

Blue Knights Academy

Alternative High School



Student Handbook

Hubert Ato-Bakari Chase, Principal

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Irvington, NJ 07111

973-399-6879

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Irvington Public Schools 2014-2015



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Anna Pierre-Castor	Nurse
Muhammad Rahman	Science
Shakerah Speight	Physical Education/Health
Gwen Sutton	English Language Arts
Carl Walton	Computer/Online Courses
Michael Krause	Art
Vacancy	Read 180

District Supervisors

Early Childhood	Shelly Caldwell
Early Childhood	Tawanna Moreland
English Language Arts (K-5)	Alexis Osterhoudt
English Language Arts (6-12)	Marcos Vargas
ESL/Bilingual/World Languages	Dr. Pedro Ruiz
Government Programs	Eileen Walton
Guidance and Counseling	Vacancy
Mathematics	Frantz Meronvil
Science	John Severs
Social Studies	Teresa Steele-Hunter
Visual and Performing Arts	Trudy Rose Harte

District Directors

Athletics/Physical Education	Yvonne Sheard
Mathematics/Assessment and Data Analysis	
Special Services	Matin Adegboyega
Special Services	Nicole Gilmore
Technology/Applied Technology	Patricia Dowd
	Evan Abramson

Principal's Message

Welcome to the 2015-2016 School Year at the Blue Knights Academy where students will be “Striving to Achieve Excellence.” The mission is to ensure you achieve graduation, achieve college admission, achieve career building skills and achieve social-emotional skills. We have high expectations for you at Blue Knights Academy and will hold you to a standard of excellence. As Administration, Teachers and Staff members, our commitment is to ensure you are prepared academically, socially and emotionally for the challenges of life.

Your commitment should be to focus and work diligently to achieve your highest potential. It is important that you review this student handbook regularly. It will guide, assist, and inform you about our rules, expectations, and procedures.

You may also peruse this guide for a summary of course offerings, graduation requirements, attendance policies, and more. If you have any questions about its contents, please feel free to discuss it with your teacher, guidance counselor, administrator, or parent. I look forward to contributing to your successful school year!

Mission

Blue Knights Academy is committed to the idea that all students can and will learn. The mission is to motivate, educate and empower every student to achieve academic, social and emotional excellence.

Vision

The Vision of Irvington Blue Knights Academy is to become a model of Excellence in Alternative Education relative to three areas:

- A. Student Achievement
- B. Student Attendance
- C. Student Behavior

Motto

Striving to Achieve Excellence

Slogan

BKAchieves

(Blue Knights Academy Achieves)

BKA STANDARDS AND PLEDGE

1. In BKA we greet each other every day with a smile and a handshake to strengthen the relationship between us.
2. In BKA we honor and respect each other and so we address one another with proper language and speech.
3. In BKA we value the space of ourselves and others and are careful not to intrude on or injure each other.
4. In BKA we are mindful of what is true and strive to be honest in word and deed.
5. In BKA we treasure our rich culture and we hold the culture of all people in high regard.
6. In BKA we strive to reflect our beauty both inwardly in our understanding and outwardly in our appearance.
7. In BKA we pledge to uphold these standards daily.

High School Graduation Requirements

I. CREDITS: A total of 125 Credits are needed graduate high school

English	4 years	20 credits
Mathematics	3 years	15 credits
Science	3years (4 years for college entry)	15 credits
Social Studies	3years (includes 1 world History And 2 years of U.S History)	15 credits
Physical Education And Health	4 years	20 credits
World Language	1 year (2 years for college entry)	5 credits
Visual, Performing Practical Art	1 year	5 credits
Financial, Economic Or Business Literacy	.5 year(1/2 year)	2.5 credits
Electives	4 years*	22.5 credits

Total

125 credits

*Elective credits can be satisfied by taking courses beyond the required amount in all subject areas including Visual & Performing Arts, Career Education & Consumer, Family, and Life Skills, and World Language.

II. DEMONSTRATE PROFICIENCY:

Beginning in 2014-2015, the Partnership for Assessment of Readiness for College and Careers (PARCC) assessment will also be administered to all high school students. For more information, visit www.parcconline.org

NON-CREDIT IS THE RESULT OF MORE THAN 18 UNEXCUSED ABSENCES. NON-CREDIT DUE TO EXCESSIVE ABSENTEEISM RESULTS IN A REPEAT OF REQUIRED COURSES IN THE FOLLOWING SCHOOL YEAR. (See Attendance Policy for additional information regarding excused absences)

Summer School participation is offered to students at the discretion of the administration. A maximum of only 10 credits (2 courses) can be obtained during Summer School. Students on non-credit will not be permitted to attend summer school

Minimum Credit Requirements for Promotion:

- To Grade 10 - 25 credits
- To Grade 11 - 55 credits
- To Grade 12 - 85 credits
- Graduation - 125 credits

Blue Knights Academy
School Bell Schedule (Regular) 2015-2016

Period	Monday-Friday
Life Skills/Advisory	3:30-4:00PM
Convocation	4:00-4:13PM
1A/1B	4:13-5:13PM
2A/2B	5:15-6:15PM
3-LUNCH	6:15-6:27PM
4A/4B	6:29-7:29PM
5A/5B	7:30-8:30PM

Bell Schedule (Abbreviated)

Period	Time
Life Skills/Advisory	3:30-4:00PM
Convocation	4:00-4:15PM
1A/1B	4:15-5:05PM
2A/2B	5:05-5:55PM
3-LUNCH	5:55-6:10PM
4A/4B	6:10-7:00PM
5A/5B	7:00-7:50PM
FUN FRIDAY	7:50-8:30PM

Note to Students and Parent(s) or Guardian(s);

The Blue Knights Academy Alternative High School generally follows the school district calendar. However, because this is an evening program within a middle school building, we are subject to influences from both the middle school and high school calendar. You will be notified in advance of any calendar changes.

Blue Knights Academy

Dress Code Policy

2014-2015

All students of the Irvington Blue Knights Academy are required to adhere to the school's dress code policy. Failure to do so will result in disciplinary action. Students are also expected to remain in their proper dress code throughout the duration of school hours.

Uniforms Young Men:

- Shirts:** A. Polo-style shirts: Solid White or Navy Blue only.
B. Button-up shirts: Solid White or Navy Blue only.

- Pants:** A. Khaki or Navy Dockers-style slacks with a belt. **(Cannot wear Cargo pants)**
B. Khaki or Navy Shorts. **(Must be knee length)**

Uniforms Young Ladies:

- Shirts:** A. Polo-style shirts: Solid White or Navy Blue only
B. Button-up shirts and blouses: Solid White or Navy Blue only

- Pants:**
A. Dockers-style: Khaki or Navy Blue only: **(Cannot be "skinny" or tight fitting pants)**
B. Shorts, Skirts, Skorts, and Jumpers: Khaki or Navy Blue only. **(Cannot be more than 2 inches above the knee)**

Both:

Sweaters:

- A. Solid White or Navy Cardigan Sweater
- B. Solid White or Navy V-Neck or Crewneck Sweater
- C. Solid White or Navy Sweater Vest
- D. Solid White or Navy Fleece Sweater

Dress Code Policy (Continued)

Footwear:

All Shoes must be securely fastened. Clogs, Flip-Flops, Bedroom Slippers, Athletic Slippers or any Sandals that do not securely fasten are strictly prohibited.

Headwear:

Head covering is allowed **only** for students who are required to cover the “hair/head” for **religious beliefs**. Special needs or extenuating circumstances to wear head coverings must be requested in writing by a parent or guardian and approved by administration.

Sizing:

Clothing must be sized to fit the student. Pants should fit appropriately and should be neither too tight nor too loose. Shirts should be the appropriate size and should not extend the hip. Skirts and Shorts should not be shorter than Knee length.

The school dress code will:

- Enhance school safety
- Promote school pride
- Create a sense of unity amongst students
- Improve the learning environment
- Promote good behavior
- Improve children’s self-respect and self-esteem
- Provide cost savings for families

Violations:

Only the items on this list are permitted to be worn as part of the Dress Code Policy. Violations of this policy will result in the student being receiving disciplinary action.

Attendance Policy

In order to establish an atmosphere, which enables the student to achieve his/her best academically and thereby meet graduation requirements, it is essential that satisfactory attendance be maintained. Attendance records are based on presence in the first class of the day or as the schedule warrants. The entire process of education requires regular continuity of instruction, classroom participation, learning experiences and study. While this policy allows for up to eighteen (18) absences during the year, it should be understood that students are expected to be in school at all times unless physically unable to attend. This policy should not be misconstrued as an invitation to miss eighteen (18) days of school. Absences from school and being late to school are part of a student's permanent record. These absences are sent to colleges or employers upon request. Absence is defined as non-attendance in regular classes and assigned locations. Absence from school is either excused or unexcused. Students who accumulate more than eighteen (18) absences or more from any assigned course during the school year will be placed on non-credit status. Students placed on non-credit status for courses accumulating more than eighteen (18) absences will not receive any credit points for assigned courses.

The following are excused absences:

- School sponsored activities.
- School suspensions
- Religious holidays as defined by the NJDOE.
- Funerals provided proper documentation is submitted.
- Court appearance provided proper documentation is submitted.
- Driver's test/ permit with verification and proper documentation.
- Interviews with a prospective employer or with an admissions officer of an institution of higher education.
- Absences covered by a doctor's note. All notes must be an original document on letterhead and signed by a doctor.

All documentation must be submitted to students' administrator within 5 days of the students return to school whereby the student will receive a pass to show teachers that they were excused. The student will have an opportunity to make up missed assignments within the allotted make up time. Failure to adhere to the above may result in an unexcused absence. Students who are habitually absent will be referred for review by family court. An unexcused absence is generally defined as an absence for any reason not listed above. Truancy is defined as an absence from all or part of the school day without knowledge of the pupil's parents or guardians. It generally takes the form of an unexcused absence. Students with an unexcused absence from school may not participate or attend extracurricular activities that day.

STUDENT CONDUCT
THE EDUCATIONAL CONTRACT
PARENTS' RIGHTS AND RESPONSIBILITIES

When a parent or guardian registers a child for school, that registration document becomes the official and binding educational contract between the parent and the school district. The parent is obligated to send the student to school and the school district is obligated to provide the student with an education through grade twelve (12). This educational contract is not completed until the child is graduated from grade twelve. The contract can be terminated only by official withdrawal or removal from the school district. As the official client of the school district, the parent is entitled to all the rights and is bound by all responsibilities of the educational contract.

Those rights include:

1. The right to know the progress of the student.
2. The right to have access to the records of the student.
3. The right to confer with the school district personnel regarding the performance of the student.

The responsibilities include:

1. The responsibility to see that the student attends school every day.
2. The responsibility to see that the student abides by all the rules and regulations of the school district.
3. The responsibility to confer with school district personnel regarding the performance of the student.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students have a right to a free and full education through high school in the State of New Jersey from ages five through twenty, unless they graduate before that age. They are required by law to regularly attend an approved educational institution until the age of 16. Students may not be asked to leave school merely because they have reached 16 years of age as long as they are fulfilling their responsibilities as students, as outlined in the student handbook. These responsibilities also require students to follow and complete the course of study prescribed by the Board of Education. If it is determined that students are not fulfilling their responsibilities as students, they are subject to appropriate disciplinary action. Students who have reached 16 years of age and do not attend school regularly may be dropped from the rolls as outlined by the attendance policy.

THE SCHOOL EXPECTS STUDENTS TO:

- Treat teachers, school officials, and each other with courtesy and respect.
- Report to school and all classes on time.
- Report prepared and ready to work.
- Attend all classes and complete assignments.
- Comply with all school rules.
- Set positive goals and strive to achieve them.
- Commit themselves to obtaining a high school diploma

ELECTRONIC DEVICES:

Digital music players, radios, beepers, CD or cassette players, laser devices, and electronic communication devices are not permitted during school hours and should be powered off. Students are not permitted to wear headphones or earpieces during school hours. Visible electronic devices will be confiscated. Students and parents understand that such items are brought to school at the students' own risk, and the school will not be liable for lost, stolen or confiscated electronic devices.

ELECTRONIC SURVEILLANCE AND RECORDING:

The School building has been equipped with electronic surveillance and recording equipment. Any student committing an infraction of the code of conduct as observed on these electronic devices will be subject to discipline as prescribed in the code of conduct.

HALL PASSES:

Students are not permitted in the hallways without a designated floor/hall pass from a staff member. No floor/hall passes will be issued during the first or last 10 minutes of a class period. Students must remain on the floor indicated on their pass unless another destination is indicated. Students must also seek and receive permission from the teacher of their scheduled class prior to missing any portion of class. Students who solicit passes from other teachers, personnel, and counselors, without prior approval, may find those passes unacceptable to the scheduled teacher. Students who are repeatedly late may face disciplinary action including being placed on a pass restriction that would only allow them to leave a classroom for emergency purposes.

BEHAVIOR OFF OF SCHOOL GROUNDS

Students are subject to disciplinary action for behavior that occurs off school grounds, if the behavior interferes with the normal operation of the school. Therefore, a student who is involved in a physical altercation off school grounds could receive a suspension.

DESTRUCTION OF SCHOOL PROPERTY

The walls in the building, furniture in the classrooms, the auditorium, the library, the lunchroom, text books, lavatories, and all other fixtures and equipment are provided by the Irvington Board of Education in cooperation with the State of New Jersey. Every student shall refrain from defacing or destroying school property. If a student is observed defacing or destroying school property, he/she will receive a suspension. Parents are liable for damages caused by their children.

NJ ZERO TOLERANCE 18A:37-8.

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school sponsored function shall be immediately removed from the school's regular education program pending a hearing before the local board of education to remove the pupil from the regular education program for a period of not less than one calendar year subject to modification on a case-by-case basis by the Superintendent.

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

The Irvington Public School District will enforce a Harassment, Intimidation, and Bullying Policy in compliance with New Jersey State law P.L. 2010, Chapter 22.

The Harassment, Intimidation, and Bullying Policy prohibits any gesture, any verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic such as race, color, religion, ancestry, national, origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, that takes place on or off school grounds that substantially disrupts or interferes with the orderly operation of the school and/or the rights of others.

Likewise, the incident or series of incidences could result in actual or potential physical or emotional harm to the pupil or his/her property and/or creates a hostile educational environment that interferes with learning. All reported incidents of harassment, intimidation, or bullying will be investigated by administration and handled appropriately in accordance with state law. All bystanders will be subject to investigation and remedial/disciplinary action. Bystanders enable HIB behavior by encouraging a bully to physically attack a student, spreading rumors, or shunning a student who has been ostracized by a group. Any student or students who retaliates against the individual who reported the original HIB incident or who falsely accuses an individual of HIB will be subject to administrative action. All reported cases of HIB are to be referred to the building Principal or designee. Reports can be made in person, via district form posted on the website, or anonymously via phone call, email, or letter. Cases will be investigated by the School Anti-Bullying Specialist, reviewed by the Office of the Superintendent of Schools, and reported in closed session to the Board of Education each month.

SUSPENSION:

The Board of Education policy states that any student who is suspended three times in a given school year is subject to being expelled from school. Students who are suspended for non-violent or non-criminal actions may be suspended at the end of the school day. A student who presents a danger to persons or property may be immediately suspended and removed from the school following an informal hearing. An informal hearing is a meeting with an administrator, the parent/guardian and the student to inform the student of the charges, and give the student a chance to reply to the charges. While on suspension, and during the term of the suspension, a student may not participate in any school sponsored activity or interscholastic and intramural sports and functions. Students serving out of school suspension are not allowed on the school grounds for any reason without the express permission of the principal and may face trespassing charges with the police.

HOME FOR PARENT:

Students who are given an HFP (Home For Parent) or a suspension must surrender their ID card to the administration. The ID card will be returned only after a “re-admit conference” with the

HOME FOR PARENT CONTINUED:

parent/legal guardian and upon completion of a re-admit slip. Students must be readmitted to school by the Principal after serving their suspension.

Students will only be readmitted if accompanied by the parent/legal guardian. All make-up work is the responsibility of the suspended student.

Disciplinary Code:

Conduct violation	1 st offense	2 nd offense	3 rd offense
Disruptive Behavior	Verbal reprimand Parent contacted	SSC counseling Restorative Discipline	HFP
Cutting/ Tardiness	Parent contact	SSC Counseling	HFP
Cheating Academic Dishonesty	Parent Notification Failure on Assignment	SSC counseling	HFP
Failure to bring/wear ID	No admission to school, Parent Contacted	No admission to school, Parent Contacted	No admission to school, Parent Contacted
Wearing hats, scarves or unapproved head coverings	Confiscation return at end of evening.	Confiscation SSC Return at the end of evening	Confiscation HFP Return to Parent at Conference
Defiance of Authority	Verbal Reprimand Parent Notification	HFP	Suspension (1-2 days)
Leaving School Without Permission	Parent Contact Subsequent SSC	HFP	Suspension (1-2 days)
Unauthorized use of Portable Electronic Devices	Items confiscated turned into Administration (returned to student)	Confiscation Returned to parents	HFP
Destruction of Property, Graffiti, Vandalism	HFP Restitution SSC	3-Day Suspension Restitution SSC	4-Day Administrative Discretion

Note: SSC=Support Services Counseling by School Counselor or Social Worker

Student Code of Conduct (Law Related-Police may be called)

Conduct Violation	1st offense	2nd offense	3rd offense
Physical Altercation	3-Day Suspension SSC	4-Day Suspension SSC	Recommendation for Expulsion
Harassment Intimidation and Bullying	Investigation HFP SSC, Police notification	4-Day Suspension Police Notification SSC	Recommendation for Expulsion Administrative Discretion
Possession of Illegal substances	HFP Drug Testing Police Notification	4-Day Suspension SSC Police Notification	Police Notification Submit to Drug Rehabilitation Facility Recommend for Expulsion
Possession of Weapon	4- Day Suspension Police Notification	Recommendation for Expulsion Police Intervention	
Making Terroristic Threats	3-Day Suspension Police Notification SSC	4-Day Suspension Police Notification Recommendation for Expulsion	
Assault (2 or more on 1 person or physically attacking a defenseless person)	4-Day Suspension Police Notification SSC	4-Day Suspension Police Notification SSC Recommendation for Expulsion	
Sexual Assault	Police Notification Expulsion		
Pulling Fire box	4-Day Suspension Police Notification SSC	Expulsion	
Bomb Threats	4-Day Suspension Police Notification SSC	4-Day Suspension Police Notification Recommendation for Expulsion	
Gambling	HFP SSC Police Notification	3-Day Suspension Police Notification	4-Day Suspension Police Notification Recommendation for Expulsion
Reckless Endangerment(Inciting a riot, food fight)	3-Day Suspension Police Notification SSC	4-Day Suspension Police Notification	4-Day Suspension Recommendation for Expulsion
Stealing	HFP Police Notification	4-Day Suspension Police Notification	4-Day Suspension Police Notification

Criteria for Returning to Irvington High School

Be enrolled at the Blue Knights Academy for a minimum of two consecutive cycles (1semester) and demonstrate the following for two consecutive cycles:

- Average fewer than 3 unexcused absences per month
- Discipline Record free of major infractions (Suspensions, HFP, etc.)
- Grades of “C” or higher in all attempted courses

Students on Academic Probation

To remain enrolled the Irvington Blue Knights Academy and to avoid being dropped from register, the following criteria must be met for the duration of the school year:

- Fewer than 18 cumulative absences
- Credits must be earned for the year
- Discipline record free of major infractions

Irvington Blue Knights Academy Academic & Behavioral Management Point System

All students who attend the Irvington Blue Knights Academy will participate in the Academic and Behavioral Management Point System (ABMPS). This system is designed to reinforce the academic and behavioral expectations of the program. It also provides an outline of incentives and rewards for meeting such expectations. The ABMPS is intended to be a systematic, positive reinforcement, strength-based program, where students will be taught to make appropriate choices, engage in socially acceptable peer/staff interactions, and develop age appropriate socially desirable behavior. It allows students to earn points for:

- Punctuality
- Uniform Compliance
- Homework Completion
- Classwork Completion/Participation
- Appropriate Behavior (compliance with rules and regulations)

The ABMPS allows staff to continuously monitor academic and behavioral functioning throughout the school day.

How the ABMPS Works:

- Students earn points for each subject/class block they attend each day.
- Students must earn points. Staff does not give or take points.
- Once a student earns points, they cannot be taken away.
- The student determines their incentives/rewards.
- The system allows students to attain a certain level each week.
- The system encompasses 3 levels with accompanying entitlements/rewards.
- If the student does not make level in a given week, he/she will not have any entitlements.
- The level system provides students, staff and parents with documentation concerning the students' progress or lack thereof while in the program.

Point Sheets:

- Students will be given point sheets weekly. It will be their responsibility to keep their sheets, have the teacher to sign off immediately at the end of each block, and turn them in on Fridays during 5th Block.
- During each block of each day, staff will record points the student earns based on observable compliance with Punctuality, Uniforms, Homework Completion, Classwork Completion/Participation, and Appropriate Behavior.
- Points on the sheet are totaled each day, and then at the end of the week.
- The point sheet should be reviewed and signed by a parent/guardian once weekly.
- The point sheet should go home on Monday once the student has earned his/her level for the week.
- If a student destroys or loses his /her point sheet, another sheet will be issued for the remaining period of the week. However, the student cannot recapture or recover the points from the lost sheet. He/She will start from where they receive the new sheet.
- If a student is late or absent and it is excused (e.g. doctor's note, court date), the student will receive credit points of half of what they could have earned if they were not late or absent.
- If a student is late or absent and it is not excused, the student will not earn points for the period of lateness or absence.
- A copy of all point sheets will be kept on file so that data can be used to review and track student progress.

Levels:

Students will attain level status based on the total number of points they earn during the week.

The levels and corresponding points are as follows:

Level Zero	0-64 points
Level One	65-73points
Level Two	74-79points
Level Three	80 + points

Students will automatically drop to Level Zero, for a time period determined by Administration for any infraction that warrants a suspension.

Students can drop one level if they exceed more than 3 unexcused absences in a month.

If a student remains on Level Zero, for a period of four weeks, a modification of his/her Individual Program Plan (IPP) will be made to address academic and/or behavioral areas of concern.

Level Entitlements/Rewards

Level	Entitlement/Reward
Level Zero	None: Cannot participate in student assemblies, activities, special meal times, etc.
Level One	Participate in school assemblies
Level Two	Participate in school assemblies, extra curricula activities (e.g. student council, gospel choir etc.) one additional bathroom privilege
Level Three	Participate in school assemblies, extra-curricular activities, two additional bathroom privileges, school trips, allowed to use Electronic Devices during Lunch time, Dress Down Day.

Phone Directory

973-399-6879 ext: 1641
973-399-6879 ext: 1640
973-351-1025
973-399-6879 ext: 1634
973-399-6879 ext: 1617

BKA Office
BKA Office
BKA Fax
Guidance Office
Nurse's Office