

# THOMAS J. KENNY ELEMENTARY SCHOOL

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## COMMUNITY HANDBOOK 2023 - 2024

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# WELCOME (BACK) TO THE KENNY ELEMENTARY SCHOOL

Welcome Students, Parents, Guardians and Caregivers!

On behalf of the entire Kenny School community, welcome to a new school year at the Thomas J. Kenny Elementary School! You and your child have every reason to be excited as you start or continue your educational journey with us. Our dedicated teachers, hardworking staff, engaged parents, and talented students make our community a wonderful place to learn.

At the Kenny School, we believe in the incredible genius of our students, and we understand that for meaningful learning to take place, students must feel safe, loved and valued. We are committed to providing every child with rigorous, culturally and linguistically responsive learning experiences, hands-on arts and science projects, field trips, exciting partners, and access to opportunities that inspire curiosity and creativity.

As we are still working to recover from the pandemic and ongoing social unrest, we know that every member of our community will come to school in September having experienced a wide range of circumstances. To support students and families, we have a full-time nurse, social worker, and family liaison. Details related to specific programs, your child's homeroom teacher, and community-based partners will be shared with students and families during the [kickBack to School event](#) and through ongoing communication from our leadership team.

We look forward to in-person meetings, events and celebrations with Kenny students and families. As a staff, we are committed to frequent communication with families through newsletters, phone calls, emails, and posts on our various social media platforms [find us using @tjkennyschool]. Also, at the start of the year, families will receive a link to download TalkingPoints App onto their mobile devices. This app allows staff and families to communicate directly through text messages, photos and videos in their preferred language. The app will auto-translate your messages!

Included below this letter is important information for students and families for the 2023-2024 school year. If you have any questions, please feel free to contact the school at 617-635-8789 between the hours of 9:30am-3:00pm, Monday through Friday, or you can email school leadership at [kenny@bostonpublicschools.org](mailto:kenny@bostonpublicschools.org). We are deeply committed to the investment and engagement of family and community members. On behalf of the entire community, we look forward to seeing you soon!

Sincerely,



Shereka D. King, M.Ed.  
Principal, Thomas J. Kenny Elementary School  
Boston Public Schools

## SAFETY LETTER

September 7, 2023

Dear Kenny Parent/Guardian;

I would like to take this opportunity to welcome new and returning families to the Thomas J. Kenny Elementary School. We are excited to have all students in school after a wonderful summer. This school year promises to be a very exciting and productive year. At the Kenny we are emphasizing Equitable Literacy and standards based instruction as well as the Kenny Core Values in every aspect of the Kenny Community. The Kenny Core Values are P.R.I.D.E: perseverance, responsibility, integrity, dedication and effort. The Core Values are designed to help every member of the Kenny Community engage in behaviors that promote a positive and supportive learning community.

We have several policies that we consistently follow in the interest of student safety. Your child's safety is our top priority!:

- In order to keep students safe **any changes to dismissal must be in writing - there are no exceptions to this rule. This is for the safety and protection of all students.** In an attempt to be prepared for any emergency that may arise, please be sure to list the names of people your child can be released to on the Emergency Form. Also, anyone picking up students must show picture identification and must be 18 years old - even if you are known to our staff. **This rule will be enforced every day. There are no exceptions to this rule as it is in place to ensure student safety.**
- **Please make every effort to refrain from early dismissals for students. Early dismissal is disruptive to the entire community and to your child. When students leave early they are missing instruction and may not get the homework assignments as the teacher cannot stop teaching the class to give homework to one student.**
- **In the event you must pick your child up early and to maintain a smooth, safe and orderly dismissal, you must pick your child up by 3:45pm.** I respectfully ask that you arrive at the Kenny **no later than 3:45pm** to pick up your child. Any families that come after 3:45pm will have to wait on the patio (outside Main Entrance) to pick students up as students will not be released after 3:45pm until the start of dismissal. Walker dismissal will begin at 4:10pm. You will have to wait until 4:10pm for the walker dismissal to begin. This will allow all staff and students to complete the academic period and arrive at dismissal locations in our building. As a reminder, the instructional day does not end until 4:00pm. **Please give your child the opportunity to engage in a full day of learning.**
- Requests for students to be "ready for pick up" in the Main Office for early dismissal will not be honored.
- We will continue our policy regarding the safe pick up of all learners. The adult picking up a student must show picture identification and they must be listed on the emergency card. I understand that while this process may take a little longer, the safe dismissal of students is a priority and expectation at the Kenny. I appreciate your cooperation and understanding.
- Students in grades K-5 will not be allowed to walk themselves home.

Finally, we need the support of families to continue our growth. I am asking all families to become active members of the School Site Council and School Parent Council aka The Friends & Family of the Kenny. Together "We" can help all students achieve. I look forward to an excellent school year with you all.

Regards,



Shereka D. King, M.Ed.  
Principal, Thomas J. Kenny Elementary School  
Boston Public Schools

## MISSION STATEMENT



**Thomas J. Kenny School Mission:** The Thomas J. Kenny Elementary School is committed to providing each child with rigorous academic instruction and meaningful enrichment opportunities in a safe and supportive environment. Alongside students, families and community partners, Kenny teachers develop students' unique talents and provide them with the knowledge and skills to critically and creatively participate as leaders in their school, community and world. With an emphasis on responsibility, integrity and effort, Kenny students are prepared to succeed as leaders in high school, college and beyond.

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### **At the Thomas J. Kenny School, we believe that:**

- Being a member of our school community as a student or staff member means being committed to being a learner and achiever.
- All students deserve access to high quality academics and enrichment in a safe & supportive environment.
- All students can learn and achieve at high levels.

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**The Thomas J. Kenny School Pledge:** The Kenny School Pledge defines what it means to show Kenny P.R.I.D.E. Each morning, students and staff recite the Kenny Pledge below. When students demonstrate Kenny PRIDE throughout the school day, they earn a PAW which can be used at the end of the month at the PAW Store.

***As a member of the Kenny community...***

**I Persevere.**

I don't give up, even when things get tough.

I am **Responsible** for the choices I make. I am in control of my own behavior.

I have **Integrity**. I am honest and kind.

I am **Dedicated** to my education.  
I put forth **Effort** towards my goals.  
Today and every day, I have  
Kenny **P.R.I.D.E.**

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**School Mascot:** Willow the Wildcat!

## STUDENT SCHOOL-BASED EXPECTATIONS AND HOME-SCHOOL COMPACT

### To Be a STUDENT Member of the Thomas J. Kenny School Community Means...

- I am dedicated to my own learning and the learning of others.
- I come to school on-time and prepared, with my homework, yellow folders and materials.
- I wear my school uniform every day.
- I show integrity and honesty. I respect and learn from the differences of others.
- I use appropriate and kind words.
- I solve problems peacefully. I will use my words and work with my teachers and peers to solve problems.
- I respect school property and the property of others.
- I follow directions from Kenny staff, including when traveling to and from school, on a school bus, or during a field trip or event.
- I walk quietly and safely in the hallways and always receive permission and a pass before leaving any location.
- I am focused on my learning and will leave my cellular phones, video game systems, or personal electronics off and out of sight in school.

**Please check the boxes above, sign below and return this contract to your homeroom teacher during your first week of school.**



As a student, I agree to share responsibility for my own success and the success of our school community by following these expectations to the best of my ability.

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**Student Signature**

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**Homeroom**

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**Date**

# FAMILY SCHOOL-BASED EXPECTATIONS AND HOME-SCHOOL COMPACT

## To Be a FAMILY Member of the Thomas J. Kenny School Community Means...

- I will do my best to ensure that my child arrives at school on time, with their backpack and materials each day.
- I will send a signed and dated letter to the school within 7 days if my child must be absent.
- I understand that arriving late or dismissing early affects the academic progress of my child.
- I will review my child's homework, and yellow folder each night.
- I will do my best to ensure that my child wears the Kenny School uniform daily, and communicate with my child's teacher if/when that is not possible.
- I will do my best to provide my child with a healthy snack each day.
- I understand that cell phones and personal electronic devices may be held by staff for parent pick-up if used during school hours.

**Please check the boxes above, sign below and return this contract to your homeroom teacher during your first week of school.**

 As a parent/ guardian, I agree to share responsibility for the success of my child/ren and the success of the school community by reinforcing and supporting these school-based expectations to the best of my ability.

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**Parent/Guardian Signature**

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**Date**

# TEACHER SCHOOL-BASED EXPECTATIONS AND HOME-SCHOOL COMPACT

## To Be a TEACHER Member of the Thomas J. Kenny School Community Means...

- I will plan challenging and stimulating lessons.
- I will treat students with respect.
- I will assign worthwhile classwork and homework.
- I will assess students regularly and fairly.
- I will contact families quickly with concerns.
- I will keep families informed of student academic progress through phone calls, written notes, and conferences.
- I will set conditions for a safe and comfortable learning environment that is conducive to learning.
- I will help your child grow to their fullest potential.
- I will enforce school and classroom expectations fairly and consistently.
- I will demonstrate a professional and positive attitude.
- I will model Kenny P.R.I.D.E

**Please check the boxes above, sign below and send a copy of this signed contract to your student's family during the first week of school.**



As a teacher, I agree to share responsibility for the success of each child and the success of the school community by reinforcing and supporting these school-based expectations to the best of my ability.

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**Teachers' Signature**

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**Date**



## TECHNOLOGY CONTRACT

I (name) \_\_\_\_\_ understand that using my BPS Chromebook comes with great responsibility. In order to enhance my learning experience, I must follow the technology expectations and use technology only for specific classroom learning experiences during the school day. If these expectations are not followed I will lose my opportunity to use my Chromebook and will face consequences.

### **Kenny Chromebook Expectations and Procedures:**

(by checking the boxes you agree to do the following)

- I understand that this device is for academic use only.
- I will use my Chromebook for classwork **ONLY** throughout the school day.
- I will keep my Chromebook safe from destruction and protect it from damage
- I will hand over my Chromebook to a teacher or administrator if I am not using my device properly and am asked to return it---even if I disagree with why they are asking for it.
- I agree to return the chromebook and power adapter in similar condition to which i received it.
- I will use my school-issued email and Google products for academic use ONLY (I understand that all my internet activity leaves a digital trail. I should NOT assume that all material or data on my Chromebook is private or confidential.)

In the event that a student damages/loses a chromebook the following will need to occur before a replacement is given.

1. Student(s) will need to complete a Chromebook reflection sheet. Reflection sheet will need to be signed by student and parent/guardian
2. Student(s) will be required to complete a 2hr community service on a designated Saturday at the school. (families will be notified in writing of date)
3. If a student damages/loses 3 chromebooks that will lose technology privileges for the remainder of the school year.

## THE THOMAS J. KENNY SCHOOL PLEDGE

*As a member of the Kenny community,*

**I Persevere.**

I don't give up, even when things get tough.

I am **Responsible** for the choices I make. I  
am in control of my own behavior.

I have **Integrity**. I am honest and kind.

I am **Dedicated** to my education.

I put forth **Effort** towards my goals.

Today and every day, I have

**Kenny P.R.I.D.E.**

## FIRST DAY OF SCHOOL

Students in grades 1-6 should arrive at school by **9:20am on Thursday, September 7th.**

Students in grades K0-K2 should arrive at school by **9:20am on Monday, September 11th.**

<https://www.bostonpublicschools.org/familyguide>

## KEY COMPONENTS OF OUR SCHOOL DAY

### **Breakfast: 9:20-9:45am**

Arrival and breakfast. Students who arrive after 9:35 are tardy. Meals are free to all students.

### **Morning Meeting: 9:30-9:45am**

All students start their day with a morning meeting that includes social-emotional learning circles with specific topics of discussion, mindfulness activities, energizers, and opportunities to share, listen and connect with one another.

### **Core Academics & Specialist Classes**

All students receive reading, writing, math, science and social studies instruction, in addition to hands-on, project-based enrichment, throughout the school year. Students in K0-6 receive at least 45 minutes of either art, music, physical education, health, and science daily. Class times vary.

### **Lunch, Recess & Rest**

All students K0-6 receive 45 minutes of lunch/recess daily. Students in K0-K1 also receive at least 45 minutes of nap or rest time daily. Meals always include non-dairy and vegetarian options. Parents and guardians are asked to send all students to school with a healthy, peanut-free, afternoon snack.

### **Dismissal: 4:10-4:20pm**

Buses dismiss on Oakton Ave; parent-pick up takes place on Delmont St.

## BEFORE & AFTER SCHOOL PROGRAM

We are excited to offer all Kenny Elementary School students the opportunity to join our **Before & After School** Program at the Kenny School for the 2023-2024 school year. The Morning & Afternoon Program gives students a positive start and end to each day through a daily combination of academics, arts, enrichment and fitness from 7:30 to 9:20 am and 4:10-6:00 pm Monday through Friday.

Thomas J. Kenny SY 2023-2024 Community Handbook Updated 9/6/23

### What are the components of the Before School Program?

- Students are divided into classrooms by grade span: (K0-K2), (1st-3rd grade) or (4th-6th grade)
- Groups rotate between two scheduled blocks each morning:
  - **Block 1: Classroom Centers & Homework Help 7:30-8:15 AM**
    - *Students rotate among 3-4 centers in the classroom that include: computers (with math and literacy games that build fluency through fun activities), arts and crafts, homework help and games with friends. (The final 5 minutes are clean-up and transition time)*
  - **Block 2: Fitness & Free-Play 8:20-9:05 AM**
    - *Students participate in 20 minutes of fitness games that include: warm-ups, track races, jump rope, kickball and more, followed by 20 minutes of free-time outside on the playground. (The final 5 minutes are clean-up and transition time)*

The final ten minutes are to allow students to pack up and get ready for dismissal from the morning program.

- **HOURS OF OPERATION:** The Before School program runs **Monday - Friday** from **7:30 to 9:20 am** beginning **September 11, 2023**. Students transition directly to breakfast or their homeroom classes at 9:20am. **The last day of the before school program will be the last day of school.**

### What are the components of the After School Program?

- All Kenny students in grades K0-6 have the opportunity to join our after school program beginning **Monday, September 11, 2023 - Friday, June 14, 2024** from **4:10-6:00 pm**. Our program for the 2023-2024 school year includes structured daily academic support, enrichment offerings and community-based partnerships.
- Students are divided into classrooms by grade span: (K0-K2), (1st-2nd grade), (3rd-4th grade) or (5th-6th grade)
- The afternoon schedule is as follows:
  - **4:10-4:30- Snack**
  - **4:30-5:00- Homework/ Academic Support**
  - **5:00-5:40- Afternoon enrichment/Programming**
  - **5:40-5:50- Clean and pack up → Transition to main lobby for dismissal**
  - **5:50-6:00- All students in main lobby for dismissal**
- **PICK-UP / DISMISSAL:** Students must be picked up from the front of Thomas J. Kenny School located at 19 Oakton Ave. in Dorchester, MA 02122 by 6:00 pm as transportation is **not** provided from this program. Students are **not** dismissed from the blacktop/playground or from enrichment programs.
- **HOURS OF OPERATION:** 4:10-6:00 pm Monday-Friday beginning Monday, September 11, 2023 - Friday, June 14, 2024. **No after school on November 22, 2023 (early release day)**

**ENROLLMENT FEES:** Our 2023-2024 out-of school time program fees are as follows:

<b><u>Program Options:</u></b>	<b><u>No Financial Assistance:</u></b> <i>Earns State Median Income No Financial Assistance</i>	<b><u>TIER 1:</u></b> <i>85% or below SMI Financial Assistance</i>	<b><u>TIER 2:</u></b> <i>50% or below SMI Financial Assistance</i>
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<b>1 Program - 1 Child</b>	\$140.00 / month	\$70.00 / month (\$17.50/week)	\$30.00 / per month (\$7.50/week)
<b>1 Program - Multiple Children</b>	\$175.00/ month	\$55 per student / month (\$13.75/week)	\$25.00 /per student / month (\$6.25/week)
<b>2 Programs - 1 Child</b>	\$215.00 / month	\$100 per student / month (\$25.00/week)	\$35.00 /per student / month (\$8.75/week)
<b>2 Programs + Multiple Children</b>	\$365.00 per <u>family</u>	\$185 / month per <u>family</u> (\$46.25/week)	\$60.00 / month per <u>family</u> (\$15.00/week)

## ARRIVAL & DISMISSAL

### Arrival & Dismissal: Caregiver Drop Off/ Pick Up Information



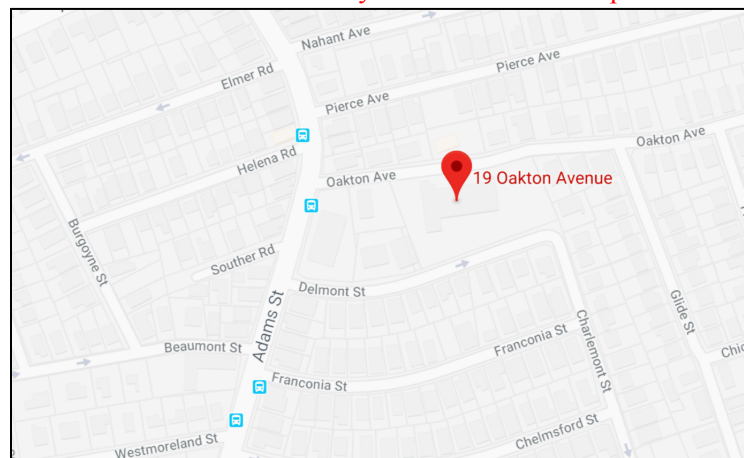
To ensure the safety of all students, please do not drop off students without supervision prior to 9:20am unless they are enrolled in our before-school program. We do not have available staff to supervise students who are not enrolled in our before-school program.

Morning drop-off for before-school takes place on **Oakton Avenue**. Otherwise, morning drop-off takes place on **Delmont Street**. Parking is not permitted on Oakton Avenue during arrival and dismissal times to accommodate bus routes.

Dismissal (caregiver pick-up) takes place on **Delmont Street**. Caregivers are encouraged to arrive early and park on any of the surrounding streets to avoid congesting Delmont Street. Plenty of on-street parking is freely available on surrounding streets shown in the map below. Please do not block resident driveways, fire hydrants or sidewalk ramps. **Cars that block resident driveways, ramps or hydrants will be ticketed and towed.**

**Changes to Dismissal Plans:** All changes to dismissal plans, for example a different pick-up person or your child will not take the school bus, must be communicated to the homeroom teacher and the main office in writing with the signature and date of the child's parent/ guardian/ caregiver prior to 3:30pm. Due to the volume of students and changes that occur, **we cannot accommodate dismissal changes after 3:30pm.**

**Early Dismissal:** If a student must be dismissed early, please contact the main office prior to 3:45pm. **We are unable to accommodate early dismissal after 3:45pm.**



**Arrival & Dismissal:**  
*Bus Rider Information*



School buses arrive and depart at our main entrance on **Oakton Avenue**. Bus dismissal begins at 4:10pm and buses usually depart from the Kenny School between 4:10-4:20pm. See the exact location of your child’s school bus by downloading the free app: *Where’s My School Bus* or go to: <https://schoolbus.bostonpublicschools.org>. To use the app, you need your child’s student ID, date of birth, and the last name of the primary guardian registered with BPS.

Students who violate school-based rules while on the bus may be denied transportation for up to three days.

## ATTENDANCE

**Attendance:**  
*Important Information  
for Parents/ Guardians/  
Caregivers*



In the state of Massachusetts, guardians are responsible for ensuring that children arrive at school on time, daily. If a student **must** be absent, **a note is required upon their return** that includes the date and reason for their absence, a phone number where a guardian can be reached, and a guardian’s signature. It is important that students do not miss instruction. Students with 4+ unexcused absences may not receive academic credit for the term.

Parents/ guardians/ caregivers are **legally responsible** for ensuring that a child under their care attends school daily, for the entirety of the school day. If a child fails to attend school for **eight days** within a term, the supervisor of attendance may file a criminal complaint in court against the responsible parent/guardian.

Students who arrive at school after 9:30am should enter the building through the main entrance. Students who enter the building after 9:35am should enter through the main entrance and are considered tardy.

**According to The Boston Public Schools’ Attendance Policy, excused absences include:**

- An illness or injury that prevents the student from attending school. Five or more consecutive days **require a note from a health care provider.**
- A death in the immediate family (parent, sibling, grandparent, aunt, uncle, cousin).
- Medical or psychological tests during the school day: The parent must show evidence (such as a note from the health center) that the tests could not be scheduled after school.
- Religious holy days.

**Unexcused absences include:**

- Familyvacations
- Visiting relatives
- Babysitting
- Conflict with parent work schedule
- Oversleeping

Arriving and dismissing on-time is critical to your child’s educational success, as important learning takes place at the start and end of each day. Students should not arrive later than 9:30am or dismiss prior to 4:10pm unless for an “excused” reason (see above).

## NO-ENTRY TIME

### No-Entry Times:



There are times when we are **not able** to open locked entrances to arriving students, parents/ guardians/ caregivers or visitors to ensure the safety of our students and staff. We apologize for any inconvenience this causes you and appreciate your patience during these times.

#### **Prior To 9:20am & Between 3:45-4:20pm**

To ensure the close monitoring and safety of our students and staff, the building is closed to students who are not enrolled in our morning program prior to 9:20am. Please do not leave students unattended prior to 9:20am.

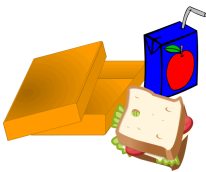
The school building is exit only between 3:45-4:20pm. Parents/ guardians/ caregivers and visitors are not permitted to enter the building during this time. Students are escorted outside for parent pick-up on Delmont Street at dismissal.

#### **When the School is in “Safe Mode/Containment”**

On occasion, a student or staff member will have a medical or other emergency that requires privacy and/or medical assistance. When this happens, the school goes into “safe mode” which means that classroom doors are locked, hallways are cleared, and regular instruction continues until an announcement is made. Similarly, if we are notified of any safety concerns outside of the building, the same protocol is followed. During this time, all students are with staff in classrooms and no one, other than emergency personnel, is permitted to enter the building or classrooms **for any reason.**

## BREAKFAST, LUNCH, & SNACK

### Breakfast, Lunch & Snack



**What your child eats during the school day matters!** Please encourage your child to eat a school lunch (provided free to all students) OR send them to school with a packed lunch. Additionally, all students should bring an afternoon snack from home. There are plenty of healthy options for snacks that give kids important nutrients, and help control hunger between meals.

**Breakfast:** “Grab-and-go” breakfast is available to all students between 9:20-9:45am daily.

**Lunch:** Lunch is available and free to all students between 11:15am - 2:00pm daily.

**Snack:** Students are encouraged to bring a healthy snack to school daily.

Students use their BPS ID/ student number to receive lunch. Please help them to memorize their unique six digits.

BPS Food and Nutrition Service Menus: <https://www.bostonpublicschools.org/Page/9337>

## SCHOOL SUPPLIES

### School Supplies



Some school provided items labeled as “[school supplies](#)” are stored by teachers and distributed to students as needed over the course of the school year. Individual supplies are kept in student backpacks, cubbies and desks. Supplies can be purchased prior to the start of the year at our kickBack to School event or from our school store until September 22nd.

Parents/ guardians/ caregivers can purchase uniform shirts and patches throughout the school year. Order forms will be available in the main office and digitally by email request. Once completed, the forms can be dropped off with payment Monday-Wednesday from

10:00am-2:00pm, or forms with payment can be sent to school in your child's backpack any day of the week.

**Yellow Folder**

Students will be provided with one vinyl yellow folder used for homework and school-home communication. All important announcements, permission slips and letters will be sent home in this folder. Please check it daily. Replacement folders can be purchased in our school store throughout the year.

## UNIFORM

**School Uniform**



At the Kenny School, our uniform is one of the many ways we show pride as members of our school community. Just as sports teams, doctors, firefighters and military members proudly wear uniforms as members of a community, Kenny students show that they are an important and valued member of our community when they wear the Kenny School uniform. The Kenny is a **mandatory** uniform school. Students should wear the uniform on a daily basis. Please note, BPS allows parents to not participate in mandatory uniform policies at all BPS schools (as noted in the Student Guide). With this in mind, teachers will make every effort to acknowledge students who are in uniform via random incentives. We will also offer to support families who need assistance. Grade Level Clusters/ Teams will decide how to create incentives and reward students who adhere to the uniform policy. Grade Level Clusters/ Teams will work within grade level teams to help enforce/ acknowledge participation in the uniform policy. Incentives can be as basic as popsicles, extra movement breaks or recess, or as elaborate as a pizza party.

To minimize the financial burden and frustration of finding the right clothes, our uniform policy is simple and flexible.

**The Kenny School Uniform Policy**

- All students in K0-6 are expected to wear an embroidered navy blue Kenny School shirt (\$10.00) **or** a navy blue top with the **Kenny School patch ironed-on** to the top left chest area (\$3.00/patch). Navy blue tops can include t-shirts, sweaters, long-sleeve shirts, sweater-vests and polo shirts that do **not** contain writing on them.
- All students in K0-6 are permitted to wear bottoms of their choosing, including skirts, jeans or khaki pants without writing, logos, rips or tears. All colors are acceptable.
- Navy-blue dresses are acceptable.
- Kenny students may also wear white short-or long-sleeved shirts with Kenny Patches ironed onto them. Plain t-shirts without Kenny patches are not acceptable.
- Religious attire is always permitted.

**Uniform Purchases from the School Store**

Uniform sweater: \$15.00 each

Uniform shirts (short-sleeve & long-sleeve): \$10.00 each

Logo Patches: \$3.00 each

## HEALTH/ MEDICAL

**Health/ Medical**

*Important Information  
for Parents/ Guardians/  
Caregivers*

**Immunizations**

It is very important that all students are up-to-date with their immunizations. This is not only important in maintaining the health of the student but also the health of their families and our school community.





**The Boston Public Schools requires that students have immunizations that are up-to-date for school entry at the time they register for school.** All new students should bring a copy of their immunizations to the school nurse on the first day of school, even though a copy was given to the Welcome Center at the time of registration. This ensures that the school nurse has all the information necessary to ensure that the state requirements are being met.

**Medications**

In order to administer medications to a student during the school day, the school district and MA state regulations require that specific forms be on file in your child’s health records before we begin to give any medication or make any accommodation at school.

Medications should be delivered to the school **in a pharmacy or manufacturer-labeled container** by the parent/guardian/ caregiver or a responsible adult whom you designate. Please ask your pharmacy to provide separate bottles for school and home. No more than a (30) thirty-day supply of the medication should be delivered to the school.

**Life Threatening Allergies**

All schools must have a plan to identify and provide a management plan for all children with a life threatening allergy requiring administration of an EPI-PEN. Please provide the school with a list of allergens, the Individual Collaborative Health Plan (ICHP) (preferably with a Food Allergy action plan, where appropriate), a physician order for Epi-Pen and the Epi-pen(s).

**Change of Clothes**

If your child needs additional clothing/ a change of clothes, please send it with them in their backpack in a ziplock bag labeled with their name. For K0-K2 teachers require a change of clothes and will send specific expectations for how to send them in.

***If your child has specific health/medical needs, please connect with the school nurse as soon as possible.***

**IMPORTANT FORMS TO RETURN**

**Important Forms to Return During the First Week of School**



**ALL Families:**

- Student Emergency Card/ Information Form
- Home-school compacts
- BPS Media Release
- Updated immunizations from doctor
- Technology Contract
- Additional medical documentation (ex. Asthma Action Plan), allergy plans and prescriptions (if applicable)
- Signed IEPs, Special Education Consent Forms or 504 Plans (if not returned / pending signature) (if applicable)

**Optional:**

- Before-School Enrollment Form (if applicable) and first month’s payment
- After-School Enrollment Form (if applicable) and first month’s payment

## CELL PHONE/ SMART WATCH POLICY

We follow the BPS cell phone policy which states the following:

- The use of cell phones for any purpose – including telephone calls, text messaging and other functions – is not permitted at any time on school grounds.
- Cell phones must not be visible during the school day.
- Cell phones must be turned completely off (not simply on silent or vibrate mode) during the school day.

Consequences for students found to be in violation of the cell phone policy will be as follows:

- First offense: Student's cell phone will be confiscated and returned to the student at the end of the school day.
- Second and subsequent offenses: For a period of no more than 10 days, students will be obligated to drop their phones off at the main office at the beginning of the school day, prior to attendance, and pick up their phones at the end of the school day.
- Students committing repeated violations of this policy may be subject to additional disciplinary action, consistent with the Code of Conduct.

Homeroom teachers can decide to collect student cell phones in boxes to keep them safe throughout the school day. If teachers use this option, they are not to return the phone to the child until the end of the day. If they do not have this system as part of their classroom routines, they are to adhere explicitly to the above district policy.

## DETENTION/ AFTER SCHOOL REFLECTION

Holding after school Reflection as a first response to these unsafe behaviors provides students with an opportunity to reflect on their choices in writing and prevents suspensions that burden guardians and take away from valuable instructional time. Severe or repeated violations will result in progressive discipline that may include suspensions, referrals to the Counseling and Intervention Center and/or an alternative placement. Your support as parents, guardians and caregivers is vital to our success. Your child may earn detention because they were unable to meet one or more of the following expectation(s) at school:

- We solve problems **peacefully** with the help of an adult. (*We never hit, kick, push or hurt anyone.*)
- We use respectful **language**. (*We do not use profanity, sexual, racist or homophobic language.*)
- We respect school **property** and the property of others. (*We do not take or damage school property or the property of others.*)
- We receive permission from a teacher **before leaving any location**. (*We do not leave without permission*)
- Theft

Details:

- The dean of students assigns afterschool reflection to students in grades 2-6 only.
- Parents and guardians are notified by phone at least 1 day in advance if their child is required to attend After School Reflection from 4:20-5:30pm.
- Parents and guardians are responsible for picking students up from the Kenny Elementary School at 5:30pm.
- **Transportation is not provided.**

# REPORT CARD CALENDAR

## Trimesters

	Fall	Winter	Spring
<b>Term</b>	September 7 to December 8, 2023	December 11, 2023 to March 15, 2024	March 18 to June 20, 2024
<b>Progress Reports Grading Window</b>	October 13 - 25, 2023	January 22 - February 1, 2024	April 26 - May 8, 2024
<b>Distribute Progress Reports</b>	October 26, 2023	February 2, 2024	May 9, 2024
<b>Report Card Grading Window</b>	December 4 - 15, 2023	March 11 - 22, 2024	June 3 - 14, 2024
<b>Distribute Report Cards</b>	December 18, 2023	March 25, 2024	Mailed

*Note: Kindergarten students do not receive a Fall report card.*

## PROGRESS REPORTS

All Kenny Elementary School students and families receive mid-term progress reports in addition to Boston Public Schools report cards. Progress reports are available in four languages (English, Vietnamese, Haitian-Creole, Spanish) and include updated academic and social-emotional information about each student, in addition to a space for parents/guardians to write comments, ask questions, and/or request in-person meetings. Parents/guardians should review, sign, and return each progress report to homeroom teachers.

## Trimesters

	Fall	Winter	Spring
<b>Term</b>	September 7 to December 8, 2023	December 11, 2023 to March 15, 2024	March 18 to June 20, 2024
<b>Progress Reports Grading Window</b>	October 13 - 25, 2023	January 22 - February 1, 2024	April 26 - May 8, 2024
<b>Distribute Progress Reports</b>	October 26, 2023	February 2, 2024	May 9, 2024

## GRADING

I want to share the meaning of the numbered grades your child receives in K2-5 (see below). Communication with teachers should focus on specific skills that students are developing on their pathway to independent access to grade level text.

Numbered Grades	
4	For relevant indicators, the student demonstrates understanding and application of grade-level knowledge and skills based on the curriculum’s scope and sequence <b>with minimal support</b> . The student’s work meets the criteria for standards above the students’ current grade level.
3	For relevant indicators, the student demonstrates understanding and application of grade-level knowledge and skills based on the curriculum’s scope and sequence <b>with universal or tier 1 supports</b> .
2	For relevant indicators, the student demonstrates understanding and application of grade-level knowledge and skills based on the curriculum’s scope and sequence <b>with tier 2 or additional supports</b> .
1	For relevant indicators, the student does not yet demonstrate understanding and application of grade level knowledge and skills based on the curriculum’s scope and sequence <b>without tier 3 or significant additional supports</b> . A grade of 1 is applicable to indicators where the student is developing proficiency on related standards one or more grade levels behind their current grade level.

## PARKING LOT

At the Kenny we are fortunate to have off street parking. Please utilize off-street parking for drop off and pickup. You should not park on Oakton Ave during arrival and dismissal times. This includes the Pierce house on Oakton Ave. Additionally, out of an abundance of safety, we ask that you not walk with students through the school parking lot.

## TRANSPORTATION

- Tracking the School Bus: Please have your child ready for the bus at their assigned pickup location ten minutes before the stated pickup time. Please also be prepared for bus delays. In addition, families can utilize the [“Where’s my School Bus”](#) site to track individual buses. The site works on cell phones.
- From BPS Transportation Department:
  - BPS Transportation utilizes a Customer Service [Support Portal](#) for schools and families. The Support Portal is a full-service knowledge base, customer service portal and ticketing system for:
    - Transportation assignment change requests
    - Requests to serve as a paid bus monitor (for school staff) or bus monitor payroll inquiries
    - Requests for follow-up on alleged bus incidents
    - Complaints or concerns (about bus drivers, monitors, late buses, etc)
    - Any other inquiries
  - Tickets will be automatically assigned to the right BPSDOT team member for follow-up, and requesters can track outstanding tickets using the portal and will get email notifications when the ticket is updated. **For bus issues, contact the school after you contact the transportation department and get a ticket number. We will need your ticket number to move forward/ follow up.** The Support Portal includes a Knowledge Base, which outlines our policies, procedures, and FAQs. In addition, the Support Portal offers a chat functionality, whereby schools or families can chat in real-time with a Customer Service Representative, as an alternative to calling one of our hotlines.
  - Transportation Assignment Change Requests: BPSDOT offers families the option to request a number of different changes to their child’s transportation assignments. Schools and families can access change request forms through our [Support Portal](#). Please note that change requests **must be submitted through the Support Portal and are not guaranteed to be approved.** However, we will review all requests and accommodate them where possible. Generally, processing of

change requests may take up to 10-14 days, but could exceed this time frame at the start of the school year.

- Transportation Customer Service: Students and families can also contact the BPSDOT Customer Service team with any questions, concerns, and requests related to transportation:
  - **Call Center Hotline**: Anyone can call our hotline at **617-635-9520**. Customer Service Representatives are available from 6am-7pm, Monday through Friday, to assist callers.
  - **Chat**: Anyone can chat with a Customer Service Representative on our [website](#) or through our [Support Portal](#) (by clicking the blue bubble in the bottom right corner). Customer Service Representatives are available from 6am-7pm, Monday through Friday, to assist anyone who reaches out via the chat
  - **Email**: Students and families can also email us at [schoolbus@bostonpublicschools.org](mailto:schoolbus@bostonpublicschools.org) and they will receive a response within 24-48 hours.

# **BOSTON PUBLIC SCHOOL CALENDAR SY 23-24**

# 2023-2024 DISTRICT Calendar

- 2023**
- ⊙ August 8-10 ..... New Leader Institute (NLI)
  - ◇ August 15-17 ..... August Leadership Institute (ALI)
  - ▶ August 22-24 ..... New Teacher Institute (NTI)
  - ◆ August 22-24 ..... Teacher Summer Institute (TSI)
  - ◆ August 31 ..... UP Academies: Boston & Dorchester, all grades – first day of school
  - September 4 ..... Labor Day: No school
  - September 5 ..... All teachers and paras report
  - ◁ September 5 ..... UP Academy Holland, all grades – first day of school
  - ▲ September 7 ..... Students in grades 1-12 report, including grade 1 in ELCs and EECs
  - ◆ September 11 ..... Pre-K & Kindergarten students report, including EECs, ELCs, and special education
  - October 9 ..... Indigenous Peoples' Day: No school
  - November 10 ..... Veterans Day: No school (Observed)
  - November 22 ... Early release for students and school staff
  - November 23-24 ..... Thanksgiving Recess: No school
  - December 22-January 2 ..... Winter Recess: No school
  - December 25 ..... Christmas Day

- 2024**
- January 1 ..... New Year's Day
  - January 2 ..... All teachers and paras report
  - ▲ January 3 ..... Students return from recess
  - January 15 ..... M.L. King Jr. Day: No school
  - February 19 ..... Presidents' Day: No school
  - February 20-23 ..... February Recess: No school
  - ▲ February 26 ..... Students return from recess
  - March 29 ..... Good Friday: No school
  - April 15 ..... Patriots' Day: No school
  - April 16-19 ..... Spring Recess: No school
  - ▲ April 22 ..... Students return from recess
  - May 27 ..... Memorial Day: No school
  - \* June 4 (or day 170) ..... Last day for seniors
  - \* June 18 (or day 179) ..... Early release for students
  - June 19 ..... Juneteenth: No school
  - ▼ June 20 (or day 180) . Last day of school if no days are lost due to cancellations. Early Release Day

- Major Religious & Cultural Holidays**
- 2023**
- Sep. 16-17\* ..... Rosh Hashanah
  - Sep. 24-25\* ..... Yom Kippur
  - Nov. 12 ..... Diwali begins
  - Nov. 23 ..... Thanksgiving
  - Dec. 8-15\* ..... Hanukkah
  - Dec. 25 ..... Christmas
  - Dec. 26-Jan. 1 ..... Kwanzaa
  - Feb. 14 ..... Ash Wednesday
  - Mar. 11\* ..... Ramadan begins
  - Mar. 29 ..... Good Friday
  - Mar. 31 ..... Easter
  - April 10\* ..... Eid al-Fitr
  - April 22 ..... Earth Day
  - April 23\*-30 ..... Passover
  - May 5 ..... Orthodox Easter
  - June 17\* ..... Eid al-Adha
  - June 19 ..... Juneteenth
  - July 4 ..... Independence Day
- 2024**
- Jan. 1 ..... New Year's Day (observed Jan. 2)
  - Jan. 6 ..... Three Kings Day
  - Feb. 10 . Lunar New Year
- ▲ Start or End Date  
 ■ All Teachers and Paras Report  
 ■ Central Offices and School Buildings closed  
 ■ School Buildings closed  
 \*begins the night before at sunset

**AUGUST 2023**

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**SEPTEMBER 2023**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**OCTOBER 2023**

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**NOVEMBER 2023**

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**DECEMBER 2023**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	31	25	26	27	28	29
		30				

**JANUARY 2024**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**FEBRUARY 2024**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

**MARCH 2024**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	31	25	26	27	28	29
		30				

**APRIL 2024**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**MAY 2024**

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**JUNE 2024**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	30	24	25	26	27	28
		29				

**JULY 2024**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Extenuating circumstances and/or inclement weather may necessitate changes to the calendar during the year.

Visit [www.bostonpublicschools.org/calendar](http://www.bostonpublicschools.org/calendar) for current information.

Produced by the Boston Public Schools Communications Office | March 2023

## DAILY SCHEDULES

**Our schedule was developed with the following priorities:**

- Every student has access to high quality instruction in a safe and supportive environment.
- Every student participates in a specialist class (phys-ed, music, art, science) *at least* one time daily.
- Students in grades K-6 participate in an “Acceleration Period” tailored to meet their literacy needs and advance their reading and writing skills, daily.
- All students engage in mathematics, reading, writing, social studies and social-emotional curricula.
- Students in grades 1-6 engage in science 3x weekly.
- Teacher teams (grade level, specialty, and/or content-specific) have an opportunity to collaborate at least once each week in a common planning period.
- Students participate in phys-ed outdoors *as often as possible*.

<p><b>A Typical Grade K1-Grade 1 Day Includes:</b></p> <ul style="list-style-type: none"><li>● Breakfast and Morning Activities Morning Greeting / Social-Emotional Learning</li><li>● Focus</li><li>● Foundations</li><li>● Heggerty</li><li>● Building Blocks/ Investigations</li><li>● Story Telling</li><li>● Lunch / Recess and Rest Time</li><li>● Story Time</li><li>● Learning Centers</li><li>● Acceleration Academy</li><li>● Thinking &amp; Feedback / Let’s Find Out About It!</li><li>● Arts, Music, Phys-Ed, Health, Science</li><li>● Dismissal</li></ul>	<p><b>A Typical Grade 2-6 Day Includes:</b></p> <ul style="list-style-type: none"><li>● Breakfast and Morning Work</li><li>● Morning Greeting / Social-Emotional Learning</li><li>● Focus</li><li>● Foundations</li><li>● Mathematics</li><li>● Reading Workshop</li><li>● Writing Workshop</li><li>● Acceleration Academy</li><li>● Social Studies</li><li>● Lunch &amp; Recess</li><li>● Art, Music, Phys-Ed, Health, Science</li><li>● Dismissal</li></ul>
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## LUNCH/ RECESS SCHEDULE

Arrival	9:20 - 9:30	STUDENT ARRIVAL & BREAKFAST
	9:30 - 9:45	MORNING ANNOUNCEMENTS & CLASSROOM MEETINGS
Period 1	9:48 - 10:23	PERIOD 1
Period 2	10:26 - 11:11	PERIOD 2
Period 3 K0 - K2	11:14 - 11:34	PERIOD 3 - FIRST LUNCH/ RECESS
	11:39 - 11:59	
Period 4 Grades 1-2	12:02 - 12:22	PERIOD 4 - SECOND LUNCH/ RECESS
	12:27 - 12:47	
Period 5 Grades 3-4	12:50 - 1:10	PERIOD 5 - THIRD LUNCH/ RECESS
	1:15 - 1:35	
Period 6 Grades 5-6	1:38 - 1:58	PERIOD 6 - FOURTH LUNCH/ RECESS
	2:03 - 2:23	
Period 7	2:26 - 3:11	PERIOD 7
Period 8	3:14 - 3:59	PERIOD 8
Dismissal	4:00- 4:10	END OF DAY ANNOUNCEMENTS
	4:10 - 4:20	DISMISSAL

## SCHOOLWIDE PROCEDURES & NORMS

- To ensure the safe functioning of the school, all students must carry a pass when transitioning.
- Every classroom has a designated THINK SPACE where students can reflect, refocus and reengage.
- Every student has an assigned seat in their classroom and a designated area for their belongings.
- As a school community, we participate in the Kenny Pledge daily.
- As stated in our school-based rules, all students are expected to wear the Kenny School uniform.

## THE KENNY SCHOOL SITE COUNCIL (SSC)

The School Site Council (SSC) is the governing body of the school and is responsible for making important school-wide decisions. Parents are crucial members of this team. Elections for voting members take place in the

fall of each year, but all teachers and parents are always encouraged to attend all SSC meetings. Along with Principal King, the SSC is responsible for school-based decision-making, including the hiring of teachers, the development of the budget, the addition or modification of school-based programs, and more.

## **THE KENNY SCHOOL PARENT COUNCIL (SPC) aka THE FRIENDS AND FAMILY OF THE KENNY**

Every parent / guardian is automatically a member of the School Parent Council. The Kenny School Parent Council provides an opportunity for families to be more deeply engaged at the school level, partnering with the Principal and Family Liaison to improve school culture and outcomes for all students. The School Parent Council (SPC) coordinates school-wide activities and events, engages families in student learning, and contributes to school-based initiatives related to school improvement, climate, learning and fundraising.

## **ACTIVITY CALENDAR**

### ***Activity Calendar***

*KickBack to School - August 23, 2023*  
*Early Childhood Welcome Day - September 8, 2023*  
*Fall Open House - October 5, 2023*  
*Fall Festival - October 21, 2023 (rain date 10/28/23)*  
*Ruby Bridges Walk - November 14, 2023*  
*STEM/STEAM Night - November 14, 2023*  
*Fall Holiday Help - November 1 - 17, 2023 deadline*  
*Winter Holiday Help - December 1 - 13, 2023 deadline*  
*Baza- Art Winter Festival - December 14, 2023*  
*Polar Express Movie Day - December 21, 2023*  
*6th Grade School Choice Showcase - January 9, 2024*  
*Heart Ball - February 13, 2024*  
*Spring Open House - March 7, 2024*  
*Fun Run - April 26, 2024 (rain date 4/29/24)*  
*Family Movie Night - May 3, 2024 (rain date 5/10/24)*  
*Health & Wellness Fair - May 10, 2024 (rain date 5/17/24)*  
*Yard Sale - May 18, 2024 (rain date 6/1/24)*  
*Field Day - June 7, 2024 (rain date 6/11/24)*  
*Canobie Lake Park - June 12, 2024*  
*6th Grade Dance - June 13, 2024*  
*6th Grade Moving Up Ceremony - June 14, 2024*

### ***Pawssembly Dates for the Year***

*October 27, 2023*  
*November 30, 2023*  
*No Pawssembly in December*  
*January 26, 2024*

February 29, 2024  
March 29, 2024  
April 26, 2024  
May 31, 2024 ( Last one for the year)  
No Pawssembly in June

## VISITOR & VOLUNTEER POLICY

The Thomas J. Kenny Elementary School extends a warm welcome to families and community partners to visit our school and classrooms! At the same time, we must ensure that our building is secure, our students are safe, and that learning is not disrupted. School staff must always be aware of who is in the building and why they are there.

### Field Trips, Events & Volunteering

We welcome parents, guardians, and partners to join us in classrooms as volunteers or as chaperones during field trips and events! BPS policy requires all volunteers and chaperones to be CORI approved every year, prior to working with students. Because this process can take up to six weeks, we recommend that anyone who is interested in volunteering or chaperoning complete a CORI form as early as possible. Blank forms are available at the school (and in this handbook) and must include a copy of a driver's license, passport or other official photo identification.

**Visitor Responsibilities:** *Visitors include parents, school department employees, and all others who are not currently on staff at the Thomas J. Kenny Elementary School.*

- To ensure the safety of our school community, all visitors must enter through the main entrance doors and sign-in inside the main office. Staff, partners, parents and students should never allow any visitor to enter the building through the side or back doors.
- Visitors who want to meet or conference with a teacher or administrator **should make an appointment** so that instructional time is not disrupted. *No appointment is necessary at Open Houses or other school events.*
- On the first two days of school, parents are welcome to stay during breakfast without a pass until instruction begins at 9:35am. An announcement will be made at that time. After 9:35am all visitors must report to the main office, sign in, and make an appointment before going elsewhere in the building. Please sign out and return your pass before leaving! *Visitor's passes are not necessary at Open Houses or school events.*
- If parents must pick up their child/ren before the regular dismissal time, they should call the school office first if possible. School staff will prepare the student for dismissal and dismiss them from the main office. **To ensure the safety and security of all students, parents may not go directly to classrooms to pick up their child/ren.** The school will not release a student to anyone other than a custodial parent without the parent's written consent and proper identification. Anyone picking up a student must be at least 21 years of age.

### Teacher & Staff Visitor Responsibilities:

- There may be times when a student, staff member and/or parent are in disagreement. When this happens, a meeting should be scheduled to address the problem in the Principal's office or a conference room—not in the classroom or hallways. A school administrator will be present at the meeting.

- Teachers who are expecting a visitor should notify the office in advance. This includes parents/guardians, food deliveries, volunteers, school dept employees & former students.
- To ensure the safety and security of all students, staff may not dismiss students prior to dismissal to anyone, including a parent, without clearance from the main office.

## HOMWORK EXPECTATIONS

The Kenny School’s homework policy is grounded in the belief that when students spend time on meaningful homework assignments, they are more likely to achieve academic success. Homework builds on classroom work and encourages the development of self-discipline and personal responsibility. It also promotes cooperation and communication between families and the school. It is the policy of both the Kenny School and Boston Public Schools that every student has homework assignments every school day.

### Homework Time Expectations:

*\*\*from the BPS Guide For Students and Families*

Kindergarten: K0-K2:

Teachers may assign short poems or other material to be learned at home and recited in class. **Recommended average time: 10 - 15 minutes per day**

Grades 1–2:

Homework should be related to the skills or abilities which have been developed during the school day in the major subject areas, such as reading and math. The central idea is that home study promotes home-school cooperation and reinforces skills. The time below does not include independent reading time.

**Grade 1 Recommended average time: 10-20 minutes per day**

**Grade 2 Recommended average time: 20-30 minutes per day**

Grades 3–5:

Homework should stress work in major subject areas and should vary in form. For example, it could include oral and written exercises, study, reading for pleasure, online tasks, written assignments and projects. The time below does not include independent reading time.

**Grade 3 Recommended average time: 30-40 minutes per day**

**Grade 4 Recommended average time: 40-50 minutes per day**

**Grade 5 Recommended average time: 50-60 minutes per day**

## VAPING

Vaping and smoking are prohibited on school property by any student, employee, or family member, as outlined in the [Superintendent’s Circular on Tobacco and Nicotine Free Environments](#). Staff will take action to confiscate these devices whenever they are found. If necessary, school staff will conduct searches as outlined in the [Superintendent’s Circular on Student Searches](#) if any students are suspected of carrying a vaping device. Any students who bring or distribute vaping devices will face disciplinary action in accordance with the BPS Code of Conduct.

Vaping has become increasingly common among young people. Vaping is using a device that heats a liquid to create a vapor you inhale, and these devices (such as vape pens, vape pods, or e-cigarettes) are easily accessible and more challenging to trace than other products. Young people can vape nicotine, marijuana, or other substances using these devices. In 2019, about 32% of public school students in Massachusetts reported they were currently vaping, according to the Youth Risk Behavior Survey (YRBS). However, only 10% of BPS students said they were vaping in 2021.

Students who vape report the cause as stress, anxiety, or depression, and vaping can often worsen mental health problems. We encourage all families to discuss the importance of mental health care with their students and contact the BPS Helpline for additional support as needed at 617-635-8873 or via email at [helpline@bostonpublicschools.org](mailto:helpline@bostonpublicschools.org). The Helpline is open Monday through Friday from 8:30 a.m. until 5:00 p.m.

In addition to supporting students' mental health, we encourage all families to talk with their student(s) about the dangers of vaping. Nicotine is highly addictive, and both nicotine and marijuana are harmful to an adolescent's developing brain. The long-term effects of vaping can impact the lungs and cause permanent damage. If your student is experiencing discomfort with breathing, please get in touch with a medical provider immediately. [Boston Public Schools also offers information about the dangers of vaping and vaping prevention tools here.](#)

The health and well-being of all students and staff are our top priorities at the Kenny School and all Boston Public Schools. The school community is asking for your support in speaking to your child about the health risk of vaping.

## KENNY SCHOOL DIRECTORY

<b>Leadership Team</b>			
Name	Email	Role	Room
King, Shereka	sking3@bostonpublicschools.org	Principal	107
Gittens, Sharee	sgittens@bostonpublicschools.org	Family Liaison	101B
Vacant	Vacant	BEES Science Instructional Coach	201B
St. Leger, Steeve "Mr S"	sstleger@bostonpublicschools.org	Dean of Students	202
Fleming, Brian	bfleming@bostonpublicschools.org	Instructional Coach	101B
Ramsey, Brenda	bramsey@bostonpublicschools.org	Secretary/Before & After-School Director	Main Office
Geagan, Krystyna	kgeagan@bostonpublicschools.org	Coordinator of Special Education (COSE)	006A
Younge, Aaron	ayounge@bostonpublicschools.org	Social Worker	014A
<b>Specialists Team</b>			

Name	Email	Role	Room
Ferguson, Oryanna	oferguson@bostonpublicschools.org	Physical Education/ Health	006B
Bingham, Blossom	bbingham@bostonpublicschools.org	Science (K-2)	201B
Chu, Jerry	jchu@bostonpublicschools.org	Music	012A
Manning, Casey	cmanning@bostonpublicschools.org	Visual Art	010A
Ross, Jacquelyn	jross2@bostonpublicschools.org	Science (3-6)	201B
Student Support			
Name	Email	Role	Room
Besson, Nalida	nbesson@bostonpublicschools.org	Teacher of the Visually Impaired	012B
Blake, Madison	mblake@bostonpublicschools.org	Psychologist	006A
Braun, Christina	cbraun@bostonpublicschools.org	Physical Therapy	012B
Colleary, Rachel	rcolleary@bostonpublicschools.org	Speech and Language Pathologist (SLP)	012B
Connerty, Brian	bconnerty@bostonpublicschools.org	Adaptive Physical Education	012B
Coyne, Amy	Acoyne@bostonpublicschools.org	Occupational Therapist (OT)	012B
Dymek, Caroline	cdymek@bostonpublicschools.org	ESL/ Resource	210B
Elsiah, Tarik	telsiah@bostonpublicschools.org	Psychologist	006A
James, Pallas	pjames@bostonpublicschools.org	Nurse	Health Office
Kenneally, Kristen	kconlon@bostonpublicschools.org	ESL/ Resource	210B
Tarazona, Ursula	utarazona@bostonpublicschools.org	Multilingual Speech (Spanish)	012B
Lukens, Robert	rlukens@bostonpublicschools.org	ESL	207
Nguyen, Tuyet	tnguyen@bostonpublicschools.org	LATF/ESL	207
Vacant	Vacant	ESL/ Resource	207
Teahan, Eleanor	eteahan@bostonpublicschools.org	Bilingual Speech	012B
Zapata, Dina	dzapata@bostonpublicschools.org	Inclusion Specialist	210B
Alderman, Kim	kalderman@bostonpublicschools.org	Reading Interventionist	109B
Teaching Staff			
Name	Email	Role	Room
Herel Mode, Zoe	zherelmode@bostonpublicschools.org	Ko/K1 Center Based	003

		Teacher	
Godfrey, Douglas	dgodfreyjr@bostonpublicschools.org	KO/K1 Center Based Co-Educator	003
Mullen, Linda	lmullen@bostonpublicschools.org	K1 Teacher	001
Clerisme, Pascale	pclerisme@bostonpublicschools.org	K1 Co-Educator	001
Williams, Erin	ewilliams3@bostonpublicschools.org	K2 Teacher	100
Pires, Marcia	mpires5@bostonpublicschools.org	K2 Co-Educator	100
Proulx, Maryum	mproulx@bostonpublicschools.org	K2 Inclusion Teacher	101
Ortiz, Laura	lortiz2@bostonpublicschools.org	K2 Inclusion Co-Educator	101
Nunes, Marie	mnunes@bostonpublicschools.org	Grade 1 Teacher	103
Wilder, Mary-Beth	mwilder@bostonpublicschools.org	Grade 1 Inclusion Teacher	105
Vacant	Vacant	Grade 1 Inclusion Co-Educator	105
Vacant	Vacant	Grade 2 Inclusion Teacher	106
Brown, Debra	dbrown3@bostonpublicschools.org	Grade 2 Inclusion Co-Educator	106
Tavarez, Mijailosna	mtavarezestevez@bostonpublicschools.org	Grade 2 Teacher	108
Lanzilla, Kathleen	klanzilla@bostonpublicschools.org	Grade 3 Teacher	109
Bleakney, Elna	efilsaime@bostonpublicschools.org	Grade 3 Inclusion Teacher	110
Jean Paul, Christine	cjeanpaul@bostonpublicschools.org	Grade 3 Inclusion Co-Educator	110
Stevens, Karla	kstevens4@bostonpublicschools.org	Grade 3 LD Teacher	110B
Manning, Leesa	lmanning@bostonpublicschools.org	Grade 3 LD Co-Educator	110B
Salami, Gladys	gsalami@bostonpublicschools.org	Grade 4 LD Teacher	200
Herrera, Valerie	vherrera@bostonpublicschools.org	Grade 4 LD Co-Educator	200
McCarthy, Kathleen	kmccarthy@bostonpublicschools.org	Grade 4 Inclusion Teacher	201
Swagerty, Camille	cswagerty@bostonpublicschools.org	Grade 4 Teacher	203
Lewis, Valesha	vlewis3@bostonpublicschools.org	Grade 4 Inclusion Co-Educator	203
Wellington, Tamara	tsolomonwellington@bostonpublicschools.org	Grade 5 LD Teacher	204
Taylor, Akira	ataylor4@bostonpublicschools.org	Grade 5 LD Co-Educator	204
Grande, Jonathan	jgrande@bostonpublicschools.org	Grade 5 Teacher	206
Blais, Lisa	lblais@bostonpublicschools.org	Grade 5 Inclusion Teacher	205
Evans, Daphne	devans@bostonpublicschools.org	Grade 5 Inclusion Co-Educator	205

Veiga, Carla	cveiga2@bostonpublicschools.org	Grade 6 Teacher	208
Johnson, Winnie	wjohnson3@bostonpublicschools.org	Grade 6 Inclusion Teacher	209
Ho-Sang, Elizabeth "Ms. Wendy"	ehosang@bostonpublicschools.org	Grade 6 Inclusion Co-Educator	208
St. Leger, Tyler-Lee	tstleger@bostonpublicschools.org	Grade 6 LD Teacher	210
Wade-Joseph, Dajunnay	dwadejoseph@bostonpublicschools.org	Grade 6 LD Co-Educator	210
Hartigan, Patrick	phartigan@bostonpublicschools.org	Floating Co-Educator	
Turner, Maria	mturner2@bostonpublicschools.org	Cluster Substitute	
<b>Cafeteria/ Lunch Support Staff</b>			
Name	Email	Role	Room
Caban, Yolanda	ycaban@bostonpublicschools.org	Lunch Monitor	Cafeteria
Dickey, Nanci	ndickey@bostonpublicschools.org	Lunch Monitor	Cafeteria
Bracero Bonica	bbracero@bostonpublicschools.org	Lunch Monitor	Cafeteria
Yarde, JoyAnn	jyarder@bostonpublicschools.org	Lunch Monitor	Cafeteria
Darden, Antonio	adarden@bostonpublicschools.org	Cafeteria Manager	Cafeteria
Foster, Jill	jfoster5@bostonpublicschools.org	Cafeteria Attendant	Cafeteria
Mateo Alvarez, Santa	smateoalvarez@bostonpublicschools.org	Cafeteria Attendant	Cafeteria
<b>Custodial Staff</b>			
Name	Email	Role	Room
Manning, Thomas	tmanning@bostonpublicschools.org	Custodian (Day)	008
Nickerson, Al	anickerson@bostonpublicschools.org	Custodian (Night)	008
<b>Volunteer Staff</b>			
Name	Email	Role	Room
Hudlin, Nancy	nancyhudlin@gmail.com	Volunteer Teacher	