
- have questions regarding the Board of Trustees

EMERGENCY

In case of an emergency, call the school directly 617-373-8576 (Fenway Campus – Grades 11-12) or 617-635-8450 (Fenwood Campus – Grades 9-10). If the emergency occurs before or after school hours, contact Assistant Headmasters Mr. Celestino DePina (857) 763-9586 or Ms. Vicky Rodrigues (617) 593-1755.

SCHOOL MAILINGS

The Edward M. Kennedy Academy for Health Careers will mail all correspondence, including grades and comments regarding enrolled students, to the custodial parents/guardians. Exceptions to the policy can be made when legal documentation is provided indicating that only one parent is the custodial parent.

HANDBOOK: ACADEMICS 2019-2020

STANDARD CURRICULUM

Edward M. Kennedy Academy for Health Careers has established a rigorous, college preparatory curriculum as the standard for all students. When needed, we adjust the sequence of courses to accommodate the readiness and skills of individuals. All students, however, are held to the same promotional and graduation standards.

EMK Course of Study

	Freshman Year	Sophomore Year	Junior Year	Senior Year
English and Arts	<ul style="list-style-type: none"> College ELA 9 	<ul style="list-style-type: none"> College ELA 10 	<ul style="list-style-type: none"> College ELA 11 AP Language Theatre Arts 3 	<ul style="list-style-type: none"> College ELA 12 AP Literature Theatre Arts 4
Math	<ul style="list-style-type: none"> Integrated Math 1 	<ul style="list-style-type: none"> Integrated Math 2 	<ul style="list-style-type: none"> Pre-Calculus College Prep Math 3 	<ul style="list-style-type: none"> Calculus Statistics Dual Enrollment Calculus
History	<ul style="list-style-type: none"> US History 1 	<ul style="list-style-type: none"> US History 2 	<ul style="list-style-type: none"> World History 2 	<ul style="list-style-type: none"> Social Issues AP US History
Science	<ul style="list-style-type: none"> Biology 	<ul style="list-style-type: none"> Chemistry 	<ul style="list-style-type: none"> Physics AP Biology Computer Science 	<ul style="list-style-type: none"> Physics Anatomy and Physiology
World Language	<ul style="list-style-type: none"> Spanish 1 	<ul style="list-style-type: none"> Spanish 2 Spanish 2 for Native Speakers 	<ul style="list-style-type: none"> French 1 	<ul style="list-style-type: none"> French 2
Health	<ul style="list-style-type: none"> Health Education Health Assisting 1 	<ul style="list-style-type: none"> Wellness Health Assisting 2 	<ul style="list-style-type: none"> Health Assisting 3 EMT 	<ul style="list-style-type: none"> Health Assisting 4 Psychology AP Psychology
Physical Education	<ul style="list-style-type: none"> Fitness Strength Training Cardiovascular Health 	<ul style="list-style-type: none"> Fitness Strength Training Cardiovascular Health 	<ul style="list-style-type: none"> Fitness Strength Training Cardiovascular Health 	<ul style="list-style-type: none"> Fitness Strength Training Cardiovascular Health

Career Readiness and Student Support	<ul style="list-style-type: none"> • College and Career Readiness 1 	<ul style="list-style-type: none"> • College and Career Readiness 2 	<ul style="list-style-type: none"> • College and Career Readiness 3 	<ul style="list-style-type: none"> • College and Career Readiness 4
Academic Supports	<ul style="list-style-type: none"> • Strategies for Success • English as a Second Language 	<ul style="list-style-type: none"> • Strategies for Success • English as a Second Language 	<ul style="list-style-type: none"> • Strategies for Success • English as a Second Language 	<ul style="list-style-type: none"> • Strategies for Success • English as a Second Language

*A score of 3-5 on the AP exam can result in obtaining college credit, depending on the college of admission

GRADING SCALE

Number Grade	Letter Grade	GPA Equivalent
98-100	A+	4.33
94-97	A	4.00
90-93	A-	3.67
87-89	B+	3.33
84-86	B	3.00
80-83	B-	2.67
77-79	C+	2.33
74-76	C	2.00
70-73	C-	1.67
67-69	D+	1.33
64-66	D	1.00
60-63	D-	0.67
Below 60	F	0.00

HOMEWORK POLICY

Teachers are responsible for assigning homework. Homework builds on classroom work and encourages the development of self-discipline and personal responsibility. Students should have a minimum of 2.5 hours each night. If parents / family members have questions about homework or if the student says the teacher does not assign

homework, contact the teacher or School Counselors, Ms. Pettie-Simpkins at 617-373-8468 (Grades 11-12) or Ms. O'Hara at 617-635-8450 (Grades 9-10).

HONOR ROLL

- Students will earn high honors if she/he earns all A's in any term.
- Students will earn honor roll if she/he earns all A's and B's in any term.
- Students will earn honorable mention if she/he earns A's, B's and one C or C+ in any term.
- Students who have failed two or more core academic courses at the end of August will be retained and will repeat failed courses.
- Students with disabilities are expected to meet promotional and graduation requirements. A student's Individualized Education Program (IEP) or Section 504 Plan will state the expected requirements and the school's plan for meeting promotional goals. The conditions by which the student will take standardized tests and alternative classroom tests and assessments are outlined in the student's IEP.

EMK Grade-Level Promotion Policy

EMK values serving all students and families. As such, the school tries to meet the needs of students whose course completion is disrupted for a variety of reasons. The minimum standards for promotion at each grade level are as follows:

By the end of Summer School after Grade 9:

- 1 Course in English
- 1 Course in Math
- 1 Course in History or Science

By the end of Summer School after Grade 10

- 2 Courses in English
- 2 Courses in Math
- 3 Courses in History or Science
- 1 World Language (unless exempted by Headmaster)

By the end of Summer School after Grade 11

- 3 Courses in English
- 3 Courses in Math
- 5 Courses in History or Science
- 1 World Language (unless exempted by Headmaster)

By the end of Summer School after Grade 12:

- 4 Courses in English
- 4 Courses in Math
- 3 Courses in History
- 3 Courses in Science
- 2 World Language (unless exempted by Headmaster)

EMK Standard Graduation Requirements

The standard EMK College Preparatory Program is designed to meet the Massachusetts Core Curriculum Frameworks, preparing all students for success in college. We expect:

English	4 Courses
Math	4 Courses – Including Algebra 2
History	4 Courses – Including US History
Science	4 Courses
World Language	3 Courses
College and Career Readiness	4 Courses
Health Education / Wellness	2 Courses
Health Assisting	4 Courses
Physical Education	4 Courses – One each year
Arts	2 Courses
Senior Elective	1 Course – Currently Psychology or French 2
MCAS Proficiency	English and Math
MCAS Needs Improvement	Science

Notes:

- Students in the Health Assisting CVTE Program take Health Assisting in place of an elective in grades 11 and 12.
- Certain special education students may be exempt from the World Language requirement by the Headmaster to accommodate the needs of Individual Education Plans.
- In certain circumstances, with the Headmaster's permission, students may earn an EMK diploma by meeting the Boston Public Schools' minimum graduation requirements.
- During the senior year, **failure of any course for the fourth marking period** will result in the student not being able to participate in graduation ceremonies in June.

AWARDS AND SCHOLARSHIPS

The following list of awards and scholarships are presented to deserving EMK students. The number of scholarships awarded is based on the availability of funds.

END OF THE YEAR AWARDS

- **Academic Excellence Within a Subject Area** – Awarded at each grade level to the student who has demonstrated the highest achievement in a subject during the academic year.
- **Academic Advancement Within a Subject Area** – Awarded at each grade level to the student who demonstrated the most significant improvement during the academic year.
- **Coaches Award** – Awarded to the student chosen by the coach as the most outstanding athlete in the areas of talent, sportsmanship and school spirit for the season.

- **Community Service** – Awarded to students at each grade level who participated in community service. Recognizes the senior who has completed at least 100 hours of community service.
- **Citizenship** – Awarded at each grade level to students who have consistently demonstrated strong commitment to his/her community – not just in school, but in other arenas as well.
- **Franklin Medal** -Awarded to two seniors at each Boston high school for outstanding scholarship and meritorious deportment.
- **Leadership** – Awarded at each grade level to students who have consistently demonstrated positive leadership in school activities and among his/her peers.
- **Overall Academic Excellence** – Awarded to the student at each grade level with the highest overall grade point average for the academic year.
- **Overall Academic Advancement** – Awarded to the student at each grade level who has shown significant academic growth across all disciplines for the academic year.
- **EMK Way - Outstanding Contribution for Creating a Safe Community** – Awarded to the student who has demonstrated commitment and leadership to make EMK a safe community for all students.
- **Outstanding Clinical/Internship Participation** – Awarded to the student who has demonstrated a strong commitment to his/her clinical/internship placement and has represented EMK in the most exemplary manner.
- **Peacemaker Award** – Awarded to the student who embraces peace and non-violence in word and deed.
- **Perfect Attendance** – Awarded to students whose attendance at school every day (180) all year demonstrates their commitment to their own education.
- **Perseverance Award** – Awarded to the student who consistently works to overcome personal or educational obstacles with a positive attitude.
- **Student Government Award** – To recognize the commitment of EMK students who are elected by their peers to be student government officers.

SCHOLARSHIPS

- **Boston Teachers' Union Scholarship (\$1,000)** – Two students are nominated by the school based on criteria established by the BTU. One scholarship is based on academics and the other is based on character, citizenship and effort.
- **Brigham & Women's Hospital Scholarships** – Established by Brigham and Women's Hospital to reward high-achieving students who will enter the health professions.
- **EMK Scholarships (\$500-\$1,000)** – Awarded at the discretion of the headmaster to acknowledge financial need, academic achievement, academic improvement, and success in overcoming significant personal or educational obstacles.
- **Headmaster's Award (\$1,000)** – Awarded to the senior who has been at the Academy for a full four years and has stood apart from the rest of the senior class by word, deed and academic achievement.
- **John and Abigail Adams Scholarship** – Full four-year tuition scholarships at Massachusetts public institutions of higher education based on outstanding MCAS achievement.
- **Northeastern University Scholars** – Boston Public High School Valedictorian Scholarship, Torch Scholars, and Foundation Year program.
- **POSSE Scholars** – The POSSE Foundation identifies students with extraordinary academic and leadership potential. POSSE's partner colleges and universities award students' four-year, full tuition leadership scholarships.

- **The Dr. Carl S. Walker Memorial Scholarship-** Awarded by the family of Dr. Carl S. Walker to honor his long-standing work in laboratory science and higher education.
- **The Harris/Jesson Family Scholarship** – Awarded by the family of Frank Harris to honor the longstanding work in education of Edward Harris and Kathleen Jesson.
- **The Dr. Kathleen Flannery Memorial Scholarship** – Awarded to deserving EMK seniors at the discretion of the headmaster in memory of a BPS principal with outstanding commitment to the students and families of Boston.

STUDENT SUPPORT SERVICES

ADVISORY SYSTEM

The EMK Advisory system is designed to connect all staff members with small groups of students over the duration of their experience at the Academy. The intent is to increase adult/student connections outside the classroom; to provide opportunities for peer support and community building; and to provide support and motivation for academic achievement.

Big Brother Big Sister Mentor 2.0

Mentor 2.0 program sponsored by Big Brother Big Sister is a technology-enriched, one to one youth mentoring experience that provides all 9th, 10th and 11th grade students with the support and guidance they need to graduate high school, and succeed in college. Continuous support and guidance from a mentor coupled with skills taught in our traditional curriculum will provide our students with the tools needed to become the doctors, nurses, researchers and social workers of tomorrow.

Academic Support/MCAS Prep

EMK teachers provide after-school subject-area tutoring for students beginning in October to May of each school year. There is an after-school support program held on Mondays, Tuesdays, Wednesdays and Thursdays from 2:45-4:00 PM at the Fenway Campus. There is an after-school support program at the Fenwood Campus on the same days but running from 3:15 - 4:30 PM. Mandatory MCAS Prep is provided after school for tenth grade students, two days a week from 3:15 - 4:30 PM beginning the first week in February.

Home for Little Wanderers

The Home for Little Wanderers provide EMK with two (2) full-time counselors. They provide academic and clinical counseling to EMK students in grades 9-12. In order to provide individual counseling, it is necessary to verify health insurance and check that it is accepted by HFLW.

Health Insurance may cover some or all of the cost for counseling. All insurance requirements, including co pays/deductibles apply to these services. Please contact Ms. Pettie-Simpkins at 617-373-8468 or Ms. Calderón O'Hara at 617-635-8450 with questions.

The EMK Way-- For Students

1. We are a community of learners. We provide respect, support, and encouragement for one another.
2. We are responsible to create a respectful learning community for all. We are prepared, ready to learn, and open to support from adults and peers.

3. We work hard. We know we can get smarter. We have confidence in ourselves. We know we can dream, grow, and excel.
4. We know we are responsible for our own learning and success. We advocate for ourselves. We know it is okay to ask for help.
5. We hold each other accountable. We are not perfect. We learn from our mistakes.
6. We have each other's backs. We care for and advocate for each other. We have a responsibility to be there for each other.
7. We treat EMK as our home. We respect our space and share responsibility to care for it.

HANDBOOK: CODE OF CONDUCT

All **EMK** students must meet the state laws and **EMK/BPS** requirements of 95% regarding school attendance. All students are expected to arrive to school by 7:25am at the Fenway campus and 7:55am at the Fenwood campus every day so that they can be on time for their first class.

Students arriving late must check in at the main entrance. Students arriving after 8:15am at the Fenway campus and 8:45am at the Fenwood campus must check in with the main office with a note.

ATTENDANCE/TARDINESS

- An attendance contract will be signed by the student, parent/guardian, and school at the beginning of the year.
- Students are expected to be present and on-time every school day.
 - At Fenwood, school starts at 8:00 am, and tardies will be marked starting at 8:05 am.
 - At Fenway, school starts at 7:30 am, and tardies will be marked starting at 7:35 am.
- First period attendance as recorded by teachers is the official record of school attendance. Students who arrive late to school must check in at the tardy desk or the main office to have their attendance recorded properly.
- **Students will need to bring a note *within one week* of the absence to the main office.**
- Excused absences are **ONLY**: verified illness (note or letter from doctor, a health professional or parent), death in the family, religious holidays, and court appearances.
 - An excused note should include: date of absence, reason for absence, and phone number to contact parent/guardian.

NO CREDIT (NC) POLICY

- Absence to school that is *unexcused* can result in a student earning a grade of NC (no credit) for the term.
- Prior to a student receiving an NC, the school will implement multiple interventions as a preventative measure (i.e. meeting with school Counselor, Attendance Intervention Plan, and/or Parent/Guardian meeting, etc.)
- The quarterly grade of NC will be printed on the report card and will be *changed* at the end of the next term unless they receive an NC the following term. See chart below.

IMPORTANT ATTENDANCE POLICY INFORMATION

Attendance Information →	(=) Conversion
5 unexcused tardies	1 unexcused absence
5 unexcused absences	NC in all classes (unless student earns an F, which will remain on report card)

2 consecutive quarters of NC (i.e. 2 quarters in a row)	All grades for <i>previous</i> term changed to 60% (unless student earns an F, which will remain on report card)
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- **Students receiving NCs are:**
 - **ineligible for honor roll recognition.**
- **Formal attendance contracts will be established for EMK athletics and extracurriculars until progress reports of the next term → if the student has not improved attendance then they will officially become ineligible. If student improves attendance by progress report period, students will be officially eligible and removed from attendance contract.**

Early Dismissal

Students needing early dismissal must get a dismissal slip from School Secretary or Administrative Assistant. **With the exception of emergency medical or dental reasons, EMK does not routinely approve requests for early dismissals.** When the early dismissal is necessary, students should present a note signed by a parent or guardian requesting the dismissal to the office on arrival at the beginning of the day. **The note should state the reason and time for the requested dismissal and should include a phone number for verification.** All early dismissals will be confirmed, if unable to be confirmed the dismissal will not be allowed.

Absences

In the case of absence, a **parent/guardian** (not the student) **must call (617) 373-8465- Fenway Campus or (617) 635-8450- Fenwood Campus** to report the absence by 8 am- Fenway Campus and 8:30 am- Fenwood Campus. If the school does not hear from a parent, a call will be made to the parent notifying them about the absence. **The student must bring a parent's/doctor's note on the day of his/her return to school. Medical absences of more than two days require a doctor's note.** Routine medical or dental appointments should be made during vacation periods or times when school is not in session. Automated calls will be made to the home to inform parents/guardians of absence.

Long-Term Absences

The school requires that parents contemplating allowing their child to miss school for an extended period of time, for reasons other than illness, consult with the Assistant Headmaster or Headmaster as far ahead as possible. If the Assistant Headmaster or the Headmaster agrees that such an absence is not avoidable, the student must submit a written request or documentation at least two weeks before the departure date. **It is the student's sole responsibility to obtain assignments from his/her teachers before the departure date. All missed work must be submitted immediately upon return.** When these specific procedures are not adhered to, the absence will be considered unapproved. **Absences that are unapproved may result in an academic loss to the students.**

Short-Term Absences

For any other short-term unexpected absences that may arise, the school requires that students present a note to the Assistant Headmaster at least 24 hours in advance for approval. When the specific procedures are not followed, the absence will be considered unexcused. The responsibility for making up missed work rests solely with the student. **Unexcused absences may result in academic loss to students.**

Attendance to Class

Students are required to attend all assigned classes. Students will conduct themselves in accordance with classroom rules, thereby eliminating the need to be temporarily removed from class.

Tardiness

The school day begins at 7:30am-Fenway Campus and 8:00am-Fenwood Campus. The first period teacher will record attendance to school. Students arriving after 7:30am-Fenway Campus and 8:00am-Fenwood Campus will be marked tardy for the day. A parent should call the school if a student is going to be more than 10 minutes late. **This call, however, does not necessarily excuse a student's tardiness. If a student is late to school due to a medical appointment, he/she must bring a doctor's note. It is highly recommended that all medical appointments be made for after school hours.** Parents will receive notification of their child's tardiness to school via a phone call.

Tardiness to Class Policy

Tardy arrival to class will impact students' overall professionalism grade and students may suffer other consequences.

Excused Absences

Excused absences may include: a verified illness or injury; a death in the immediate family or other significant personal or family crisis; court appearances; religious holidays; or other extraordinary situations.

Unexcused Absences

Unexcused absences may include: unverified repetitive and chronic absence due to illness or injury; student needing to babysit; cutting class; family vacation; trip to the homeland; etc.

Attendance and School Lunch

As a public school, Kennedy Academy for Health Careers provides free breakfast and lunch for all students. Students are permitted to bring their own meals from home and eat at Smith Hall-Fenway Campus and the school cafeteria-Fenwood campus. **Students at the Fenway Campus will have open campus lunch from 10:40 am – 11:20am at designated eateries. Students at the Fenway campus who have open campus lunch are expected to return from lunch by 11:20am and in class and ready to work by 11:24am. Fenwood Campus lunch for Grades 9 & 10 is monitored by EMK staff.** All students at the Fenwood campus will eat lunch in the school cafeteria.

CODE OF CONDUCT

RULES AND DISCIPLINARY PROCEDURES

The following rules address the most important areas of behavior at the Kennedy Academy for Health Careers. They are fundamental to the maintenance of a safe environment within which learning, respect for self and others, and respect for individual and school property is protected. Consequences for violating these rules are listed in this handbook.

These rules do not cover each and every possible situation. The administration must uphold state and federal laws that apply to public schools. Additionally, members of **EMK** are expected to differentiate between appropriate and inappropriate behavior both in and out of the classroom, during any **BPS/EMK** activity or in the **EMK/NU** neighborhood. Members of the **EMK** community will be held accountable for their behavior in any **EMK** sponsored activity, and are advised to familiarize themselves with both the fundamental and additional Codes of expected behavior included in this handbook. If a conflict over these issues arise, members of the school community have the right to seek mediation or file a complaint with the Headmaster of **EMK**.

All students enrolled in **EMK** are subject to the rules and regulations set forth in this handbook regardless of whether they have attained the age of majority. In addition to the rules outlined in this handbook, the Kennedy Academy for Health Careers is required by state statute to publish the following:

"Whoever not being a law enforcement officer, and notwithstanding any license obtained by him/her under the provisions of chapter one hundred and forty, carries on his/her person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college, or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, 'firearm' shall mean any pistol, revolver, rifle, or smooth-bore arm from which a shot, bullet, or pellet can be discharged by whatever means." (This paragraph was added to the General Laws, c. 269, s. 10(j) by Chapter 150 of the Acts of 1987.)

SUSPENSION AND EXPULSION

Suspension is not being allowed to attend school for a limited number of school days. A student may be suspended for serious offenses, including: hurting another person (or threatening to hurt another person); bringing to school a dangerous object of no reasonable use; being charged with a felony; damaging or stealing private property (or threatening to); sexually harassing another person; using racial or ethnic slurs, profanity; disrupting school or classroom activity; bullying; refusing to identify himself or herself; leaving the school without permission; or cutting classes excessively.

In some cases, the Dean of School Culture or Assistant Headmaster may recommend that a student be suspended for up to ten days or that the student be expelled from the Academy. Before the Dean of School Culture or Assistant Headmaster can suspend a student, he or she must first hold a hearing at the school and invite the student and the student's parent/guardian. At the hearing, the Dean of School Culture or Assistant Headmaster hears the evidence and decides whether the student should be suspended. The parent/guardian may appeal the decision to the Headmaster/School Department within ten school days.

In some instances, a student may be suspended before a hearing. This "emergency suspension" can be imposed only when a student is disruptive after a serious incident and only for the remainder of that school day. Before an emergency suspension, the school must notify the parent/guardian; a hearing must also be held at a later date.

Expulsion is not being allowed to attend school for a minimum of eleven school days and a maximum of one full year. State law now permits the Headmaster to expel a student who brings to school a dangerous weapon or a controlled substance; who assaults an educational staff person; or who is convicted of a felony. The Code of Conduct lists other offenses for which a

student may be expelled, with automatic expulsion for: harming or attempting to harm another person with a weapon; bringing to school a firearm or a weapon (or a dangerous object for a second time); using a mock gun in a threatening manner; possessing, selling, or distributing controlled substances; or failing to attend Boston Succeed when assigned. When necessary, the Headmaster may recommend that a student be expelled from **EMK**. To do so, the school must notify the student and parent/guardian of the violation, schedule a hearing, and inform them by letter of the date, time, and place for the hearing. At the hearing, the Dean of School Culture and the Assistant Headmaster or Headmaster will serve as the Hearing Officers, who listen to witnesses and examine the evidence. If the Headmaster decides to expel a student, the student must be notified in writing.

At the hearing, a parent/guardian is encouraged to bring a lawyer or an advocate if they desire. The school also will provide an interpreter for parents who have limited English-speaking ability.

We have outlined some steps that will help teachers, staff, and administrators improve student responsibility. These steps are not necessarily linear or consistent for each student. Different strategies will be introduced in order to change students' behavior. We realize that consistency is important when it comes to discipline. Each student should be treated fairly and respectfully; however, consistency may not always be possible or appropriate.

The procedures for suspensions and expulsion conform to the Kennedy Academy for Health Careers and Boston Public Schools Codes of Discipline.

Please consult the 2019-2020 Guide to the Boston Public Schools for more information.

Appealing an Expulsion – If the student and the parent/guardian disagree with the expulsion, they may appeal the decision to the Superintendent of BPS or his designee within 10 school days.

After the Expulsion Period –When a student's period of expulsion has ended, the parent/guardian (or student age 18 or older) must re-enroll in the Boston Public Schools. The student may be accepted back to **EMK** if the Headmaster recommended this at the time of the expulsion.

Corporal Punishment – Under state law, the **BPS** School Committee and **EMK** Board of Trustees policy, school staff may not punish a student by hitting, pushing, or any use of physical force. School staff trained in CPI Nonviolent Crisis Intervention may use reasonable physical force to restrain a student only if (1) a non-physical intervention is ineffective or would be ineffective and or (2) they believe the student's actions may result in physical injury to the student or other people.

Students with Disabilities (from the BPS Code of Conduct)

15.1 Students with disabilities and/or students on Section 504 plans, as defined by federal law and regulations, shall be subject to the provisions of the BPS Code of Conduct, except as otherwise provided by this Section (Refer to Superintendent's Circular, SPE 15: Discipline of Students with Disabilities) and by the Student's IEP and/or 504 Plan.

15.2 Special education staff, including the Special Education Coordinator/Program Director or designee, shall be involved in all administrative decisions under this Code involving students with disabilities. Prior to an administrative decision under this Code, the Building Administrator shall verify: (a) whether or not the student has been designated a student with disabilities or has been referred for a special education evaluation but not yet determined to have disabilities; and (b) that the Individualized Education Program (IEP) of every student with disabilities will indicate why the student is or is not expected to meet the Code of Conduct, and, if not, what modification of the Code is required. If modifications to the Code are required, such modifications shall be described in the IEP.

15.2.2 If the decision will not impact the student's placement and/or not result in a cumulative suspension of more than ten (10) days during a school year, a meeting of relevant Team members is not required.

15.2.3 If the decision will impact the student's placement and/or result in a cumulative suspension of more than ten (10) days during a school year, a meeting of relevant Team members is required.

15.3 Students Not Yet Eligible for Special Education

Under state and federal laws and regulations, a student who has not been determined to be eligible for special education and related services, and who has engaged in behavior that violated any rule or code of conduct, may assert any of the protections provided to students with disabilities if the school had knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.

15.3.1 The school department is deemed to have knowledge the student is a student with a disability if prior to the incident:

- (a) The parent of the student has expressed concern in writing to school department staff that the student is in need of special education services (refer to Superintendent's Circular, SPE 15: Discipline of Students with Disabilities);
- (b) The parent has requested an evaluation of the student; or
- (c) The teacher of the child or other school personnel has expressed specific concerns about the pattern of behavior of the child to the Director of Special Education or other special education personnel.

15.3.2 If there is no prior knowledge of disability, the student may be subject to the same disciplinary measures as those applied to students without disabilities with the following limitations:

- (a) If a request is made for an evaluation during the time period in which the student is subjected to disciplinary measures, the evaluation should be conducted in an expedited manner; and
- (b) Until the evaluation is completed, the student remains in the educational placement determined by school authorities.

15.4 The following provisions shall apply whenever a school proposes one of the following actions: to suspend a student with disabilities for more than ten (10) cumulative school days in a school year; or to expel a student with disabilities. The definition of a student with a disability is found in Section 21.19. A free appropriate public education (FAPE) must be provided to students with disabilities during any period of suspension of more than ten (10) cumulative days, alternative placement, or expulsion.

- 15.4.1** In accordance with federal laws and regulations, the Building Administrator or Designees of the Boston Public Schools:
- (a) will notify the Assistant Superintendent for Special Education and Student Services, or designee, of the misconduct for which suspension of a student with disabilities for more than ten (10) cumulative school days is proposed so that the procedures required by federal and state laws and regulations can be implemented consistently;
 - (b) will record and maintain the number and duration of suspensions of students with disabilities;
 - (c) will ensure that no student with disabilities is suspended for more than ten (10) cumulative school days in the school year except as provided by federal laws and regulations.

15.4.2 Manifestation Determination

When it is known that the suspension(s) of a student with disabilities will accumulate to more than ten (10) cumulative school days in a school year, due to involvement in a behavioral incident, a review of the IEP must be conducted by relevant members of the student's Special Education Team prior to the exclusion taking place. Parents must be invited in writing to this Team meeting.

- (a) At that review, the Team will determine if the student's misconduct was a manifestation of the student's disability. This must take place within ten (10) school days of the occurrence of the behavioral incident. Depending on the result of that determination, the proposed suspension hearing may or may not be held (refer to Superintendent's Circular, SPE15: Discipline of Students with Disabilities; Attachment C).
- (b) At the same time, the Team, if it has not already done so, must also conduct a Functional Behavioral Assessment (FBA) of the student's behavior and must develop a Behavior Intervention Plan (BIP) to address the targeted behavior as soon as possible.
- (c) If the student has a Behavior Intervention Plan, the Team must review and modify it as necessary to address the targeted behavior.

Procedures for filing reports of Civil Rights Violations

PROCEDURES

I. Informal Complaints

Students, families and other third parties are encouraged, where appropriate, to attempt to resolve complaints regarding an alleged discriminatory practice on an informal basis. A student who chooses to seek informal resolution of his or her complaint should present the complaint to the principal or headmaster, or to any appropriate department or school administrator with the authority to resolve the complaint. Upon receiving an informal complaint regarding an allegedly discriminatory practice, the school official shall attempt, within his/her authority, to work with the individual to resolve the complaint fairly and expeditiously.

Students, families or other third parties who do not wish to seek informal resolution of their discrimination complaints, or who are dissatisfied with attempts at informal resolution, may also present their complaints directly to the Office of Equity, pursuant to the formal complaint procedures delineated below. Nothing in this policy shall prevent a student from reporting discrimination or harassment directly to the Office of Equity.

II. Formal Complaints

Section A. A student, family, or third party who is dissatisfied with the attempts to resolve his or her complaint informally, or who wishes to bypass the informal complaint procedures entirely, may also seek formal resolution of his or her complaint. Nothing in this policy shall prevent a student from reporting discrimination or harassment directly to the Office of Equity.

Section B. A student, family, or third party may file a formal complaint with the Office of Equity by filling out a Discriminatory Practice Review after the alleged discriminatory practice occurred. It is advised to file this complaint as close to the incident as possible, as complaints are more easily resolved at the time of the incident.

The Discriminatory Practice Review / Student, Family, Other Third Party Grievance Form asks the complainant to state the name of the individual against whom the complaint is being filed, the location of the school/department where the alleged discriminatory practice occurred, the basis for the complaint, and the corrective action that the student is seeking. In the event a student is unable to complete the form, a staff member in the Office of Equity shall take such information in person.

Section C. After a student files a formal written complaint, the Office of Equity shall, within twenty (20) school days, give written notification to the appropriate school/department identified in the complaint and to the individual against whom the complaint has been filed.

The Office of Equity shall make a thorough and expeditious investigation of the complaint. The investigation will include a private interview with the person filing the complaint. The Office of Equity shall also contact those individuals that have been identified as having pertinent information related to the complaint and shall conduct private interviews with any witnesses. If further documentation is necessary, the Office of Equity shall request, in writing, that these individuals provide the Office of Equity with specific information pertaining to the complaint. Individuals receiving requests for further documentation must provide responses within ten (10) school days from receipt of the request. Individuals who are unable to prepare the requested documentation within the specified time should request additional time with the Office of Equity.

Section D. After completing the formal investigation of the complaint, the Office of Equity may request a meeting with the person against whom the complaint was filed and/or the supervisor or appropriate authority involved to discuss the findings and recommended resolutions from the Office of Equity. The results of the Office of Equity's investigation shall be reduced to written findings of fact. Upon completion of the investigation, to the extent appropriate, the person filing the complaint and the person alleged to have committed the conduct will be informed of the results of that investigation in writing. Minimally, a copy of the final determination as to whether a discriminatory act has occurred shall be furnished to the

complainant, the individual named in the complaint, and the appropriate administrator/supervisor, and where appropriate, the Superintendent.

Section E. Most complaints are resolved within thirty (30) school-days after the formal complaint is received. If more than thirty (30) school days is required for the investigation, the Office of Equity shall inform the complainant of the need for extended time and of the reason why additional time is required to complete the investigation. If additional extended time is needed, this step will be repeated every (30) school days until the complaint is resolved.

Section F. If the Office of Equity finds that there is reasonable cause for believing that a discriminatory practice has occurred the Chief Equity Officer of the Office of Equity will determine ways to resolve the matter.

The Office of Equity shall:

1. Take seriously all complaints of discrimination or harassment
2. Take necessary steps to end any discrimination or harassment that is determined.
3. Take necessary steps to prevent this discrimination or harassment from happening
4. When appropriate, individuals found at fault of discrimination or harassment may be again in the future and referred for disciplinary action. For employees such action may include a written warning, suspension, termination or any other action deemed appropriate under the circumstances (for more information on Employee Discipline Procedures see Superintendent Circular HRS-PP10). For students, such action may include suspension, expulsion or another action deemed appropriate under the circumstances (for more information on Student Discipline, please see the Code of Discipline for Students and Students with Disabilities – Superintendent Circulars’ SUP-05 and SPE-15).

Section G. If the Office of Equity determines that there is not sufficient cause to believe that the employee or applicant has been discriminated against, and there is no basis for corrective action, the Office of Equity will give written notification of that determination to the employee or applicant at that point. If the employee or applicant is not satisfied with the Office of Equity’s response, he/she may take the complaint to the Massachusetts Commission Against Discrimination or another appropriate agency.

Section H. The Office of Equity will maintain records of all complaints of discrimination and harassment made to the Office of Equity, noting the school or department in which the complaint occurred, the person accused, and the results of the investigation of any such complaints. The Office of Equity will annually review its records to identify any patterns or issues for future training and take appropriate action as necessary. The Office of Equity will report the results of its annual reviews to the Superintendent of Schools.

STATE AND FEDERAL REMEDIES

Using the BPS' complaint process does not prohibit you from also filing a complaint with a state or federal agency. Most of these agencies have a short time period for filing a claim (OCR – 180 days; MDOE – within the same school year; MCAD – 300 days).

United States Department of Education Office for Civil Rights ("OCR")
John W. McCormack Post Office and Courthouse
5 Post Office Square,
8th Floor, Suite 900
Boston, MA 02109
(617) 289-0111

Massachusetts Department of Education ("MDOE")
350 Main Street
Malden, MA 02108
(781) 388-3300

Massachusetts Office of the Attorney General ("MAG")
Civil Rights Division
One Ashburton Place
Boston, MA 02108
(617) 727-2200 ext. 2691

Massachusetts Commission Against Discrimination ("MCAD")
Boston Office: Springfield Office:
One Ashburton Place, Room 601 436 Dwight Street, Suite 220
Boston, MA 02108 Springfield, MA 01103
(617) 994-6000 (413) 739-2145

Sixteen EMK Fundamental Rules and the consequences for violating them.

According to the Boston Public Schools Code of Conduct, it is the responsibility of the teacher to:

- 1) Keep informed about current rules and policies**
- 2) Enforce the policies, rules, and regulations of the School Committee**
- 3) Communicate with students and their parents**

RULE 1A: Truancy

Truancy is failure to attend school or classes without a legitimate reason. A student is legitimately absent from school for the following reasons: if he/she is ill, in the event of a death in the student's immediate family, religious holidays, court appearances, or for other reasons determined legitimate by the **EMK** Headmaster/Assistant Headmaster. All other absences from school are unexcused. Student must bring a note from the parent/guardian or doctor's letter the following day for the absence.

The procedure for reporting an absence is as follows: each day a student is absent, the parent/guardian must report the absence by phoning the main office: Fenway Campus (617) 373-8465 or Fenwood Campus (617) 635-8450, or by submitting a note.

If the above procedure is not followed, the student is considered truant and the following consequences ensue:

A phone call is placed to the parent/guardian of the student from the EMK office notifying parent/guardian that, as a result of truancy, the student must be counseled by the Dean of School Culture or the Guidance Counselor and must make up the missed class time.

For each subsequent offense, the student and his or her parent /guardian must meet with the Dean of School Culture or Assistant Headmaster. The student is subject to loss of participatory privileges in the **EMK** programs. Under a strict promotion policy, students will only be allowed five (5) unexcused absences a marking period or face failure and possible non-promotion.

After nine unexplained absences, the attendance officer will make an application for court action or explain in writing the reason court action should not be sought. The attendance officer must notify the Assistant Headmaster and the Headmaster in all decisions involving court action.

Class absences that result from truancy are considered cuts. The same consequences that apply to cuts apply to these absences.

RULE 1B: Tardiness

Students at the Fenway campus must be in class by 7:30 am. Students at the Fenwood campus must be in class by 8:00 am.

Tardiness to School Policy

1. 5 unexcused absences for a quarter = NC* for all classes
2. 5 unexcused school tardies for a quarter = 1 unexcused absence at school
3. 5 unexcused absences from a class = NC* in that class
4. Tardies to a class will be handled through a professionalism grade

*NC = No Credit

RULE 1C: Cutting Classes

Students are required to attend all assigned classes. Students will conduct themselves in accordance with classroom rules, thereby eliminating the need to be temporarily removed from class. Each teacher will provide, via a class syllabus, to their students a written statement detailing what proportion of the course grade will be based on attendance and participation, the consequences of a "0" for the day, and the positive aspects of regular attendance and participation on a student's grade. Teachers will distribute their syllabus to all students in their classes at the beginning of every year. Teachers' consequences will conform to **EMK's Code of Conduct**. **Students who cut classes will have their parents notified and must make up the missed class time after school with the teacher/s and may be subject to suspension.**

RULE 2: Bomb Scares or Triggering False Fire Alarms

Setting off false fire alarms and inciting bomb scares are serious offenses, which shall result in:

- A) A report filed in the Headmaster's Office as well as the Police and/ Fire Department.
- B) Conferences with the Assistant Headmaster or Headmaster, the student, and parent/guardian, at which time disciplinary action, including expulsion, will be considered.

RULE 3: Cheating or Plagiarism

Students must understand that any form of cheating is not allowed. Copying the words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references is considered **PLAGIARISM**. Whether deliberate or accidental, plagiarism is a serious and punishable offense. These types of academic dishonesty will result in a zero for the quiz, test, paper or exam, and the teacher will notify the parent/guardian and Assistant Headmaster.

RULE 4: Vandalism, Graffiti, or Destruction of School or Individual Property

EMK students are responsible for proper care and use of all **EMK/BPS/Northeastern University** property. Vandalism to or destruction of **EMK/BPS/Northeastern University** property is a serious violation that may result in restitution, suspension or expulsion.

RULE 5: Drugs or Alcohol

The use of illicit drugs and unlawful possession and use of alcohol by minors is wrong and can be physically or emotionally harmful to students. According to the Massachusetts General Laws, Chapter 71, Section 37H, “**any student who is found on the school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance defined in Chapter 94C, including, but not limited to marijuana, cocaine, and heroin, may be subjected to expulsion from the school by the Headmaster (or designee).**”

EMK/BPS has strict rules against the sale, transfer, possession or use of these substances in school or at school sponsored activities.

Sale, Transfer, Possession. Staff members or students who have reason to believe that they have witnessed the sale or transfer of these substances shall report this immediately to the Assistant Headmaster or Headmaster. The student(s) will be requested to turn over contraband to the staff member. The student(s) also may be searched in accordance with due process. The Assistant Headmaster and/or Headmaster shall determine if sufficient cause exists and, if so, file a Disciplinary Report and notify School Police.

In addition, the following consequences shall prevail: the student and parent/guardian shall meet with the Dean of School Culture or Assistant Headmaster to consider disciplinary action, including suspension or expulsion.

Use (Under the influence of Drugs or Alcohol): Staff members who have reason to believe that a student is under the influence of drugs or alcohol will report the student to the Dean of School Culture, Assistant Headmaster or Headmaster. The Dean of School Culture or Assistant Headmaster will investigate the matter and, if appropriate, shall initiate a conference with the student, and the student’s parent/guardian, where disciplinary action, including suspension or expulsion, will be considered. The Headmaster has the final decision. If the Headmaster decides to expel a student, the student must be notified in writing.

RULE 6: Smoking

In accordance with Massachusetts General Laws, Chapter 71, Section 2A, students are not permitted to smoke on school grounds during school hours. On January 1, 1993, all University administrative and classroom buildings were established as smoke-free and tobacco-free. In addition, **EMK** does not permit smoking in front of or behind any of its buildings, or at any **EMK** event, project, or field trip. There is no smoking allowed in, or immediately outside the school building. This rule applies to all students, even to those who have achieved the legal age of eighteen.

Students found in violation of this offense will be given in-house suspension of 1-3 days. Parents will also be notified.

RULE 7: Fighting

Students found fighting with another student will be suspended immediately. A hearing will be scheduled with the Dean of School Culture or Assistant Headmaster and the parent(s)/guardian(s). The student(s) may lose open campus privileges and/or have other restrictions placed on them. Individual, joint/group counseling or mediation will also be recommended. Students may also be suspended.

RULE 8: Striking a Teacher or Other School Personnel

Following Massachusetts General Laws, Chapter 71, Section 37H, any student who assaults any member of **EMK** faculty/staff, **NU** staff, contractual employee, guest, or volunteer of **EMK** at school-related events or projects, including field trips or community service, shall be subject to long term suspension, disciplinary transfer or expulsion from **EMK** by the Headmaster, followed by mandatory attendance at Succeed Boston.

RULE 9: Weapons

PROHIBITION AGAINST FIREARMS IN SCHOOL BUILDINGS OR ON SCHOOL GROUNDS

Massachusetts General Law, c.269, s. 10, provides:

(j) "**Whoever**, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university shall be punished by a fine of not more than one thousand dollars (\$1,000) or by imprisonment for not more than one year, or both. For the purpose of this paragraph, 'firearm' shall mean any pistol, revolver, rifle or smooth-bore arm from which a shot, bullet or pellet can be discharged by whatever means. Amended by St. 1989c. 150, s.2.

A weapon is defined as anything that can inflict harm, such as a firearm, a stick, brass knuckles, a knife, bullets, or a tool, and is considered contraband. Accordingly, staff members who have reason to believe that they have witnessed the sale, possession, or transfer of weapons shall report this immediately to the Dean of School Culture, Assistant Headmaster or the Headmaster.

Any student found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a weapon, including but not limited to a gun or a knife; or a controlled substance, including but not limited to marijuana, cocaine and heroin, is subject to 5-10 days suspension, 5 days at Succeed Boston or immediate expulsion from **EMK**.

Any student who assaults a staff member on school/**EMK** grounds or at **EMK** school-sponsored or **EMK** school-related events, including athletic games, or **EMK** field trips or at internship sites, shall be subject to a long-term suspension, 5-10 days at Succeed Boston and possible expulsion from **EMK**.

RULE 10: Stealing

Students may be requested to turn over any visible stolen property to any staff member. Searches may also be conducted in accordance with due process. Parent/guardian will be notified of a conference date with the Headmaster/Assistant Headmaster and the Guidance Counselor. The Assistant Headmaster or the Headmaster will recommend restitution, school service, suspension, and/or expulsion.

Students caught stealing from any local store (Wollaston's at Northeastern University) will be subject to suspension of two days. Students found stealing from Wollaston's will be barred from using the store or the Marino Center and charges may be filed by the store.

RULE 11: Bullying

Massachusetts General Law: M.G.L.C. 71, § 37O and Chapter 92 of the Acts of 2010 provide:

“Bullying”, the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

“Cyber-bullying”, bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

(b) Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

Students who are found committing any act of bullying/cyber-bullying as defined by the Massachusetts General Law will be suspended from EMK for a period of up to five days, Northeastern University police and/or the Boston School Police Department will be notified, and a referral will be made to Succeed Boston.

RULE 12a: Verbal Harassment

Verbal harassment shall be defined as threats, gestures, or verbal attacks on persons, including attacks directed at one's racial, ethnic or religious background, sexual preference, physical or mental disability, appearance as well as any form of sexual slur.

RULE 12b: Sexual Harassment

Sexual harassment shall be defined as unwanted sexual attention from peers, subordinates, supervisors, or anyone the victim may interact with in order to fulfill **EMK**, school, internship or job duties, where the victim's responses may be restrained by fear of reprisals. Any improper language or behavior which makes a victim of a person because of their gender, is forbidden. The range of behaviors include: suggestive, rude, or offensive sexual words, gestures or actions, verbal comments, subtle pressure for sexual activity, leering, pinching, patting and other forms of unwanted touching or handling in a sexually connotative manner, as well as rape and attempted rape. The victim, as well as the harasser, may be a woman or a man. The victim does not have to be of the opposite sex. The harasser can be the victim's peer, supervisor, teacher, or co-worker. The victim does not have to be a person harassed but could be anyone affected by the offensive conduct. These behaviors may also be grounds for legal action and fines through the civil justice system.

Individuals who believe they are the subjects of sexual or other kinds of harassment should report the conduct to appropriate staff, Dean of School Culture, Assistant Headmaster, or the Headmaster of the Academy immediately. Procedures to resolve the problem will begin as soon as possible. No individual will be subject to any form of coercion, intimidation, retaliation, interference, or discrimination for filing a sexual harassment report.

All reports of harassment will be investigated promptly and in an impartial and confidential manner as possible, to ensure prompt and appropriate action. Any student who is found, after appropriate investigation, to have engaged in sexual or other forms of harassment of a member of **EMK** will be subject to disciplinary action up to and including expulsion from **EMK**.

Please consult the 2019-2020 Guide to the Boston Public Schools for more information.

RULE 13: Hats, Scarves, Stocking Caps, Wrap Scarves, Etc., Provocative or Inappropriate Clothes:

The reputation of a school and, therefore, of all the students who attend that school, is very much influenced by the dress and behavior of the student body. To protect the image of Kennedy Academy for Health Careers and each of its students, all students must dress and behave in a manner consistent with what is expected by the business community.

The school's dress code is reasonable and is considered to be in the best interest of the student. For example, hats, bandanas, scarves, gym-style or "short shorts," backless tops, provocatively ripped jeans, and bare midriff styles are considered to be inappropriate for reasons of safety and employment and are not to be worn in school.

No headgear (including wave caps and hoods) will be allowed in the hallways, inside classrooms or at school assemblies. This applies to both males and females. The following consequences will apply for violation of this rule: 1) One verbal warning will be issued by the teacher or administrator; 2) Headgear will be taken until the end of the period by the teacher or administrator; 3) Headgear will be taken until the end of the day by the teacher or administrator; 4) Headgear will be taken until the end of the semester and parents notified.

The showing of underwear is inappropriate. Underwear and other undergarments are not for public display. All dresses and skirts more than three (3) inches above the knee are forbidden. Clothing or jewelry, which reflects themes of violence, substance abuse, or obscenity, or shows disrespect for the rights of others, is forbidden.

If a student is found inappropriately dressed, he/she must alter his/her dress in order to remain in the school that day. The student's parents will be notified to bring a change of appropriate clothing if they are unable to change their dress to something appropriate for school. If this happens repeatedly, the Dean of School Culture or the Assistant Headmaster will arrange a meeting with the student's parent/guardian.

RULE 14: Obscene, Abusive or Profane Language

Use of obscene, abusive or profane language or gestures (including ethnic or racial slurs), that by virtue of being rude, insolent, or insulting are disruptive to the educational process. Those who offend with profanity must meet with the Dean of School Culture or the Assistant Headmaster.

RULE 15: Cellular Phones or other Audio/Visual Devices

The Boston Public Schools and EMK's policy on cellular phones is designed to ensure that the use of any electronic device, cell phones in particular, will not interfere with teaching and learning during the school day.

1. Students are permitted to use cell phones or other electronic devices only during the following times:
 - Before school hours, outside or inside the school building;
 - After school hours, outside or inside the school building;
 - At after-school or sports activities, only with the permission of the coach, instructor or program director;
 - At evening or weekend activities, inside the school building.
2. The use of cell phones for any purpose – including telephone calls, text messaging and other functions – is not permitted at any other time on school grounds (in the halls, bathrooms or classrooms).
3. Cell phones must not be visible during the school day.
4. Cell phones must be turned completely off (not simply on silent or vibrate mode) during the school day.

Enforcement and Penalties:

It is the responsibility of ALL faculty members to monitor student violations of the cell phone or other electronic device policy, particularly in their classrooms.

Penalties for students found to be in violation of the policy will be as follows:

- First offense: Student's cell phone or other electronic device will be confiscated by the classroom teacher and returned to the student at the end of the period.
- Second and subsequent offenses: Student's cell phones or other electronic devices will be confiscated and returned at the end of the school day. The parent/guardian **MUST** be contacted about the offense by the classroom teacher or administrator who confiscates the device.
- Students committing repeated violations of this policy may be subject to additional disciplinary action, consistent with the *Boston Public School's Code of Discipline*.

The school is not responsible for the loss or theft of cellular phones, PDAs, laptops or other electronic devices.

Cell Phone Policy for Grades 9 & 10

Cellphones and other electronic communication devices are prohibited at EMK during the school day. To ensure that these items will not be used during school hours, we will be using a system called "Yondr" to secure the items. Every 9th & 10th grade student will be issued a Yondr pouch at the beginning of the day and will return it when they exit the building.

How does the Yondr pouch work?

Yondr is a simple pouch that will temporarily can be locked once you place your phone in it and will be unlocked at the end of the day. Yondr allows you to stay in possession of your phone but takes away the urge of constantly looking at it, texting in the moment, monitoring social media or calling friends in another class. The Yondr process is simple:

At Morning Arrival

- You will put your phone on Airplane Mode and lock it in the Yondr pouch assigned to you upon entering the building.

During the School Day

- The Yondr pouch is with you at all times unless you have been officially dismissed for the day.

At Dismissal

- You will tap the Yondr on an unlocking station, take out your phone and store your Yondr in a hamper for use the next day.

Frequently Asked Questions:

- **What if I lose or damage my pouch?** You are responsible for your Yondr. As with all school-issued property, you will be held accountable for replacing it if it is not returned in its original condition (\$20.00 replacement fee).
- **What if I must leave early?** The Main Office will have an unlocking station available for students who have a pass to leave the building.

- **What if I come late and nobody gives me a pouch at the door?** You will report to the Main Office to get your late pass and place your phone in the Yondr given to you by a staff member.

- **How will I communicate with caregiver(s) during the day?** In the event of an emergency, students will need permission from a staff member to use a school phone. We want to assure families that you can reach your student as you have in the past, by calling the following numbers:

	9th/10th - Fenwood
Office	617-635-8450
Nurse	617-635-8450
Guidance	617-635-8450
Special Education	617-635-8450

Yondr pouches are school property, and the Edward M. Kennedy Academy is a distraction-free environment. Students who violate this policy will face consequences.

We thank you for your cooperation and participation to help us create a safe and secure educational environment so our students can develop the necessary social and learning skills to be engaged, positive contributing members of our community.

Questions? Contact Mr. Young, Dean of School Culture at 617-635-8450 for Grades 9 & 10

RULE 16: Hazing

Hazing is considered a crime in Massachusetts. It is defined in c. 269, s. 17 of the General Laws as:

"Any conduct or method of initiation into any student organization, whether on private or public property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation." Consent to such treatment does not make it legal.

Legal Penalties for Hazing

Persons convicted of hazing are subject to a fine of not more than \$3000 and imprisonment for not more than a year or both fine and imprisonment (c. 269, s. 17).

Knowledge of such actions as those described above and failure to report them to appropriate law enforcement officials shall be punished by a fine of up to \$1000 (General Laws, c. 269, s. 18).

At **EMK**, victims of any hazing effort, or witnesses to such an act, shall make this behavior known to an **EMK** staff person.

The Assistant Headmaster and/or Headmaster shall determine if sufficient cause exists and, if so, file a Disciplinary Report and notify the Juvenile Officer of the Police Department. The Headmaster, in consultation with the Police Department, will determine whether to file charges.

ADDITIONAL STANDARDS OF BEHAVIOR

Students are required to carry their student ID at all times and must show them when requested by EMK staff or NU Police.

EMK students must have their IDs in their possession at **ALL** times. Lost or stolen IDs will be replaced at the student's expense.

Students are expected to give their correct name whenever asked by a staff member or NU Police.

Whenever a student refuses to give his or her name or gives a false name, the adult or NU safety officer pursues identification of the offending person and then reports the refusal to give name or the giving of false name to the Dean of School Culture or the Assistant Headmaster.

A conference is held with the Dean of School Culture or the Assistant Headmaster, the student and other persons involved in the incident. Appropriate consequences are assigned. If the offending student has broken any other school/EMK rules, refusing to give his or her name automatically elevates the punishment for the initial offense to the next level.

BPS One Card

All eligible **EMK** students will receive an annual BPS One Card. Only one card is given to a student every year. **Lost or stolen cards may be replaced for a fee of \$5.00.** Students should see the Assistant Headmasters for replacement. Students will receive their cards from the school at the beginning of the school year. The One Card will enable students to use the MBTA, take out books from the Boston Public Library, access Boston Community Centers and act as a BPS Identification Card.

No Disruption of School or Classes

Any behavior which disrupts classes or other school activities is not allowed. Such behaviors include: blocking entrances, denying access of movement, playing music, yelling, skateboarding, bouncing a ball, riding a bicycle or roller-skating within the school building, throwing snowballs or water balloons, and possessing/using water guns. Offending students must meet with the Dean of School Culture or the Assistant Headmaster for these offenses.

NOTE: It is very easy to inconvenience others seriously by one's behavior in the hallway. **When moving through the halls, students should observe the normal traffic pattern, staying to the right. Also, common sense and good manners suggest that no one should sit in the halls between classes.** Nor should anyone block a passageway or doorway by stopping and having conversations. Above all, it is unwise and unsafe for anyone to sit or stand on the stairways. Stairways are for traveling to and from classes and serve as fire exits; they need to be kept completely free for emergency access.

Hall Passes

Students in the hall without a valid hall pass from the teacher will be sent back to class.

Littering Is Prohibited

Students are prohibited from discarding paper, rubbish, food, or any item anywhere in the school building on school grounds, or in the neighborhood other than in a proper receptacle (recycle baskets, wastebasket or trash barrel).

Cafeteria at the Fenwood Campus or at Smith Hall or Off-Campus at Northeastern University

Students are required to clear their tables in the cafeteria after eating and to deposit all refuse in the trash barrels. Students will be held accountable for all the food and litter on their cafeteria tables, whatever its source. If a student is observed leaving food, trash, or litter on a cafeteria table, the faculty member or administrator on duty will assign cafeteria cleaning duties to that student.

Classrooms

Students are required to clear their immediate work area when leaving all classrooms. Consequences for leaving dirty work areas will be school service.

Spitting

Students are prohibited from spitting anywhere in the school building on school grounds. Not only is it unsanitary, it also is a health hazard. If a student is observed spitting inside the school building, he/she will be required to clean it up.

Trespassing on Private Property Is Prohibited

Students are prohibited from trespassing on any private property around the high school during school hours. Students should be aware that the owners of such property could call the police.

When a student trespassing is reported to the **EMK** office, the student will be advised of trespassing statutes, and the school will investigate the matter and result in a report of the student(s) to the Police by the property owner. The school will not be responsible for students who choose to violate this code.

Headsets/Beats

Headsets **MAY NOT** be worn or used in classrooms. **DO NOT** have headsets around your neck or hanging out of your school bags, pockets, etc. as such accessories do not reflect the seriousness of the classroom or the professional manner in which students are expected to carry themselves.

Cellular Phone Use Prohibited During School Day

The use of cell phones is prohibited at the Kennedy Academy for Health Careers during the school day. Cell phones cannot be visible in the classroom or the school building. They must remain out of sight, or in a pouch provided by the school. They must also be **turned off** during class time.

PARENTS PLEASE DO NOT CALL YOUR CHILD DURING SCHOOL HOURS. *If you need to contact your child, please call the main office at 617-373-8576 (Fenway Campus) or 617-635-8450 (Fenwood Campus).* See page 34 for penalties for inappropriate use of electronic devices or cell phones.

No Gambling

Students may not gamble, play pyramid games, or sell lottery tickets.

No Tardiness to Any Midterm and Final Exams

A student who arrives late for a midterm or final examination will not be admitted to the exam and will have to take the make-up exam. Exceptions to this rule may be granted only after consultation with the administration.

No Food in Corridors or Classrooms

No food will be allowed in the corridors or classrooms. Students who violate this rule will be assigned clean-up duty in the school. Exception to this rule is granted only by permission of the **EMK** staff and administration.

Use of EMK telephones

Students are not allowed to use **EMK** phones for personal business. Phone use will not be permitted during class time. Students cannot receive personal calls on **EMK** phones. **For emergency situations only parents, guardians or immediate family members may call (617) 373-8576 Fenway Campus or (617) 635-8450- Fenwood Campus to contact a student or leave a message for students.**

In the event of an emergency, students can be reached at 617-373-8576 Fenway Campus and 617-635-8450 Fenwood Campus.

School Entrances

Students must enter and exit Cahners Hall and the Fenwood building through the designated front door at all times. Under **NO** circumstances should students enter/exit Cahners Hall or the Fenwood building from the rear or basement exit door of the building.

Lockers

EMK assigns lockers to each student to store their school supplies and personal belongings. Each locker has a combination lock. It is important for parents and students to understand **that lockers remain the property of EMK while students are using them.** School staff has the right to search lockers and any personal items inside the locker

(such as coat pockets). School staff inspects all lockers at least once a year for general clean-up. The school also inspects lockers when they suspect a safety or security problem. Any illegal, prohibited, or potentially dangerous items, or evidence of a crime found during a locker search will be given to the appropriate authorities.

BARRED FACILITIES

Students are prohibited from using the following facilities at Northeastern University:

- The Academic Computing Labs on the main campus unless accompanied by a teacher
- The Cabot Physical Education Center
- The Carter School's Playground
- The Curry Student Center Arcade and Billiards Room
- Dormitory area Smith Hall, 102 Hemenway Street
- The Marino Recreation Center
- All Northeastern University dormitories and residence buildings, and all fraternity and sorority buildings (i.e., Stetson Hall (East & West), Speare Hall, White Hall, Kerr Hall, etc.)
- Ruggles Station or any other MBTA stations during school hours.

POLICY ON COMPUTING ETHICS

Many users share the computer facilities at each campus. Everyone must use these facilities responsibly since misuse by even a few individuals has the potential to disrupt the business or the work of others. Students are therefore required to exercise responsible, ethical behavior when using the computing facilities. As used herein the term "computer facility" means, refers to and includes any and all forms of computer-related classrooms, labs, libraries, resource areas, offices and equipment, tools and intellectual property, including computer systems, personal computers, and computer networks, email services and all forms of software, operating software and application software, which is owned or is under the possession, custody or control of the Kennedy Academy for Health Careers. Specifically, the following rules apply:

1. Students must use only those computer facilities which are provided and posted as available for student use. Students are not to use computer facilities for any purpose other than that which is posted. Students are to use computing facilities only while under the supervision of faculty or staff. The unauthorized use of computer resources, as well as the providing of false or misleading information for the purpose of obtaining access to computing facilities, is prohibited and will be regarded as a violation of school policy. Students must not use **EMK's** computer facilities to gain unauthorized access to computer facilities of other institutions, organizations or individuals.
2. Students must not alter, copy, move or remove information, proprietary software or other files (including programs, data and electronic mail). Students must not copy, distribute, display or disclose third party proprietary software without prior authorization from the licensor. Proprietary software must not be installed on systems not properly licensed for its use.
3. Students must not use any computer facility irresponsibly. This includes, but is not limited to transmitting or making accessible offensive, annoying or harassing material; intentionally, recklessly or negligently damaging any system; accessing or obtaining data or data paths not authorized for student use; intentionally violating the privacy of or damaging information belonging to another student or staff member; intentionally

misusing system resources or allowing misuse of system resources by others; or loading or using software or related student programs or documents onto any classroom or administrative computer system.

4. Students must follow all rules established by the computer room teacher.

At no time

should students bring food or beverages into any computing areas.

The unauthorized or improper use of Kennedy Academy for Health Careers computer facilities, including the failure to comply with the above guidelines, constitutes a violation of **BPS/NU/EMK**'s policy and/or Federal Law and will subject the violator to disciplinary and/or legal action. Disciplinary action can include but is not limited to immediate loss of computer facilities including restricted access to computer labs.

Please consult the 2019-2020 Guide to the Boston Public Schools for more information.

Online Resources for Families

EMK website: www.kennedyacademy.org

OTHER GENERAL INFORMATION

Age of Majority

All students enrolled in Kennedy Academy for Health Careers are subject to the rules and regulations set forth in this handbook regardless of their having attained the age of majority. The school will notify the parent/guardian of an 18-year-old student that he/she was absent.

Although attendance to school is voluntary for students who are 16 years of age or older, we highly recommend that students considering withdrawing from school meet with one of our clinical and academic coordinators to discuss additional options.

By written request addressed to the Headmaster (or his/her designee), a student 18 years old or older may limit his/her parent/guardian's rights of access to his/her records including his/her attendance record. Students should notify the office when they turn 18 if they plan to assume responsibility for their attendance.

Not all students who select to enter **EMK** find that it is the right environment for them. For those students we offer the option of meeting with either of **EMK**'s clinical and academic coordinators, the Assistant Headmaster, or the Headmaster to discuss reasons for withdrawal, alternatives to withdrawal and their right to return to school should they withdraw.

As part of the Boston Public Schools, Kennedy Academy for Health Careers students who are at risk of dropping out, have disciplinary issues, are over age for their grade, or are pregnant or parenting can choose to participate in the alternative schools and programs provided through BPS. There is no guarantee that every student who requests placement in an alternative program will be placed due to lack of space.

Please consult the 2019-2020 Guide to the Boston Public Schools for more information.

Kennedy Academy for Health Careers urges students who are 18 to register to vote in order to exercise their right to vote in all local, state, and federal elections.

Athletic Eligibility

Students must maintain a GPA of 1.67 in all classes in the prior term (nothing below C-), 85% attendance, and no NC's in order to participate in organized sports.

Field Trips/School Socials

Students must have advanced written parental permission for all school-sponsored events. All school-sponsored field trips/socials are an extension of the school day, and students are expected to follow all school-based as well as BPS rules while on a field trip or while attending a school-sponsored social. Consequences for not following the rules will be strictly enforced.

Homework Policy

Teachers are responsible for assigning homework. Homework builds on classroom work and encourages the development of self-discipline and personal responsibility. Your child should have a minimum of 2.5 hours each night. If you have questions about homework, or if your child says the teacher does not assign homework, contact the teacher or School Counselors, Ms. O'Hara for Grades 9/10 at (617) 635-8450 or Ms. Pettie-Simpkins for Grade 11/12 at (617) 373-8468.

Medical Policies

Immunizations – According to state law, students must be on an immunization schedule before they enter school. Parent/guardians are responsible for keeping their child's immunizations current and informing the school.

Physical Examinations – Under state law, students new to the school system must present results of a comprehensive physical examination within six months of enrollment. Students expecting to participate in athletic events must have a complete physical on file in order to participate.

Medications in School – Students cannot take prescription medication without a doctor's note. Non-prescription ("over the counter") medications such as *Tylenol* or *Motrin* can be given without a doctor's note but do require parental permission, written or oral. **Medical Emergencies** – If a student is sick or injured at school, **EMK** will make every effort to reach the parent or the emergency contact person named on the student's emergency form on file in the school. The Assistant Headmaster or the Headmaster will decide what action to take.

Health Insurance – Health Insurance is available for every child in Massachusetts. If you need more information about insurance and health care, contact the Mayor's Health Line at: 617-534-5050.

Sex Education Classes – **EMK** is required by law to notify parents about any classes that will be held on human sexual education or sexual issues. The notice must tell parents how he or she can review the content and materials of the class. Parents have the right to exempt their child from such classes.

Special Transportation Situations – See the Boston Public School Policy Handbook for information on transportation services for students with disabilities and medical or physical conditions that prevent them from walking to school or to a bus stop.

Behavior on the MBTA – The MBTA is considered to be an extension of the classroom. This means that the same standards of behavior on the MBTA bus or train to and from school are expected of all EMK students. Students who break the rules are subject to a disciplinary hearing.

Student Records

A parent of any student or the student, who is at least 16 years of age, has the right to inspect the student's record upon request. The records should be received no later than two days after the request was made. Please call the appropriate coordinator to request a record.

The student transcript, or Permanent Record, includes the student's name, date of birth, address, years and grades completed, and courses and grades earned. The Permanent Record is kept for years after the student leaves the school system. All other records are Temporary Records and are destroyed seven years after the student leaves the system. Parents/guardians have a right to receive a copy of this Temporary Record before it is destroyed.

Student Health Records – although part of a student's Temporary Record, a student's health records are subject to special confidentiality protections and do not have the same accessibility as the transcript.

To obtain a copy of a transcript or other student records, a written request must be made to the school.

Release of Information

Under state law, no individual or organization is allowed to have the information contained in the student record without the written permission of the parent or eligible student. Listed below are the exceptions to this rule:

- When a student transfers to a new school, the student record may be transferred to the new school without the parent's consent, so long as the parent receives annual notification of this law.
- Release of information may be necessary to protect the health or safety of a person, or may be requested by DCF, DYS, or a probation officer, among several other exceptions.
- Under the *No Child Left Behind Act*, public school districts are required to release the names, addresses, and telephone numbers of high school students to U.S. military and higher education recruiters. You may request in writing by October 1 that your child's information not be released.
- The BPS releases the following information without parent consent: student's name, neighborhood of residence, class or grade, dates of attendance, participation in officially recognized activities, membership on athletic teams, degrees, honors and awards, and post-high school plans. If you do not want this information released without your consent, you must notify the Assistant Headmaster or Headmaster within thirty days of receiving the 2019-2020 Guide to the Boston Public Schools for Families and Students.

Please consult the 2010-2020 Guide to the Boston Public Schools for Families and Students for more information.

School-Wide Emergencies

In case of fire or any other emergency, students should follow the directions of the **EMK** staff member in charge. Evacuation procedures are posted in each room. Containment drills and fire drills are frequently administered.

Textbooks & School Equipment

Students are responsible for the care and return of all textbooks and school equipment. Students must return books and school equipment at the end of the term or year. If books or school equipment are damaged, lost, stolen or not returned, students and parents/guardians are responsible for monetary replacement of item(s).

Visitors

Kennedy Academy for Health Careers is a learning institution that values the presence of observers and guests. Whenever possible, guest should obtain permission from the Headmaster at least two school days before the proposed visit. Visitors are respectfully reminded that teachers and students are at Kennedy Academy for Health Careers to teach and learn and may not be available to answer questions at the time most convenient for the visitor. Visitors who wish to sit in on classes must have the teacher's prior consent and must be accompanied by a school administrator.

People under 18 may not visit during school hours

ALL visitors must sign in at the main office/entrance and receive a visitor's name tag, which they must return at the end of their visit. Be sure your visitor's tag is visible at all times during your visit.

- Persons who cannot show a visitor's tag to a staff member will be considered trespassing and may be asked to leave the building.
- Visitors who want to meet with a teacher or administrator must make an appointment. No appointment is necessary for Open House, Parent Night, etc.
- Teachers who are expecting a visitor should notify the main office or Headmaster.
- If parents must pick-up their child before the regular dismissal time, they should call the school office first. They must sign out their child in the school office. EMK will not release a student to anyone other than a custodial parent without the parent's consent and proper identification.

If you have questions about the school's policy on visitors, please ask the Headmaster.

Please consult the 2019-2020 Guide to the Boston Public Schools for more information.

EXTRA-CURRICULAR ACTIVITIES

Athletics	Clubs	After-School Enrichment
<ul style="list-style-type: none">• Basketball• Baseball• Softball• Track and Field• Martial Arts• Cheerleading• Football• Volleyball• Soccer	<ul style="list-style-type: none">• Debate• Student Council• National Honor Society• Drama• Yearbook• Young Men's Group• Young Women's Group	<ul style="list-style-type: none">• MCAS Prep Feb-May (Tuesday/Thursday)• After School Tutoring

EMK's Guide to MLA Citation Format for the Humanities
(English, History and World Language Courses)

MLA stands for Modern Language Association. It is a system invented to help you let your audience know where you got your quotations and information so that you are not PLAGIARIZING (using quotations and ideas as if they are your own). Below is a basic guide on how to use MLA formatting. For more detailed information, such as how to cite websites or other documents, please use the Purdue University Online Writing Lab:

<http://owl.english.purdue.edu/owl/resource/557/01/>

All papers should be written in the following format:

- Typed
- Double-spaced
- 12-point font
- Font is either Times New Roman, Courier New, or Arial
- 1-inch margins
- Indent each paragraph

Your papers should also include the following:

Heading: In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Be sure to use double-spaced text. No title page is needed unless requested by your teacher.

Header: Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number.

Title: Double-space again and center the title. Do not underline your title or put it in quotation marks; write the title in Title Case, not in all capital letters.

In-text citations: An in-text citation is when you cite the author and page number of the book, website or other document DIRECTLY AFTER YOU USE THE QUOTATION OR IDEA that is not your own. After the paraphrased idea or the direct quotation, put the author's name and the page number INSIDE PARENTHESIS and BEFORE THE PERIOD. Example:

The novel states, "When the sound of footsteps had died away, George turned on Lennie" (Steinbeck 23).

Works Cited page: Your works cited page should be the last page of your paper, and it is where you give all of the information about the books, websites and documents you used within your essay. Your Works Cited page should include:

- o Title should read "Works Cited" and be centered at the top of the page
- o The Works Cited page should be double spaced
- o Each citation is in alphabetical order by the author's last name
- o Each book citation must include: the author's last name, the author's first name, the title of the book or article, the publishing city, the publishing company and the year of publication. Example:

Steinbeck, John. Of Mice and Men. New York: Penguin Books, 1937.

EMK's Guide to APA Citation Format for all Science Writing Assignments

APA stands for American Psychological Association. The **APA format** is a widely accepted style of documentation, particularly in the social sciences that lets the reader know where you got your data and research so that you are not **PLAGIARIZING** (using quotations and ideas as if they are your own). Below is a basic guide on how to use APA formatting. For more detailed information, such as how to cite websites or other documents, please see the Purdue University Online Writing Lab: <http://owl.english.purdue.edu/owl/resource/560/02/>.

Students must use this format when writing their Science Fair literature review and research paper.

All papers should be written in the following format:

- Typed
- Double-spaced
- 12-point font
- Font is either Times New Roman, Courier New, or Arial
- 1-inch margins
- Indent each paragraph

Your papers should also include the following:

- Title Page
- Abstract
- Body
- Author Note
- Footnotes
- Tables (new page for each table)
- Figures (new page for each figure and each figure caption)

In-text citations: An in-text citation is when you cite the author and page number of the book, website or other document **DIRECTLY AFTER YOU USE THE QUOTATION OR IDEA** that is not your own.

Single author

Format should be Author's last name (no initials) followed directly by a comma, then the year of publication.

A recent study found a possible genetic cause of alcoholism (Pauling, 2005).

Pauling (2005) discovered a possible genetic cause of alcoholism.

Reference Section / Bibliography: Your reference section page should be the last page of your paper, and it is where you give all of the information about the books, websites and documents you used within your report. Your reference page should include:

- o Title should read "References or Bibliography" and be centered at the top of the page
- o The Reference page should be double-spaced
- o Each citation is in alphabetical order by the author's last name
- o Each book citation must include: the author's last name, the author's first initial, year of publication, the title of the book or article, the publishing city, and the publishing. Example: Book by one author

Sheril, R. D. (1956). *The terrifying future: Contemplating color television*. San Diego: Halstead.

SCIENCE FAIR OUTLINE – 2019-2020

September 13, 2019 = Science Fair project topic due

October 4, 2019 = Science Fair finalized title due

October 25, 2019 = Research Plan Due (Titles cannot be changed after this date)

- Question
- Hypothesis
- Methods/Procedures
- Bibliography
- Submission of Forms 1,1A,1B

October 28, 2019 = Notification of which students will need access to laboratories

November 8, 2019 = Notification to Science Fair Coordinator of projects that require pre-approval

December 13, 2019 = Research Paper and Literature Review Due to Science Teacher

January 6, 2020 = Teachers submit names of any student(s) whose projects are incomplete to Science Fair Coordinator

January 10, 2020 = Trial run of Science Fair presentations in class

January 17, 2020 = Teachers give final ‘stamp of approval’ on projects.

January 27, 2020 = EMK Science Fair
-Presentation of final projects

(TEACHERS: Any student using human specimens (surveys), bacteria, tissues, etc. should notify the Science Department Chair immediately.) NON-ADHERENCE TO THE SCIENCE FAIR DEADLINES WILL RESULT IN A DECREASE OF THE STUDENT’S FIRST AND SECOND TERM GRADE.

2019-2020 Calendar Highlights

September 2019	
2 Labor Day: School Closed 5 Students Report	12 Back to School Night 17 Town Meeting
October 2019	
14 Columbus Day: School Closed	16 PSAT Grades 10 and 11
November 2019	
6-7 & 8 MCAS ELA Retake 13 & 14 MCAS Math Retake 11 Veterans Day: School Closed	21 Parent Teacher Conferences 27 Pep Rally: Early Release 28-29 Thanksgiving Recess: School Closed
December 2019	
20 Annual EMK Jubilee	23-Jan 6 Winter Recess: School Closed
January 2020	
1 New Year's Day: School Closed 20 M.L. King Jr. Day: School Closed	27 EMK Science Fair
February 2020	
5-6 MCAS Biology Retest 13 Parent Teacher Conferences	17-21 February Recess: School Closed
March 2020	
2, 4-5 MCAS ELA Retest 6 and 9 MCAS Math Retest	24-25 MCAS ELA Exam (Grade 10)
April 2020	
10 Good Friday: School Closed	20-24 Spring Recess: School Closed
May 2020	

7 Parent Teacher Conferences 6 AP English Literature 12 AP Psychology 12 AP Spanish Language 11 AP Biology Exam 13 AP English Language Exam	19-20 MCAS Math Exam (Grade 10) 21 EMK Annual Awards Ceremony 22 EMK Field Day: Early Release 25 Memorial Day; School Closed 28 Senior Prom
June 2020	
2-3 MCAS Biology (Grade 9)	4 EMK Graduation 19 Last Day of School



FENWOOD CAMPUS STAFF & SCHEDULE

www.kennedyacademy.org

2019-2020

DIRECTORY- FENWOOD CAMPUS GRADES 9-10

Administration, Support Staff, Faculty

617-635-8450

Administration

Dr. Caren S. Walker Gregory, Headmaster

Mr. Celestino Depina, Assistant Headmaster

Ms. Alison Mosher, Instructional Coach

Mr. William Rawlinson, Health Engagement Coordinator (Dept. Chair)

Ms. Myrna Molina, Administrative Assistant

Student Support Services

Ms. Ernestine Andrade, Coordinator of Planning and Development

Mr. Nedsen Bien-Aime, Student Support

Mr. Rupert Brown, Staff Assistant

Mr. Vladimir Casseus, School Psychologist

Mr. William Cotto, Special Education & ESL Support

Mr. Mike Fitzgerald (Custodian)

Ms. Carmen Calderón O'Hara, School Counselor (Dept. Chair)

Mr. Asaad Fulton, Special Education

Ms. Wendy Kwong, Cafeteria

Mr. Jorge Muniz, Custodian

Ms. Priscilla Gomez, PIC Coordinator

Mr. Joel Remy, School Nurse

Ms. Mary-Alyce Whitham, Special Education Student Services (SPED Dept. Chair)

Mr. Paul Young, Dean of School Culture

Faculty

English: Christine Baumgarten, Siobhan Dooling

Health: Ms. Amanda Khatcherian, Mr. William Rawlinson (Dept. Chair)

Health Assisting: Ms. Justine Lyons, Ms. Martine Pierre-Victor, Mr. Oded Polat

Math: Sam Chen, Ms. Alison Kimball, Mr. Douglas Wilson

Physical Education: Mr. Tom Price, Mr. Bobby Stevenson

Science: Ms. Victoria Bartow, Mr. Kevin Robin (Dept. Chair)

History: Ms. Carolyn Barrows (Dept. Chair), Mr. Adrian Hedley

World Language: Ms. Angela Cappucci (Dept. Chair), Ms. King Marquez

DAILY SCHEDULE- FENWOOD CAMPUS GRADES 9-10

Students must arrive at 7:55am; all classes begin promptly at 8:00am. The school day ends at 3:00 pm. Extra-curricular activities and/or tutoring begins at 3:15 pm and end at 4:30 pm.

Period/Time	Monday	Tuesday	Wednesday	Thursday	Friday
	First Period 8:00-9:04	First Period 8:00-9:04	First Period 8:00-9:04	First Period 8:00-9:04	First Period 8:00-8:49
	Second Period 9:07-10:11	Second Period 9:07-10:11	Second Period 9:07-10:11	Second Period 9:07-10:11	Second Period 8:52-9:41
	Third Period 10:14-11:18	Third Period 10:14-11:18	Third Period 10:14-11:18	Third Period 10:14-11:18	Third Period 9:44-10:33
	Fourth Period 11:42-12:46	Fourth Period 11:42-12:46	Fourth Period 11:42-12:46	Fourth Period 11:42-12:46	Fourth Period 10:57-11:46
	Fifth Period 12:49-1:53	Fifth Period 12:49-1:53	Fifth Period 12:49-1:53	Fifth Period 12:49-1:53	Fifth Period 11:49-12:38
	Sixth Period 1:56-3:00	Sixth Period 1:56-3:00	Sixth Period 1:56-3:00	Sixth Period 1:56-3:00	Sixth Period 12:41-1:30
3:15-4:30	After School Enrichment	After School Enrichment/ MCAS Prep	After School Enrichment	After School Enrichment/ MCAS Prep	Staff Meeting 2:00-4:00

This publication includes school-based rules and guidelines, some laws, policies, regulations and practices that are important to Kennedy Academy for Health Careers and the Boston Public Schools and their parents and guardians. For a more comprehensive directory of laws and policies relating to students and parents, please use the 2019-2020 Guide to the Boston Public Schools for Families and Students.

DIRECTIONS TO KENNEDY ACADEMY- FENWOOD CAMPUS

From the north (via Route I-93 or Route 1)

Take the Storrow Drive exit and proceed to the Fenway exit. Follow signs for Boylston Street inbound and bear right onto Westland Avenue. Turn right onto Huntington Avenue. Take Huntington Avenue to Fenwood Road (this will be the first right you can make after Francis Street, **Brigham Circle**). Make a right onto Fenwood Road. Parking lot is on the left in front of the school.

From the west (via Route 90, Massachusetts Turnpike)

Take Exit 22 (Prudential), and bear right. Proceed to straight on Huntington Avenue. Take Huntington Avenue to Fenwood Road (this will be the first right you can make after Francis Street, **Brigham Circle**). Make a right onto Fenwood Road. Parking lot is on the left in front of the school.

From the west (via Route 9)

Proceed east on Route 9; it will become Huntington Avenue. Before **Brigham Circle**, Fenwood Road is on the left. Turn left onto Fenwood Road. Parking lot is on the left in front of the school.

From the south (via Route 3, Southeast Expressway)

Take Exit 18 (Massachusetts Avenue) and proceed onto Melnea Cass Boulevard. Continue for approximately two miles and turn left onto Tremont Street. Turn left on Ruggles Street. Turn left onto Huntington Avenue. Take Huntington Avenue to Fenwood Road (this will be the first right you can make after Francis Street, **Brigham Circle**). Make a right onto Fenwood Road. Parking lot is on the left in front of the school.

Via public transportation

The Fenwood Campus is accessible by subway via the Green Line or Orange Line of the MBTA. From downtown Boston, take an “E” train outbound to the Fenwood Road stop. Take the Orange Line, to the Roxbury Crossing stop and take the 66 bus to Fenwood Road. The campus can also be reached by taking the 66 bus from Dudley Station or the 39 bus from Forest Hills or Back Bay Station to the Huntington Ave and Fenwood Road bus stop.



FENWAY CAMPUS STAFF DIRECTORY & STUDENT SCHEDULE

www.kennedyacademy.org

2019-2020

STAFF DIRECTORY- FENWAY CAMPUS GRADES 11-12

Administration, Support Staff, Faculty

617-373-8576

Administration

Dr. Caren S. Walker Gregory, Headmaster

Ms. Vicky Rodrigues, Assistant Headmaster

Mr. Mark Lonergan, Instructional Coach

Ernestine Andrade, Director of Planning & Development

Lisette Santiago, School Secretary

Support Services Staff

Mr. Vladimir Casseus, School Psychologist

Mr. Gabriel Avruch, Special Education

Ms. Shiu Ching, Cafeteria

Ms. Christina Clemons, School Based Clinician

Ms. Nan Coellner, Special Education

Ms. Priscilla Gomez, PIC Career Specialist,

Ms. LaTonia Pettie-Simpkins, School Counselor

Makeda Girma, College Advising Corp.

Mr. Demetrius Warren, Dean of School Culture

Dr. Melissa Wender, ESL Support (ESL Dept. Chair)

Ms. Mary-Alyce Whitham, Special Education Services (SPED Dept. Chair)

Faculty

English: Dr. Kimberly Frazier-Booth (Dept. Chair), Dr. Christopher Madson, Dr. Melissa Wender

World Language: Ms. Danielle Jean

Math: Mr. Thierno Tall (Dept. Chair), Ms. Margaret Bolick, Mr. Frank Harris

Health Assisting: Ms. Justine Lyons, Ms. Martine Pierre-Victor, Mr. Oded Polat

Physical Education: Mr. Demetrius Warren (Athletic Director), Mr. Frank Duncan

Psychology: Ms. Mia Manduca

Science: Mr. Derian Capodagli, Mr. Zechariah Tan

History: Ms. Peggy Volcy, Mr. Damian Aufiero

Theater Arts: Dr. Stephanie Marson Lee

DAILY SCHEDULE- FENWAY CAMPUS GRADES 11-12

Students must arrive at 7:25 am; all classes begin promptly at 7:30 am. The school day ends at 2:30 pm, except on Fridays when the school day ends at 1:30 pm. Extracurricular activities and/or tutoring begins at 2:45 pm and end at 4:00 pm.

Grades 11 and 12 may participate in open campus lunch given parent/guardian permission. They may also have lunch in Smith Hall.

Period/Time	Monday	Tuesday	Wednesday	Thursday	Friday
First Period 7:30-8:30	First Period 7:30-8:30	First Period 7:30-9:05	First Period 7:30-9:05	First Period 7:30-9:05	First Period 7:30-8:20
	Second Period 8:35-9:35				Second Period 8:25-9:15
	Third Period 9:40-10:40	Second Period 9:10-10:40	Second Period 9:10-10:40	Second Period 9:10-10:40	Third Period 9:20-10:10
Lunch 10:40-11:20	Lunch 10:40-11:20	Lunch	Lunch	Lunch	Lunch 10:10-10:45
	Fourth Period 11:25-12:25	Third Period 11:25-12:55	Third Period 11:25-12:55	Third Period 11:25-12:55	Fourth Period 10:50-11:40
	Fifth Period 12:28-1:28	Fourth Period 1:00-2:30	Fourth Period 1:00-2:30	Fourth Period 1:00-2:30	Fifth Period 11:45-12:35
	Sixth Period 1:30-2:30				Sixth Period 12:40-1:30
2:45-4:00	After School Enrichment	After School Enrichment	After School Enrichment/ Big Brother Big Sister Mentor 2.0	After School Enrichment/ MCAS Prep	Staff Meeting

This publication includes school-based rules and guidelines, some laws, policies, regulations and practices that are important to Kennedy Academy for Health Careers and the Boston Public Schools and their parents and guardians. For a more comprehensive directory of laws and policies relating to students and parents, please use the 2019-2020 Guide to the Boston Public Schools for Families and Students.

Open Campus

The 11th and 12th graders who have open campus lunch privileges are allowed to have lunch at the list of the business establishments (below) in the immediate area. The chart below lists the authorized areas where students can go for open campus lunch. Students who go to lunch outside of locations listed will lose open campus lunch privileges for three days. **Fenway Campus- No student can remain at Cahners Hall unless accompanied by a staff member. EMK students exercising open campus privileges must return to their next period class and ready to work by 11:20 am.** Students returning late from lunch must sign in with Dean of Culture on duty and will possibly lose their open campus lunch privileges.

After the third offense, a parent conference will be scheduled for abuse of this privilege and will result in having lunch privileges suspended or revoked.

Authorized Open Campus Lunch Locations
Marino Center (BGood, Wollaston's, etc.)
Curry Student Center (Food Court Only)
Chicken Lou's
Qdoba
Cappy's Pizza (82 Westland Avenue)
Subway (Ryder Hall)
Dunkin Donuts (Shillman Hall)

DIRECTIONS TO KENNEDY ACADEMY- FENWAY CAMPUS

To the Northeastern/Renaissance Visitor's Parking Garage

From the north (via Route I-93 or Route 1)

Take the Storrow Drive exit and proceed to the Fenway exit. Follow signs for Boylston Street inbound and bear right onto Westland Avenue. Turn right onto Massachusetts Avenue, proceed to the third traffic light, and turn right onto Columbus Avenue. The Renaissance Parking Garage is at 835 Columbus Ave. Follow the directions below to Cahners Hall.

From the west (via Route 90, Massachusetts Turnpike)

Take Exit 22 (Copley Square) and bear right. Proceed to the first traffic light and turn right onto Dartmouth Street. Take the next right onto Columbus Avenue. The Renaissance Parking Garage is at 835 Columbus Ave. Follow the directions below to Cahners Hall.

From the west (via Route 9)

Proceed east on Route 9; it will become Huntington Avenue. Turn right onto Ruggles Street. At the third traffic light, turn left onto Tremont Street. At the second set of lights, turn left onto Melnea Cass Boulevard, and then turn left onto Columbus Avenue. The Renaissance Parking Garage is at 835 Columbus Ave. Follow the directions below to Cahners Hall.

From the south (via Route 3, Southeast Expressway)

Take Exit 18 (Massachusetts Avenue) and proceed onto Melnea Cass Boulevard. Continue for approximately two miles and turn left onto Columbus Avenue. The Renaissance Parking Garage is at 835 Columbus Ave. Follow the directions below to Cahners Hall.

Via public transportation

Northeastern is accessible by subway via the Green Line of the MBTA. From downtown Boston, take an "E" train outbound to the Northeastern stop, the first stop above ground. The campus can also be reached from downtown via the Orange Line by taking any train going outbound or inbound and getting off at Ruggles Station. The campus can also be reached by taking any bus that travels into the Ruggles Station. Commuter rail lines connect with the Orange Line at the Back Bay Station and North Station. Follow the directions below to Cahners Hall.

To Cahners Hall at 110 Fenway from Renaissance Garage/Ruggles Station

If you parked in the Renaissance Parking Garage (go into the Ruggles Station) or you have arrived by "T" or bus at the Ruggles Station, exit using the Northeastern University Exit. Walk down Forsyth Street, across Huntington Avenue, pass the Marino Center to Hemenway Street. Cross Hemenway Street, walk down the wide pathway between Forsyth Dental Center on the left and the residences on the right. At the end of the pathway turn right and 110 Fenway (Cahners Hall) will be the third building on your right. The main office for the school is located on the first floor.