

Edward M. Kennedy



Academy for Health Careers

Families and Students
Handbook
Code of Conduct
2010-2011

Dream. Grow. Excel.

A Horace Mann Charter Public School in partnership with Boston Public Schools and Northeastern University
Physical Address: 110 Fenway ~ Cahners Hall 102 ~ Boston, MA 02115
Mailing Address: 360 Huntington Ave ~ 102 Cahners Hall~ Boston, MA 02115 ~ 617-373-8576 ~ FAX 617-373-7850

Edward M. Kennedy Academy for Health Careers

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

2010-2011



Headmaster

Dr. Caren S. Walker Gregory



Board of Trustees

Tom Kieffer, Chairperson
Elmer Freeman, Vice Chairperson
Chrisyanna Egun
Mildred Freeman
Albert Holland
June Jacquard
Michelle Keenan
Hyacinth MacLaren
Dr. Caren S. Walker Gregory



Superintendent of Schools

Dr. Carol R. Johnson



School Committee

Rev. Gregory G. Groover, Sr., D.Min., Chairperson
Marchelle Raynor, Vice Chairperson
John F. Barros~ Alfreda J. Harris
Dr. Carol R. Johnson~Claudio Martinez
Mary Tamer~ Michael D. O'Neill
Michael Davis, Student Representative

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, 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 2010-2011

Administrative Offices/School

Physical Address
102 Cahners Hall
110 Fenway
Boston, MA 02115

Mailing Address

102 Cahners Hall
360 Huntington Avenue
Boston, MA 02115

Main Office

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

Attendance Line

(617) 373-8902

SCHOOL HOURS: 7:30 AM – 2:30 PM
Wednesdays 7:30 AM – 1:30 PM

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 2010-2011 Guide to the Boston Public Schools for Families and Students.

TABLE OF CONTENTS

SCHOOL GOVERNANCE		RULES & DISCIPLINARY PROCEDURES	
Board of Trustees		5 Suspension and Expulsion	21-22
		Student with Disabilities	23
DIRECTORY		Truancy, Tardiness	24
Administration, Staff, Faculty		6 Cutting Classes	25
		Bomb Scares, Fire Alarms	25
ABBREVIATED CODE OF CONDUCT	7-8	Cheating & Plagiarism	25
		Vandalism, Destruction of Prop	25
INTRODUCTION – HISTORY	9	Drugs or Alcohol	25-26
		Smoking	26
MISSION STATEMENT	10	Fighting	26
		Striking School Personnel	26
PHILOSOPHY	10	Weapons	27
		Stealing	27
COMMUNICATION		Bullying	27-28
Channels of Communication	11-12	Verbal Harassment	27
Emergencies	12	Sexual Harassment	28-29
		School Dress	29
HANDBOOK		Obscene Language	29
ACADEMICS	13-16	Cellular Phones	30
Standard Curriculum	13	Hazing	30-31
Grading Scale and Equivalent	13	Additional Standards of Behavior	31-34
Honor Roll	14	BARRED FACILITIES	34
Promotion Requirements	14	POLICY ON COMPUTING ETHICS	35
Graduation Requirements	14	OTHER GENERAL INFORMATION	35-36
Awards and Scholarships	15-16	Extra Curricular Eligibility	35
		Field Trips/School Socials	35
STUDENT SUPPORT	17	Medical Policies	36-37
Advisory System	17	Student Records	37
Academic Tutoring/MCAS Prep	17	Release of Information	37
Learning Specialist	17	School Wide Emergencies	37
Student Support Coordinators	17	Textbooks and School Equipment	37
No Child Left Behind	17	Visitors	37-38
		EXTRA CURRICULAR ACTIVITIES	39
CODE OF CONDUCT		Activities and Organizations	39
ATTENDANCE	18-20	DIRECTIONS TO EKA	40
Attendance Policy	18-20	DAILY SCHEDULE	41
Lunch 9th Grade/Open Campus	20	MLA Citation Format	42
		APA Citation Format	43
		Science Fair Schedule Outline	44
		2010-2011 Calendar Highlights	45-46

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 in scheduled session six times each year, on the second Wednesday of each month from 6:00-8:00 PM. Meetings are open to the public and are held on the Northeastern University campus. To confirm meeting date and site please call 617-373-8576. Members serve two-year terms.

Name/Office	Affiliation
Tom Kieffer Chairperson	Executive Director Southern Jamaica Plain Health Center
Elmer Freeman Vice Chairperson	Executive Director Center for Community Health Education, Research and Service
Christyanna Egun	Director, Boston Partnerships Massachusetts General Hospital
Mildred Freeman	EMK Parent Representative
Albert Holland	Community Representative
June Jacquard	EMK Faculty Representative
Michelle Keenan	Brigham & Women's Hospital Director Community Programs Center for Community Health and Health Equity
Hyacinth MacLaren	Business Manager METCO
Dr. Caren S. Walker Gregory	Headmaster EMK Academy for Health Careers

DIRECTORY

Administration, Staff, Faculty

Administration:

Dr. Caren S. Walker Gregory, Headmaster	617-373-8576/2188
Ms. Angela E. Hedley, Assistant Headmaster	617-373-8468
Ms. Julie Caldarone, Director of Instruction	617- 373-2173
Ms. Diane Bassett, Director of Planning & Development	617-373-7856
Ms. Hilary White, Administrative Assistant	617-373-8576

Support Services Staff:

Ms. Carmen Calderón O'Hara, Guidance Counselor	617-373-8907
Ms. Luella Ferrill Carter, Coordinator of Academic & Clinical Services	617-373-7861
Mr. Andrew Floyd, Dean of Students, Girls Basketball Coach	617-373-8465
Ms. June Jacquard, Learning Specialist /Special Education Coordinator	617-373-8753
Ms. Rosalinda Midence, Dean of Students	617-373-8902
Ms. Kristin Moul Driscoll, Health Engagement Coordinator	617-373-3118
Mr. Demetrius Warren, Dean of Students & Boys's Basketball Coach	617-373-8465
Mr. Bill Rawlinson, Career Specialist, Private Industry Council	617-373-8576

Faculty:

617-373-8576

English: Mr. Michael Baulier, Ms. Ilsa Bruer, Ms. Kimberly Frazier-Booth, Ms. Mia Manduca

World Language: Ms. Jordan Capik, Ms. Angela Cappucci

Health Sciences: Ms. Lisa Moore

Math: Mr. Samuel Grosso, Mr. Frank Harris, Mr. Mike Nduaguba, Mr. Thierno Tall

Science: Mr. Derian Capodagli, Ms. Seneca King, Mr. Kevin Robin, Mr. Thierno Tall

Social Studies: Ms. Alison Galanter, Ms. Mary-Alyce McLaughlin

Special Education: Ms. Karen Jarosiewicz

Technology: Ms. Kelly Corrigan

HANDBOOK: ABBREVIATED CODE OF CONDUCT

OFFENSE

DISCIPLINE

ATTENDANCE

Skipping School	Detention/ Suspension/ Parental Notification
Tardy to school and did not check in	Smith Hall Lunch/Parental Notification
Tardy to class	
Cutting class	Parental Notification Detention/Suspension
Failure to make up missed detention	Two Smith Hall Lunch sessions & School Service

ALCOHOL & DRUG USE

Possession/use/distribution	Immediate 5-10 days Suspension Possible Attendance at the Counseling and Intervention Center; Referral for Alcohol/Drug Use Counseling.
-----------------------------	--

SCHOOL BEHAVIOR

Academic dishonesty, cheating	Parental Notification Possible Suspension
Assembly misbehavior	Detention & School Service
Disrespect to fellow student and faculty (including profanity)	Parent called, Parent Conference Possible Suspension
Dress & Cell Phones and Electronic Devices (See Rules 12 & 14, pg 18)	1st Offense - Warning; 2nd Offense Detention, Parent Called, Confiscation of Article for the Year Retrievable by Parent
Failure to identify self to any staff member when asked	Parent Conference, Detention & School Service
Fighting /assault	Suspension up to Five Days Possible Expulsion
Filing a false report, Forgery, Gambling	Parent Conference Possible Suspension
Hazing/Bullying	Parent Conference & 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 onto campus

Parent Called & Detention

OFFENSE

DISCIPLINE

SCHOOL BEHAVIOR

Sexual harassment

Suspension; attendance at
Counseling and Intervention
Center; possible Expulsion

Vandalism/theft

Restitution; School Service;
Suspension 3-5days and/or
Expulsion

Weapons (possession or transfer from one to another)

Immediate ten-day suspension;
Attendance at Counseling and
Intervention Center,
Possible expulsion

SMOKING

Inside school building or on the NU Campus

Parental notification;
Three-day Tobacco Education
Program or five-day detention;

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 & NU
police

TARDINESS

Late to school

Lunch at Smith Hall

Three tardies to school

Equals one unexcused absence to
1st period

Class tardiness

Three tardies equals one unexcused
absence; three unexcused absences
results in "NC" or "F"

USE OF CONTROLLED SUBSTANCE

Possession/user/distributor

Immediate ten-day suspension;
Attendance at the Counseling and
Intervention Center; Possible
expulsion & police/court action

INTRODUCTION

The Edward M. Kennedy Academy for Health Careers (**EKA**) is a Horace Mann Charter Public School for students who are interested in careers in the health professions. The academy brings together a network of partners including Northeastern University, Brigham and Women's Hospital, Massachusetts General Hospital and TJX Companies, Inc. and many of Boston's community health centers. The Academy is administered through Boston Public Schools and the Center for Community Health Education, Research and Service (**CCHERS**).

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 to community. All members of the **EKA** 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 try always 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 health care 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 therapist, dentist, 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 school district and teacher's 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.

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 2008, the Massachusetts Board of Education renewed the school's charter for a third five-year term.

OUR MISSION

Edward M. Kennedy Academy for Health Careers, Horace Mann Charter Public School is a college preparatory high school for Boston students exploring careers in the health professions and related fields. 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 and 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 enroll students based only on their interest in exploring the health careers and their willingness to meet the challenge of learning with their best effort.
- We are part of a search for educational strategies that can have broader applicability and can lead to systemic change in the schools and in the community.

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 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 note and/or phone call) faculty/staff members at school between the hours of 7:15-2:45.

FOR ACADEMIC CONCERNS CONTACT:

Your child's teachers if you have:

- 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 that a specific teacher coordinates

Your child's Academic and Clinical Coordinator, Luella Carter (Last Names A-La) or Guidance Counselor, Carmen Calderón O'Hara (Last Names Le-Z), if you:

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

You should contact the Learning Specialist, June Jacquard, if you:

- have concerns regarding your child's academic performance
- would like to have your child tested for possible learning disabilities

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

- have broad questions about the overall curriculum of the school
- have questions regarding classroom practices
- have questions regarding internships or community service
- have questions regarding **MCAS** testing

SOCIAL, EMOTIONAL & DISCIPLINARY CONCERNS:

You should contact the Guidance Counselor, Carmen O'Hara, or Coordinator of Academic & Clinical Services, Luella Carter, if you:

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

You should contact the Dean of Students, Demetrius Warren or Rosalinda Midence if you:

- have already spoken with your child's teacher, or advisor about a social, behavioral issue and feel it is necessary to discuss the matter further
- have questions regarding disciplinary actions for your child
- 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 Administrative Assistant, Hilary White, if you:

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

You should contact the Coordinator of Planning & Development, Diane Bassett, if you:

- have questions regarding EMK's lunch program and cost
- have questions regarding proposals, grants, budget, Title One, MA Dept. of Elementary and Secondary Education grants
- have questions regarding annual giving
- have questions regarding EMK's annual report

You should contact the Assistant Headmaster, Angela Hedley if you:

- have questions regarding disciplinary actions for your child
- have questions regarding the safety of your child
- have some class wide questions or concerns that are social in nature
- have questions regarding Advanced Placement courses

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

- have taken all of the appropriate steps listed above (under Teacher, Coordinators, Headmaster, or Deans of Student) 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 parent teacher council

EMERGENCY

In case of an emergency, call the headmaster of the Academy directly at (617-373-8576), if the emergency occurs before or after the school hours, contact Dr. Caren Walker Gregory at (617) 293-2374 or Angela Hedley, Assistant Headmaster at (617) 373-8468 or (617) 590-8311.

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. Exceptions to the policy can be made when legal documentation is provided indicating that only one parent is the custodial parent.

HANDBOOK: ACADEMICS 2010-2011

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 promotion and graduation standards.

EMK Academy for Health Careers Standard Curriculum			
Academic Courses			
Grade 9	Grade 10	Grade 11	Grade 12
College English	College English	College English or *AP English Language	College English or *AP English Literature
Algebra I	Geometry	Pre-Calculus or Advanced Algebra	Calculus, College Math or *AP Calculus *AP Statistics
Physics Biology	Biology or Honors Biology	Chemistry or Honors Chemistry	Human Anatomy & Physiology, or *AP Biology
US History I	US History II	World History II	History Elective
World Language I, or Native Speakers	World Language II, or Native Speakers	World Language III, or Native Speakers	Psychology
Technology I	Technology II	Technology III Junior Seminar • College Prep	Senior Seminar • Community Service
Health Science I	Health Science II	Health Science III • CPR Certification	Fitness Elective

*AP courses may be offered at the college level for college credit.

GRADING SCALE

Number Grade	Letter Grade	GPA Equivalent
98-100	A+	4.33
94-97	A	4.0
90-93	A-	3.67
87-89	B+	3.33
84-86	B	3.0
80-83	B-	2.67
77-79	C+	2.33
74-76	C	2.0
70-73	C-	1.67
67-69	D+	1.33
64-66	D	1.0
60-63	D-	0.67
Below 60	F	0.0

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 1/2 hours each night. If you have questions about homework or if your child says the teacher does not assign homework, contact the teacher (617) 373-8576 or the academic coordinators [Mrs. Carter at (617) 373-7861 (for students whose names end in A-La) or Mrs. O'Hara at (617) 373-8907 (Le-Z)].

HONOR ROLL

- Students will earn high honors status on the honor roll if she/he earns all A's in any term.
- Students will earn honors status on the 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 in any term.

PROMOTION REQUIREMENTS

- Students must pass at least four of five core academic courses by August of each year in order to be promoted to the next grade level. We believe that failure of core academic courses is a strong indicator that a student is not yet ready to pursue the curriculum that is expected in the next year.
- Students must meet the BPS benchmarks in math and language arts in order to be promoted.
- Students who have failed two or more core academic courses at the end of August will be retained and will repeat all courses for that grade level.
- Students with disabilities are expected to meet promotion 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 promotion goals. It will also describe the conditions by which the student will take standardized tests and alternative classroom tests and assessments.

GRADUATION REQUIREMENTS

- Students must pass all courses with a grade of 60 or higher in order to graduate:
 - Four high school English Language Arts courses
 - Four high school Mathematics courses
 - Four high school Science courses
 - Three high school History courses
 - Four high school Health courses
 - Three World Language courses in the same language
 - Two semesters of Physical Education
 - Three high school Technology courses
- Students must pass the Massachusetts Comprehensive Assessment System (MCAS) in English language arts, mathematics and science.
- Students must complete 150 hours of Community Service
- Failure of elective courses will not affect a student's graduation but will adversely affect the grade point average.

The Academy shares these standards with students and parents to gain their support, and will use them with college admissions counselors to promote understanding of our rigorous academic program. **Please consult the 2010-2011 Guide to the Boston Public Schools for more information.**

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.
- **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 Internship Participation** – Awarded to the student who has demonstrated a strong commitment to his/her 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 were elected by their peers to be student government officers.

SCHOLARSHIPS

- **Boston Teachers' Union Scholarship (\$1,000)** – Two students are nomination 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.
- **Dressed for Success Scholarships (varies)** – Established by the **TJX Companies, Inc.** and awarded to students who show strong and consistent participation in the Dress for Success Program and demonstrate use in professional settings.

- **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.
- **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.
- **John and Abigail Adams Scholarship** – Full four-year tuition scholarships at Massachusetts public institutions of higher education based on outstanding MCAS achievement.
- **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.
- **Multicultural Advisory Scholarship** – To acknowledge academic achievement, community service, and citizenship within and outside of EMK.
- **Northeastern University Scholars** – Boston Public High School Scholarship, Ujima Scholars program, Boston Housing Authority Scholarships, 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.
- **Presidential Freedom Scholarships (\$1,000)** – Awarded to recognize outstanding personal commitment to community service. Funded by the Corporation for National Service with local matching funds for EMK.
- **The Sarah Stowell, RN and Chester Pierce, MD Scholarships** – Established by Mass General Hospital and Mass General Physicians Organization to reward high achieving students who are pursuing the health professions.
- **Brigham & Women's Hospital Scholarships** – Established by Brigham and Women's Hospital to reward high achieving students who will enter the health professions.



STUDENT SUPPORT SERVICES

ADVISORY SYSTEM

The **EMK** advisory system is designed to connect all **EMK** 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.

ACADEMIC TUTORING/MCAS/SAT PREP

EMK teachers provide after school subject area tutoring for students beginning in October to May of each school year. Tutoring is held Monday, Tuesday, and Thursday from 2:45-4:00 PM.

Mandatory MCAS Prep is provided after school for tenth graders and students who need to retake the test, two days a week from 2:45-4:00 PM.

LEARNING SPECIALIST

EMK learning specialist serves as a consultant to the faculty, staff and families around issues of inclusion for students with special needs.

STUDENT SUPPORT COORDINATORS

The student support coordinators provide academic and clinical counseling to students and families as needed.

NO CHILD LEFT BEHIND

The federal Elementary and Secondary Education Act called “No Child Left Behind,” funds a number of grants. The largest of these is Title I, which aims to improve basic education for low-income students. Students attending **EMK**, a Title I funded school, have new rights under this law:

- We must inform you through a written “school report card” if **EMK** is on the Massachusetts Department of Education list of schools that have not made Adequate Yearly Progress (**AYP**) for two or more years, based on **MCAS** results.
- If **EMK** is on the list of school that has not made **AYP**, you have the right to request a transfer to another school within **BPS** that is not on the list, as long as seats are available. Regular times and rules for **BPS** transfer apply.
- If **EMK** has not met **AYP** for two consecutive years, your child may be eligible for Supplemental Educational Services (**SES**) – free after-school tutoring to improve **MCAS** reading and math scores. (This is an on going offering at **EMK**.)
- In **EMK** annual report mailed every year, parents are provided with the professional qualifications of the staff at **EMK**.
- **EMK** must inform you when an unqualified teacher will teach your child for longer than four consecutive weeks. (An “unqualified teacher” is a teacher who is not yet certified to teach, or who is teaching more than 20% of the time outside of his or her area of certification.)

A list of schools that did not make Adequate Yearly Progress is available on the BPS (www.bostonpublicschools.org) and DOE (www.doe.mass.edu) websites. Please consult the 2010-2011 Guide to the Boston Public Schools for more information.

HANDBOOK: CODE OF CONDUCT

ATTENDANCE

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 7:25 a.m. every day so that they can be on time for their first class. **Students arriving late must check in individually with Ms. Midence at the main entrance. Students arriving after 8 am must check in with Ms. Midence and will be assigned Smith Hall detention.**

Early Dismissals

Students needing early dismissal must get a dismissal card from any of the Dean of Students. 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 Ms. Midence on arrival or before the time of their dismissal.** 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 or medical lateness, a **parent** (not the student) **must call the attendance line (617-373-8902)** to report absence or lateness by 8 a.m. If the Academy does not hear from a parent, a call will be made to the parent to inquire 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.** This note will be shown to the student's teachers who will initial it and record the excused absence in their daily attendance records. During non-school hours, parents may leave a message by calling the **attendance line (617-373-8902)**. Routine medical or dental appointments should be made for vacation periods, or times when school is not in session.

Long Term Absences

The Academy asks 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 the Headmaster as far ahead as possible. If the Assistant Headmaster or the Headmaster agrees that such an absence is in the student's best interest, 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 student.**

Short Term Absences

For any other short-term unexpected absences that may arise, the Academy 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 the student.**

Attendance to Class and Advisory

Students are required to attend all assigned classes and advisories. Students will conduct themselves in accordance with classroom rules, thereby eliminating the need to be temporarily removed from class. **Each teacher will provide to each student, via a class syllabus given to students at the beginning of each term, 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.** A teacher's consequences will conform to EMK's code of conduct.

Effects of Poor Attendance

The Kennedy Academy for Health Careers abides by the Boston Public Schools attendance policy, which states that students must attend school at least a half-day (3 hours 10 minutes) to be marked "present" for any given day. The following is taken from the **2010-2011 Guide to the Boston Public Schools for Families and Students.**

- A student with more than 3 unexcused absences in a marking term, or more than 12 unexcused absences for the year, will receive a grade of "NC" (NO CREDIT) if the student otherwise earned a passing grade. If the student has not earned a passing grade, he or she will receive an "F".
- If a student receives an "NC" for one or more marking terms, but does not exceed 12 unexcused absences for the year, the "NC" will be converted at the end of the school year to the grade the student would have otherwise received.
- A student may change an "NC" for the year to a letter grade and earn credit for the course by passing the final exam at the end of the year or during the summer.

Tardiness

The school day begins at 7:25 a.m.; the first period teacher records attendance to school. **Students arriving after 7:30 am will be marked tardy for the day and must serve a Smith Hall detention. A parent should call the attendance line (617-373-8902) 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. *Every three tardies that a student accumulates, whether it is to school or to a class may result in one unexcused absence.* After three unexcused absences to a class, a student will receive an "NC" (no credit) or an "F" for the term if that is the grade the student was earning at the time. There will be no excused tardies except in cases of emergency or extreme weather conditions as determined by the Headmaster.

Students arriving at 8:00 AM and later should report to the Dean of Students. *The student will be expected to make-up the missed class work.* Parents will be notified by phone of the tardiness and the serving of a Smith Hall lunch detention.

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 situation.

Unexcused Absences

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

Attendance and School Lunch

As a public school, Kennedy Academy for Health Careers provides free and reduced lunch for all eligible students at the Smith Hall cafeteria. Students are permitted to bring their own meals and eat at Smith Hall. **All 9th graders are required to have lunch in Smith Hall Cafeteria, located at 129 Hemenway Street.** Lunch attendance will be taken, freshmen cutting lunch will lose open lunch privileges as upper classmen. Lunch is served from **10:36 – 11:20am** and is monitored by **EMK** staff. **All students are expected to return from lunch by 11:20 and in class and ready to work by 11:24.**

Open Campus

The 10th, 11th, and 12th graders have open campus lunch privileges and are allowed to have lunch at any of the business establishments in the immediate area. **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 11:24.** Students returning late from lunch must sign in with the teacher on duty and will serve a Smith Hall detention. **After the third offense a parent conference will be scheduled for abuse of this privilege will result in having lunch privileges suspended or revoked.**

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 the **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** 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 arises, members of the school community have the right to seek mediation or, file a complaint with the Headmaster of the **EMK**.

All students enrolled in the **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, or obscene language; 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 Students or Assistant Headmaster may recommend that a student be suspended for up to ten days or that the student **withdraw** from the Academy for the remainder of the school year. Before the Dean of Students 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 Students or Assistant Headmaster hears the evidence and decides whether the student should be suspended. The parent/guardian may appeal the decision to the Headmaster 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 try to 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 the Boston Public School Counseling and Intervention Center, as assigned.

The Headmaster may recommend a student be expelled from the **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 Students 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 and staff administrators improve student responsibility. These steps are not necessarily linear or consistent for each student. Different strategies for changing behavior work as differently as young people have different personalities. 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. For example, a student that acts responsibly in class, always passes in work, and is supportive of others, may earn certain privileges that another student in the same class does not have.

The procedures for suspensions and expulsion conform to the Kennedy Academy for Health Careers, Boston Public Schools and Northeastern University Codes of Discipline. **Please consult the 2010-2011 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 **EMK** Board of Trustees or the Superintendent of BPS, or someone named by the Superintendent, within 10 school days. They may also ask the Board or the Superintendent to review the case after 90 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 the student 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 the **EMK** Board of Trustees policy, school staff may not punish a student by hitting, pushing, or any use of physical force. School staff may use reasonable physical force to restrain a student only if (1) 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.

Student with Disabilities – The **EMK** and **BPS** disciplinary policies apply to all students. No student may be suspended for more than 10 cumulative school days in the school year except as provided by federal laws and regulations.

The following 16 EMK Fundamental Rules are defined below with the consequences for violating them.

RULE 1a: No Truancy

A student is legitimately absent from school only if he/she is ill, in the event of a death in the student's immediate family, or for another reason determined legitimate by the **EMK** Headmaster. All other absences from school are unexcused. Student must bring a note or doctor's letter the following day.

Procedure for reporting absences: each day a student is absent; the parent/guardian reports the absence by phoning the EMK attendance line (617-373-8902) between 7:30 am and 10:30 am. If the parent/guardian is unable to call on the particular day, the student calls and submits a parental note confirming the absence to the **EMK** office on the day he/she returns to school. If no call is made, the parent/guardian should call the next day.

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 the truancy, the student must be counseled by the Dean of Students or the Guidance Counselor and must make up the missed class time by serving after school detention.

For each subsequent offense, the student and his or her parent /guardian must meet with the Dean of Students or Assistant Headmaster. The student is subject to loss of participatory privileges in the **EMK** program. Under a strict promotion policy, students will only be allowed three (3) unexcused absences a marking period or face failure and possible non-promotion.

After twelve unexplained absences, the teacher should make application for court action or explain in writing the reason court action should not be sought. The teacher 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: No Tardiness

EMK teachers will not allow students to enter the classroom more than 15 minutes late, especially if this becomes a persistent pattern. We feel that it is important to prepare students for their real-world responsibilities. Students who arrive late for any class must receive a Smith Hall slip from the staff on door duty in order to be admitted to class. This is important in order to know that students are not absent, to keep a record of their attendance, and to be able to alert them in case of family emergencies.

Any student who is tardy three (3) times to class may result in one (1) unexcused absence in that class. More than three unexcused absences in a class will generate a "NC" (NO CREDIT) grade for that quarter. A student arriving after 7:30 am will be marked tardy for the day and serve a Smith Hall detention. Students arriving at 8:00 am and later will make up missed class work and serve a Smith Hall lunch detention.

RULE 1c: No Cutting Classes or Advisory

Students are required to attend all assigned classes and advisories. 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 by serving after school detention and may be suspended.**

RULE 2: No 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/or Fire Department.
- B) Conferences with the Assistant Headmaster or Headmaster, and the student and parent/guardian. At which time disciplinary action, including expulsion will be considered.

RULE 3: No 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 notifies the parent/guardian, and Academic Coordinator.

RULE 4: No 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 probation, suspension or expulsion.

RULE 5: No 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 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 the Juvenile Officer of the Police Department.

In addition, the following consequences shall prevail. The student and parent/guardian shall meet with the Dean of Students or Assistant Headmaster to consider disciplinary action, including 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 Students, Assistant Headmaster or Headmaster. The Dean of Students 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 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: No 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 the building, 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 attend a three-day after school Tobacco Education Program or a five-day detention. Parents will also be notified.

RULE 7: No Fighting

Students found fighting with each other will be suspended immediately. A hearing will be scheduled with the Dean of Students or Assistant Headmaster and the parent(s)/guardian(s) will be notified that the student may not return to school until the hearing date. The student(s) may lose open campus privileges and/or have other restrictions placed on them for five (5) weeks. Individual, joint/group counseling or mediation will be mandatory.

RULE 8: No Striking a Teacher or Other School Personnel

Following Massachusetts General Laws, Chapter 71, Section 37H, any student who assaults any member of the **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 expulsion from the **EMK** by the Headmaster, followed by mandatory attendance at the Boston Public School Counseling and Intervention Center.

RULE 9: No 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. 1989,c. 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 Students, 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 immediate expulsion from the **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 automatic expulsion from the **EMK**.

RULE 10: No 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 and the student must attend mandatory counseling with the grade level Clinical Coordinator. The Assistant Headmaster or the Headmaster will recommend restitution, school service, suspension, and/or expulsion.

Students caught stealing from any local store or Northeastern University will be subject to automatic suspension of five 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: No 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 seven days, Northeastern University police and/or the Boston School Police Department will be notified and a referral will be made to the BPS Counseling and Intervention Center.

RULE 12a: No 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: No 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 Students, Assistant Headmaster, or the Headmaster of the Academy. 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 as confidential a 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 the **EMK**, will be subject to disciplinary action up to and including expulsion from the **EMK**. **Please consult the 2010-2011 Guide to the Boston Public Schools for more information.**

RULE 13: No Hats, Scarves, Stocking Caps, Wrap Scarves, Etc., Provocative or Inappropriate Dress:

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 demanded 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, bandannas, scarves, gym-style or "short shorts", mini-skirts, tank tops, and bare midriff styles are considered to be inappropriate for reason of safety and employment and are not to be worn in school.

No headgear 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 2) Headgear will be taken until the end of the day and the parents notified. 3) Headgear will be taken until the end of the year 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. If this happens repeatedly, the Dean of Students or the Assistant Headmaster will arrange a meeting with the student's parent/guardian.

RULE 14: No 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 of the educational process. No one wants to hear it, and it has no place in school. Those who offend with profanity must meet with the Dean of Students or Assistant Headmaster.

RULE 15: No Cellular Phones, iPod's, MP3 Players or other Audio/Visual Devices

The Boston Public School and EMK 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. Student 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 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:

The Dean of Students and the Assistant Headmaster will monitor student violations of the cell phone or other electronic device policy.

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 and returned to the student at the end of the school day.
- Second and subsequent offenses: Student's cell phone or other electronic device will be confiscated and returned only to the student's parent or guardian. The student will be prohibited from bringing a cell phone to school for the remainder of the school year.
- Students committing repeated violations of this policy may be subject to additional disciplinary action, consistent with the *Boston Public School's Code of Discipline*.

Only students who have a special medical or emergency reason to possess a cell phone and who have both a letter from parent(s)/guardian(s) on file in the school office and an authorization from the Assistant Headmaster or Headmaster, may have such devices on (on vibrate) during the school day.

The school is not responsible for the loss or theft of cellular phones, PDA's, iPod's, MP3 Players or other electronic devices.

RULE 16: No 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

1. Students are required to wear their I.D.'s at all times and must show them when requested by EMK staff or NU Safety.

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

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

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 Students or Assistant Headmaster.

A conference is held with the Dean of Students or 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.

3. T Passes

All eligible **EMK** students will receive an annual Student Charlie Card. Only one is given to a student every year. **Lost or stolen passes may be replaced for a fee, see Ms. Midence.** Students will receive their T passes from the school at the beginning of the school year.

4. 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 a radio, yelling, skateboarding, bouncing a ball,

riding a bicycle or roller-skating within the school building, and throwing snowballs or water balloons, and possessing/using water guns. Offending student must meet with the Dean of Students or 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 holding conversations there. 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.

Locker Time

To reduce disruption to classes **LOCKER TIME** is before school, at lunch and after school. Students may not use **LOCKERS DURING CLASS TIME**, unless by written permission of a teacher.

To further reduce disruption to classes, students will not be allowed to leave the classroom during the first and last 15 minutes of class, students will be sent back to class during these times.

Hall Passes

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

5. Littering/Spitting 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

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 to that student the responsibility to cafeteria cleaning duties.

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. No one wants to see you spit or clean up after you. If a student is observed spitting inside the school building, he/she will be required to clean it up.

6. 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 student trespassing is reported to the **EMK** office, students will be advised of trespassing statutes and the school will investigate the manner and advise the property owners to report the student(s) to the Police. The Kennedy Academy for Health Careers will not be responsible for students who chose to violate this code.

7. Radios, Headsets, MP3 players and iPod's

Radios **without** headsets may **NOT** be brought to school. 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., such dress does not reflect the seriousness of the classroom or the professional manner in which students are expected to carry themselves.

During school hours (7:30am – 2:30pm) iPod's, MP3 players and headphones must be kept **completely out of sight** in the hallways and classrooms unless classroom teacher permits use. It is legal to use such equipment for personal listening to and from **EMK** field trips and off school grounds provided that the volume is not disruptive to the surroundings.

8. Cellular Phones and Personal Digital Assistants (PDA's) Use Prohibited During School Day

The use of cellular phones and PDA's is prohibited at the Kennedy Academy for Health Careers during the school day. Cell phones and PDA's cannot be visible in the classroom or the school building. They must remain out of sight, in your bag or in your pocket. They must also be **turned off** during class time. **PARENTS PLEASE DO NOT CALL OR PAGE YOUR CHILD DURING SCHOOL HOURS. If you need to contact your child please call the main office at 617-373-8576 or 617-373-8465.**

See page 19 for penalties for inappropriate use of electronic devices or cell phones.

9. No Gambling

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

10. No Tardiness to Any Mid Term and Final Exams

A student who arrives late for a mid term 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 subject teacher.

11. 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.

12. 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) to contact a student or leave a message for students.** Therefore, do not give out the **EMK** number for pager callback or to receive personal messages.

In the event of an emergency, students can be reached at 617-373-8576 (EMK main office telephone number). For your personal use, there is a pay phone that can be accessed for \$.50/3 minutes and can only be used before and after school.

13. School Entrances

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

14. Lockers

EMK assigns lockers to each student to store their school supplies and personal belongings. Each locker has a combination lock or we will provide locks and keys where necessary. 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. They also inspect 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 (unless attending a class)
- The Carter School's Playground
- The Curry Student Center Arcade and Billiards Room
- Dormitory area in 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 computing facilities at Cahners Hall. 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 Cahners Hall computing facilities. As used herein the term "computing 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, e-mail 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 computing facilities, which are provided and posted as available for student use. Students are not to use computing 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, are prohibited and will be regarded as a violation of school policy. Students must not use **EMK**'s computing facilities to gain unauthorized access to computing 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 computing 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 computing 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 2010-2011 Guide to the Boston Public Schools for more information.**

On Line 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 cannot require students who have reached the age of 18 to have absence notes signed by their parent/guardian. The school may 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 overage 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 request placement in an alternative program will get one due to lack of space. **Please consult the 2010-2011 Guide to the Boston Public Schools for more information.**

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

EXTRA CURRICULAR ELIGIBILITY

Students must maintain a passing grade in every subject 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. Consequence 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 1/2 hours each night. If you have questions about homework, or if your child says the teacher does not assign homework, contact the teacher (617) 373-8576 or the academic coordinators [Mrs. O'Hara (617) 373-8907 or Mrs. Carter (617) 373-7861].

MEDICAL POLICIES

Immunizations – According to state law, students must be on an immunization schedule before they may 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. The **EMK** staff is not allowed to dispense medication.

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 Bus – The bus is considered to be an extension of the classroom that means the same standards of behavior on the school bus or MBTA bus or train to and from school is expected of all EMK students. Students who break the rules will be disciplined, including denial of transportation.

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 record upon request. The records should be received no later than two days after it was requested. 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 does 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 information 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 DSS, 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 2010-2011 Guide to the Boston Public Schools for Families and Students.

Please consult the 2010-2011 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. If appropriate, call the Northeastern University Police (617-373-2121).

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, must be present at the start of the class, and must remain until the end of the period.

PEOPLE UNDER 18 MAY NOT VISIT DURING SCHOOL HOURS.

ALL visitors must sign in at the office and receive a visitor's badge, which they must return at the end of their visit. Be sure your visitor's badge is visible at all time during your visit.

- Persons who cannot show a visitor's badge to a staff member will be considered trespassing and you 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 Houses, Parent Nights, 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 2010-2011 Guide to the Boston Public Schools for more information.

EXTRA-CURRICULAR ACTIVITIES

EXAMPLES OF EXTRA-CURRICULAR ACTIVITIES, CLUBS, ADVISORIES & AFTER SCHOOL ENRICHMENT

EMK Dance Team	Basketball	AP Prep	Chorus	Art Club
EMK Step Squad	Internships	Student Council	MCAS Preparatory	Chess Club
Tutoring	SAT Preparatory	Yoga	Young Men's Leadership Group	Prom
Healthy Cooking	National Honor Society	Knitting	Yearbook	Multicultural Club

DIRECTIONS TO EMK Academy for Health Careers at NU

Getting 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 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 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 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 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 Back Bay Station and North Station. Follow directions below to Cahners Hall.

To Cahners Hall at 110 The 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.

For assistance call EMK's main office at Cahners Hall 617-373-8576

DAILY SCHEDULE

Students must arrive at 7:25 am; all classes begin promptly at 7:30. Students should greet the person(s) at the entrance and make certain their presence is acknowledged. The school day ends at 2:30 pm. Extra curricular activities and/or tutoring begin at 2:45 pm and end at 4:00 pm. Students staying for after school activities and/tutoring must sign-in and out.

Freshmen are required to have lunch in the Smith Hall Cafeteria, located at 129 Hemenway Street. Grades 10, 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					
Second Period 8:33-9:33					
Third Period 9:36-10:36					
Lunch 10:36-11:20	Lunch	Lunch	Lunch	Lunch	Lunch
Fourth Period 11:24-12:24					
Fifth Period 12:27-1:27			ADVISORY or Town meeting/		
Sixth Period 1:30-2:30			Staff meeting Students are dismissed at 1:30pm		
2:45-4:00	After School Enrichment	After School Enrichment/MCAS Prep	Staff meeting	After School Enrichment/ MCAS Prep	Extra Curricular Activities

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 2010-2011 Guide to the Boston Public Schools for Families and Students.

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 PLAGERIZING (using quotations and ideas as if they are your own). Below is basic guide on how to use MLA formatting. For more detailed information, such as how to cite websites or other documents, please see your EasyWriter textbook; pages 196-226 OR 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 authors' last name
- o Each book citation must include: the authors' last name, the authors' 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 **PLAGERIZING** (using quotations and ideas as if they are your own). Below is 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)

AND

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:

- Title should read "References or Bibliography" and be centered at the top of the page
- The Reference page should be double spaced
- Each citation is in alphabetical order by the authors' last name
- Each book citation must include: the authors' last name, the authors' 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 – 2010-2011

- September 17, 2010 =** Submission of science fair topic to respective teacher(s) for approval and/or revision. (10 Points)
- October 15, 2010 =** Submission of Hypothesis, Materials and Experimental Methods to respective teacher(s). (10 Points)
Submission of Forms 1A and 1B
Titles can not be changed after this date
- October 22, 2010 =** Notification of which students will need access to laboratories.
-Elizabeth Clarke will assist in the Biology and Anatomy and Physiology laboratories.
- October 29, 2010 =** Submission of Bibliography and Introduction, including a literature review (20 points)
- November 12, 2010 =** Corrected papers **MUST** be returned to students. Submission of Form 1.
- November 19, 2010 =** Deadline for **all** students to submit science fair forms to their respective teachers. Submission of the names of all students who have not met any of the deadlines. **No Open Lunch privileges will continue until forms are returned.**
- December 10, 2010=** Submission of research data, analysis of data and results and conclusions (20 points)
- December 17, 2010 =** Last day for laboratory access.
- January 2011 =** Trial run of science fair presentations in class. (10 points)
- January 15, 2011 =** Teachers submit names of any student(s) whose projects are incomplete to Science Fair Coordinator
- January 26, 2010 =** Teachers give final 'stamp of approval' on projects.
- January 31, 2011 =** EMK Science Fair
-Presentation of final projects. (30 Points)

(TEACHERS: Any student using human specimens (surveys), bacteria, tissues, etc., should notify the Science Fair Coordinator Immediately).